**Welcome To Spotlight Dance** We are very excited to have you join us this year. Our studio is dedicated to providing a positive experience for all dancers. No matter the genre of dance that is being taught, our focus is to instill confidence, and a positive self-image in our students. Our goal is to provide a fun and safe environment which encourages learning and growth and having FUN.  **Class Tuition for 2023/2024**  
Spotlight Dance provides two payment options (listed below).   
Payment Option 1 is a monthly fee broken down by number of weeks.   
 Payment Option 2 needs to be paid by September 18th in order to get the 10% discount.   
\*Siblings of immediate household family members receive $10.00 deduction for the total number of hours they dance from the original total.   
  
**Tuition is due by the 1st of each month. If payment is received after the 7th of the month, a $20.00 late fee will be applied to your account.** Payment is due even if your child is ill or does not have class. Payments can be mailed to 875 Broadway, South Portland Maine 04106. We also accept Venmo, personal checks, cash and credit/debit cards. Credit Card payments may be made called in, but please speak to a person. Do not leave credit card number over machine. Leave message for a call back.   
We have an auto payment option for any debit/credit cards (permission form will need to be filled out if you opt in for this)  
***\*\*\*If a student’s account is two months late, the student will not be allowed to attend classes until the account is up to date including late fee penalties. \*\*\****  
  
Hours of classes Payment Option 1 Payment Option 2  
Per week/Per Student Monthly Annual 10% Discount  
30 Minutes $50.00 $405.00 45min - 1 hour $55.00 $445.50  
1.25-1.75 hours $85.00 $688.50  
2 hours $90.00 $729.00  
2.25-3 hours $120.00 $972.00   
3.25-4 hours $145.00 $1174.50  
4.25-5 hours $175.00 $1417.50  
5.25-6 hours $205.00 $1660.50  
6.25-7 hrs $235.00 $1903.50  
7.25-8 hours $265.00 $2146.50  
8.25+ Unlimited $295.00 $2389.50  
  
**Credit Card Payments**  
There will be a charge of 3% of your total bill for all credit card payments made by Spotlight Dance.  
  
**Registration Fee – Non refundable**Family rates apply to families living in the same household  
Before September 1st - $20.00 per student/$35 family rate  
September 1st – November 1st - $25.00 per student/$40.00 family rate  
November 2nd – December 1st - $30.00 per student/$45.00 family rate  
December 2nd- February 1st - $35.00 per student/$50.00 family rate  
**Returned Check Fee**  
There is a $35.00 charge for all returned checks  
  
**Drop and Refund Policy**  
Any student who withdraws from dance after January 1st, 2024 will be charged a $25 drop fee. If your student drops out in the middle of the month, there will not be a credit for the remaining month.   
  
**Costume Fee**Parents must provide Spotlight Dance Center & Performing Arts Center with a written note by October 1st if the student will not be participating in the recital. All students participating in the recital are required to purchase a costume.   
**A $80.00 non-refundable costume deposit per class is due by the week of November 27th, 2023.** Costumes will include costume, accessories, one pair of tights to be used for picture day/recital. Any additional tights and or undergarments must be made by the guardian.   
You may pay the costume fee at any time prior to November 27th, 2023. Some costumes may cost more per class. Any additional charges will be added to the student’s bill once the exact costume fees are known. Costume balances that are unpaid after December 3rd, 2023 accrue a $25.00 fee and an additional shipping charge of $10.  
  
If you registered after December 1st, we cannot guarantee you will receive your costume in time. Shipping costs will be increased due to single order delivery.   
  
Registry for dance after January 1st, dancers will be able to join a class but we cannot guarantee we will be able to get a costume in time for the recital.   
  
When costumes arrive at the studio, you will be given the costume, pending that your account is up to date. It is your responsibility to keep it clean and ready for the recital. We will not be able to order a new costume if anything happens to it.  
Spotlight Dance is not responsible for any costumes once they leave the studio.   
  
**Recital/Picture Day**Recital date is TBD (tentative May 11th, 2024). Some students will be expected to come earlier to practice on the stage before the show. Time is TBD and will be given as we get closer to the recital date.   
Picture day for 2024 is TBD   
  
**Class/Storm Cancellations**  
Inclement weather cancellations will be announced on Channels 6, 8 and 13.   
 We will also post on our Facebook and Instagram pages (spotlightdance&performingarts). Please like our pages in order to see posts. Please note that if school is cancelled but the roads are clear later in the day, we will open the center. We will determine by 1pm that day if classes will be held or cancelled. You will also receive an email that we have on file. We have built in 2 storm days into the dance year. There will be class credits or makeup classes offered if more than 2 storm days are used per class.   
If class is cancelled for any other reason besides weather, we will first try to make up the class. If that is not possible, we will issue a pro-rated weekly credit.  
 **Attendance**  
We encourage students to attend all classes. However, we realize family time and illness may alter plans to attend class. The Spotlight Dance & Performing Arts Center appreciates a call, to inform us if a student will be absent. Missed classes are non-refundable. Students who miss several classes close to recital will have difficulty remembering the choreography. All students are encouraged to attend as much as possible or reserve a private lesson time with the instructor to assist in make-up choreography lessons.   
  
