

# Spotlight Dance Center

## Studio Policy

### Class Tuition:

Tuition payments are divided into 9 equal payments (Sept. thru May.) Each payment is due the first class of each month. A "Payment Drop Box" is located at our desk for you to conveniently drop off payments if no one is at the desk at the time. Auto-pay will be done the first of each month. **Tuition paid is non-refundable.** A payment is considered late if received after the 15<sup>th</sup> of each month. A \$5.00 late fee will be charged if we must bill you a late payment notice. Payments are accepted by cash, check or credit card (except American Express in the studio office.) There is a \$25.00 fee for any checks that do not clear by the bank. Withdrawal from the studio should be done at the end of the month as tuition is **non-refundable**. Early drop-outs are still responsible for payment, especially for classes taken.

### Holidays/Studio Closures:

The studio will be closed the following dates:

October 31, 2017 (Halloween)  
November 22-25, 2017 (Thanksgiving break)  
December 22, 2017 – January 5, 2018 (Holiday break)  
March 30, 2018 – April 6, 2018 (Spring break)  
May 26-28, 2018 (Memorial Day weekend)

### Student Attire/Appearance:

If a student shows up to class not dressed appropriately, the teacher has the right to dismiss that student from class.

- Hair must be pulled up in a ponytail or bun.
- Girls: leotards, tights, ballet skirts. **No tee-shirts or tank tops!** Jazz pants and dance shorts are allowed in jazz, contemporary and tap only with teacher permission. (Hip-Hop students may wear any of the above with a form fitting shirt.)
- Ballet III, IV, V requirements: Solid color leotard, pink tights, pink split-sole ballet shoes, hair in bun. (No shorts, tank tops, or skirts!)
- Boys: sweat pants, shorts, dance pants, tank top, short-sleeve tee shirt.

**Shoes:** Ballet – pink ballet slippers with elastic sewn on  
Jazz – black jazz shoes, or split sole jazz shoes  
Tap – any style, black tap shoe

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Hip-Hop – **clean** tennis shoes (never worn outside); specific shoe requirements

for recital will be announced at a later date.

Lyrical – ballet shoes or foot undeez; specific requirements for recital will be announced at a later date.

**\*Please note** – students in Level III, IV & V classes are required to wear particular shoes:

Ballet – pink **split-sole** ballet slippers

Jazz – black **split-sole** jazz shoe

Tap – black, full hard sole tap shoe (for toe-stand support)

The teacher reserves the right to change the above shoe requirements for the recitals.

Dancewear can be purchased at most department stores or dance supply stores (listed below):

Trims & Togs Dancewear: 5713 Dixie Hwy, Waterford 248-623-1191

Heart & Sole Dance Apparel: 9175 Highland Rd, White Lake 248-698-2625

Barres N Blades: 694 S. Lapeer Rd, Lake Orion 248-693-8420

## **Costumes:**

Recital costumes will be ordered in December. The total price per costume will range between \$50.00 and \$70.00. Adult sizes tend to be near the higher range. The costumes are ordered from national companies and can take several months to receive. Costume deposits will be due in November and are as follows:

- \$50.00 costume deposit (per dancer per routine) for dancers ages 11 and under. (Child-size)
- \$60.00 costume deposit (per dancer per routine) for dancers ages 12 and up. (Adult-size)

We understand that costume deposits for multiple dancers/dances can add up. Please feel free to make payments as early as September towards the total deposits due.

Any remaining balance will be due before February 15<sup>th</sup>, 2018. No costume will be ordered without a deposit. Any costumes ordered late will be charged for extra shipping, and the total costume fee will be due at the time that this late order is placed.

## **Rehearsal/Recitals:**

Spotlight Dance Center will hold its dance recitals in June 2018 at Clarkston High School. Confirmed dates we have their auditorium for the dress rehearsals are June 6<sup>th</sup> (for all classes ages 11 and under) and June 7<sup>th</sup> (for all teen classes.) Recital dates are the 8<sup>th</sup> and 9<sup>th</sup>. **Dress rehearsal attendance is mandatory to be allowed to dance in the recitals.** Admission for the dance recitals will be charged to cover the high cost for holding such an event. Recital ticket information will become available in the spring.

## **Attendance/Make-Up Classes:**

Students are encouraged to have regular attendance. Any student that misses a class may make up that absence in another class. It is not mandatory for students to make-up their absences, however, there will be no refunds for students who miss classes or do not make-up their absences. The studio has students from many different school districts, therefore we cannot close every time a school is closed. If you are unsure as to whether classes are being held on a particular day, please check the holiday schedule listed on this policy or call the studio.

## **Severe Weather:**

In the event that classes must be cancelled due to severe weather, a message will be recorded on our voice mail. Classes are cancelled only when roads are hazardous for our staff and students. There will be no refunds for cancelled classes, therefore, students may make-up the class at their convenience.

## **Newsletters:**

Studio newsletters will be emailed to you monthly (or will go home with the dancer if we do not have your email address.) **Please do not disregard these newsletters!** This is the only way to communicate important dates and deadlines to every family in the studio. If you are not receiving any information from us well into the fall, you must contact the studio.

## **Waiting Room/Classroom Etiquette:**

Students should hang their jackets on the hooks and store their shoes/dance bags, etc... in the cubbies in the waiting area or dressing room. Spotlight Dance Center is not responsible for any items lost, stolen, or left behind. It's always a good idea to put your child's name on their dance bag and inside their shoes. A lost-and-found box in the waiting room is for anything left behind.

- ❖ **Children are not allowed to stand or walk on any of the waiting room chairs and benches.**
- ❖ Parents and students are asked to keep our waiting areas clean. Therefore, no food or drink (other than a water bottle) is allowed in the building. If a

student comes directly from school and needs a snack before class, please feed your child in your car or in the foyer near the doors where crumbs can be swept out.

- ❖ Absolutely no chewing gum is allowed in the classroom. Excessive talking and disruptive behavior also will not be tolerated. The instructor has the right to remove any student displaying a behavior problem from the classroom.

**Note to parents:**

Parents may wait while their children are in class, or they may drop them off and pick them up at the end of class. Please be aware that we offer dance instruction and are not responsible for baby-sitting children. We understand that due to an emergency, a parent may be late picking up their child. However, due to past problems, there will be a \$5.00 fee charged to parents who are habitually late by more than 10 minutes. Dancers should remain inside the lobby while waiting to be picked up. Spotlight is not responsible for dancers wandering off into the parking lot. Dancers need to be appropriately covered up when entering/leaving the studio. Dance shoes should not be worn outside.