



SpotLite Dance Studio, LLC

2017-2018

Parent & Student

Handbook

Studio Policies

Our Philosophy

SDS' main objective is to help students achieve a positive attitude, develop coordination and balance, and achieve their full potential. There is much more to dance than meets the eye. It instills values that will carry them throughout their lifetime of achievements.

Dancers are the athletes of God. ~Albert Einstein

SpotLite Dance Studio, LLC
Studio Policy
2017-2018

Tuition

Registration: A non-refundable registration fee of \$35 is required. For multiple students in a family the fee is \$35 for the first child and \$10 for each additional child. Class tuition is based upon a four-week month (even if there are five weeks) and is paid regardless of classes unattended. Tuition remains the same regardless of absences, vacations, or holidays. Our tuition is figured up on a yearly basis and broken up into monthly payments. The only exception to that will be EXCESSIVE days of inclement weather that is unpredicted. **No refunds or adjustments will be made due to absences.** Tuition is non-refundable and non-transferable. **Make-up classes are highly encouraged and must be taken within the month missed.**

Our studio requires automatic drafting of your account or credit card. If you choose to use a credit card a 3% credit card convenience fee will be assessed along with your tuition. All payments must be received by the **10th of the month** or a late fee of \$25 will be added to your statement. You may choose the 1st or the 10th of the month. **If you pay your fees before the draft date, your account will not be automatically drafted.** We do highly respect your privacy and your account information will be kept secure. A \$25 fee will be assessed on all returned checks. Again, *there are no refunds or reductions in tuition for missed classes.*

Prepayment of Tuition

Students accounts that have prepaid yearly tuition will be afforded a free month of tuition. Refunds will not be given for prepaid tuition unless the student moves or becomes disabled. In certain other instances, we will consider a partial refund based on the number of months remaining on the contract and any fees that must be paid to vendors.

Recital

A recital will be held in the Spring (location will be provided as soon as all of the plans are finalized). Participation in the recital is not required but recommended. **The costs for recital are not included in tuition.** To participate in the recital, the student must purchase a costume(s). The approximate cost of a costume can range from \$60-\$100 per costume. We do our best to select reasonably priced costumes. Most of the costumes require some form of *assembly* such as sewing on straps, buttons, etc. We will collect a \$75 deposit on the costumes by November 1, 2018. The balance on the costume fees will be due by February 1, 2018, before costumes are ordered. If you have multiple costumes, the deposit only covers one costume. You can elect to put a deposit on all costumes. There will be no refunds on costumes after they are ordered and costumes must be paid **in full** before they are ordered. Any new students entering after February 16, 2018 may take classes but maybe unable to participate in the recital due to length of time required to receive costumes.

Approximate fees associated with recital:

Recital Fee – covers the cost of production including the auditorium rental, insurance, sound equipment, props, programs, and other miscellaneous expenses – (Fee will be provided soon)

Pictures – A photographer will be hired to provide this service - (Depends on the package ordered from the photographer). (Optional)

T-shirts – between \$15-\$20. (Optional)

DVD – generally \$50 (Optional)

Classes

Placement

The instructor determines class placement by the child's age and their ability. During the year, students may be transferred to other classes, at the recommendation of the instructor, if it is necessary and in the best interest of the student. There are many factors are considered in determining placement of students into other classes. Miss Meghan and Miss Lyndee places students into the next level based on ability, attitude, and consistency in work, musicality, and physical and emotional readiness. Instructors recommend Ballet classes for all students since jazz and tap are based on understanding the steps and terms introduced through the ballet curriculum.

Class Holidays

Classes begin August 14, 2017. We will be closed during Labor Day Weekend as well as during the Rutherford County fall break, this year October 2-8, 2017. There will be no classes starting November 22, 2017 for Thanksgiving. Christmas Break will begin December 17-December 31, 2017 (this may not include the competition team). Classes resume January 2, 2018. The week of March 24 – April 1, 2018, we are closed for Rutherford County Spring Break. **This year, other school holidays are not considered in our class schedule. Only major breaks and vacations are observed, unless otherwise noted.**

Class Descriptions

Ballet – Classes emphasize the development of classical ballet skills with a focus on proper placement and alignment. Students learn ballet vocabulary by using the barre and center work while building strength, flexibility, and technique.

