

THE

2025 – 2026

Spotlight STUDIO

HANDBOOK



Studio Information

Welcome to Spotlight Studio! This handbook contains everything you need to know for the entire year, including class schedules, dates, and studio procedures.

If you have any questions, please feel free to reach out; we're always happy to help!

- **Phone:** (520) 686-9027
- **Email:** spotlightstudiobenson@gmail.com
- **Instagram:** [@spotlightstudiobenson](https://www.instagram.com/spotlightstudiobenson)
- **Facebook:** [@spotlightstudio](https://www.facebook.com/spotlightstudio)
- **TikTok:** [@spotlightstudio.benson](https://www.tiktok.com/@spotlightstudio.benson)

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801 W. 4th Street, Suites A & B, Benson, AZ

STYLES & LEVELS

We group classes by ability rather than age to ensure each dancer receives the appropriate instruction, support, and opportunities to grow. Faculty determine placement based on skill level to best match each dancer's strengths and goals, and most styles are offered in multiple levels so dancers of any ability can participate in the classes that interest them. If you have questions on your student's level, please contact Studio Director, Kirsten.

Ballet

A classical dance genre foundational to nearly all styles, emphasizing proper alignment, turnout (outward rotation of the legs), strength, and artistry through barre and center exercises.

Tap

A percussive style focused on creating rhythmic patterns and sounds through intricate footwork, changing timing, clarity, and musicality with movements like shuffles, flaps, and time steps.

Jazz

Teaches a new jazz choreography and technique weekly, emphasizing retention, musicality, sharp execution, clarity, and adding personal style or groove to movements.

Lyrical

Teaches weekly lyrical choreography combinations, focusing on emotional storytelling, musical phrasing, fluidity, and precise execution of movement.

Hip Hop

Rooted in the history and culture of hip hop, this class builds on basic hip hop skills with a focus on tricks, control, and clean execution. Dancers will develop technique through fun and challenging combos that push their style, strength, and performance skills.

Stretching & Conditioning

This class helps dancers build strength, flexibility, and endurance while focusing on proper body placement and turn out. Through fun, age-appropriate exercises, dancers will develop the foundation needed for safe and effective technique in all styles.

Acro

Combines limbering, tumbling, balancing, and partner work with strength-building drills to safely develop skills like handstands, walkovers, and aerials.

Musical Theatre

This lively class combines dance with acting to bring stories to life on stage. Dancers will focus on performance skills, expression, and storytelling through movement while learning choreography inspired by Broadway-style musicals.

Pom

This spirited class introduces dancers to the exciting world of pom! Students will learn basic dance technique, beginning stunts, and tumbling, along with stretching and conditioning to build strength and flexibility. A fun, high-energy class that builds confidence, teamwork, and performance skills.

Creative Movements, Me & My Grown Up

This playful and imaginative class introduces young dancers to the world of movement through music, storytelling, and dance games. Students will explore rhythm, coordination, and basic dance skills in a fun and nurturing environment



