



Spotlight Performing Arts Center

2025-2026 Parent / Student Handbook

Welcome to Spotlight Performing Arts Center. Spotlight focuses on the uniqueness of each dancer. Here we inspire you to be your best self. When we come together, we build each other up through artistic creation. Whether taking on just an individual class or being part of a pre-professional program, all dancers are important parts of the Spotlight family, sharing a passion for dance, art, and education. You are welcomed into our nurturing environment where professionalism, safety, and diversity is at our core.

FOR OUR STUDENTS: One of the best things you can do to help make your dance year is a successful one is to make a commitment to yourself, your teachers, and your classmates at the very start of the year. Commit to giving 100% effort and energy in every class and working to your fullest potential. Your teachers will do the same, and that is how we will be able to see the best version of you and watch your growth throughout the year. While you are enrolled as a student at Spotlight Performing Arts Center, you are a representation of our school. We expect that you will always act with kindness and respect and that you will take pride in your studio. During class, take each correction that the teacher gives, whether it is directed toward you or not. Getting corrections means the teacher sees potential in you and wants to help you grow. Trust your teachers' professional experience and be cooperative and eager to learn.

FOR OUR PARENTS: Here at Spotlight Performing Arts Center, we believe that our parents and teachers share one common goal - to give each child the best dance experience, help each child grow to his/her fullest potential, and to make sure he/she is cared for physically and emotionally along the way. When your children are under our supervision, we promise to treat them like our own, with kindness and respect, but also instill in them the discipline behind the art of dance. The best thing that parents can do to help make their child's dance year successful is support our teachers. You are the glue that holds us together. Without your support, it is impossible to give your children the dance experience they want and deserve. We ask that you trust our teaching staff when it comes to level placement, the spots your children are dancing in on the stage, and the pace in which instructors are teaching your child. Each child will learn and develop at different paces, and our teachers understand how to approach that in the studio setting. We ask that you take it upon yourself to make sure your tuition is always paid in full. We cannot continue to provide instruction for your child if your tuition is not up to date. We also ask that you be involved in your child's dance experience. Stop into the studio before and after class to see if there is any new information being passed out, ask how your child is doing in class and if there is anything you can do to help out. It is very difficult to keep parents in the loop if we never see them in person. Stay close to your emails and our social media pages throughout the year to help you stay connected as well. Communication is very important to us, and we want every parent to feel fully informed throughout the year, but please do your part in making this happen as well.

BASIC STUDIO RULES: All students are expected to be polite and respectful to their classmates, teachers and assistants at all times. Name calling, and especially hitting, pushing, or any physical contact will not be tolerated under any circumstances. In case of this occurrence, the child will be asked to leave the room immediately and a parent / guardian will be notified. In the waiting areas, other children and siblings are asked to be on their best behavior as well. It is distracting to our students when they hear loud noises in the waiting areas. No food permitted inside the dance studio (waiting room / seating area only). No chewing gum or candy during class. Please keep the lobby clean. Throw away trash, wrappers, etc. Students should pick up after themselves, and parents should pick up after their young children. Please do not sit in the waiting room with an entire lunch or dinner for parents and siblings while your child is in class. Our waiting room is not large enough to accommodate such requests and teachers should not be expected to clean up after meals that took place while they were teaching class. Thank you for your understanding.

ARRIVAL / PICKUP TIMES: To ensure that classes start on time, please make sure you arrive at the studio between 5-10 min before your class starts. You will need this time to change into your dance shoes, use the restroom, fix your hair, or stretch before class. Older dancers should arrive 10-15 min early to stretch and warm up before class whenever possible. Younger dancers, please use the restroom BEFORE class starts. Classes are only 45 min or 1 hour long, so if you use the restroom before class starts, you won't need to miss a portion of class for restroom breaks. In our Early Childhood classes, when one child asks to use the restroom, other kids follow suit and ask as well. Please arrive at least 5 minutes early to pick up your child from class. Often times, the teacher may invite parents into class during the last few minutes to give a handout, go over any information, or show a new skill that the dancers learned. Teachers should not be expected to "babysit" your children after their class is over, and they certain-

ly should not be expected to wait in the studio at the end of the evening while the studio should be closed. If you know that you are going to be late, please make other arrangements to have your child picked up. Please respect your teachers' time, as they also have other obligations after your child's class time.

