

Spotlight Dance and Acrobatics Competitive Company Handbook
2025–2026 Season

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Welcome Letter – Competitive Dance Season [2025–2026]

Dear Dancers and Family,

Welcome to a brand-new season with Spotlight Dance and Acrobatics. We are so excited to have you join us for the [2025–2026] competitive dance season. Whether you're returning to our team or stepping into the studio with us for the first time, we are thrilled to have you as part of our dance family.

This season promises to be filled with growth, artistry, hard work, and unforgettable memories. Our coaching staff has been preparing for months to bring our dancers an inspiring, challenging, and supportive environment. We will focus not only on refining technique and performance skills but also on building strong team connections and a mindset rooted in discipline, confidence, and passion.

Important Notes for the Season Ahead:

- **Team Orientation: July 24th 6:00pm-** All parents need to be in attendance. If you cannot make it, please let Morgan know asap.
- **2025-2026 Competitive Team placements and audition results:** Parents will receive a text by the end of **July** with placements in Team divisions, choreography, and levels their dancer will be in this season. *(This is based off many things with **age** being a huge factor. We also will base it off how well they trained, improved, and worked this Summer)*
- **Rehearsal and weekly Schedules:** August choreography schedule will be shared below. Full schedule for the year will be provided shortly once finalized.
- **Competition Dates:** Tentative dates will be provided below and finalized as we receive confirmation.
- **Costume balances and Comp Fees:** Information will be distributed once we finalize soon.

Please stay connected via **BAND APP** for updates, studio news, and team communications. Our goal is to make this season smooth and successful for dancers and families alike.

We believe in the potential of each dancer and can't wait to see what we accomplish together this season. Thank you for your dedication and for choosing SDA as your dance home.

Let's make this our best season yet!

With excitement,

Morgan McNabb

Artistic Director/Company Manager

Spotlight Dance and Acrobatics

304-590-1791/ spotlightcreativedance@gmail.com

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 **Mission Statement**

At Spotlight, our mission is to empower dancers of all ages and levels to grow through discipline, artistry, and passion. We provide high-quality technical training in a supportive, inspiring environment that promotes self-confidence, creativity, and teamwork. Our goal is to nurture not only strong dancers—but strong individuals—who carry the values of dedication, integrity, and resilience both on and off the stage.

 **Core Values**

1. Excellence in Training

We are committed to delivering top-tier instruction in technique, performance, and artistry, ensuring every dancer reaches their highest potential.

2. Passion & Purpose

We believe in dancing with heart. Every movement is a chance to tell a story, connect with others, and express emotion.

3. Discipline & Accountability

We value hard work, consistency, and a growth mindset. Dancers are taught to be responsible for their effort, time, and team contributions.

4. Teamwork & Community

Our company is a family. We foster a culture of support, respect, and collaboration—on stage, in rehearsals, and beyond.

5. Creativity & Innovation

Dance is ever evolving. We encourage our dancers to explore new ideas, take creative risks, and continually push boundaries.

6. Inclusion & Empowerment

We create a welcoming environment where every dancer feels seen, celebrated, and supported in their unique journey.

7. Character Over Competition

While we strive for excellence in competition, we prioritize integrity, sportsmanship, and humility as true markers of success.

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4.1 About Our Studio

Spotlight Dance is more than just a place to dance—it's a community where passion meets purpose, and where every dancer is encouraged to grow both as an artist and as an individual. Founded in 2009, our studio was built on the belief that with the right balance of structure, support, and inspiration, every dancer can reach their fullest potential. We offer high-quality instruction in a wide range of styles including Ballet, Jazz, Tap, Acrobatics, Contemporary, Hip-Hop, and much more with a special focus on Competitive and Company based dance structure. Whether students are dancing for fun, fitness, or to pursue a professional path, we are committed to creating a positive, disciplined, and inclusive environment that promotes creativity, confidence, and teamwork.

Our competitive dance company represents the heart of our training program—where dancers are challenged, supported, and given opportunities to perform and compete at a high level. Through rehearsals, training, and team experiences, we aim to instill values that go beyond dance: responsibility, integrity, resilience, and respect.

At Spotlight, every dancer matters. We are proud to be shaping not only strong performers, but strong people—and we're so honored to be a part of each dancer's journey.

4.2 What it means to be on our Competitive Team

What It Means to Be on Our Competitive Team

Being a part of Spotlight's Competitive Team is an exciting and rewarding opportunity—but it's also a serious commitment that goes beyond just dancing on stage. Our team represents the heart and spirit of our studio, and each dancer is expected to bring passion, dedication, and integrity to everything they do.