FEES & SCHEDULE

Fall 2025 Semester

Revised 7/25/25

Revised 7/6/2025	Monday	Tuesday	Wednesday	Thursday	Friday
Studio A					
	8:00 - 9:00am Dance Fitness ***		8:00 - 9:00am Dance Fitness ***	8:00 - 9:00am Adult Ballet & Tap ***	8:00 - 9:00am Dance Fitness ***
		9:00 - 9:45am Preschool Ballet & Tap			
	3:30 - 4:15pm Beginning Jazz	3:30 - 4:15pm Level 3 Ballet	3:30 - 4:15pm Creative Movements (Ages 3-4)	3:30 - 4:30pm Level 1 Ballet & Tap Combo	
	4:15 - 5:00pm Level 2 Hip Hop	4:15 - 4:45pm Level 3 Jazz & Lyrical Combo	4:15 - 5:00pm Beginning Ballet (Ages 5-7)	4:30 - 5:30pm Level 2 Ballet & Jazz Combo	
	5:00 - 6:00pm Level 3 Hip Hop	4:45 - 5:15pm Level 2/3 Tap		5:30-6:15 Level 4 Jazz & Lyrical	
		5:15 - 5:45pm Level 4 Tap		6:15 - 7:30pm Advanced Ballet & Pre-Pointe	
		6:00 - 8:00pm Elite Team (Invitation Only)			
Studio B					
	8:15 - 9:30am Yoga with Mary*		8:15 - 9:30am Yoga with Mary*	9:15 - 10:00am Me & My Grown Up	8:15 - 9:30am Yoga with Mary*
	2:15 - 3:15pm *TENTATIVE* Flex Program Pom (Level 1 & 2)	2:15 - 3:15pm Flex Program Acro (Level 3)	2:30 - 3:15pm Preschool Acro		
	3:30 - 4:15pm Mighty Movers (Beginning Acro)	3:30 - 4:30pm Level 2 Acro	3:30 - 4:15pm Boys Acro & Agility (Ages 5+)	3:30 - 4:30pm Level 3 Acro	3:30 - 4:15pm *Tentative* wrestling with Damien ***
	4:30 - 5:15pm Recreation Pom (Ages 6+)		4:30 - 5:30pm Competition Pom (Invitation Only)	4:30 - 5:30pm Level 1 Acro	
	5:15 - 6:15pm Level 1 Acro	5:30 - 6:00pm Stretching & Conditioning (Ages 7-10)		5:30 - 6:15pm Musical Theatre (Ages 7-11)	
	6:15 - 7:15pm Level 2/3 Acro	6:00 - 6:45pm Conditioning & Technique (Ages 11+)			
Tuition Rates:					
	\$35/Month (30 minute classes)	\$45/ Month (45 Minute Classes)	\$45/ Month (45 Minute Classes)	\$50/ Month (60 minute classes)	\$60/ Month (75 Minute Class)
	Level 2/3 Tap	Beginning Jazz	Creative Movements	Level 3 Hip Hop	Advanced Ballet & Prepointe
	Level 4 Tap	Level 2 Hip Hop	Intro to Ballet	Level 1-2 Combo Classes	
	Level 3 Jazz & Lyrical	Mighty Movers	Preschool Acro	Level 1-3 Acro Classes	
	Stretching & Conditioning (Ages 7-10)				
	Me & My Grown Up	Recreation Pom	Boys Acro	Flex Acro Classes	
		Level 3 Ballet	Level 4 Jazz & Lyrical		
		Conditioning & Technique (Ages 11+)	Musical Theatre		
		Preschool Ballet & Tap			

*Schedule Subject to change and classes may be combined or cancelled due to low enrollment. Spring 2026 schedule will be released in December, but we try to keep the schedule as similar as possible.



Master Calendar

We follow the BUSD school calendar for breaks and some holidays.
Schedule below subject to change!

Our Fall/Winter semester runs August 4th-December 11th.

- **August 25th - 28th**- Bring A Friend To Class Week.
 - More details to come.
- **Monday, September 1st**- Closed for Labor Day.
- **September 22nd - 25th**- Parent watch week in all classes.
- **September 29th - October 12th** - BUSD FALL BREAK.
 - The studio will be closed September 29th - October 3rd for fall break.
 - We WILL have class on October 6th - 10th.
- **Tuesday, November 11th**- Studio closed for Veterans Day.
- **November 26th - 28th**- Studio closed for Thanksgiving.
- **December 8th - 11th**- Parent watch week in all classes.
 - We are not doing in-class Winter Showcases this year.
- **December 12th - January 4th**- Studio Closed for Winter Break.

Our Winter/Spring semester runs January 5th-May 10th.

- **Monday, January 5th**- Class resumes from Winter Break.
- **February 2nd - 6th**- Parent watch week in all classes.
- **Monday, February 16th**- No Class for President's Day.
- **March 9th - 22nd** - BUSD Spring BREAK.
 - We WILL have class on March 9th - 13th.
 - The studio will be closed March 16th - 22nd for Spring break.
- **Saturday, May 9th**- TENTATIVE date for Spring Recital.
 - More Details to come.

REQUIRED DRESS CODE

It's important for students to have the appropriate shoes and follow the dress code at every class so that they can get the most out of their dance education.

All Students will be REQUIRED to wear their hair back for dance & acro classes.

Example: A tight pony tail, braids, or clean bun. Hair needs to be off the face so that it is not a distraction. This will be strongly enforced this season. Please do hair before arriving for class.

NO BAGGY CLOTHES PERMITTED IN ANY DANCE OR ACRO CLASSES FOR SAFETY REASONS. (EXCEPT FOR HIP HOP)

Male students should wear form fitting athletic clothes to all classes. All other shoe rules apply, except black ballet and jazz shoes (instead of pink or tan)

Creative Movements, Preschool Ballet & Tap, Beginning Ballet or Jazz, & Level 1 Ballet/Tap:

We encourage all students to wear leotards; they can wear leggings or spandex shorts over the leotard or tights underneath, or leotard with skirts. Other form fitting athletic wear is also acceptable. All female ballet students will need pink canvas or leather ballet shoes; full sole preferred. All tap students will need black Tap Shoes; and Jazz students will need tan Jazz Shoes.

Level 2 and 3 Ballet, Jazz, Lyrical & Tap: Students should wear leotards; they can wear leggings or spandex shorts over the leotard or tights underneath. Other form fitting athletic wear is also acceptable- but we must be able to see the shape of the body. All female ballet students will need pink canvas or leather split sole ballet shoes. All tap students will need black Tap Shoes; Jazz students will need tan Jazz Shoes, and lyrical students will need "turners" or "toe undies". No dancing in socks.