**Late Pick Up Fee**Prompt pickup is necessary for all classes. Please plan pick up according to your child’s dance schedule. If you are more than 10 minutes late there will be $1.00 per minute charge for every minute late after the initial 10 minutes. If there is an emergency, please call the office 767-1353.   
**Lice Policy**No nit policy will require sending home of all children who have head lice, eggs and/or nits on their hair.  
Children will not be allowed to participate or attend dance class until the child is 24 hours free of Nits.   
  
**Classroom Policy and Safety**1. All students will be respectful of the teacher and other students.   
2. Students will not be left unattended in the classroom. Students are not allowed in the classroom without a teacher.

3. Students will take bathroom breaks before or after class unless it is an emergency. For younger students, we ask parents to take them prior to class.

4. Students will not eat or chew gum in the classroom.   
5. Water only in dance rooms. No sports drinks or juice

6. No street shoes are allowed in the classroom, including parents.   
7. Parents will be able to wait in the waiting room or can leave during class time. 8. We ask that parents do not open the dance room doors unless an emergency.

9. Students will not damage the Spotlight Dance & Performing Arts Center rooms or property. If damage does happen, you the parent will be responsible for the cost of repair.

10. The office is for Spotlight Dance & Performing Arts Center business only.

Students may use the Spotlight Dance & Performing Arts Center phone with permission.

*11. All cell phones must be turned off during class and put away.*12. Toys must be left at home or in the waiting room with a parent.  
13. Spotlight Dance sells water for $1.00 (please see someone in the office to purchase)  
14. All students are expected to arrive on time for classes. **Parents should supervise their child while waiting in the waiting room.**  
15. No student should wait outside Spotlight Dance & Performing Arts Center for a parent to pick up. If you are going to be late picking up your child, please call us to let us know.   
  
**Safety updates since covid -**   
Children will stay home if there are ANY signs of illness or fever present. Children and families will be required to either hand sanitize or wash your hands in the bathroom upon arrival. Masks are optional at this time (We will keep everyone updated if anything changes regarding covid/masks, etc). Parents are welcome to stay in the waiting area or can leave during class time. We are still trying to continue limiting the number of people in our smaller spaces.   
 **Holidays**Please refer to our website for special dates we are closed as well as other important dates or see below **Dress Code**

Although Spotlight Dance doesn’t have a strict attire policy, we do ask that all students keep their hair pulled back away from their face in either a ponytail or bun. Leotards, tights, dance shorts and pants, tank tops and ballet skirts are strongly encouraged. Leggings or “active wear” attire is also allowed for all recreational dancers. Our dance company is required for specific attire.  
Each dancer should be able to move freely and without restriction during classes to get the most out of their learning experience.   
No street shoes to dance   
Pink ballet shoes, black tap shoes, black jazz shoes and hip hop sneakers (or a sneaker not worn outside) are the shoes commonly used. If you have a question regarding what shoes your child should have, please ask the instructor.   
Please label shoes and dancewear in case they are forgotten at the Spotlight Dance & Performing Arts Center.   
The Spotlight Dance & Performing Arts Center staff is not responsible for items lost or left in the Spotlight Dance & Performing Arts Center.  
  
**Student Placement:**

The staff wants every student to have a fun and successful year at Spotlight Dance & Performing Arts Center. We strive to group students according to age and ability. Please inform us if your child does not seem to be happy or challenged with the level class they are enrolled in. We offer classes at both non-competitive and competitive levels. We encourage adults to join in the fun as well with many beginner, intermediate, or advanced classes.

**Class Size:**We require at least 4 dancers in a class in order to hold the class.   
 **Communication:**

The office will often communicate Spotlight Dance & Performing Arts Center information via our website or email. Please add our email address to your email account, so that you do receive our emails and they don’t go to your spam folders. The Spotlight Dance & Performing Arts Center email address is [spotlight\_dancecenter@yahoo.com](mailto:spotlight_dancecenter@yahoo.com).   
 Our website is http://www.spotlightdancemaine.com

**Important Dates :  
\*First day of Classes – Monday September 11, 2023  
\*Annual payments due – Monday September 11th, 2023  
\*October 1st – October payment due  
\*October 31st - No Classes  
\*November 1st – November payment due  
\*Closed for Thanksgiving – Wednesday November 22nd - Sunday November 26th  
\*Costume payments due – Week of November 27th-December 2nd, 2023 (After the 3rd, there will be a late fee of $25 and an additional shipping charge of $10)  
\*See costume fee cost in our student policy  
\*December 1st – December payment due  
\*Closed Monday December 18th- Monday January 1st, 2024  
\*January 1st – January payments due**  
 \***February 1st – February payments due  
\*Closed February 19th-25tth (Classes start back February 26th)  
\*March 1st – March payment due  
\*March 18th-23rd - Watch Week (Come in and watch the classes)  
\*April 1st – April payment due  
\*Picture Day –  TBD  
\*Closed April 15th-21st  (Classes start back April 22nd)  
\*May 1st – May payment due  
\*Recital –  May 11th, 2024 @ 2:00pm – South Portland High School  
(Practice times for some classes will happen earlier in the day.  Those times TBD as we get closer)**