As a member of our competitive team, you are committing to:

- **Consistent Attendance & Punctuality:** Your presence in class, rehearsals, and competitions impacts the whole team. Reliability is key to building trust and unity.
- **Strong Work Ethic:** Competitive dance demands focus, discipline, and a willingness to push yourself. We expect our dancers to train hard, listen to corrections, and never stop growing.
- **Respect & Team Spirit:** We value kindness, sportsmanship, and support—for each other and for dancers from other studios. How we act in and out of the studio matters.
- **Time & Energy Investment:** Team dancers often attend multiple weekly classes, extra rehearsals, conventions, and competitions. This is a commitment for both dancers and their families.
- **A Positive Attitude:** We rise together. We celebrate each other's wins, lift each other up in challenges, and keep a humble, grateful mindset along the way.

Competitive dance is about more than trophies—it's about teamwork, character, accountability, and personal growth. Through hard work and shared experiences, our dancers build lifelong friendships, develop confidence, and discover just how powerful they truly are.

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If you're ready to be challenged, inspired, and part of something special, we welcome you to the team.

4.3 Parent and Dancer expectations

Expectations of a Spotlight Competitive Company Member

Being a part of the Spotlight Competitive Company requires dedication, humility, accountability, and a team-first mindset. Our dancers are expected to show up each day ready to improve, ready to support one another, and ready to grow—not just as performers, but as people.

A true company member:

- Prioritizes the **team over self**, recognizing that individual success contributes to group success
- Is **physically and mentally committed**, maintaining a healthy lifestyle and strong mindset
- Takes initiative, is **self-motivated**, and able to apply feedback with a willingness to improve
- Brings solid technical and performance skills, and a constant **hunger to learn** and refine their craft
- Has a **genuine desire for growth** as both a dancer and teammate
- Maintains a **positive, humble, and respectful** attitude in and out of the studio
- Shows **respect and support** for all team members, instructors, and staff
- Uplifts the studio community by **encouraging others** and leading by example
- Has a **supportive family** who respects our teachers, students, and the mission of the studio

Success in this company isn't just about talent—it's about character, consistency, and commitment. Every dancer contributes to the energy, culture, and legacy of Spotlight. We expect nothing less than your best, and we promise to give ours in return.

4.3 Parent Roles & Expectations

At **Spotlight Dance Company**, we are committed to maintaining a **positive, drama-free environment** for all dancers and families. We ask that our parents model the same values we expect from our dancers—**respect, support, humility, and kindness**.

Parents are expected to be supportive, respectful, and courteous to all team members, families, teachers, and staff—always. We have a **zero-tolerance policy** for rudeness, jealousy, gossip, or any form of negativity. If concerns arise, we ask that they be addressed privately and directly with the director—not discussed in the lobby, parking lot, or on social media.

The Role of a Spotlight Parent:

- Support **all** dancers, not just your own
- Teach your child that there will always be someone stronger, faster, or more advanced—and that's okay
- Encourage your dancer to **celebrate others' successes**, not compare themselves to them
- Offer kindness and encouragement to dancers who may be struggling or behind
- Stand firmly behind the teaching staff; we are here to **bring out the best** in your dancer
- Show your child that you trust and support their instructors by working with us, not against us

We've seen firsthand: **children thrive when their parents support their teachers and coaches**. The most successful dancers are not always the most naturally talented—but the ones whose families speak positively, stay humble, and value effort over outcome.

At Spotlight, success isn't measured by trophies, titles, or tricks. It's measured by **growth, effort, attitude, and resilience**. If your dancer gives their best—they've already won.

Let's work together to build a studio environment where every dancer feels safe, supported, and proud to be part of the Spotlight family

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5.1 Team Divisions

At Spotlight Dance Company, our Competitive Team is structured into divisions to ensure that every dancer is placed in an environment that supports their technical level, commitment, and age while encouraging growth, teamwork, and progression.

Each division is designed to build strong dancers through age-appropriate training, performance opportunities, and skill development.

Mini Company (Ages 4–7)

Our youngest team members begin their competitive journey here. This group focuses on foundational technique, performance confidence, teamwork, and learning rehearsal etiquette—all while having fun and building stage presence.

- 2-3 competitions per season
- Required to take core classes (e.g., ballet, jazz, tap or acro)
- Introduction to team commitment and performance expectations
- Convention opportunities

Petite Company (Ages 6–9)

Petite dancers continue to build on fundamentals while being introduced to more detailed technique, musicality, and choreography retention. Emphasis is placed on growth mindset and stage readiness.