TARDINESS: All students are expected to arrive on time and in the appropriate attire. We understand that circumstances may delay you. If you are more than 10 minutes late, you may be asked to sit and watch the class. Classes are designed to warm up muscles slowly and properly. Jumping into a class that has already started may cause injury. If you are tardy, please see the instructor, apologize for your late arrival and ask her whether you can join the class or watch. Please respect your instructor's decision in this matter, as they are only looking out for the student's best interest.

PARENTS / GUARDIANS OF CHILDREN UNDER THE AGE OF 5 MUST REMAIN IN OUR SEATING AREA DURING CLASS:

Parents or guardians must remain in the waiting area in case your child needs help using the restroom, changing shoes for combo classes, or has a behavior issue that needs to be addressed immediately. Please limit this to 1 parent or guardian per dancer, as our waiting room is not large enough to accommodate multiple parents and siblings for each student.

CLASS PLACEMENT: Each student's placement is decided on by our instructors, who know each child best. Placement decisions are derived from many years of teaching experience. We do not place students solely based on his/her age. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote self-esteem. Sometimes students are placed in a level that is too advanced, and instead of growing in their dance technique, they fall behind due to the struggle of trying to keep up during the class. Other dancers may benefit from being placed in a higher level because he/she may thrive when being pushed both physically and mentally. Placement is highly individual for each dancer, and we ask that you trust our judgment as to what level your child is placed in. If we do not know your child, we will evaluate him/her before placement. We truly want every student to succeed and reach his/her fullest potential, so proper placement is essential!

STUDIO DOOR REMAINS CLOSED DURING CLASS: While your child is in class, we want them to have full attention on the teacher with as little distractions as possible, especially in our Early Childhood classes. There will be times when the teacher might invite parents to watch the dancers do their recital routine or a new step that they learned, but during regular class time, we do not allow parent observation. The dancers often become distracted and watch the parents more than the teacher, so limiting parent observation to specific dates and times is beneficial to both the dancers and teachers.

MEDICAL INFORMATION:

Parents must notify Miss Jen and Miss Erin regarding children who use an inhaler or who may require any medications while in the studio (examples: severe allergy, insulin, etc). It is also important to inform the directors about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are excited to work with all children and personalities, and the more we know about your child, the better the dance experience will be. All medical information will always be kept confidential.

SNOW CLOSINGS: At Spotlight PAC, our number one concern is the safety of our students and staff. In case of inclement weather, the studio will be closed. If Berlin and / or Hammonton Public Schools are closed, Spotlight PAC will comply and close as well. Otherwise, we will use our best judgement when deciding if the studio will be closed. We will post this info on our Facebook and Instagram pages and also send mass emails to our families. If it is snowing, just check one of those 2 pages or your email to see if your class is canceled or not. If your class is canceled, you can choose another age-appropriate class to take in order to make up for your lost class time. A specific make-up class will NOT be added onto the year or during a holiday break.

DRESS CODE:

For all solos or "speciality" dances, please ask your choreographer what type of shoes your dancer will need.

ALL DANCERS ARE REQUIRED TO PURCHASE A MINIMUM OF 1 SPOTLIGHT PERFORMING ARTS CENTER LEOTARD (Logo Embroidered Leotard). (EXTRAS MAY BE PURCHASED AS WELL). These items will be your "uniform" whenever we need all dancers to wear the same attire. We will utilize this on days that photos will be taken during class as well as during specific rehearsal days. In addition to your custom Spotlight leotard, the below dress code is required. We recommend Attitudes dance wear in Marlton for your dance wear needs.

Pre-K Ballet, Creative Movement, Intro To Jazz black or pink leotard (any style), pink tights, skirts only worn if attached to leotard, pink split-sole ballet shoes, hair in BUN. No sequins, glitter leotards or large tutus. Skin-colored tights may be worn for Jazz, Tap, Creative Movement, and Acro.



LEVEL 1 CLASSES:

BALLET: Pink or black leotard (if wearing a skirt, it must be attached to the leotard), pink tights, pink split-sole ballet shoes, hair in bun. Shoes: Capezio Juliet or Bloch Odette preferred

JAZZ: Pink or black leotard, pink or skin-colored convertible tights, tan jazz shoes (Bloch Neoflex), hair in bun. Black dance shorts are permitted.

LYRICAL AND ACRO: Pink or black leotard, pink or skin-colored convertible or stirrup tights, bare feet, hair in bun. **ACRO:** LOW bun, neat low pony tail, or neat braid. **LYRICAL:** bun. Black dance shorts are permitted in lyrical and acro classes.

