



# Spotlight Studios Parent/Student Handbook

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**Hours of Operation:** M-Th 3:30-9, F 4:30-7, S 10-noon

*This handbook contains information about studio and class guidelines/expectations for parents and students. All teachers and staff are committed to making our customers' experience a positive one. We ask for your cooperation in making this happen!*

## **Dance Season**

Our dance season begins the week of August 24th, 2026 and continues through May 29th, 2027.

## **Communication**

The main way I will communicate with you is email. All new parents, please be sure to opt into our emails when you are prompted. You should also go on to your parent portal and opt into text messages to receive immediate updates on weather or other related matters. If you do not opt in, you will not receive them. We also have a studio Facebook and Instagram page that I update frequently. Important information such as cancellations will be posted there as well.

## **Tuition and Other Fees**

Tuition for classes is as follows:

Buddy and Me \$8.00 each

1 hour Lessons \$11.00 each

1½ hour Lessons \$13.00 each

2 hour Lessons \$15.00 each

½ hour Solo \$13.00 each

½ hour Duet/Trio \$8.00 each

1 hour Technique \$8.00 each

½ hour Musical Theatre \$8.00 each

1 hour Musical Theatre \$11.00 each

Specialty Hip Hop \$8.00 each

Other fees you can expect to pay throughout the year. Please note these fees are **non-refundable**:

\$20 registration fee per family-due at time of enrollment (covers the time spent scheduling classes and staff salaries.)

\$30 costume deposit per class/extra class-due December 1st

\$20-\$25 rehearsal fee (covers the cost of Beach Schmidt, salaries for lights and sounds techs, time spent setting up the stage, etc.)-due April 1st

Shoes-varies depending on what classes your child is enrolled in

Tights-\$6.25 for child sizes, \$6.50 for adult sizes

Costume balance once costumes are ordered-varies depending on age of child and classes enrolled in, due February 1st

## **Payments**

**All tuition payments must be made at the First Lesson of each month for the month.** No weekly payments. If your payment for the month is not received by the end of the month, a \$10 late fee will be added to your account for every month your tuition is not paid. (i.e. If you do not pay your January tuition by the end of January, a \$10 late fee will be applied in February. If your January tuition is still not paid by March, another \$10 will be added until January is paid.)

Your account must be at \$0 (or higher if credits were given or you paid in advance) at Christmas Break. If you still have a balance going into Christmas Break, you will be allowed to settle it at the first lesson back in January. If you still have a past due balance at that point, your child will be suspended from class until your balance has been paid.

Similarly, all accounts need to be paid in full by dress rehearsal. If your account is not paid in full by your child's dress rehearsal, you forfeit his or her right to perform. They will not be allowed on stage until the balance is paid.

## **Absences**

**Credits for missed group classes will not be provided.** If your child misses class, the teacher and their classmates are still in attendance. Class is still happening without them. If your child chooses to miss class due to a sporting event or other school-related reason, that is their choice. I will not provide credits for these absences. I understand sometimes a child must be in attendance somewhere else, but credit will still not be provided. The only time I will provide credits for missed group classes is in the case of extreme illness (extended hospital stays, etc.) or another special circumstance (to be discussed and determined by me). No credits will be provided for absences due to the following:

- School practices or rehearsals
- Athletic events, Fine Arts events, concerts, etc.
- Illness (unless extreme)
- Bereavement
- Family vacations or trips

If enough students are missing from a class, it might be rescheduled, particularly in cases of concerts or other school events.

Credits for solos, duos, and trios **will be provided** if the teacher is notified in advance and other arrangements can be made for their time. If a teacher is at the studio during your solo, duo, or trio and you are not, no credit will be provided. If your child is gone, but their duo or trio partner is in attendance, no credit will be given for missed class.

If I cancel a class (group, solo, duo, etc.) due to teacher illness, weather, or another reason, credits will of course be provided.

Any credits earned during the month will be applied to the following month's tuition.

If a class has an available makeup class, you can, of course, attend this class in lieu of your normally scheduled class if your child misses their regular group class.