Junior Company (Ages 9–12)

Junior dancers begin to deepen their training with more advanced technique and choreography. Expectations for commitment, responsibility, and self-discipline increase. Team bonding and work ethic are core focuses.

Teen Company (Ages 12–15)

Teen Company dancers are focused, driven, and serious about their training. These dancers show maturity, initiative, and are expected to lead by example. Versatility, artistry, and strength are key components at this level.

Senior Company (Ages 15+)

Our most experienced team members are held to the highest standard of performance, technique, and professionalism. These dancers are often role models within the studio and may take on mentorship opportunities. Many pursue dance beyond high school or use this level for college audition prep.

Company Placement Notes:

- *Placement is based on age, skill level, maturity, and work ethic*
- *Dancers may be moved between divisions at the discretion of the director and faculty*
- *Team placement is not permanent and can change season to season*
- *Dancers are expected to grow, commit, and support one another at all levels*

5.2 Communication Channels

- **Financial questions, comments, concerns:** *Mekenzi Brooks- 304-542-6879*
- **Parent Portal questions:** *Mekenzi McNabb- 304-542-6879*
- **Schedule conflicts, absences, etc.:** *Morgan McNabb- 304-590-1791*
- **Any issues involving “Drama” whether it be with students, parents, instructors, etc must be emailed: spotlightcreativedance@gmail.com and will be scheduled to speak in person. We will no longer communicate such concerns via text or phone call.**
- **Questions about dances, competitions, parades, or any other event will need to be communicated to the team mom for your group. The team mom will then communicate these concerns with the instructors or problem solve the situation.**

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We spend 6 days a week teaching regular and competition dancers and we spend 3-4 hours a day working on the business part of the studio. We have over 100 dancers so it is hard for us to text everyone. What little bit of time we have left, we need to spend with our children and family. Thank you for understanding and respecting this.

ALL concerns need to be communicated during appropriate hours. Our instructors and directors are very busy and do not want receive texts before or after office hours unless it's an emergency situation. (M-F 9am-1pm). Remember to follow the guide above.

6.0 Important dates and events

Routine Changes & Re-blocking

If a dancer misses multiple scheduled choreography rehearsals or withdraws from the number, additional charges may apply to cover re-blocking or extra rehearsal time.

6.2 Tentative Competition, Convention, and Intensive schedule

Tentative Comp dates until confirmation from Competitions.

- **October 12th, 2025** – 1 Day- 8am-4:30pm Wild Dance Intensive- **Cleveland, OH- \$185-\$250** (Optional but highly recommended) *Chance to win scholarships and learn and grow with professional dancers from around the world.
- **February 20th-22nd 2026**- RADIX Convention, No competition- **Charlotte, NC**
- **March 5th** - Pre-Competition Showcase for parents- **SA Studio Location**
- **March 20th – 22nd, 2026** – StarQuest Regional Competition- **Columbus, OH-** (Mandatory)
- **April 24th-26th, 2026** – Turn it Up Regional Competition- **Pittsburgh, PA-** (Mandatory)
- **May 1st -3rd, 2026** – Platinum National Dance Competiion- **Charleston, WV** (Mandatory)
- **June 4-6th, 2026**- MADI Dance Convention- **Charleston, WV** (Mandatory)- \$160-\$195
- **June 15th-19th. 2026- 8am-12pm** Spotlight's Competition Week Intensive (Mandatory)

6.3 Recitals and Showcases

- **Christmas Show- December 13th, 2025 @ The Little Theatre.** All comp dancers will be a part of this show.
- **Pre-Competition Showcase for parents- March 5th- SA Studio Location**
- **Spring Recital- May 24th @ The Clays Center for the Arts** Mandatory for all comp dancers.

6.4 Photo Week, Dress Rehearsals & Other Events

- **Mountaineer Main Street- August 23rd, 4-9pm** Olde Main Street in Saint Albans, WV (Select dancers will be announced soon)
- **Company Photo Day- September 20th-21st** - Downtown Charleston **(Not all dancers will attend both days)**
- **Charleston Christmas parade-** Typically the first Thursday in **December**. Finalized date TBA. (Mandatory)
- **SA Christmas parade-** Typically the first Saturday in **December**. Finalized date TBA. (Mandatory)

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- **Glenn Ferris event/Co. Christmas Party- December 5th Performance will be at 6:30pm.** Dancers will get to enjoy the historic Glenn Ferris, perform for a crowd and have the option to have a sleepover with their dance friends in one of the suites. More info TBA. (Optional)
- **Spring Show Reveal Party- Tentative date (Feb. 28th)** - Location: Saint Francis
- **June 19th 2026-** Comp Awards Party
- **More events will be announced throughout the Season if opportunities arise.**

7.0 Company Policies

7.1 Attendance and Tardiness:

Attendance is **mandatory** for all Company classes. Every class plays a vital role in a dancer's growth, team readiness, and success, and should be treated with commitment and seriousness.