TAP and HIP HOP: Pink or black leotard, pink or skin-colored convertible or stirrup tights, hair in bun, neat pony tail, or neatly braided. Tap Shoes: black with laces. Hip Hop: Clean sneakers that are NOT worn outdoors. Black dance shorts are permitted in tap and hip hop classes.

LEVEL 2 AND UP, AND PRIMARY / UPPER PRIMARY CLASSES:

BALLET, PRE-POINTE, POINTE: BLACK leotard, pink tights, pink split-sole ballet shoes, hair in bun. Shoes: Capezio Juliet or Bloch Odette preferred

JAZZ: BLACK leotard, pink or skin-colored convertible tights, tan jazz shoes (Bloch Neoflex), hair in bun. Black dance shorts are permitted.

LYRICAL AND ACRO: BLACK leotard, pink or skin-colored convertible or stirrup tights, bare feet, hair in bun. **ACRO:** LOW bun, neat low pony tail, or neat braid. **LYRICAL:** bun. Black dance shorts are permitted in lyrical and acro classes.

TAP and HIP HOP: BLACK leotard, pink or skin-colored convertible or stirrup tights, hair in bun, neat pony tail, or neatly braided. Tap Shoes: black with laces. Hip Hop: Clean sneakers that are NOT worn outdoors. Black dance shorts are permitted in tap and hip hop classes.

ELITE COMPETITION TEAM: Any color leotard for all classes. Must wear pink tights to ALL ballet classes. Hair must be in a BUN for all ballet classes. Contemporary, Jazz, Acro, Hip Hop- dance shorts or dance pants are permitted, but leotards are still required. Hair can be in a pony tail for non-ballet classes but MUST be in a bun for ballet and production rehearsals. Ballet Shoes for stage: Capezio Hanami Canvas in LIGHT PINK. Different shoes may be worn for class, but all elites must have these for competition and recital dance. Tuesday Technique Class: Miss Erin will allow the dancers to wear 2-piece dance outfits to one class per month. Turner / Half-Sole shoes and "Foot Undies" may not be worn.

JUNIOR ELITE TEAM AND TRAINEE TEAM: BLACK leotard. **DANCERS WILL BE PERMITTED TO WEAR COLORED LEOTARDS FOR JAZZ, HIP HOP, AND TECHNIQUE CLASSES.** Must wear pink tights to ALL ballet classes. Hair must be in a BUN for all ballet, jazz, and lyrical / contemporary classes. Lyrical / Contemporary, Jazz, Acro, Hip Hop- black dance shorts are permitted, but leotards are still required. Hair must be in a bun for production rehearsals as well. Hair can be in a neat pony tail for Acro, Tap, and Hip Hop. Ballet Shoes for stage: Capezio Juliet or Bloch Odette (theatrical pink). Different shoes may be worn for class, but all dancers must have these for stage. Turner / Half-Sole shoes and "Foot Undies" may not be worn.

MALE DANCERS (ALL AGES): White or black fitted t-shirt or tank, black fitted shorts (to the knee) or pants, appropriate shoes. Black ballet shoes, black jazz shoes, black tap shoes, with laces. Hair off the face.

HIP HOP SHOES FOR RECITAL: A SPECIFIC COLOR AND STYLE SNEAKER WILL NEED TO BE PURCHASED FOR RECITAL. THIS INFO. WILL BE DETERMINED AFTER COSTUME IS SELECTED. SNEAKERS WORN TO CLASS MUST BE CLEAN AND NOT WORN OUTSIDE IN ORDER TO KEEP OUR STUDIO FLOORS CLEAN.



← Tap shoes for **Miss Jenny's Tap Classes ages 5 and up**
(black with laces, any brand is okay)



← Tap shoes for **Miss Ro's Tap/Creative Movement Class**
TAN with buckle or velcro strap. No laces

BALLET SHOES



← **Capezio Juliet leather**
(Light Pink)



OR ← **Bloch Odette**
(Theatrical Pink)



← **Jazz shoes**
(Bloch Neo Flex, TAN)



← **Convertible tights** (must be pink for ballet. Can be Skin-colored for jazz, tap, acro)

Can be worn over the foot or folded up for bare feet.