### **Cancellations**

Class will be canceled on the following holidays:

- Labor Day-September 7th
- Halloween-October 31st
- Thanksgiving Break-November 25th-November 29th, Classes resume November 30th
- Christmas Break-December 20th-January 3rd, Classes resume January 4th
- Spring Break-March 14th-21st, Classes resume on March 22nd

I will not cancel due to weather unless it impacts our classes. Just because schools cancel does not mean I will. If you don't hear anything from me on a day when the schools call a snow day, assume we still have class. I will let you know if class is canceled for the day via email, Facebook, and robo-text.

### **Withdrawing Enrollment**

Any student wishing to withdraw from class should do so by the end of the month. Students will be expected to pay for any lessons attended prior to the withdrawal date. If a costume was ordered for the student and it cannot be returned, the parent will be expected to pay for the costume. Please note costume deposits are non-refundable. If I cannot return the costume, you will be allowed to keep it once it is paid for.

### **Recital**

Recital dates are May 28th and 29th, 2027. Production rehearsals will be May 24th and 25th, 2027. Dress rehearsals are May 26th and 27th, 2027. This may be subject to change. I will let you know sometime in October which show your child will be in. Most dancers will participate in one show.

All students participating in the recital are required to attend the production rehearsal and dress rehearsal for the recital in which they are performing. An unexcused absence from either rehearsal will result in the dancer being pulled from the recital.

### **Class Observation and Parent Expectations**

- Parents are welcome to observe classes at any time but must remain quiet while class is in progress.
- Parents need to remain in the observation area. No parents are permitted behind any of the teachers' desks, in teacher chairs, or on the dance floor unless they are part of Buddy and Me or are otherwise comforting a very young student.

- Parents please set a good example for your child. If you are talking on the phone or visiting with other parents your voices carry onto the dance floor and this makes it hard for your children to hear their teacher and it is very distracting. Please set your cell phone to vibrate during class time and if you must take or make a call please do so outside.
- Please be mindful of other children when videoing or photographing your child.
- Please let the teacher run the class unless your child needs further disciplinary action beyond what the teacher can provide.
- The dance studio is not a playground. Please do not allow your child to run through the studio, especially when other classes are going on.
- Please remove your shoes when crossing the floor.

### **Class attire**

Dance is a sport, and it's important that dancers dress appropriately. Appropriate choices for class attire are as follows:

- Leotards
- Crop tops
- Tank tops
- Normal/tight fitting t-shirts (oversized t-shirts are discouraged)
- Leggings
- Athletic shorts
- Warm up sets (jackets and sweatpants)

Dancers need to be able to move in the clothes they have on without restriction. It is also important that both the dancer and their teacher can see their body to ensure proper positioning, especially during ballet classes.

Inappropriate choices for class attire might include:

- Denim of any kind (jean shorts, jeans, jean jackets, jeggings, etc.)
- Oversized, baggy t-shirts
- Oversized dresses or dresses without shorts underneath (we do roll and jump!)
- Any other piece of clothing that restricts dancer movement

If your dancer is not dressed appropriately, they may be asked to sit out.

### **Shoes**

Just like special equipment is necessary in sports like football, soccer, and baseball, the correct shoes are important and necessary for dance. All new shoes need to be ordered through the studio. This is to ensure uniformity amongst dancers and make sure that the shoes are quality dance shoes. Please do not buy from Walmart. These are not good quality dance shoes and the pink does not match our pink. All shoe orders must be paid when placing the order. All students are required to wear the correct dance shoes to class. If a child does not have the correct shoes, a warning to order them will be given. If shoes are still not ordered, a child might not be allowed to participate in that style until they have shoes on order. Shoe requirements are as follows:

*Buddy and Me:* Pink ballet shoes

*1 hour ballet, jazz, and tumbling classes:* Pink ballet shoes

*1 hour ballet, jazz, and beginning tap classes:* Pink ballet shoes, tan tap shoes

*1 hour ballet, jazz, tap:* Pink ballet shoes, tan jazz shoes, tan tap shoes

*1 ½ hour ballet, jazz, lyrical tap:* Pink or White ballet shoes (depending on dancer age), tan jazz shoes, tan tap shoes

*2 hour pointe, jazz, lyrical, tap:* Pointe shoes, tan jazz shoes, tan tap shoes

*1 hour Musical Theatre:* Tan jazz shoes

*1 hour technique:* No shoes required, but half soles are encouraged

*½ hour Hip Hop:* Jazz shoes preferred during class. Shoes for recital will be up to the teacher.

