

THE

2026 – 2027

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!

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- **Facebook:** @spotlightstudio
- **TikTok:** @spotlightstudio.benson

**PROUDLY CELEBRATING
OUR FIFTH SEASON!**

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

STYLES & LEVELS

At Spotlight Studio, classes are grouped by ability rather than age to ensure every dancer receives the instruction, support, and challenge they need to succeed. Most styles are offered in multiple levels, allowing dancers of all experience levels to participate in the classes they enjoy while continuing to grow safely and confidently. Class placement is determined by our faculty based on each student's current skills, technique, and overall readiness. It is completely normal for dancers to spend two to three years - or sometimes longer - in the same level before mastering the skills needed to advance. Progress looks different for every student, and our goal is to build a strong foundation rather than rush through levels. As our studio continues to grow, our class offerings and level expectations evolve with our students. While we would love to offer even more levels, we strive to create class groupings that best serve the needs of all dancers each season.

Please read each class description carefully in Dance Studio Pro before registering, as some classes have prerequisites or require instructor approval. Proper placement helps create the best learning environment for every student.

If you have questions about your dancer's placement, please contact Studio Director Kirsten or Acro Director Denise. To ensure consistency and fairness for all students, individual instructors are not able to make placement decisions or discuss level placement with families.

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, developing 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.

Jazz Funk

A high-energy style that blends the technique of jazz with the attitude and performance quality of hip hop & commercial dance. Dancers will build strong jazz fundamentals while developing musicality, confidence, precision, and stage presence through fun, upbeat combinations. Classes focus on clean technique, sharp movement, performance skills, and expressive choreography inspired by today's music videos, concerts, and the entertainment industry.

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.

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.

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 2026 Semester

Revised 7/15/26

Monday	Tuesday	Wednesday	Thursday	Friday
Studio A				
8:00 - 9:00am Dance Fitness ***	9:00 - 9:45am Preschool Ballet & Tap	8:00 - 9:00am Dance Fitness ***	9:00 - 10:00am Flex Program Dance (Ballet, Tap & Jazz) - Beginning/Level 1	8:00 - 9:00am Dance Fitness ***
	2:30 - 3:15 pm Level 4 Tap			
3:30 - 4:15pm Tot Hop	3:30 - 4:15pm Level 3 Ballet	3:30 - 4:30pm Beginning Ballet & Jazz	3:30 - 4:30pm Level 1 Ballet & Tap Combo	
4:15 - 5:00pm Level 1 Jazz Funk	4:15 - 5:00pm Level 3 Jazz & Lyrical Combo		4:30 - 5:00pm Level 2 Tap	
5:00 - 6:00pm Jazz Funk- Level 2/3	5:00 - 6:00pm Level 2 Ballet & Jazz Combo		5:00 - 5:30pm Level 3 Tap	
			5:30 - 6:30pm Level 4 Jazz & Lyrical	
	6:00 - 8:00pm Elite Team (Invitation Only)		6:30 - 7:30pm Advanced Ballet & Pre-Pointe	

Drop in Class: \$7 per class or 10 classes for \$50 (Purchase a punch card)

Studio B				
8:15 - 9:30am Yoga with Mary*	9:45 - 10:30am Me & My Grown Up	8:15 - 9:30am Yoga with Mary*	9:00 - 9:45am Preschool Acro	8:15 - 9:30am Yoga with Mary*
	2:15 - 3:15pm Flex Program Acro (Primary & Level 1)		2:15 - 3:15pm Flex Program Acro (Level 2/3)	
	3:30 - 4:30pm Level 2 Acro	3:30 - 4:30pm Boys Acro & Agility-Ages 5+	3:30 - 4:30pm Level 3 Acro	
	4:30 - 5:00pm Stretching & Conditioning (Level 1 & 2)	4:45 - 5:30pm Primary Acro	4:30 - 5:30pm Level 1 Acro	
5:00 - 6:00pm Level 1 Acro	5:00 - 5:45pm Conditioning & Technique (Level 3 & 4)		5:30 - 6:30pm Recreation Pom	
6:00 - 7:00pm Level 2 Acro	6:00 - 8:00pm Elite Team (Invitation Only)		6:30 - 7:30pm Elite Team (Invitation Only)	

Yoga with Mary is not part of the studio punch card discount. Classes are \$8 each

There are discounts for multiple classes and/or students per family.

