

Central Oklahoma Dance Center

106 E. Main Street

P.O. Box 1423

Ada, OK 74821

Dear Parents,

Welcome to Central Oklahoma Dance Center in its 33rd year. My dance training includes ballet in Russia at the Minsk Byelorussian State Academy, B.F.A. from the University of Oklahoma, modern dance at Quartz Mountain Summer Arts Institute; ballet, jazz, and tap in New York, Hollywood, Las Vegas, Chicago, and Dallas annually.

After graduating with a degree in pedagogy from Oklahoma University in 1986, I opened Central Oklahoma Dance Center for the purpose of bringing my passion, academic skill and dance experience to the young people of Ada.

I am pleased to announce that together with the instructors and support staff, I feel we have the best overall dance program to train your child. It is a privilege and honor to have your child dance with us. - Cara

Our Staff

Richard Rambo

Richard has been a part of our team for 19 years now and we are excited that he is going to be sharing his Hip Hop talents with this studio. He is very dedicated to the success of dance studies and he has played a large role in supporting and training our Cara's Kids!

Ashley McCortney

Ashley returns with us for her 12th year. She has been dancing since the age of five and started as a teacher's assistant at the age of nine. In addition to several years performing with Robert Ivey Ballet in various productions, she was on the Dance Unlimited competition team and taught preschool dance while she was still in high school. While in college, she attended Jacob's Pillow Dance Festival as a technical theater intern. Ashley has a degree in dance management from OCU and has years of experience in teaching with specialties in children's work and Broadway style tap.

Kaile Radford

Kaile trained with Central Oklahoma Dance Center for nine years when she fell in love with the art of dancing. Since then, it has taken her from Florida to Boston, as well as Chicago, New Orleans, and everywhere in between. Kaile hasn't stopped training or growing as a dancer, instructor, and choreographer. Kaile loves to share her passion of dance with students. She is our competition director and is beyond excited to begin her 9th year of teaching at Central Oklahoma Dance Center!

Savannah Mott

Savannah has been a part of our Dance Company going on 8 years. Her background in gymnastics has molded beautifully into our world of dance. She is 1 out of only 2 in the state of Oklahoma to be certified in Acrobatic Arts. Acro dance is defined by its athletic character and its unique choreography which seamlessly blends dance and acrobatics. She believes acro is transforming the world of dance and she is honored to be working with such a phenomenal group of dancers who have the talent to compete at a national level.

Avery Carroll

Avery danced at Central Oklahoma Dance Center for 13 years and competed with Cara's Kids for 8 years. She attended the Quartz Mountain Summer Arts Institute as a modern dance student in 2014 and 2015. Avery was also a member of the Ada High Cougans in high school and now serves as their coach. She is very excited to begin her fourth year teaching at CODC!

Halsee Black

Halsee has been dancing since the age of 2 and has been a part of CODC for 13 years with 5 of that being a Cara's Kid! She has competed and taken classes in OKC, Tulsa, Altus, Dallas, Texas, and Orlando, Florida. Halsee has been a teacher and private dance coach for 4 years. She has a passion for teaching kids and watching them grow as an individual and as a dancer.

Jane Hatfield

Jane is our office manager, whose 30 years experience in the field of accounting, stands ready to assist with any questions concerning your account. This is her 15th year with us!

Carol Carter

Carol graduated from ECU with a degree in business and later completed additional hours in accounting. She worked at the Chickasaw Nation Headquarters Finance Department for 12 years. Before her time at CN, Carol was an assistant comptroller at ECU for 9 years. She is very excited to be with us this year!

Amelia Holtzman

Amelia is a senior at Ada High School and involved in many different activities. She is very excited to be helping us at the front desk this year!

In conclusion, all of us at Central Oklahoma Dance Center are here to help you and your dancer enjoy another year of dance!!

Sincerely,

Cara Crawford
Artistic Director

CODC 2019-2020 Important Dates

Labor Day

Sept. 2

No Monday classes

Dance Begins

Sept. 3

Leap into Dance. Regular dance classes begin.

Dolly Day

Sept. 17-20

Bring your favorite doll to dance. (Pre-school thru 1st grade)

Fall Break

Oct. 16-18

No dance classes

Dress Up

Oct 28-31

Dress up in your favorite costume for dance (4th grade and under)

Guest Day

(Preschool-4th Gr.)

Nov 4-7

receive

Parents may come and observe your children's progress in dance and

(5th-12th Gr.)

costume information. Costume balances are due by the 29th of November.

Nov 11-14

All accounts must be current for costume to be ordered.

Thanksgiving Break

Nov 25-29

Be thankful for dance! No dance classes

Christmas Parties

Dec. 16 Mon

4:00-5:30pm Mon. & Wed. Classes meet together and dance.

Dec. 17 Tues

4:00-5:30pm Tues & Thurs. Classes meet together and dance.

Dec. 18 Wed

Cara's Kids rehearsals & Staff/Teacher Assistants' party at Cara's

Dec. 19 Thurs

No dance classes

Christmas Holiday

Dec. 20-Jan. 6

No dance classes

Staff Development

Jan. 20

No Ada Schools/ No dance classes

Mandatory Cara's Kids Rehearsal

Cara's Kids Winter Show

Jan

Cara's Kids showing of competition dances

Valentines Parties

Feb 10-13

Share the love of dance w/ a snack provided during dance

Spring Break

Mar 16-20

No dance classes

Guest Day

(Preschool-4th Gr.)