*** Elite Team and Junior Elite Team Dancers will be required to purchase back seam tights to wear on stage. ***

****COMPETITION TEAM DANCERS**:** PLEASE NOTE THAT ONCE YOUR CHILD'S CHOREOGRAPHER CHOOSES A COSTUME, SHE MAY WANT A SPECIFIC SHOE TO GO WITH IT. THE SHOE IS AN EXTENSION OF THE COSTUME. YOU MAY BE ASKED TO PURCHASE A SHOE THAT IS NOT LISTED IN THIS HANDBOOK. EXAMPLES: A SPECIFIC SNEAKER FOR HIP-HOP, A SNEAKER FOR MUSICAL/THEATER JAZZ, ETC.

WARM UPS (baggy sweatshirts, sweatpants, etc) are NOT permitted. During colder months, your child should wear a long sleeve leotard or a fitted ballet sweater from a dance wear store. Fitted warm ups will only be allowed during the first 10 minutes of class. When baggy clothes are worn, the teacher cannot see your child's body alignment and make the appropriate corrections.

**** All Competition Team Dancers will be required to purchase a custom Spotlight Performing Arts Center warm up jacket to be worn at each competition. ****

LATE FEES / REFUNDS: Anyone who is more than **ONE** week late paying tuition will receive a \$25 late fee. If you are more than 2 weeks late paying tuition, you will be charged a **\$30** late fee AND your child will not be permitted to take class unless your balance is paid in full. If you have an outstanding balance before recital, your child will not be able to participate in the recital. Refunds for prior tuition or costumes are NOT given for missed classes or if a child chooses to leave the studio. If your child leaves the studio after purchasing a costume, you may take the costume home, but you will NOT be refunded for the costume. Any classes that are missed are not refunded.

RECITAL: At the end of each year, our students participate in an annual performance. Dancers are required to attend a dress rehearsal on stage if they choose to participate in the recital. This year's showcase date is still tentative, but we will announce the date as soon as it is confirmed. While we strongly encourage all of our students to participate in the recital, it is not mandatory. If you would like your child to take dance class but don't think he/she is ready to dance on stage, he/she can learn the recital dance as part of class but not participate in recital. Recital is a wonderful experience for the dancers, and when the dancers step on the stage for the first time they truly shine! It's also a great opportunity for family and friends to come watch your child perform and see everything he/she has been working on all year long! ALL audience members, including dancers' parents, must purchase tickets to attend the recital. We depend on ticket sales in order to offset the cost of holding our recital. **** Anyone who has a balance on his/her account at the time of the recital will NOT be permitted to perform in the recital. ****

BIRTHDAYS: Here at Spotlight, your child is very special to us and so is his/her birthday! During the week of your child's birthday, he/she will receive special recognition! We will post a birthday announcement for each dancer on social media with parent permission. If you would like to bring in a birthday treat for the class, please ask the teacher for permission first. Birthday treats should be easy to pass out at the end of class. (No messy treats, no icing). Spotlight offers birthday parties right here at our studio! The cost is \$299 for 10 children (\$10 for each additional child) and includes 2 pizzas! The children will get a two-hour party which will include a dance instructor who will teach a 30 minute class along with fun dance games. (Bring your own decorations, paper products, and beverages). Email us to your party asap! Availability is dependent upon studio space / availability. Parties may not be booked during class or rehearsal times.

ABSENCE/MAKE-UP CLASSES: We encourage consistent attendance. The curriculum is on-going and cumulative. If a student misses too many classes, he/she will fall behind and be frustrated. We understand that conflicts or illness may cause dancers to miss a class. If a child misses class due to an injury or illness, please present the teacher with a doctor's note. In that situation, your child may attend a makeup class (same as snow closing makeup). If your child misses class due to another conflict, your child will not be granted a makeup class. For example, if your child chooses to attend a family party on the same day as his/her class, the class will be missed without the option of a makeup class. Classes not made up will be forfeited.

LOST ITEMS: Please label all belongings. Staff will put items in our lost and found box. Students are encouraged to leave valuables at home. The studio will not be held responsible for any lost items. Lost and found items will be discarded or donated after being unclaimed for several months.

