**Class Tuition for 2020-2021**  
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 10th 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 $10.00 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 accept 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.   
***\*\*\*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 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  
  
  
  
  
  
 **Private Lessons**   
1 Hour - $60.00  
45 Minutes - $45.00  
30 Minutes - $30.00  
15 Minutes - $15.00  
  
**Credit Card Payments**  
There will be a charge of 3% of your total bill for all credit card payments  
  
**Registration Fee – Non refundable**Family rates apply to families living in the same household  
Before September 1st - $15.00 per student/$25.00 family rate   
September 1st – November 1st - $20.00 per student/$30.00 family rate  
November 2nd – December 1st - $25.00 per student/$35.00 family rate  
December 2nd- February 1st - $35.00 per student/$45.00 family rate  
**Returned Check Fee**  
There is a $25.00 charge for all returned checks  
  
**Drop and Refund Policy**  
There is a $25.00 fee due at time of enrollment. Any student who voluntarily withdraws from class or is asked to leave by the director will not be issued the money back. If your student continues the whole year, you will receive a credit of $25.00 applied to your last month payment or at the end of the year if you paid annually.   
If your student drops out in the middle of the month, you will not be issued any 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. Students who sign up after October 1st need to tell us upon registration if they will not participate in recital.   
 **A $65.00 non-refundable costume deposit per class is due by the week of November 31st, 2020.** You may pay the costume fee at any time prior to November 31st, 2020. 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 5th, 2020 accrue a $15.00 fee.  
  
If you registered after December 1st, we cannot guarantee you will receive your costume in time. We try our best to get all costumes in but due to high demand on certain costumes, companies cannot guarantee they will be in stock. There is also a chance you may also be charged more due to shipping for one costume, rush orders, etc.  
  
Anyone who registers for dance after January 1st might not be allowed to participate in the recital depending on if we can get that class costume in on time. Costumes might not be available for recital. Kids will still be allowed to join a class though.   
  
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.   
  
**Costume Payment Plan** For your convenience, you may opt to enroll in the monthly payment plan for the costume fee. A monthly payment of $15.00 per costume will be added to your tuition payment for the months of September, October, November, and December. Please notify us if you would like to exercise this option.   
 **Recital/Picture Day**Recital for 2021 is TBD (Tentative Date May 16th, 2021). Students will be expected to come earlier to practice on the stage before the show. Time is TBD. Please plan accordingly. Picture day for the 2020-2021 year will be tentative Tuesday April 6th or Wednesday April 3rd 2021. Please mark this date in your calendar.   
  
**Class/Storm Cancellations**  
Inclement weather cancellations will be announced on Channels 6, 8 and 13. We will also post on our facebook page (spotlightdance&performingarts). Please like our page 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 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**All students will be respectful of the teacher and other students.

Once you are in class, non-participation will not be allowed unless you are excused by the teacher for illness or injury.

Students will take bathroom breaks before or after class unless it is an emergency.

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

No street shoes are allowed in the classroom.

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.

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

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

*All cell phones must be turned off during class and put away.*Toys must be left at home or in the waiting room with a parent.

If there are questions or concerns, please speak with your instructor or contact Heather.

**Classroom Safety**  
Students will not be left unattended in the classroom. Students are not allowed in the classroom without a teacher. Students may not bring food or beverages (except for water) into the classroom. Snacks are permissible before or after classes in the waiting area only. Students are responsible for cleaning up their trash. No gum chewing is allowed in the classroom. Students are encouraged to use the bathroom before class and to bring a labeled water bottle to discourage any missed time from class due to bathroom or thirst needs. Spotlight Dance sells water for $1.00 (please see someone in the office to purchase)  
All students are expected to arrive on time for classes. **Parents should supervise their child while waiting in the waiting room.** When students enter the classroom with a teacher, the parents may leave the Spotlight Dance & Performing Arts Center or wait in the waiting room. Your prompt return at the end of class is appreciated. No student under the age of 12 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 required at all times in the waiting room. Children will be asked to wear a mask until they enter the dance rooms. Dance rooms will be marked with spots for them to be in to help with social distancing. Parents are asked to wait in their cars or in the waiting room if social distancing is available. Class times will allow 5 minutes for the current class to exit the building, and an additional 5 minutes for new classes to arrive.   
 **Holidays**Please refer to our website for special dates we are closed as well as other important dates or see below **Dress Code**

Students are expected to wear their hair pulled back away from their face and to wear appropriate dance attire for the class they are taking. Leotards, tights, dance shorts and pants, tank tops and ballet skirts are strongly encouraged. Each child should be able to move freely and without restriction during classes to get the most out of their learning experience. Street shoes must not be worn in the dance rooms. Pink ballet shoes, black tap shoes, black jazz shoes and hip hop sneakers 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. We also keep a lost and found box. 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:**Class sizes will remain small in order to help with social distancing.  **Open Classes:**

Open classes for the 2020/2021 season will be tentative. We will need to evaluate how numbers are going for covid. We will try to work on a plan so each family will be able to see their children in class. Days and times might vary for each family in order to keep numbers down. We normally do these in October and February. We will keep you updated as we get closer.

**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

**Specialty numbers:**

If your child is interested in doing a solo/duo/small group specialty number, they should speak with the office staff to obtain and fill out a request form. An instructor will contact you to set up a time to discuss plans for your specialty number.  
  
**Important Dates :**

First day of Classes – Tuesday September 8th, 2020  
Annual payments due – Monday September 14th, 2020  
October 1st – October payment due  
First open watch class week – TBD  
November 1st – November payment due  
Closed for Thanksgiving – November 24th-November 29th, 2020  
Costume payments due – Week of November 30th-December 5th (After the 5th, there will be a late fee)  
December 1st – December payment due  
Closed December 23rd-January 3rd, 2021 (Classes start back January 4th)  
January 1st – January payments due  
February 1st – February payments due  
Second open watch class week – TBD  
Closed February 15th-21st (Classes start back February 22nd)  
March 1st – March payment due  
April 1st – April payment due  
Picture Day – Tuesday April 7th or Wednesday April 8th TENTATIVE (check picture day section for day and times)  
Closed April 19th-25th (Classes start back April 26th)  
May 1st – May payment due  
Recital – Tentative May 16th @ 2:00pm – South Portland High School (Practice times for some classes will happen earlier in the day.  Those times TBD as we get closer)