Advanced Ballet: Students are required to wear leotards and tights; they can wear spandex shorts, leggings or a skirt over. A ballet bun is also required. Students should have pink split sole canvas ballet shoes.

Level 4 Jazz, Lyrical & Tap: Students are required to wear form fitting active wear, leotards are preferred. Students should have black tap shoes, tan jazz shoes and "turners" or "toe undies" for lyrical. No dancing in socks.

Acro/Pom/Musical Theatre: Students should wear leotards, or other form fitting athletic wear. Students should be barefoot for acro (no socks, tights or shoes to prevent them from slipping on the mats.) Keep in mind that students do rolls on their heads in acro so hair should be a low ponytail or braids so as to not hurt the top of their heads.

Pom students can wear jazz shoes or cheer shoes. Musical theatre students can wear ballet or jazz shoes.

Hip Hop: Students should wear clothes they can move comfortably in, and always have sweatpants or leggings packed in the dance bag to protect the knees during floor work. Students need CLEAN tennis shoes that are to be worn in the studio only.

Me & My Grown Up: Everyone attending the class should wear clothes they can move comfortably in. Students can be barefoot or wear socks.

Shoes, leotards, tights, spandex shorts, etc., can be purchased through the studio. We carry some shoes in stock, others have to be ordered. (See 2nd page for sample items and prices.) Items do not have to be purchased through the studio, but we do highly suggest purchasing shoes through the studio for best quality and uniformity.

**THE DRESS CODE IS
REQUIRED**

If your student is not in the appropriate attire as stated in our studio's dress code, they will be given a warning. The second time they may be asked to sit out of class and an "oops, I forgot" note will be sent home. Appropriate hair is part of the dress code. Consider keeping extra hair supplies in their dance bags. You can purchase dancewear through the studio, but it is not required. See dancewear flyer in the lobby or on the website.

STUDIO POLICIES

Mission Statement

At Spotlight Studio, we are passionate about sharing the joy and transformative power of the performing arts. Our mission is to nurture each student's unique spark by providing a safe, supportive, and encouraging environment where creativity thrives. We proudly welcome students of all abilities and ensure that both boys and girls feel confident, valued, and at home in every class. We believe that every individual deserves the chance to express themselves, build confidence, and grow through meaningful artistic experiences. Whether stepping into the spotlight for the first time or continuing a lifelong love of the arts, our studio is a place where passion is celebrated, individuality is embraced, and every performer is empowered to shine.

Core Values

At Spotlight Studio, we pledge to deliver the highest quality of performing arts education through continuous professional development and adherence to industry standards. Our faculty is dedicated to fostering a supportive and encouraging atmosphere where students are inspired to embrace challenges and strive for excellence. We prioritize open, constructive communication with students and parents, ensuring empathy and clarity in addressing concerns. Safety and well-being are paramount, and we maintain a secure learning environment. We expect our students to show dedication and drive, maintain a positive attitude, respect their instructors and peers, and take responsibility for their training. Parents are encouraged to support their child's passion for the arts and commitment to their training, maintain open lines of communication with studio faculty to address any questions or concerns, and display a positive attitude towards the studio, instructors, and other parents and dancers. By adhering to these core values, we create a thriving, respectful, and motivating environment for everyone at Spotlight Studio to excel and grow as athletes and individuals.

Photo Release

By enrolling at Spotlight Studio you grant permission for the studio to photograph and videotape your student during classes and studio events. These images and videos may be used for promotional purposes, including social media, the studio's website, and other marketing materials. If you do not consent to this, you must notify us in advance by emailing spotlightstudiobenson@gmail.com

General Policies

- Unless your student needs to change their clothes for class, please do not arrive more than 5 minutes early to class, and please be on time to pick up so as to not interfere with the classes before and/or after.
 - We do not open doors until 10 minutes before the first class of the day begins!
 - (If the first class is 3:30pm, we will open doors for students at 3:20pm).
 - Please do not just drop your student off 10 minutes early. Please remain with them until a few minutes before class begins.
- Please encourage your student to go to the bathroom BEFORE class, especially younger students that might need assistance.
- There is a dressing room in the lobby of Studio A if your child needs to get changed, plus bathrooms in both Studio rooms.
- Please send your students with a full water bottle to every class (labeled with their name). Only water is allowed in classrooms.
- All students will need to have the required shoes by September 1st or they will not be allowed to participate in class. They must wear the shoes to properly learn the styles of dance.
- Please help teach your students to be responsible to make sure their shoes are packed in their dance bags for every single class! This includes "clean" tennis shoes for Hip Hop (not shoes they wear to school). Students will be barefoot for Acro. See Dress Code sheet for any other questions.
 - Do not wear dance shoes outside, it is very damaging to them! They are only to be worn inside the studio or on wood or tile at home to practice.
- Parents are not allowed to watch class, it causes a distraction for all students. (Except for the "Me & My Grown Up" class- adult participation is required for that class.)
 - We have a few parent watch days per year for parents to observe the class.