Hip-Hop – Classes cover various hip-hop movements. Students will learn movement combinations in each class.

Progressions – Classes cover basic jazz dance techniques, turns and leaps, terminology and movement quality with an emphasis on proper execution of jazz isolations, rhythms, and style performed to contemporary music.

Lyrical – This hour focuses on teaching dancers about creative expression. Our teachers achieve this by instructing students to tell the story of a piece of music through their movements. This class should be taken in conjunction with Ballet.

Tap – Tap combines the study of rhythm, precision and the fluidity of movement and style. Tap dancing is an excellent way to increase the coordination between mind and body.

Combination/Tot Classes – currently offered to our tot classes. This course teaches basic execution of technique in ballet and tap dance. Tumbling prepares tots for cartwheels and basic tumbling passes.

Stretching & Conditioning/Pilates – Includes exercises to increase strength & muscular endurance in the muscles of the lower leg and feet, the muscular corset (core control), the hip muscles, and the shoulder and scapula muscles that are used when supporting the body on the arms. It should also teach exercises to release and lengthen muscle groups that tend to be tense and short in dancers (hip flexors & outward rotators, plantar flexors, and the shoulder girdle elevators and forward tilts). A third focus should be on exercises that teach dancers to release unnecessary tension beginning with whole body relaxation and progressing to isolated release of over-active muscle groups (the hip flexors and scapula elevators, for example).

Class Attire

TEAM MEMBERS; PLEASE FOLLOW THE GUIDELINES IN THE COMPETITION HANDBOOK!

Ballet/Lyrical: Black leotard, pink tights, leather or canvas ballet shoes (Pointe shoes – see instructor if you have this class). No tutus or scarf skirts. Hair must be pulled back off the face and in a bun, if possible. **All dancers must come to class in the proper dance attire, leotard, & tights.** No dance pants or half tops for this class.

Hip-Hop: Hair up out of their faces, Tennis Shoes or dance tennis shoes, comfortable hip hop clothes (sweats, cut off sweats, t-shirt, etc.).

Jazz: Sports bra top (no t-shirts), black jazz pants or black dance shorts (also called boy shorts in the dance stores and catalogs – <http://www.dancedistributors.com> or <http://www.discountdancestudio.com> has the boy shorts on sale), jazz shoes, dance paws, foot undeez, or Pedini's.

Stretching & Conditioning: Sports bra top (no t-shirts), black jazz pants or black dance shorts (also called boy shorts in the dance stores and catalogs – <http://www.dancedistributors.com> or <http://www.discountdancestudio.com> has the boy shorts on sale), jazz shoes, dance paws or Pedini's. Boys – White T-shirt or T-Cut T-shirts, shorts or cut-off sweat pants. For Juniors, Teens and Seniors, please bring in 5lb – 10lb weights and exercise bands (they come in multiple colors).

Tap: Black bra top, black dance shorts or sweats. Black tap shoes with the tap shoe ties or elastic sewn in please remove the original shoestrings. This prevents the instructor from stopping class to tie shoes.

Tumbling/Acro: Any color bra top, black dance shorts. No shoes.

Places you can purchase dance attire

Some shoes can be purchased at the Dance Store in Murfreesboro. You can also go to <http://www.discountdance.com> , <http://www.justforkix.com> , <http://www.dancedistributors.com> , or <http://www.allaboutdance.com> other items can be purchased from these sites or at Wal-Mart – leotards, tights, sometimes shoes. PLEASE DO NOT WEAR YOUR DANCE SHOES OUTSIDE ON THE CONCRETE. You can also use our code for discount dance 47435.

