

SPOTLIGHT

DANCE ACADEMY

Studio Information and Policies



RESPECT

for ourselves and each other

GROWING

in pride and confidence yet never forgetting the value of humility

ACCOUNTABILITY

for our behavior and our actions

EMBRACING

challenges before us because we see it not as an obstacle but an opportunity for growth

HONESTY

DEVELOPING

our mind and body equally as they are inter-connected

WORKING

towards becoming great dancers while understanding that becoming a good person is the true goal

VALUING

education and uniqueness

#IDanceAtSpotlight

WE EXIST TO EDUCATE AND INSPIRE THE MINDS, BODIES, AND SOULS OF OUR DANCE FAMILY. WE GIVE OUR DANCERS HEALTHY, LIFE SERVING SKILLS USING A QUALITY DANCE EDUCATION IN A LOVING AND CARING ENVIRONMENT. WE SEEK TO FOSTER A MENTALLY AND PHYSICALLY HEALTHY ENVIRONMENT USING OUR CORE VALUES

WELCOME TO SPOTLIGHT DANCE ACADEMY. PLEASE TAKE THE TIME TO CAREFULLY REVIEW THE INFORMATION WITH YOUR DANCER AND KEEP IT HANDY FOR FUTURE USE. WE LOOK FORWARD TO SHARING THIS SPECIAL YEAR OF DANCE WITH YOU AND YOUR FAMILY. WE LOVE WHAT WE DO, AND WE HOPE THAT YOU ENJOY BEING A PART OF OUR DANCING FAMILY

STUDIO POLICIES

- Dancers are to enter the building quietly and respectfully as classes may be in session and the students dancing must not be disturbed.
- If you are late arriving to your class, please wait outside the door until the music stops, then enter quickly and quietly.
- If you must leave early, please inform your teacher before the class starts.
- Please pick up all students promptly.
- DANCERS ARE NOT ALLOWED TO WAIT OUTSIDE TO BE PICKED UP. THIS IS FOR YOUR CHILD'S SAFETY AND PROTECTION.
- Upon entering the studio, a positive and professional attitude is expected of all students, siblings, and parents.
- Please have your dancers use the bathroom before class starts.
- Each dancer must mark their belongings clearly with their full name.
- No food is allowed in the studio dance rooms. Additionally, due to food allergies and length of classes, please do not bring in any celebration/birthday snacks. Seal-able water bottles may be brought into the studios.
- For safety reasons, students may not chew gum or wear jewelry in class.
- Please refrain from talking or waving to your dancer through the viewing windows.
- Children may not be dropped off more than 10 minutes before scheduled class time. Siblings and friends will not be allowed in the lobby while class is in progress, nor are your dancers to be left unattended more than 10 minutes after class has finished.
- No one is allowed to run/play in the parking lot.
- If any dancer or her/his family is destructive to SDA property, the dancer's guardian is responsible for damages.
- SDA is not responsible for lost or stolen items.
- NO STREET SHOES ARE ALLOWED IN THE DANCE STUDIOS.
- Kindness matters! All dancers and their families are expected to treat each other, the studio, and its staff with kindness and respect

CLASS ATTENDANCE

Attendance Policy:

- It is very important that you make every effort to attend all classes, as excessive absences and tardiness can hinder a student's progress. While there are some understandable excused absences (illness, funeral, mandatory school/church functions), it is your responsibility to come to class. Please call in advance if you will be missing your class.
- If a student misses more than 3 classes without notice, the studio reserves the right to terminate lessons.
- No credits or refunds will be given for missed lessons.

DRESS CODE

PLEASE PLACE THE DANCER'S NAME IN ALL DANCE SHOES

Girls Pre 1 - 7 & 8 11

- Pink, black, gray, or burgundy leotard
- Short skirts and tutus are allowed
- Ballet pink matte tights
- Pink leather or canvas ballet shoes
- Black patent leather tap shoes with elastic tap ties
- Hair securely off face. No large jewelry.

Girls Beginning - Advanced

- Ballet: Pink, black, gray, or burgundy leotard; short skirts are allowed; pink leather or canvas ballet shoes; ballet pink matte tights
- Tap: Black lace-up tap shoes
- Jazz: Tan jazz shoes
- Lyrical: Ballet shoes or barefoot
- Hip Hop: Clean tennis shoes
- You may wear a tank top/t-shirt & shorts, sweatpants, or leggings
- Hair securely off face. No large jewelry
- Dancers participating in a Jazz, Tap, or Hip Hop class only are not required to wear a leotard. Dancers in more than one class will not have time to change tights.
- Support undergarments must be worn if needed (preferably in studio dress code colors)

BOYS all levels:

- White, black, or gray t-shirt
- Black sweatpants or shorts
- Male ballet, jazz, and tap shoes are black



THERE IS NO VIDEOTAPING ALLOWED AT ANY TIME FROM ANY DEVICE IN THE STUDIO.