PRIVATE LESSONS: Any student can schedule private lessons to work on specific skills or learn choreography. **ONLY DANCERS WHO ARE PART OF OUR COMPETITION TEAMS ARE PERMITTED TO PERFORM SOLOS.** Miss Erin and Miss Jen must give permission to learn solo choreography. Students with an outstanding balance will not be permitted to take private lessons until tuition balance is paid in full. Private lessons are \$45 for a half hour lesson and \$80 for a one-hour lesson. Miss Valerie's private lesson fee is \$55 for a half hour lesson and \$95 for a 1 hour lesson. The lesson must be paid in CASH ONLY and given to the instructor at the time of the lesson. If the student arrives for a private lesson without cash payment, the student will not be permitted to take the lesson. If you need to cancel your lesson for any reason, you must contact your instructor at least TWO hours prior to your lesson time. Any lessons canceled with less than 2 hours notice will result in the dancer being **charged half of their lesson fee**. Remember, your instructor is making special arrangements to get to the studio early or stay late in order

to teach your private lesson. If you cancel and your instructor is already at the studio, then her time is not being compensated for. Please respect this cancellation policy.

OUR WAITING ROOM: Our waiting room is small, and we'd like your help keeping it tidy. Please refrain from bringing messy food / snacks in our waiting room. Only dancers with a break in their nightly schedule should be bringing food to the dance studio. Please pick up after your child / children before leaving. This helps out a lot at the end of the night.

TUITION: There is a yearly registration fee of \$45 per family. Tuition is a **yearly fee** broken into 4 payments. You can choose to make your payments quarterly (4x throughout the year / approx every 9 1/2 weeks) or pay your yearly fee in one lump sum upon registration. You will receive a 10% discount if you pay your full amount at once.

30 min class -	\$540 per year (\$135 per quarter)
45 minute class -	\$672 per year (\$168 per quarter)
1 hour class -	\$756 per year (\$189 per quarter)
1 hour & 15 min class -	\$872 per year (\$218 per quarter)
90 minute class-	\$1,040 per year (\$260 per quarter)
2 (1 hour classes) -	\$1,396 per year (\$349 per quarter)
3 (1 hour classes) -	\$1,940 per year (\$485 per quarter)

1st quarter due at time of registration, 2nd quarter due: November 12, 3rd quarter due: January 19, 4th quarter due: March 25
\$65 Costume Deposit (Per Costume) Due: October 8th, Costume Balance (Per Costume) Due: February 9h

ADDITIONAL FEES:

Tuition does not include the \$45 annual registration fee, dance wear, shoes, costumes, recital tickets, private lessons, special events, competitions, master classes, or extra rehearsals.

Costume deposits are \$65. Costume balances range from \$35 - \$100 per costume depending on the costume that the teacher chooses and will be billed in January.

Competition Entry Fees, Production Fee, Competition Dress Rehearsal Fee, and Team Jacket are additional fees for Competition Team Dancers

SPECIAL DISCOUNTS:

10% off if paid in full for the year , 5% off sibling discount

CONVENIENCE FEE:

A 3% convenience fee PLUS a 5 cent per transaction fee will be applied for any credit card transactions to cover the fees charged by those companies. A 1% service fee is charged if paying online with your bank account info. (There are no convenience fees associated with in-person payment by check or cash.) **If a credit card is declined, your account will be charged a \$25.00 fee.** When your credit card expires please be pro-active and contact the studio with your new information or our your new credit card info. Into your parent portal account.

COMMUNICATION: Spotlight Performing Arts Center is big on communication and always wants our parents and students to know what is going on. For convenience, our primary means of communication is email, so please ensure you have provided the studio with an up-to-date email address that is regularly checked. You will receive regular newsletters via email as well as WEEKLY information emails. If you need to send an email, please use the email address **spotlightpac@gmail.com**. You can also find us on Instagram at spotlight_pac and on Facebook at Spotlight Performing Arts Center. We always post important information on our social media pages, so be sure to follow us! If you have a simple question for your child's teacher, please ask right before or immediately after class.

CANCELLING CLASSES:

Your child automatically remains enrolled in his/her class until the of the season until you complete a drop request. To drop your class, you must email **spotlightpac@gmail.com** or come into the studio to request to cancel the class. There will be no other way to effectively drop your class, besides in person or email. Please do not call or leave a voicemail to request to drop a class. If you drop a class in the middle of a quarter, you will not be refunded for that quarter or any previous charges, including costume payments. You will not be required to pay for any upcoming payments other than costume balance if costume has already been ordered. For example, if your child drops a class in the middle of the 2nd quarter, you will not be refunded for your costume deposit or your 1st or 2nd quarter tuition. You WILL still owe the remaining balance on your costume, but you will NOT owe 3rd or 4th quarter tuition.