We understand that school and family obligations arise, and we strive to be flexible and understanding when possible. However, by accepting a spot on the Competitive Company, you are agreeing that this program is a priority in your schedule.

Absences for reasons other than illness or emergency **must be personally cleared through Morgan in advance.** All absences are documented and considered when evaluating readiness, placement, and participation.

At Spotlight, we believe in developing well-rounded individuals, and we support our dancers exploring other interests. However, competitive dance is a team effort, and **consistency is key.** Skills are continuously taught, choreography evolves quickly, and every dancer's presence matters.

Simply put: If you miss class, you miss progress—for yourself and your team.

7.2 Dress code and appearance:

Dress Code & Appearance

At Spotlight Dance Company, we believe that how a dancer presents themselves in class reflects their level of professionalism, discipline, and respect—for their craft, instructors, and team. Our dress code ensures that every dancer is prepared, focused, and able to move safely and effectively in all classes.

General Expectations:

- Dancers must arrive dressed and ready to dance before the start of class or rehearsal.
- Hair must be neatly secured away from the face in a bun or tight ponytail (style may vary depending on the class).
- All dancewear should be clean, fitted, and appropriate for movement—no oversized or baggy clothing unless specified (e.g., hip hop).
- No jewelry (stud earrings are okay) and no gum during class or rehearsals.
- Dancers are expected to maintain proper hygiene and take care of their personal appearance.

Class-Specific Dress Code:

Ballet:

- Black leotard, pink or tan tights, ballet skirt (optional)
- Ballet shoes (pink for ballet classes, canvas -double sole)
- Hair in a ballet bun or secured completely back

Jazz, Lyrical, Contemporary:

- Fitted leotard, or sports bra with dance shorts, leggings or tights.
- Tan or beige turning shoes / jazz shoes (**BLOCH- "Super Jazz" slip on jazz shoes** for competition dances. Any tan jazz shoes will work for parades and other special events)
- Hair pulled back securely

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Hip Hop:

- Comfortable athletic/dancewear (sweats, joggers, tank tops)
- Clean sneakers (studio-only—no outdoor shoes)
- Hair tied back

Tap:

- Fitted leotard, or sports bra, leggings or shorts, or tights.
- Tap shoes- Black. (**BLOCH- “Tap Flex” with ties are recommended for safety and execution of tap sounds**)

Acro:

- Leotard or fitted top with shorts or leggings
- Bare feet (no shoes or socks)
- Hair pulled back securely—no loose buns or ponytails

Company Rehearsals:

- All dancers must wear **black-on-black** rehearsal attire (leotard, sports bra, shorts/leggings)
- **Required footwear** for the style being rehearsed
- No extra layers unless approved by a teacher
- Hair pulled back neatly

Team Appearance Expectations:

- **Dancers are a direct reflection of our studio**—whether in class, rehearsal, or out at competitions and events.
- Company members must always represent Spotlight with **confidence, professionalism, and pride.**
- **Proper attire is not optional**—it’s part of your training and preparation as a competitive dance

Dress Code Violation Policy

To maintain a professional, focused, and safe learning environment, dancers are expected to always follow the dress code. Failure to do so may result in the following actions:

1st Violation:

- Verbal reminder from the instructor
- Must correct attire before participating in class (if possible)

2nd Violation:

- Parent/guardian will be notified
- Dancer may be asked to sit out of class if not in proper attire

3rd Violation:

- Meeting with dancer, parent, and director
- Repeated dress code issues may impact casting or company standing

We understand that occasional slip-ups happen, but ongoing disregard for studio policies sends the wrong message to peers and instructors. Being part of a competitive company means **holding yourself to a higher standard**—starting with how you show up.

7.3 Behavior and Code of Conduct

At Spotlight, we expect all dancers to act with **respect, responsibility, and professionalism**—in and out of the studio.

Dancers must:

- Treat teachers, teammates, staff, and families with **kindness and respect**
- Arrive on time, prepared, and ready to give 100%
- Listen, follow instructions, and stay focused during class and rehearsals
- Use **positive language**—no gossip, bullying, or negative talk

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- Take care of the studio and **clean up** after themselves
- **Always represent Spotlight with pride**

We **do not** tolerate:

- Disrespectful behavior
- Negative attitudes or drama
- Bullying of any kind

Being part of our company is a privilege. All dancers are expected to contribute to a **positive, supportive, and team-focused environment**. Let's rise by lifting each other up!

