



Handbook

2023 - 2024 Season

Kirsten Smith 520-686-9027

Please read through this handbook entirely!

- **Class Procedures**

- 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.
- Please encourage your student to go to the bathroom **BEFORE** class.
- There is a dressing room in the lobby of Studio A if your child needs to get changed.
- Please send your students with a water bottle labeled with their name. There is not a water fountain available for student use.
- Students need to follow the dress code at every class so that they can get the most out of their dance/fitness education. It can be distracting to themselves and other students if they are messing with their hair or pulling at their clothes. Please see Dress Code policy on separate sheet.
- All Students: Will be required to wear their hair back for acro and dance classes.
 - Please consider putting extra hair supplies in your dancers bag in case they need to fix their hair before class.
- If students do not follow the dress code or do not have the proper shoes they will receive a warning, and the second time a note will be sent home reminding parents of the dress code. This policy will be enforced to ensure no distractions and uniformity in class.
- 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.
- 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 & Power Play.

- 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.
- Class Schedules - *Are subject to change. Classes might need to be combined, changed or added at any point based on enrollment.* Please see your students’ Dance Studio Pro account for their individual class time.
- **Class Placement**
 - Students are placed in class levels FIRST based on experience, and then dependent on age if needed. This is so that students who are beginning can all learn the basics together, and students that are more advanced aren’t being held back by lower level students in their class who need more explanation. This is beneficial for all students. It is at the studio directors discretion to move students up (or down if needed) at any time throughout the season if they are or aren’t reaching certain goals.
- **Tuition**
 - Tuition is due on the first class 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 is prorated based on the average number of classes per month, with most months having 4 classes. Some months will have 5 classes while some might only have 3.
 - There will be a \$10 late fee assessed if tuition is paid after the 10th of the month.
 - Tuition payments are preferred through Dance Studio Pro. If you need to make other arrangements please contact Kirsten to discuss it.
- **Parent/Instructor 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. If there is a last minute cancellation or change you will receive a mass text.
 - 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.

- 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.
- Photos will be taken in class occasionally for social media and marketing use. Please let Kirsten know if you do not want photos taken or used of your student.
- 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 me time to respond. Please be respectful.
- Very occasionally I will send home printed notes; please be sure to check with your child to make sure it didn’t get stuffed in the bottom of their dance bag.
- **Cancelling/Reschedule Classes**
 - At Spotlight Studio we try very hard not to cancel any classes, but sometimes it does have to happen. If a substitute is not available to cover the class, we will usually reschedule the class for a Friday. We will do our best to give you as much notice as possible. You will be notified via Dance Studio Pro, so please be sure you are checking for notifications/emails.
- **Showcase & Recital**
 - We will have an In-Class Winter Showcase **December 11th -15th**. Dance students will have learned a short dance to present, and acro/fitness students will show some of the things they have been doing in class.
 - All dance students will need to wear a black leotard with red bottoms of their choice this day. (A skirt, spandex shorts or leggings are fine). Hip Hop class can wear black bottoms instead.
 - Acro students should wear a black or red leotard.
 - Power Play students will not have a dress code.
 - We will have our Spring Recital on May 11th, 2024. It will be at Willcox High School Auditorium. This will be both a dance and acro show! More specific details to come by the end of January, but please

save the date! There will be a recital fee for this to help cover the cost of the Auditorium Rental. The fee will be announced soon as well.

- All students will be required to purchase a costume for this recital. Costume fees will range from \$70-\$100, depending on the class and what dances will be performed during the recital. More specific details on costumes and fee to come by the end of January.
- Costume deposit is due **Friday, February 9th** and final payment due **Friday, March 8th**.
 - Fee's will be posted on your students DSP account
- Once costumes have been ordered, there are no refunds, no matter what.
- Recital dance choreography will begin by February 19th, so enrollment will close the end of February.
 - If your child will need to take a break from class due to Little league or another sport, please make sure you that you let us know so that we do not have to change formations for dances multiple times! This is VERY difficult for instructors and the students in the class.

• **Breaks, Holidays & Important Dates**

- We follow the BUSD school calendar for breaks and some holidays. *Schedule below subject to change!*
- Our Fall/Winter semester runs August 7th - December 15th.
 - **Monday, September 4th**- Closed for Labor Day.
 - **September 18th - 22nd**- Parent watch week in all classes.
 - **October 2nd-13th**- BUSD FALL BREAK.
 - The studio will be closed October 2nd-6th for fall break.
 - We will resume classes October 9th.
 - **November 22nd - 24th**- Studio closed for Thanksgiving.
 - **December 11th -15th**- In-Class Winter Showcases for students and families/ Christmas parties
 - **December 16th - January 7th**- Studio Closed for Winter Break.

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- **Monday, January 8th** - Class Resumes from Winter Break
- **January 22nd - 25th** - Bring a friend to class week! Details to come.
- **February 5th- 9th** - Parent watch week in all classes.
- **Friday, February 9th** - Costume Deposit Due for Spring Recital (All dance and acro classes)

- **Monday, February 19th**- No class for Presidents Day
- **Friday, March 8th**- Costume Final Payment Due
- **March 4th-15th BUSD SPRING BREAK**
 - We WILL have class on **March 4th-8th**, but NO class **March 11th - 15th**.
- **March 25th - 29th- Spirit Week** (more details to come)
- **Friday, May 10th**- Mandatory dress rehearsal for Spring Recital
- **Saturday, May 11th**- Spring Recital (More details to come soon).

Updated January 7th, 2024