DICIPLINE POLICY:

In order to have a happy, successful dance year, students are taught proper discipline and respect for their teachers, classmates and studio property. We have a ZERO tolerance policy for any type of hate here at Spotlight Performing Arts Center. There are no warnings when it comes to hateful behavior. If a teacher sees this type of behavior from a student or parent, that family will be dismissed from the studio immediately.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- Children who are disruptive will be asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the child will be sent out to the waiting room or the parent or guardian will be called to pick up the child.

Termination of Enrollment

If any of the following behaviors are witnessed by an instructor, the child will immediately be dismissed from the studio for the remainder of the dance year.

- * Hitting, biting, or any dangerous behavior displayed by students or their parents.
- * Verbal or physical abuse of other children, staff, or studio property.
- * Any words or actions that are considered hateful or discriminatory.
- * Failure to comply with Spotlight Performing Arts Center's agreement form or other policies we put in place.

Parking Lot Safety: Please enter and exit our parking lot with extreme caution, as children of all ages are constantly coming and going. Never park your vehicle in any area that is not a designated parking space. Please do not allow children to play in the parking lot.

Security Cameras: For the safety of our students and instructors, our waiting room and both studios are equipped with security cameras.

SPOTLIGHT PERFORMING ARTS CENTER RESERVES THE RIGHTS TO ALL CHOREOGRAPHY AND CUT MUSIC: Parents or students are NOT permitted to post videos of choreography on social media pages without the choreographer's permission. Dancers are NOT permitted to perform or compete choreography without the choreographer's permission. Our choreographers also spend many hours cutting and editing music that is used for choreography. That music is not permitted to be used outside of Spotlight PAC without permission. We choreographers take this very seriously. Please respect our artistic creativity.

STUDIO CALENDAR

Monday, September 8th - Classes begin

Monday October 13th - Closed in observance of Columbus Day

Wednesday October 8th- Costume Deposit Due (\$65 per costume)

Monday October 20 through Saturday October 25 - Bring a friend to class week

Friday, October 31- Closed for Halloween so dancers can go trick-or-treating during after school hours

Wednesday November 26 through Sunday November 30 - Closed in observance of Thanksgiving

Friday December 19th through Sunday January 4th - Closed for Winter Break - reopen January 2nd, 2024

Monday January 19: Closed in observance of Martin Luther King, Jr. Day

Monday February 9th- Costume Balances Due

Friday February 13th through Monday February 16th: Closed in observance of President's Day

Friday April 3rd through Sunday April 12th - Closed for Spring Break - reopen April 8th

Friday May 22nd through Monday May 25th - Closed in observance of Memorial Day weekend - reopen Tuesday May 28th

Last Day of Classes: Thursday May 28th

DRESS REHEARSAL: TBD, but POSSIBLE date: Friday May 29 / Recital Sat May 30

FAQ

Q: Why is it necessary to use both voice and hands-on instruction?

First, all of our students, no matter their age, are treated with the greatest of respect and care so as to provide an instructional environment of mutual respect. Voice instruction is commonly used to help direct the dancer's attention and keep them mentally focused and aware of proper technique. When instructors call out a correction to a specific child (example: "Suzy, make sure your right foot is in front.") the intention is not to embarrass the child. It is not possible to give individual corrections outside of class in a private setting unless the student is in a private lesson, so those individual corrections are made during class. Sometimes actual hands-on and physically assisted movement of body parts, by the teachers, is essential to the proper teaching of technique and training. Proper training happens only when the student feels the correct body position and develops "muscle memory" in placing the body into proper position. The physical stress resulting from improper positioning during dance movements can result in severe and some times long term injuries to the dancer.

Q. Why does my daughter's hair need to be in a bun?

The simple answer: We believe in the structure and discipline that goes along with this performing art, and wearing the hair in a bun is a part of the uniform. Just as you would not show up to swim practice without your goggles or swim cap or soccer practice without your cleats, you should not show up to dance class without your bun, as it is an essential part of the overall uniform. We want our dancers to look and feel professional and polished and start practicing this at an early age. The bun also ensures that the hair won't be in the face while dancing or learning how to execute turns.

Q. Why is my daughter placed in this level?

Our teaching staff is professional and extremely qualified to instruct your child as well as properly place him/her in the appropriate level. If your child is placed in a class that is too difficult, he/she will most likely become frustrated and spend more time trying to keep up rather than cleaning and perfecting the technique. Please trust our professional judgement when evaluating and placing your child.