8.0 Financial Commitment

8.1 Tuition and payment plans:

Minis: **\$140** Minis+ **\$160**

Petites: **\$195**

Junior-Senior: **\$195**

These classes include extensive technique training, acrobatics training, pilates for older groups and more.

In total, monthly tuition equals out to \$1,755 for the September-May Season. This divides out to \$56.61 a week, and \$6.47 an hour. This is based off our highest paying company dancers.

8.2 Competition Fees- Fees associated with each competition are based upon prices set by the competition itself. These generally run **\$55-\$95** per dancer, per routine. Duet/trio/solos are **\$100-155** per dancer, per competition. Fees are due to the studio by the due date indicated. In most instances this is at most, **60-90 days** in advance of each competition.

8.3 Costume Fees - Typically **\$120-\$200** per costume.

Please note the costume deposit schedule:

- First ½ due **September 25th** (**\$50 per costume per routine**)
- Second ½ due **October 24th** (**\$50 per costume per routine**)
- Final Balance will be due by November 24th.
- These dates are not optional, we have to have all costumes ordered by end of November. We understand that this is before Christmas, so you may start paying toward these fees as soon as summer.

For example: If your dancer is in 6 groups you will have 3 costume deposits due September 26th and the other 3 costume deposits due October 26th... If your dancer is in an odd number of dances, most of the costumes will be invoiced first. For example, if your dancer is in 5 routines you will be invoiced 3 costume deposits September 26th and 2 costume deposits October 26th **Missing an assigned due date can result in a \$20 late fee. This includes all fees and invoices.**

If a company member violates this handbook/commitment/contract and quits or is dismissed, there will be NO refunds on any costume deposits and/or costume amounts paid.

*****Dancers will not receive costumes until they're paid in full. No exceptions this year. If costumes need alterations or repairs after they've been passed out, parents are responsible for those alterations.***

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8.4 Choreography Fees

Group Choreography Policy

All competitive group routines are created with care, creativity, and professionalism. Choreography fees help cover the time and expertise required to produce polished, competitive-level dances. In the past, we did not get paid for choreography. We have joined a dance group of instructors from all around and realize we should have been charging for this. The following outlines our policy regarding group choreography:

Choreography Fees

Group choreography fees are charged **per dancer**, and rates vary based on the number of dancers in the piece.

- **Small Groups (4–9 dancers):** \$500 split amongst dancers
- **Large Groups (10+ dancers):** \$1000 split amongst dancers
- **Soloist** \$300 (may be split into two payments but with reasonable time in between)
- **Duos/Trios:** \$200 per dancer

Fees cover:

- Original choreography
- Choreographer's time and preparation
- Scheduled rehearsals needed to complete the routine
- Music cutting and preparation

Note: These fees are due at the start of choreography. Fail to make payments may lead into removal of dance choreography.

Rehearsal Fees:

Dancers are **required** to bring \$25 to each rehearsal to cover their rehearsal fee. Rehearsals will be scheduled every other weekend. This schedule will be released soon.

Note: every dancer will get a rehearsal slot at least once every other weekend. This is a flat rate and does not change depending on number of dances your dancer is in.

8.5 Extra expenses: This year we will offer a competition “Kit” for your convenience. We will have you sign up if interested, at our meeting in July. The kit will provide all competition accessories needed for the year, so you do not have to order yourself.

- **Competition/Performance Jewelry-** Studio will place a large order. **Fees are typically \$10-\$30 depending on size and what each dancer needs.**
- **Christmas parade costume-** Once we decide on a new parade costume, studio will let you know the cost. **Typically, \$75-\$100.**
- **Company jacket for new dancers- \$200-** New dancers will need to order a jacket asap. Please send jacket size to Morgan and we will add the fee to your portal. *(We have a new jacket being offered this year. If returning dancers would like to upgrade their jacket, please let Morgan know asap)*
-
- **Spring Recital Participation fee: \$55**
- **Christmas Show Participation fee: \$30** (All company members are required to pay the fee when due)

Note: these fees no longer include a ticket. Only backstage volunteers will be allowed backstage and will not need a ticket.

- **Summer Intensive and classes: \$300-\$400** depending on group and extra classes chosen.

