



# Handbook

## 2024 - 2025

**Please read thoroughly and completely- this contains Studio Policies, Procedures, Important dates, etc.**

### **Class Procedures**

- 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.
- Students need to follow the dress code at every class so that they can get the most out of their class time & fitness education. It can be distracting to themselves and other students if they are messing with their hair (because it's in their face) or pulling at their clothes. Please see the dress code policy on a separate sheet and follow those standards.
- All Students: Will be required to wear their hair back for acro and dance classes.
  - Hair may be worn in a ponytail or braids, bun is encouraged for ballet. This includes hair off the face so that it is not a distraction!
  - Please consider putting extra hair supplies in your dancer's bag in case they need to fix their hair before class.
- If students do not follow the dress code (including hair off their face) 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 (not shoes they wear to school). Students will be barefoot for Acro, Power Play and Wrestling.
- 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 during the season based on enrollment.

## **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/time to learn. 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.
  - If you have a question regarding placement or moving up a level, please reach out to the Studio Director Kirsten or Acro Director Ashley. Class instructors cannot make this change without prior approval from a Director.

## **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.
- 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.

## **Parent/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.
  - 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](http://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 time for me to respond. Please be respectful.

## **Cancelling/Reschedule Classes**

- At Spotlight Studio we try very hard not to cancel any classes, but sometimes it does have to happen.
- If there is a last-minute cancellation or change you will receive a mass text.
- 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 9th -13th. 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 for the showcases. (A skirt, spandex shorts or leggings are fine). Hip Hop class can wear black bottoms instead.
- Acro students should wear a black leotard with red shorts or leggings.
- Power Play students will not have a dress code.

## 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 5th - December 13th.**
  - August 26th - 29th- Bring A Friend To Class Week. Details to come.
  - Monday, September 2nd- Closed for Labor Day.
  - September 16th - 20th- Parent watch week in all classes.
  - September 30th - October 11th - BUSD FALL BREAK.
    - The studio will be closed September 30th - October 4th for fall break.
    - We **WILL** have class on October 7th-11th.
  - Thursday, October 31st- No class for Halloween.
  - Monday, November 11- Studio closed for Veterans Day
  - November 27th - 24th- Studio closed for Thanksgiving.
  - December 9th -13th- In-Class Winter Showcases for students and families
  - December 14th - January 5th- Studio Closed for Winter Break.
- **Our Winter/Spring semester runs January 6th - May 3rd.**
  - Monday, January 6th - Class resumes from Winter Break
  - February 3rd - 7th- Parent watch week in all classes.
  - Monday, February 17th- No class for Presidents Day
  - March 10th - 21st- BUSD SPRING BREAK
    - We **WILL** have class on March 10th-14th.
    - The studio will be closed March 17th-21st for spring break.
  - Saturday, May 3rd- **TENTATIVE** date for Spring Recital (More details to come.)
  - May 5th - 9th- Recital Pictures in the Studio & end of year parties.