Prices for new shoes are as follows:

**White/Pink ballet shoes:** \$16.75

**Tan tie tap shoes:** \$21.75

**Tan slip on tap shoes:** \$27.75

**Tan lace up tap shoes (preferred for middle school and up):** \$27.75

**Bloch buckle tap shoes** (recommended for high school age dancers): \$53.50

**Tan jazz shoes:** \$25.75

**Half soles:** \$15.75

**Pointe shoes:** Cost varies depending on shoes. Expect to spend around \$150.

### **Used Shoe Policy**

To ensure dance is affordable for everyone, used shoes are sold at the studio. Gently used shoes will be accepted from current dancers. If the shoes are sold, the money will be given to the dancer.

For dancers who have left the studio, if your shoes were donated during your time dancing at the studio, I will attempt to contact you if you sell a pair within one year of your leaving. You will have one week to pick up your money unless we make other arrangements. After that, the money will be donated to the studio. No money will be sent through the mail. Please note that if any shoes are sold after one year of the dancer leaving, the money will be donated to the studio.

Dancers who no longer dance at the studio are still permitted to bring in their used shoes after they have left. However, the money earned from these sales will go to benefit the studio. I will no longer be contacting past dancers unless the shoes were donated during their time dancing for the studio.

### **Hair and Jewelry**

Generally, hair should be pulled back for class. Please refrain from wearing dangling or thick jewelry to class. This is for the safety of the dancers.

### **Costumes**

All students enrolled in a class participating in the spring recital will be required to purchase a costume. We try to utilize combination costumes at our studio (one leotard and several skirts), but this is not always possible due to artistic vision or other considerations. Costumes cost anywhere from \$75-\$200+ per class depending on the age of the dancer and how many pieces

we order. Generally, expect to spend around \$100-150 total per child per class (remember we are usually outfitting for three or more dances!) We will try to keep costume costs low, but costume costs are ultimately set by the costume companies themselves.

To help offset the cost of costumes, we require a costume deposit of \$30 per class due by December 1st. This deposit can be paid at any point before December 1st. If we have not received a costume deposit for your child by December 1st, we will contact you. If we do not receive a deposit by Christmas Break, I will not order a costume for your child until the deposit is paid.

Costumes are ordered in December. I will let you know what the balance is on your costume in January. Costume payments are due February 1st.

### **Dancer Rules and Expectations**

- Dancers should bring a water bottle with them to class containing water only.
- No gum is allowed for dancers.
- Dancers should refrain from bringing food into the studio. If food must be brought in, it needs to be consumed before or after class or during breaks.
- Dancers should bring a dance bag with all of their required shoes and supplies. This makes it easier to ensure no dancer has to sit out of class.
- The teacher is in charge and has the last word in disciplinary/creative matters.

### **Studio Rules and Expectations**

- No street shoes are permitted on the dance floor. This is for the safety of the dancers. Please remove your shoes before crossing the floor.
- Animals are not allowed in the studio. This includes any and all pets. This is for the safety of the dancers and to ensure a clean and orderly studio. Dance class is not the time for show and tell. You will be asked to remove your pet from the premises.
- Absolutely NO drugs/alcohol are allowed in the studio. Depending on the severity of the offense, this is grounds for suspension/expulsion. If a student arrives at class high, inebriated, or in any other drug or alcohol-related state, their parents will be contacted and they will be asked to leave.
- No weapons are permitted in the studio.
- No running through the studio.
- All children not participating in dance class (little siblings, friends, etc.) should be accompanied by an adult. The dance studio is not a daycare service. Teachers who are teaching class will not be supervising children who are not their students. This is the parent's responsibility.
- All dancers should be picked up on time unless other arrangements have been made with me allowing them to remain at the studio longer.
- Dancers in 5th grade or younger will not be permitted to wait outside for their parents. I would prefer if a parent came in to get them. Dancers in middle school and older may wait outside as long as it is not dark.