



Spotlight Company Handbook

Introduction

This handbook outlines the policies and procedures for Spotlight Company members (students and parents) to ensure a successful and rewarding performing year. Please read it carefully as it should answer most of your questions about Spotlight. For further inquiries, please contact the Director, Bridget Blake.

Welcome to Spotlight!

Class Requirements

All Spotlight students must enroll in core curriculum classes at The Dance Connection, including at least one class in Ballet, Jazz, and Tap.

- **Level 2 (Combo 2):** This combo class meets all three requirements, but Ballet 2 is **highly recommended to enhance technique.**
- **Level 3:** Combo 3 and Ballet 2 or 3 are required (Ballet levels depends on previous experience)
- **Level 4 and Higher:** Students must take Ballet, Jazz, and Tap at their level.

These requirements apply to both the Fall/Recital season and summer sessions. Students are encouraged to take additional classes such as hip-hop, lyrical, and jazz funk to broaden their dance skills and improve more quickly.

Mandatory Purchases

Each member must purchase and keep the following items:

- Spotlight Company T-shirt: White with black logo and name on back (\$25)
- Beige/Nude Tights: To be worn under all costumes at all performances.

Spotlight Dress Code: Practices and Rehearsals

The required attire for all Spotlight practices and rehearsals is a leotard, tan or pink tights, and appropriate dance shoes. This dress code is in place for:

- Professional appearance
- Uniformity
- Allowing instructors to see body placement
- Simplicity for all members

Jazz pants, leggings, and bike shorts are permitted (no oversized shirts or warm-ups). Students not dressed appropriately may be excluded from participation.

Required Shoes

The Director will specify shoe requirements for the performance season. However, all members must have the following shoe styles. *Parents, please do not purchase these unless specifically requested for a routine.*
Generally, the shoes used in regular classes will be the same for Spotlight.

- **Combo 2:** Black Ballet Shoes and Patent Leather Tap Shoes
- **Level 3 and up:** Black Jazz Split Soled/Black Jazz Taps or Oxford Taps and Pink Ballet Slippers
- **Intermediate, Teen, and Senior Companies:** Black and Tan Jazz Split Soled
- **Intermediate, Teen, and Senior Companies:** Pink Ballet Shoes
- **Intermediate, Teen, and Senior Companies:** Black Oxford Split Sole Tap Shoes

Costuming

- Members are responsible for all costumes and accessories.
- Each member must maintain all costume pieces in good condition.
- Members (parents) will be financially responsible for lost or damaged items.
- The member's name must be on *all* costumes and accessories, including hats and gloves.
- All hanging costumes must be transported in a garment bag or covered with a plastic bag.

Costume Fees

Costume fees are paid in two installments:

- June: \$100 (Star/Diamond/Junior), \$120 (Intermediate/Teen/Senior)
- January: \$100 (Star/Diamond/Junior), \$120 (Intermediate/Teen/Senior)

Recital

The Recital is a significant event for The Dance Connection and Spotlight Company, showcasing the dancers' learning, performance skills, and achievements. Recital practice begins after the holiday season (earlier if possible), with additional mandatory rehearsals scheduled in February, March, April, and May.

Practices – General

Consistent practice is crucial for company development and maintaining the company's reputation. Please adhere to the following practice rules:

- Attendance is mandatory at all practices.
- Parents must report absences through the portal or app with an explanation.
- Members must inform the instructor at the beginning of class if they cannot attend any performances in the following week; otherwise, they will not be included in those routines.
- Members are responsible for any information missed during an absence. Please check with the front desk for handouts, newsletters, etc.
- Members are responsible for learning missed choreography. Instructors will not re-teach it due to time constraints.

The Spotlight year runs from June to the recital. This commitment must be fulfilled regardless of future enrollment. Summer participation is important; significant summer absences may warrant a reconsideration of Spotlight membership.

Attendance Policy

- Members are expected to maintain a **75%** attendance rate in regular classes.
- Make-up classes can be used to meet this requirement.
- Summer absences from regular classes will not count against attendance, but dancers will miss important choreography.

Performances – General

Please observe the following rules during performances:

- Members must arrive 30 minutes prior to the performance unless instructed otherwise.
- Lack of transportation is not an excused absence. Arrange carpools with the Director or other members.
- Members who forget costumes or accessories will not perform in the affected routine at the Director's discretion.
- All performances, regardless of size, will be treated equally in terms of conduct, appearance, and attendance.
- All members must remain in the changing area until their performance time.
- Dancers are responsible for checking all costumes and warm-ups.
- Changing and performance areas must be kept clean and tidy.

Maintain a positive, helpful, and courteous attitude at all practices and performances!

Winter Performances

The winter performance season is very active. From January or early February, the Company may have up to 10 weekend performances. Please be prepared for this busy but exciting period.

Class Times (subject to change)

- Star: Monday 5:30-6:30 pm
- Diamond: Monday 6:30-7:30 pm
- Junior: Wednesday 6:45-8:00 pm
- Intermediate: Monday 7:30-8:45 pm
- Teen: Thursday 6:30-8:00 pm
- Senior: Thursday 8:00-9:30 pm