Tuition

- Tuition is due on the first of the month. There is a 5% discount per month for the second sibling or second class per family, 7% for the third, and so on.
- Tuition payments are preferred through Dance Studio Pro. If you need to make other arrangements please contact Kirsten to discuss it.
- Tuition is prorated based on the average number of classes per month, with most months having 4 classes. Some months will have 5 classes but some might only have 3.
 - There is no discount for no class days, breaks, etc. This has already been taken into account when calculating tuition.
 - December only has a 50% tuition charge.
- There will be a \$10 late fee automatically assessed if tuition is not paid by the 10th of the month.
 - There will be an additional \$5 late fee automatically assessed if tuition is not paid again after another 10 days. This will continue until tuition is paid in full.
 - Students will not be permitted to participate in class if the prior month tuition has not been paid.
 - Example: \$50 tuition not paid by August 11th- \$60 is now owed. That still has not been paid by the 20th- \$65 is now owed. If not paid by the 30th of the month- \$70 is owed and the student will not be allowed to participate in September classes until August tuition and late fees have been paid, AND September tuition paid.
 - If you need to make payment arrangements, PLEASE contact Kirsten to discuss it! We are happy to work with you if we can.
- There is the option of auto-pay through Dance Studio Pro. If you sign up for auto-pay, your card will be charged the full account balance sometime between the 1st and 3rd every month. If you have any past due fees, dancewear fees, etc, that will be charged with auto-pay.
 - When recital time comes, we CANNOT use Auto Pay for recital costumes or recital fee, so you will have to manually go in and make a payment.
 - Auto-pay can be split between 2 cards if needed- contact the studio to set this up.

Release of Liability Agreement

By enrolling in classes at Spotlight Studio you acknowledge and accept the inherent risks associated with dance and acro activities, including but not limited to physical injury, property damage, and unforeseen accidents. You agree to release and hold harmless Spotlight Studio, its owners, instructors, employees, and agents from any and all claims, liabilities, or damages arising out of or in connection with participation in studio activities, whether on studio premises or at any other location.

Missed Class and Withdrawal Policy

We do not adjust or prorate tuition for missed classes as make-up classes are available. We request that you submit an absence in the DSP Parent Portal if your student is going to miss class, that way the instructor is not waiting on them to arrive and delaying class.

To withdraw from class(es), drop the class via the parent portal, or email spotlightstudiobenson@gmail.com before the 27th of the month. Otherwise, you will be charged for the following month. For example, to withdraw in February, notify us by January 27th. In cases of severe weather or unexpected circumstances, we may either offer make-up class(es) or prorate tuition accordingly; check your emails for updates.

STUDIO COMMUNICATION

- All parent communication will be via emails sent through Dance Studio Pro, so it is VERY important that you confirm you are receiving emails and check it regularly. This is the easiest way for me to get information out to all parents quickly.
 - In case of emergency class cancellation- we send Robo-Texts from DSP also.
 - Dance Studio Pro (DSP) is a great tool for both families and the studio! This is how we will be taking attendance in class, instructors will be able to see student emergency information if necessary, and this is how you will pay tuition. There is an App you can download to make it easier.
 - There will be many files uploaded to DSP for you to look back on as needed. We will also upload recital music and videos there, and share costume information next semester.
 - This will be the main form of contact so it is very important you stay up to date and frequently review information.
- We also have a website that will have a calendar, files, etc. Please check it out.
www.spotlightstudiobenson.com
 - Please make sure you have liked our studio Facebook and/or Instagram page as lots of info gets posted there as well as reminders.
- I am happy to communicate with parents via text or phone call as needed, but please respect "business" hours. I.e. please don't text me at 10pm, or on Sundays; and allow time for me to respond. Please be respectful.

Private Lessons

Want individualized training plans? Private lessons are for you!

Private lessons are one-on-one classes designed for tailored feedback and individualized training plans that address each dancer's unique strengths and areas for improvement. With undivided attention from your instructor, dancers can refine their technique, master challenging skills, and receive immediate corrections, leading to accelerated progress.

Private lessons also offer the flexibility to focus on specific goals, whether it's preparing for a performance, improving performance quality, or overcoming particularly challenging skills.

One-Time Lessons: Instructors schedule private lessons based on their personal availability, and each instructor is allowed to set their own rates. Please speak to the instructor you are interested in having a private lesson with to book, or contact the studio directly.