*If a dancer quits Company mid-season, said dancer will not be allowed back onto company in the future, unless special circumstance, which is approved beforehand by the director. If said dancer/family were to be dismissed and/or quits Company, **no refunds** will be given, this includes, and is not limited to costumes,*

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costume fees, tuition, and competition fees. Our dancers are expected to fulfill this commitment and will be required to sign a parent/student agreement.

8.6 Fundraising Opportunities:

Fundraising is important to help with financial costs. We hope you take advantage of this. To join our fundraising BAND app, **please text 304-590-1791** with your first and last name to be added.

SCHEDULE OF PAYMENTS FOR MONTHLY TUITION AND COSTUME DEPOSITS

What you are paying for:	Date Due
August Choreography	Due the day we start choreography for your dancer
September Tuition/Registration Fee	Due upon registering for the new Season (no later than September 1 st)
1 st costume deposit	By September 25th
October tuition	By October 1st
2 nd Costume Deposit	By October 24 th
November tuition Christmas Recital Fee Final Costume Balance	By November 1 st By November 15th By November 24 th
December tuition Christmas Show Tickets on sale	By December 1 st Week of December 8th
January tuition	By January 1st
February tuition	By February 1st
March tuition Spring Recital Fee	By March 1 st By March 25th
April Tuition	By April 1st
May tuition	By May 1st
Purchase Recital tickets	Recital week

9.0 Choreography & Rehearsals- We plan to have all choreography finished by October. We do not want to bring the dancers in over holiday breaks unless necessary.

- Rehearsals will be scheduled every other weekend throughout the Season. (these are the \$25 Rehearsal days)

Extra rehearsals for the year: Times TBA (Not included with your monthly tuition breakdown) \$25 rehearsals

- **September 2nd (no cost)**
- **Septmeber 4th (no cost)**
- **September 20th**

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- October 4th
- October 18th
- November 1st
- November 15th
- December 15th-18th (no extra cost)
- January 3rd
- January 10th
- February 7th
- February 15th

More TBA depending how dances look by March.

- All rehearsals are mandatory unless absence is approved by choreographer.

9.1 Choreography Week-

- **August 16th – 22nd** *Detailed August choreography schedule will be released soon.*
- *Dancers interested in participating in a **Musical Theatre piece**, will have to come in over Christmas break to meet with a guest choreographer.*

9.2 Solos, Duets, and Trios- Once we get all forms returned, we will approve **soloists, duets, and trios**. Instructors have the final call on duet and trio partners. If approved, we will assign a choreographer to that dancer/s, and the choreographer will reach out to schedule rehearsals. **Choreography should be finished by end of October.**

10.0 Competitions & Events

10.1 What to Expect at Competitions

Before the Event:

- You'll receive a detailed schedule (including call times, performance times, and venue info) a few days before the event.
- Dancers are expected to arrive hair and makeup ready unless otherwise noted.
- Bring all costumes, shoes, accessories, and touch-up items neatly packed and labeled.
- Get plenty of rest the night before—you'll need energy, focus, and a positive mindset!

At the Venue:

- Arrive early! We recommend arriving at least 1.5/2 hours before your first scheduled routine.
- Check in with your teacher or team leader as soon as you arrive.
- Stay in the designated team area unless changing, warming up, or preparing to perform.
- Be quiet, focused, and respectful backstage and in dressing rooms—other teams are working too!

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During the Competition:

- Cheer for your teammates and other studios respectfully.
 - Dancers must stay for awards unless prior permission is given.
 - Teachers and staff will handle all music, entries, and communication with the competition staff.
-

10.2 Packing Checklist

We will print a checklist before every competition for you to keep track of.

10.3 Travel and Hotel Information

Hotel booking will be the parent's job to sort. If our team moms want to try and get everyone together in the same hotel, that's totally fine, but not mandatory.

11.0 Health & Safety

11.1 Injury Prevention

If You Are Injured:

- Report injuries to your teacher immediately—no matter how minor.
- Dancers with injuries may be asked to observe class and take notes while recovering.
- A dancer may need a doctor's note to return to full activity, depending on the injury.
- Modified participation or physical therapy exercises may be allowed with instructor approval.

Our Studio's Role:

We are committed to:

- Teaching proper technique and alignment
- Encouraging safe training practices
- Monitoring dancer workload and physical stress
- Supporting recovery and healthy mindsets around injury

11.2 Illness Policy

At Spotlight Dance Company, the health and well-being of our dancers, staff, and families is a top priority. We expect all dancers to take responsibility for keeping themselves—and others—safe and healthy by following our illness guidelines.