Q. Why am I required to purchase tickets for the end-of-year recital?

We do not charge a recital fee in order for your child to participate in the recital. Holding our recital is a big cost to the studio. We rent a theater for 2 days (dress rehearsal and recital day) and have many other costs such as fire marshal, janitorial services, sound and lighting technicians, and we also pay everyone who works for us on the day of the recital (teachers, chaperones, backstage runners, etc). We rely solely on ticket sales to offset these costs.

Q. I'm thinking about trying an additional class, but I'm not sure I'll like it. What can I do?

Come in and try it! You are welcome to drop into a new class (especially in the first couple months of classes) to see if you might want to register for it. Just be sure to let Miss Erin or Miss Jen know prior to doing so.

Q. My child is interested in being on a competition team. Do you offer that?

Yes! We offer competition teams starting at 5 years old! Evaluations are required in order for all dancers to be placed on the appropriate team. Dancers must have completed at least 1 year of ballet in order to audition for the Mini Team, at least 2 years of ballet in order to audition for the Petite Team and Petite Elite Team, and at least 3 years of ballet in order to audition for the Trainee, Junior Elite, or Elite Teams. Unfortunately, not everyone will be placed on competition team. We need to have an appropriate team for the dancer's age AND skill level. We currently do not have any competition teams for beginner-level dancers who are over the age of 12.

Return to your child's instructor NO LATER THAN the second week of class.

Agreement Form (Non-Comp. Team)

I, (Print Parent Name) _____, have read every page of this handbook and agree to ALL the terms in the 2025-2026 Spotlight Performing Arts Center Handbook. My child, (Print Child Name) _____, and I will happily respect all of the rules and procedures listed in this handbook.

Please provide your initials on the lines in the section below

I am aware that if my tuition is more than **ONE** week late, I will be charged that quarter's tuition as well as a **\$25** late fee. If my tuition is more than **TWO** weeks late, I will be charged a **\$30** late fee. _____

I am aware that there is a 3% service fee and a 5 cent per transaction fee if I pay online with a card. There is a 1% service fee if I pay online using my bank account. There is no fee if I pay in person with cash or check. _____

I am aware that if I do NOT give my teacher at least 2 hours notice when cancelling a private lesson, I will be responsible for paying half the cost of that lesson. _____

I am aware that my child will not be able to participate in the end-of-year recital if I have an outstanding balance. _____

I am aware that tuition is paid on a quarterly basis, and prior tuition or costume payments will not be refunded if I miss class or choose to leave Spotlight Performing Arts Center during the year. _____

I am aware that classes missed due to snow days or severe inclement weather will not be added to the studio calendar, however I can take another age-appropriate class as a make-up instead. _____

Make-up lessons are not available to your child if he/she chooses to miss class. Make-up lessons are only available if your child missed class due to injury or illness and provide a doctor's note. Your make-up class must be approved by Miss Jen or Miss Erin before attending. (Example: Your child misses class to attend a birthday party, sporting event, family function - then a make-up class will not be available). _____

If my child is sick, I will keep him/her home from class that day _____

I understand that any personal items lost in the studio are not the responsibility of Spotlight PAC. _____

I give permission for my child's photo (without last name) to be posted on our social media pages and / or website. (Examples of when / why this would happen: Your child is our student of the month, so we will take a picture of him/her with the award and post on our Facebook and Instagram page!)

YES _____ NO _____

I will not take photos or videos during the end-of-year annual recital. _____

My **current** email address is: _____

Please ALSO send emails to: _____

The best phone number to reach me at is: (_____) _____ - _____

An alternate phone number is: (_____) _____ - _____

Parent / Guardian Signature: _____ Date _____

2025-2026 AGREEMENT FORM FOR COMPETITION TEAM DANCERS ONLY

Please return to Miss Erin or Miss Jen by the 2nd week of classes. We will keep this copy on file.

I, (Print Parent Name) _____, have read every page of this handbook and agree to ALL the terms in the 2025-2026 Spotlight Performing Arts Center Handbook. My child, (Print Child Name) _____ and I will happily respect all of the rules and procedures listed in this handbook.

Please provide your initials on the lines in the section below and sign / date the bottom of the form.