Apr 6-9

Parents come to dance classes and see their children's recital dances!

(5th-12th Gr.)

Apr 13-16

Tickets on Sale

Apr 27

Recital tickets on sale to families

Tickets on Sale

May 3

Recital tickets on sale to public

RECITAL

May 15 – Fri.

Performance will be held at the Ataloa Theatre in the Hallie Brown Ford

May 16 – Sat.

Fine Arts Center, ECU campus

Attendance Policy For Regular Classes per semester

1 absence = we missed you!

2 absences = we suggest make-up classes.

3 or more absences per class per semester*, without makeup classes will not be allowed to participate in recital
If a dancer misses 4 or more consecutive classes they will be dropped from class(es) unless the studio is contacted.

*Cara's Kids missing 2 times per class per semester will be allowed 1 month to make up missed classes.

*If classes are not made up after 1 month, the dancer will be placed on probation and will not participate in performances until classes are made up.

1. Tuition: Monthly tuition is due the 1st of each month. Our dance year runs from Sept. through May. Please make your payments as soon as possible to avoid late fees. The first month's tuition is due at enrollment and May's tuition is due in April (along with April's tuition). **If payment is delinquent for more than 1 month; dancer will be put on probation and unable to dance until account is paid in full. Dancers will not be allowed to participate in recital if account is not paid in full.**
2. **There will be no refunds on registration fees or tuition, even if tuition has been paid in full at the beginning of the year.**
3. **There will be a \$15.00 late fee for late payments. This will be applied the 1st of each month.**
4. **Recital Costume balances must be paid by November 30th.** We realize this is close to Christmas for everyone, however it is necessary for us to order and pay for these costumes in December to assure their arrival before recital. Please be prepared to pay for your costumes by the due date. Costumes will not be ordered if account is not paid in full. Costumes cannot be picked up until the account is paid in full.
5. Regular attendance is necessary for your dancer to learn technique. In order to maintain the quality of our program, we have initiated the following attendance policy:
One (1) absence = We missed you!
Two (2) absences = We suggest makeup classes.
*More than (2) absences per semester = without makeup classes you will not be allowed to participate in the spring recital.
*If a dancer misses 4 or more consecutive classes they will be dropped from class(es) unless the studio is contacted.
* Any Cara's Kids missing more than 2 classes a semester will not be allowed to participate in the next performance without make up classes.
6. Proper dancewear and shoes are required. Dancers improperly dressed will sit out. Our dress code is:
 - Ballet - black leotard, pink tights, pink ballet shoes, hair in bun
 - Jazz/Tap - dance shorts or leggings, leotard or dance top, hair in ponytail (pulled away from face), jazz/tap shoes. No gym shorts.
 - Lyrical - leotard & tights or capris or booty shorts, hair pulled away from face.
 - Hip Hop - jazz pants or sweatpants (no jeans), clean tennis shoes
No street shoes!
 - Acro- Black leotard, black booty shorts, no shoes.
 - **Warm-ups or sweat pants are to be worn to and from the studio.**
7. **We take a "Hands On" approach to teaching. This means that there are times when our instructors will touch the head, torso, or limbs of a dancer to insure proper body alignment. This is not intended to injure or insult anyone.**

8. **Withdrawals: Please notify the studio immediately if you need to withdraw from class. Otherwise you will be responsible for all tuition fees posted to your account.**
9. Safety: If your child is preschool through 1st Grade, please accompany them in and out of the studio.
10. Please be prompt to class. We strive to start classes on time.
11. Please notify the studio if your child is sick or will be unable to attend class.
12. Studio closings and holidays are posted on our website calendar.
13. Recital Tickets: You will receive a recital packet in April explaining all details regarding spring performance. This packet will be sent to the PAYING PARTY unless other arrangements are made. **Tickets will only be allowed to be purchased if accounts are paid in full.**
14. Verbal abuse of the employees of CODC will not be tolerated!
Any violation of this policy will result in termination of services.
15. No visible tattoos, body piercings, or unnatural hair color will be allowed.
16. In order for a dancer to be allowed to leave the studio to get something to eat between classes the parent or guardian must circle that option below. The dancer must also sign out and back in when going to and from studio. Giving your child permission means that you acknowledge that Central Oklahoma Dance Center is not liable for your child or their actions while they are outside of the studio.
17. Dancers pictures will be featured during classes, rehearsals, and performances both individually and in group photos for Central Oklahoma Dance Center.
18. All assistant teachers are required to be loyal to Central Oklahoma Dance Center and are not to teach or dance at another dance studio while working for CODC.

I give / do not give Central Oklahoma Dance Center permission to use my child's pictures.

(circle one)

I give / do not give my child permission to leave the studio to get something to eat between classes.

(circle one)

I understand and accept the policies, schedules, and payment terms of Central OK Dance Center.

Parent or Guardian Signature

Student Name

Date