Snow Days: While area schools may close for busing reasons, most often the roads are clear and safe by early afternoon. It is our intention to remain open for all scheduled classes. The status of classes will be available by 2:30 p.m. on the studio answering machine if we must close for severe weather conditions.

We will also post any closings on our website, Facebook, WZZM13, and Remind. Classes cancelled due to weather will not be rescheduled; this is an act of God.

SDA STUDENT DANCE SHOWCASE 2023 & COSTUME INFORMATION

SDA Student Dance Showcase: We produce a fabulous production at the end of the year with all SDA dancers. This is an exciting end to our dance season! The show week (including dress rehearsals) is tentatively scheduled for June 6th-10th, 2023. This is an exciting and rewarding part of the season that everyone looks forward to! All dancers are eligible and encouraged to perform, however it is not mandatory.



All Young Children's, Beginning, Intermediate may perform in one show only and have one dress rehearsal. Adv. and Adv. III & IV, Pre-Professional Levels, and the Dad's routine may perform in all shows.

Required costuming must be purchased for the Student Dance Showcase:

Pre-Dance 1 & 11, 5&6 1 & 11, 7&8 classes require one costume total.

Pre 1: \$70.00 5 & 6 1 & 11: \$78.00 X-large child \$82.00

Pre II: \$75.00 7 & 8: \$78.00 X-large child \$82.00



Beginning - Advanced will require one costume per class.
Beginning-Advanced Levels Disciplines:
\$80.00 per class, XL \$85.00
All Hip Hop classes:
\$80.00 per class, XL \$85.00

- All Boys: prices will be determined by the beginning of November. Costumes fees do not include shoes or tights.
- A specific newsletter regarding your costume fees and other information will be sent home in November before costumes are purchased. Showcase schedule will be tentatively set before payment date.
- SHOWCASE PERMISSION FORMS MUST BE SUBMITTED FOR EACH STUDENT.
- COSTUME PAYMENTS ARE DUE by December 5th, 2022. THEY MUST BE PAID IN FULL before costumes are ordered. There is NO REFUND for costumes once they have been ordered. This is the costume company's policy.
- NO COSTUME WILL BE ORDERED UNLESS IT IS PAID IN FULL and all tuition payments are current. Families may NOT pay for a costume if their account is past due. Any money presented will be applied to past due tuition.
- SHOW TICKETS: Tickets to our Student Dance Showcase in June will need to be purchased. Dancers performing in the show *do not* need a ticket. More information on Show Tickets including when they will be available to purchase, will be included in the Student Dance Showcase packet released in November. The ticket pricing is \$14.00 per ticket.

Spotlight Dance Academy is a private and professional studio and reserves the right to dismiss students (and parents) who disregard our policies, shows inappropriate behavior, or upsets the harmony of the studio.

SDA events calendar 2022-2023

9/19 First Day of Class for the season:

First week of classes September 19th-22nd

10/24-10/27/2022 Wear your Halloween Costumes to class.

11/21/22 Full Season Classes Registration Closed

11/21/22-11/27/22 Thanksgiving Break

12/5/2022 Showcase Costume Payments Due

12/12/2022-12/16/2022 Nutcracker Week- Dress like your favorite Nutcracker Character for class!

12/23/2022-1/8/2023 Winter Holiday Break.

1/9/2023 Classes Resume

2/13/-2/17/ 2023 Happy Valentine's Day/Week!! -Wear red the whole week to class.

3/31/2023- 4/9/2023 Spring Break Studio and office closed

2nd week of May Showcase Tickets on sale

5/29/2023 Memorial Day NO CLASS

6/5/2022 Make up day for Memorial Day

Mandatory Dress Rehearsals

Showcase Dress Rehearsal 6/6/2023 - 6/7/2023

(certain times and days for each class, not all days)

SHOWCASE 6/9/2023 - 6/10/2023 Spotlight Dance Academy's 25th Annual Showcase. Performances will be held at Grand Haven High School. June 9-10th.

**SPOTLIGHT
POPTASTIC
2022-2023
DANCE ACADEMY**

OFFICE HOURS AND COMMUNICATION

OFFICE HOURS: OUR OFFICE WILL BE OPEN FOR BUSINESS MONDAY-THURSDAY FROM 3:30 TO 8:30 P.M. OUR OFFICE WILL ACCEPT PHONE CALLS MONDAY-THURSDAY 1:00 PM-8:30 PM. IF YOU NEED TO LEAVE A MESSAGE, IT WILL BE RETURNED AS SOON AS POSSIBLE.

POSSIBLY THE NEXT DAY. THE STUDIO IS CLOSED FRIDAY-SUNDAY. THE OFFICE WILL BE CLOSED DURING ALL STUDIO BREAKS!