Tuition Rates:	\$35/Month (30 minute classes)	\$45/ Month (45 Minute Classes)	\$45/ Month (45 Minute Classes)	\$50/ Month (minute classes)	(60 \$50/ Month (60 minute classes)
Level 2 Tap	Primary & Preschool Acro	Tot Hop	Level 2/3 Jazz Funk	Beginning Ballet & Jazz	
Level 3 Tap	Level 3 Ballet	Level 1 Jazz Funk	Level 1-2 Combo Classes	Recreation Pom	
Stretching & Conditioning (Level 1 & 2)	Conditioning & Technique (Level 3 & 4)	Level 3 Jazz & Lyrical Combo	Level 1-3 & Boys Acro Classes	Advanced Ballet & Prepointe	
Me & My Grown Up	Preschool Ballet & Tap	Level 4 Tap	Flex Acro & Dance Classes	Level 4 Jazz & Lyrical	

*Schedule Subject to change and classes may be combined or cancelled due to low enrollment.



MasterCalendar

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

Our Fall/Winter semester runs August 3rd-December 17th.

- **Monday, September 7th**- Closed for Labor Day.
- **September 14th - 17th**- Parent watch week in all classes.
- **September 28th - October 11th** - BUSD FALL BREAK.
 - The studio will be closed September 28th - October 4th for fall break.
 - We WILL have class on October 5th - 11th.
- **Wednesday, November 11th**- Studio closed for Veterans Day.
- **November 25th - 29th**- Studio closed for Thanksgiving.
- **December 7th - 10th**- Parent watch week in all classes.
 - We are not doing in-class Winter Showcases this year.
- **December 14th & 15th- Holiday Parties at the Studio!**
 - More details to come.

December 16th - January 3rd- Studio Closed for Winter Break.

Our Winter/Spring semester runs January 4th-May 9th.

- **Monday, January 4th**- Class resumes from Winter Break.
- **Monday, February 15th**- No Class for President's Day.
- **March 15th - 28th** - BUSD Spring BREAK.
 - We WILL have class on March 15th - 19th.
 - The studio will be closed March 22nd - 28th for Spring break.
- **Saturday, May 1st** - TENTATIVE date for Spring Acro Showcase.
 - More Details to come.
- **Saturday, May 8th**- TENTATIVE date for Spring Dance Recital.
 - More Details to come.

REQUIRED

DRESS CODE

DRESS CODE

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

NO BAGGY CLOTHES PERMITTED IN ANY DANCE OR ACRO CLASSES FOR SAFETY REASONS.

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)

HAIR POLICY: ALL FEMALE STUDENTS WILL BE REQUIRED TO WEAR THEIR HAIR BACK FOR DANCE & ACRO CLASSES. EXAMPLE: A TIGHT PONY TAIL, BRAIDS, OR BUN. HAIR MUST BE OFF THE FACE SO THAT IT IS NOT A DISTRACTION. KEEP IN MIND THAT STUDENTS DO ROLLS ON THEIR HEADS IN ACRO SO HAIR SHOULD BE IN A LOW PONYTAIL OR BRAIDS SO AS TO NOT HURT THE TOP OF THEIR HEADS.

HAIR POLICY WILL BE STRONGLY ENFORCED THIS SEASON. PLEASE DO HAIR BEFORE ARRIVING FOR CLASS.

WE KNOW GLITTER IS FUN, BUT WE KINDLY ASK THAT DANCERS LEAVE ALL HAIR AND BODY GLITTER AT HOME. IT TENDS TO END UP THROUGHOUT THE STUDIO, AND WE APPRECIATE YOUR HELP IN KEEPING OUR FLOORS AND EQUIPMENT CLEAN FOR EVERYONE!

ACRO & POM: Students should wear leotards, or other spandex style athletic wear and will be barefoot for acro (no socks or tights to prevent them from slipping on the mats/floor.) Pom students will wear jazz shoes. If also in a dance class on the same day as acro, we offer convertible tights that can be rolled up to have bare feet.