When to Stay Home:

Please keep your dancer home if they have any of the following symptoms:

- Fever (100.4°F or higher)
- Persistent cough or sore throat
- Vomiting or diarrhea within the last 24 hours
- Shortness of breath or difficulty breathing
- Unexplained rash or contagious condition (e.g. pink eye, flu, strep)

If a Dancer Becomes Ill at the Studio:

- A staff member will contact the parent/guardian to pick the dancer up promptly.
- The dancer may be asked to rest in a separate space until they are picked up.

Make-Up & Observing Policy:

- Dancers who are mildly ill but able to focus may be allowed to observe class in-person.

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- In cases of extended illness, dancers should communicate with their instructor or the director to stay up to date with choreography and corrections.

Studio Sanitation:

We clean and disinfect high-touch areas regularly and ask all dancers to:

- Wash hands before and after class
- Avoid sharing water bottles, makeup, or personal items
- Stay home if feeling unwell

We appreciate your cooperation in helping us maintain a safe and healthy environment for everyone. Prioritizing health is not only responsible—it's part of being a respectful teammate.

11.3 Mental Health and Well-Being

At Spotlight Dance Company, we believe that a dancer's success is rooted not only in their physical ability but also in their mental and emotional well-being. We are committed to fostering a studio culture where dancers feel safe, supported, and empowered.

Dance can be intense and demanding—physically, emotionally, and mentally. We encourage our dancers to take care of themselves, speak up when they need support, and know that they are never alone.

Mental Health Matters

- We encourage dancers to express how they feel—your mental health is just as important as your technique.
- Stress, anxiety, burnout, and self-doubt are common in high-level training. If you are struggling, please talk to a teacher, mentor, or parent—we are here to help.
- There is no shame in needing a break, asking for help, or saying "I'm not okay today."
- We promote a culture of kindness and acceptance—no bullying, body shaming, or toxic competitiveness will be tolerated.

Healthy Habits = Healthy Mindset

- Get enough sleep, fuel your body with nutritious food, and take screen breaks when possible.
- Take time for rest and mental recharge—balance is essential.
- Celebrate your wins, learn from your setbacks, and be kind to yourself in the process.

You Are More Than a Dancer

You are a person first—a valuable, unique individual with thoughts, emotions, and dreams. We care about your growth on and off the stage, and we are proud to be a part of your journey.

If you ever need someone to talk to, our door is always open.

Parent & Family Involvement

12.1 Volunteer Opportunities

Throughout the year, we will offer several volunteer opportunities that allow you to get involved, support your dancer, and contribute to our studio community.

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Volunteer Roles May Include:

- **Competition Support** – Assisting with costumes, organizing dressing rooms, or helping dancers prepare backstage
- **Fundraising Help** – Coordinating events, setting up, or assisting with studio fundraisers
- **Studio Events** – Volunteering at recitals, team bonding events, photo day, or holiday parties
- **Team Parents** – Helping communicate details to group parents and being an extra hand during performances or travel
- **Set-Up/Breakdown** – Helping with props, staging, or event logistics

How to Get Involved:

Opportunities will be shared via email or studio announcements, and sign-up sheets will be made available throughout the season. We encourage every family to contribute in a way that works for them, whether it's a one-time event or ongoing support.

Your time and energy make a difference—and your involvement helps us build a stronger, more connected studio family.

12.2 Parent Code of Conduct

At Spotlight, we believe that a **positive, respectful environment** starts with the adults our dancers look up to. As a parent or guardian of a Spotlight dancer, you play a vital role in your child's experience and the overall success of our studio community.

By enrolling your child in our Competitive Company, you agree to the following standards of behavior:

Parent Expectations:

- Support your dancer with encouragement, patience, and positivity
- Treat all dancers, parents, teachers, and staff with respect and courtesy
- Refrain from gossip, drama, or negativity in person, online, or on social media
- Address concerns privately with the director—not in public spaces, group chats, or in front of your child
- Respect our teachers' expertise—do not coach your child from the sidelines or question choreography or casting decisions
- Ensure your dancer arrives on time, prepared, and dressed appropriately
- Be mindful that your attitude influences your dancer's mindset and experience
- Celebrate all dancers—not just your own—and promote good sportsmanship at all events

We Do Not Tolerate:

- Disruptive or disrespectful behavior toward staff, students, or other families
- Undermining instructors or creating division within the team
- Confrontations or criticism directed at other children
- Public complaints, social media rants, or spreading negativity

We're all here for the same reason—to help our dancers grow in skill, confidence, and love for the art of dance. Let's set the example and work together to create a studio culture that uplifts, empowers, and unites. Thank you for being a valuable part of our Spotlight family.