***WE ENCOURAGE COMMENTS AND SUGGESTIONS FROM OUR DANCE FAMILIES. PLEASE FEEL FREE TO TALK TO US (REGARDING YOU OR YOUR CHILD'S DANCE EDUCATION). ALL STUDIO POLICY CONCERNS SHOULD BE BROUGHT TO THE ATTENTION OF MISS TRACEY.**

***DUE TO OUR INSTRUCTORS BUSY TEACHING SCHEDULE, PLEASE CALL THE STUDIO TO SCHEDULE AN APPOINTMENT WITH OUR OFFICE PERSONNEL. WE WANT TO GIVE YOU OUR FULL ATTENTION. PLEASE, NO INTERRUPTIONS DURING OR BETWEEN CLASSES. DUE TO OUR LATE TEACHING HOURS, PHONE CALLS WILL NOT BE RETURNED AFTER CLASS, BUT DURING THE NEXT BUSINESS DAY**

PHONE: 616-850-0060

EMAIL: INFO@SPOTLIGHTDANCEACADEMY.NET , YOU CAN ALSO EMAIL US THROUGH YOUR PARENT PORTAL.

WE WILL RESPOND TO ANY EMAIL INQUIRIES OR COMMUNICATION IN THE ORDER THEY ARE RECEIVED. EMAILS RECEIVED MONDAY-THURSDAY WILL BE ANSWERED WITHIN 48 HOURS. EMAILS RECEIVED FRIDAY-SUNDAY WILL BE ANSWERED THE FOLLOWING MONDAY.

WEBSITE: SPOTLIGHTDANCEACADEMY.NET

**FACEBOOK AND INSTAGRAM FOR INFORMATION ONLY.
WE DO NOT RESPOND TO COMMENTS ON SOCIAL MEDIA**

**WWW.FACEBOOK.COM/SPOTLIGHTDANCEGH
INSTAGRAM: WWW.INSTAGRAM.COM/SPOTLIGHTGHMI**

PARENT PORTAL INSTRUCTIONS

PARENT PORTAL INSTRUCTIONS:

CUSTOMER PORTAL LOGIN INSTRUCTIONS

VIDEO INSTRUCTION OPTIONS: [HTTPS://YOUTU.BE/CVR8ILP3V04](https://youtu.be/cvr8ilp3v04) .

IN ORDER TO USE THE CUSTOMER PORTAL, YOU MUST HAVE A VALID EMAIL ON FILE WITH US, AND YOUR EMAIL PROGRAM MUST ACCEPT MAIL FROM TDANCER31@COMCAST.NET

INSTRUCTIONS FOR ACCESSING THE CUSTOMER PORTAL FOR THE FIRST TIME:

- NAVIGATE TO WWW.SPOTLIGHTDANCEACADEMY.NET AND CLICK ON THE “PARENT LOGIN” LINK LOCATED ON THE RIGHT SIDE TOP OF THE PAGE.
- YOU WILL BE DIRECTED TO A NEW WINDOW WITH OUR STUDIO LOGO TO THE LEFT AND A BOXED LOGIN AREA TO THE RIGHT. IN THE BOXED AREA, ENTER THE EMAIL ADDRESS THAT YOU HAVE ON FILE WITH US AT THE STUDIO AND CLICK ON “I DON’T HAVE OR KNOW MY PASSWORD.” A PASSWORD WILL BE RANDOMLY CREATED AND SENT TO YOU IMMEDIATELY BY EMAIL.
- RETRIEVE YOUR TEMPORARY PASSWORD FROM YOUR EMAIL, THEN RETURN TO THE LOGIN SCREEN AND LOG IN TO YOUR SECURE PERSONAL ACCOUNT PAGE.
- CHANGE YOUR PASSWORD TO SOMETHING YOU WILL REMEMBER UNDER THE MY ACCOUNT TAB. BE SURE TO CLICK ON THE SAVE BUTTON WHENEVER YOU’VE MADE CHANGES.
- CLICK ON A TABBED AREA (NEWS, MY ACCOUNT, FEES & PAYMENTS, MY CONTACTS, MY STUDENTS, MY CLASSES, POLICIES) TO VIEW DETAILED INFORMATION OR CHOOSE FROM THE DROP DOWN LIST NEXT TO “ I WANT TO:”
- BE SURE TO LOG OFF AFTER YOU’VE COMPLETED YOUR SESSION BY CLICKING ON THE SIGN OUT LINK IN THE UPPER LEFT CORNER OF THE MAIN PAGE.

IMPORTANT NOTES & TROUBLESHOOTING: IF YOU CLICK ON THE “I DON’T HAVE OR KNOW MY PASSWORD” LINK AND DO NOT RECEIVE AN AUTOMATICALLY GENERATED PASSWORD IN YOUR EMAIL INBOX, IT IS LIKELY THAT THE EMAIL ADDRESS YOU’VE PROVIDED IS NOT THE ONE WE HAVE ON FILE. PLEASE CONTACT US, SO WE CAN CORRECT THE EMAIL ACCOUNT ASSOCIATED WITH YOUR ACCOUNT.