I am aware that if my tuition is more than **ONE** weeks late, I will be charged that quarter's tuition as well as a \$25 late fee. If my tuition is more than **TWO** weeks late, I will be charged a **\$30** late fee. _____

I am aware that private lessons must be paid for in CASH ONLY at the time of each lesson, and failure to bring payment will result in the private being cancelled. _____. If I do not cancel my lesson with at least 2 hours notice, I am responsible for paying half the cost of the lesson. _____

I am aware that my child will not be able to participate in the annual recital if I have an outstanding balance on my account. _____

I am aware that if my child is on the competition team, the choreographer may request a specific shoe or accessory as part of their costume, in addition to the ones that are listed in the dress code section of this handbook. _____

I am aware that tuition is paid on a quarterly basis, and prior tuition or costume payments will not be refunded if I miss class or choose to leave Spotlight Performing Arts Center during the year. You will not owe future payments other than costume balances. _____

I am aware that classes missed due to snow days or severe inclement weather will not be added to the studio calendar, however I can take another age or level-appropriate class as a make-up instead. _____

If my child is sick, I will keep him/her home from class that day. _____

I understand that any personal items lost in the studio are not the responsibility of Spotlight PAC. _____

I am aware that if my child misses class or rehearsal during the week leading up to a competition without prior approval from a teacher, he/she will not be allowed to participate in that particular competition. _____

I am aware that by agreeing to be a part of the 2025-2026 competition team, I am committing to take part in ALL regional competitions (3 during the school year), A full-studio Nationals for summer 2026 will be discussed but is not currently planned. All important dates that will prevent you from being able to compete (communion, senior trip, wedding, etc) must be given to Miss Erin or Miss Jen ASAP _____

I am aware that group dances and rehearsals will always take priority over solos. Being a part of the group is what makes a cohesive team. _____

I am aware that in-studio opportunities such as master classes take priority over competing solos at extra competitions. (For example, if you are making a choice as to whether to spend extra funds on an extra solo competition or a master class provided by SPAC, the master class must take priority). _____

I am aware that all dancers who choose to compete a solo at an extra competition must receive permission from Miss Erin and Miss Jen, be registered by SPAC, and are aware that Miss Erin and Miss Jen typically will NOT be available to coach you at the competition. Miss Erin and Miss Jen will be at required regional competitions, but NOT extra competitions you choose to attend. NO dancers will be allowed to compete extra competitions that conflict with mandatory studio rehearsals. _____

I am aware that Spotlight PAC owns the rights to all choreography taught at Spotlight PAC by a Spotlight instructor or a guest choreographer hired by Spotlight. If a student leaves Spotlight PAC after receiving choreography under Spotlight, he/she may NOT take use choreography elsewhere. Given that the payment for choreography was made to the studio, the ownership of choreography rests with the studio. Therefore, the studio also retains the rights to use this choreography with other students as well. _____

I am aware that I must receive permission from Miss Jen and Miss Erin in order to receive solo choreography by anyone who is not a current Spotlight PAC instructor. Dancers are not permitted to work with outside choreographers on solo choreography in hopes of the competing the solo under Spotlight's name without first receiving permission to do so. Miss Jen and Miss Erin must approve the choreographer, music, and costume, as they would all be a representation of Spotlight PAC if being competed under our studio name. Spotlight dancers may use a guest choreographer for their senior year with approval. _____

*If my child cannot compete due to injury or illness, a doctor's note must be presented immediately. I am aware that this may result in permanent choreography or casting changes for the remainder of the season. The choreographers have the right to change casting or choreography at any point if they feel it is necessary to the artistic vision of the dance. _____

I give permission for my child's photo (without last name) to be posted on our social media pages and / or website. (Examples of when / why this would happen: Your child is our student of the month, so we will take a picture of him/her with the award and post on our Facebook and Instagram page!) YES _____ NO _____

While SPAC is encouraging of your child seeking job opportunities in the dance field or performing for outside companies, a parent must let us know when your child is auditioning for such positions, as this might affect her attendance in the studio. This includes dance auditions, modeling jobs, acting auditions, theater productions, photo shoots, etc. _____

I will not take videos or photos from the audience during dance competitions. This can result in my child's solo or group dances being penalized. _____

Parents / Guardians do not have permission to reach out to competitions or other venues on behalf of Spotlight PAC _____

* If my child misses a production rehearsal without having an excused absence, she may not be in that section of the choreography. If my child HAS an excused absence from a production rehearsal, she must come to the next rehearsal knowing the choreography that she missed by watching any videos that were sent.

When there are over 20 dancers in a production piece, it is not possible to go back and re-teach choreography to 1 or 2 dancers every time someone misses a rehearsal. Please let us know ASAP when your child cannot be present for a scheduled production rehearsal. _____

Parent / Guardian Signature: _____ **Print** _____ **Date** ____/____/____

Elite Team Dancer Signature: _____ **Print** _____ **Date** ____/____/____