Class Cancellations

Cancellations due to inclement weather will be announced on the studio answering machine or a number to call will be given in order for you to receive updated information. **Refunds or credits will not be given for missed lessons.** For prolonged illness, a physician's is required. This is the only exception to the rule.

Consistent delinquent payments on accounts over 30 days may result in the suspension of that student's participation in class. No student will participate in the recital or a competition until all fees; late fees, NSF charges, or costume fees are received and cleared. If needed, please contact the office to discuss payment plans. We do not want to deny any student the opportunity to dance. If you leave with a balance, you have 30 days to pay the bill or you may be sent to a collection agency.

Family Discounts: Additional children receive 20% off tuition. If you withdraw from the studio after November, you will forfeit the future tuition paid.

Please make checks payable to SpotLite Dance Studio, LLC

Withdrawal Policy

A written 30-day notice is required to drop a class. You will be responsible for tuition (and will be billed) until a written drop notice is received. No refunds on costumes are available after the costumes have been ordered (The last week of November).

Studio Rules

- REFUNDS – There are no refunds due to absence or withdrawal
- NO GUM, FOOD OR DRINK allowed in the dance rooms (exception is water).
- STUDENTS ARRIVING 15 MINUTES LATE or more may be asked to sit and observe or schedule a make-up time.
- NO STUDENT should leave class without permission
- PLEASE NOTIFY THE OFFICE or send a note with your child to inform the instructor of any matters regarding the student. During class, instructors are not permitted to leave their children unattended to speak to parents. It is best to discuss any issues privately when the instructor has more time to meet with you in person or talk to you on the phone.
- SpotLite Dance Studio, LLC will not be responsible for any items left behind or lost in the studio. Please refrain from sending students to the studio with jewelry or expensive clothing, games or toys.
- **WHEN ARRIVING AND/OR LEAVING THE STUDIO please be appropriately dressed. Please provide a cover up for your child as we are on a busy thoroughfare.**
- **PLEASE CLEAN UP after yourself in the lobby. If you have a drink or food, make sure it is put in the trashcan before you leave.**

The Studio and Instructors are not liable for personal injuries, loss, or damage to personal property. Since dance is a physical activity, injuries may occur. Please inform the Instructor of any physical limitations, which may prevent full class participation.

Housekeeping Items

Parking

The main entrance parking is in the front of the building. We have plenty of space, but please remain mindful of our neighbors.

Pick-up/Drop-off – Lobby

Parents are responsible for delivering their child(ren) to the instructor in time for class (please have them there at least 10-15 minutes before class). **It is suggested that parents who have students dancing for longer than two hours be dropped off to keep down congestion in the lobby.** Students should make sure to use the bathroom prior to class starting. Parents CAN wait in the lobby and watch the monitors. Having the monitors allows you to see your child dancing without them being distracted. Please remind the kids not to run around the studio because we are unable to monitor them if they are not in our sight.

Parent's Responsibilities

During times of discouragement, parental support is vital. In these days of instant gratification, dance is one art form that requires good old hard work. The discipline required by dance comes not only from the dancer, but from his/her parents. Regular class attendance, willing participation, and eagerness to take what he/she is given and make it their own are qualities that carry youngsters through many lessons in life. Sometimes a child may be discouraged by their own progress, but we must encourage them and let them know all good things come with time.

There may be several times throughout the year, and especially around recital time, we will be asking for parent volunteers. The involvement of parents is very important. When we need you most is at recital time for various tasks. Please start considering now, how you may be able to help (decorations, backstage, etc.). We will discuss this closer to the time of recital or an event.

Class Visitation

Monitors have been placed in the lobby for parent's convenience. This allows you to observe your child's class without distracting them as they learn. Parents should refrain from entering classrooms during sessions as this disturbs both the instructor and the students. Usually there is a week set aside for classroom observation. This will be announced in the studio newsletter.

THANK YOU for choosing SpotLite Dance Studio, LLC. We look forward to working with your child for many years to come!