ME & MY GROWN UP: Everyone attending the class should wear clothes they can move comfortably in. Students can be barefoot or wear socks. Parents: please take your shoes off as well to participate.

PRESCHOOL, TOT, BEGINNING & LEVEL 1 DANCE STUDENTS - CLOTHING

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.

PRESCHOOL, TOT, BEGINNING & LEVEL 1 DANCE STUDENTS - SHOES

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. (Jazz shoes also for Tot Hop & Jazz Funk)

LEVEL 2 & 3 DANCE STUDENTS - CLOTHING

Students should wear leotards; they can wear leggings, spandex shorts or ballet skirts over the leotard and/or tights underneath. Other form fitting athletic wear is also acceptable but we must be able to see the shape of the body at this level.

LEVEL 2 & 3 DANCE STUDENTS - SHOES

All female ballet students will need pink canvas or leather split sole ballet shoes. All tap students will need black Tap Shoes; and Jazz students will need tan Jazz Shoes. For lyrical we wear ballet shoes. No dancing in socks is permitted.

LEVEL 4 DANCE STUDENTS - CLOTHING

Students are required to wear leotards and tights for ballet; they can wear spandex shorts, leggings or a skirt over. A ballet bun is also required.

For jazz, lyrical & tap- other form fitting athletic wear is also acceptable- but we must be able to see the shape of the body.

LEVEL 4 DANCE STUDENTS - SHOES

All female ballet students will need pink canvas split sole ballet shoes. All tap students will need black Tap Shoes; and Jazz students will need tan Jazz Shoes. For lyrical we wear ballet shoes. No dancing in socks is permitted.

THE DRESS CODE IS MANDATORY

Proper dance attire, shoes, and hairstyles are required for every class to ensure a safe and productive learning environment. If a student arrives without the required attire, shoes, or hairstyle outlined in our dress code, they will receive a reminder. Continued dress code violations may result in the student being asked to observe class, and an "Oops, I Forgot!" note will be sent home. We recommend keeping extra hair supplies in your dancer's bag. Dancewear is available for purchase through the studio, but you are welcome to purchase it elsewhere as long as it meets our dress code requirements. Please see the dancewear flyer in the lobby or on our website for more information.

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.
- Students should arrive ready for class before the scheduled start time. This means hair should be done, shoes should be on, and dancers should be seated quietly and ready to begin. If your dancer still needs help getting ready, please remain in the lobby until they are prepared so as not to disrupt class.
- 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! 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 during the fall semester 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 or zelle to our studio email address. 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.
- Tuition is due on the 1st of each month.
 - A \$10 late fee will automatically be added to accounts with an unpaid balance on the 11th of the month.
 - An additional \$5 late fee will be added every 10 days until the balance is paid in full.
 - Students with an unpaid balance from the previous month will not be permitted to participate in class until the outstanding tuition, late fees, and current month's tuition have been paid.
 - If a class has a waitlist, students with an account that is more than one month past due may be dropped from the class to allow a waitlisted student to enroll.
 - If you are experiencing financial hardship or need to make payment arrangements, please contact Kirsten as soon as possible. We are happy to work with families whenever we can, but communication is essential.
- 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. Please do not text Kirsten or the instructors.

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 have to cancel class; we will offer a make up if possible, but it is not guaranteed.

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 so please make sure you have opt-ed in to SMS.
 - 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.
 - The “emergency contact” should be someone OTHER than the main account holder.
 - Example: If the mom is the main contact, dad or grandma should be the emergency contact. This should be someone else that we could get ahold of in an emergency situation.
 - You can add other contacts under the “family contacts” tab if you want anyone else in your family to receive statements, important emails, etc.
 - Always ensure your number, email and other contact info in DSP is up to date.
 - There will be files uploaded to DSP for you to look back on as needed. We will also upload recital music and practice 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
 - 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

Private lessons provide one-on-one instruction with personalized feedback to help dancers improve technique, build confidence, master challenging skills, or prepare for performances.

Private lessons are scheduled based on each instructor's availability, and instructors set their own rates. To book a lesson, contact the instructor directly or reach out to the studio for assistance.