12.3 Studio Etiquette (please review etiquette with your dancer and we will do the same)

To maintain a respectful, safe, and professional environment, all dancers are expected to always follow proper studio etiquette. These standards reflect our values at **Spotlight Dance**, and help ensure that every dancer can learn, grow, and thrive.

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In the Studio:

- Arrive **on time** and be fully prepared for class—dressed appropriately and ready to dance.
- Enter quietly if a class is in session. Do not interrupt other rehearsals or instructors.
- Always **respect instructors, staff, and fellow dancers**—use kind words, listen actively, and follow directions the first time.
- **No talking** during instruction unless asking a question or responding to a teacher.
- Keep your hands to yourself—no roughhousing or unnecessary contact with other dancers.
- Stay off your phone during class or rehearsals unless given permission.
- Come with a **positive, focused attitude** and be ready to give your best effort.

Personal Responsibility:

- Bring everything you need (dancewear, shoes, water, etc.) and **take care of your belongings**.
- Clean up after yourself—throw away trash, put away props, and keep dressing rooms tidy.
- Label all items—Spotlight is **not responsible** for lost or stolen personal property.

Respect for the Space:

- No food or gum is allowed in the studios (water only).
- Do not hang or lean on barres or mirrors.
- Treat the studio as your second home—**leave it better than you found it**.

Team Culture:

- Celebrate each other's successes and offer support when someone struggles.
- Use encouraging, uplifting language—this is a **drama-free zone**.
- You are part of a team—**how you show up affects everyone around you**.

By following studio etiquette, you show pride in yourself, your team, and your training. Dance is a **discipline**—and how you carry yourself in the studio reflects the kind of dancer and teammate you are becoming.

A. Sample Schedule 2025-2026: *Company dancers are required to take all classes. **Monday and Wednesdays** are for dancers who are choosing technique classes at the Charleston location. **Mondays, Tuesdays, and Thursdays** are for dancers who choose SA location. All company dancers will be at the SA studio on **Thursdays**.*

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- Strengthen leadership, communication, and responsibility
- Receive potential priority for future assistant or teacher positions
- Special awards and acknowledgement

***Interested dancers should reach out to Morgan ASAP.*

Company Letter of Commitment

This correspondence serves as an agreement between you and The Spotlight Dance Company, as produced and directed by Lori McNabb, Owner and Director of Spotlight Dance Studio. Your child has been selected to be a member of the 2024-2025 Spotlight Dance Company, an honor as well as privilege. Your signature below indicates that you have read and fully understand all of the requirements associated with participating in the program, as outlined in your Spotlight Dance Company Handbook. Furthermore, your signature and that of your child's indicates your acceptance of those terms and conditions, and that you are well aware of the commitment involved in this program.

Dancer: *As a member of the 2025-2026 Spotlight Dance Company, you will actively participate in all scheduled events from August 2025 through summer of 2026. Your commitment to this program means that you will be participating in all classes, rehearsals, performances, competitions/conventions, showcases that are scheduled during this time. Your commitment to this program means you will come to class each time dressed appropriately with proper shoes, attire, and ready to learn. Your commitment to this program means that you will honor attendance requirements for all*

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classes, rehearsals, performances, and all competitions/conventions, showcases. Your commitment to this program means you will be always respectful to all teachers and teammates.

In addition to the above, I understand a violation of my commitment to this program/contract has serious consequences that may result in being permanently dismissed from the program.

X _____

Date _____

Printed _____

Parent: *Please be sure you feel comfortable with your ability to handle the fees incurred for this activity, as with most competitive activities, there are many uncontrollable circumstances, and we don't want to catch anyone off guard.*

Monthly tuition, convention/competition fees, costume deposits, costume fees, choreography fees etc., all have due dates. Monthly Tuition is due at the beginning of each month and is late after the 7th. All other fees are late after the posted due dates. A late fee of \$25 will be added to any late payments. A \$35 bank fee will be assessed for a non-sufficient funds' payment/cancelled/returned payment, as well as corresponding late fee of \$25. It is each parent's responsibility to be aware of fees due, schedule changes, etc. We suggest coming into the studio at least weekly to check for news, and to check BAND for studio information and updates daily. Commitment to this program means that you will honor attendance requirements for all classes, all conventions/competitions.

I have read the above information and will be responsible for my child's account and activity requirements.

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X _____

Date _____

Printed _____

***Please return this signed agreement at our company meeting at the end of July.
Please complete one form for each of your children who have accepted
placement in The Spotlight Dance Company.***