



WELCOME BACK!

*SPSG Newsletter: **SEASON 13!***

Thank you for joining us for our 13th season of dance, cheer, and gymnastics! We are looking forward to another year of sharing our passion with you and your children. We are excited to have our facility filled with new and returning smiling faces again!

There will not be parent meetings this season! Instead, everyone should read this guide and use the **NEW 5-minute intervals between classes to ask questions the first week.**

Note: There are several highlighted areas to point out changes revolving our studio expansion and upgrades. Even if this is your 13th year with us, I recommend viewing the highlights 😊



Important Policy Reminders

Dropping Classes

Drop Form Policy!

Like all activities, it takes commitment to reap the rewards of dance/cheer & gymnastics. Our fall/winter program is an 8-month curriculum designed to help your child physically, socially & emotionally. Our dance/cheer classes come with the end goal of performing onstage in front of a live audience in April. Due to the organization behind each group's choreography and the early purchase of costumes, **dropping**

dance/cheer classes must be done BEFORE Sept. 28th. If you drop a class AFTER Sept. 28th, you are obliged to pay your recital costume fee for each class dropped, regardless of participation. If you drop a class after November 1st, you will be charged a \$50 re-choreography fee.

Gymnastics classes can be dropped between quarters; however, **we must receive your drop form at least two weeks BEFORE the new quarter.** Students can move up in level each quarter as well. A coach will contact you in this situation.

Submitting a drop: This can be done under the “drop” tab at shinepowerstudio.com. Please submit your form by the required due date. Once the quarter fees are charged, you cannot drop a class without paying the due tuition. We do not send reminder emails for drop dates, it is your responsibility to email drop forms on time.

Overdue Fees & Bills

We expect prompt and timely payments. It is YOUR responsibility to remember when tuition is due:

August 19th (Registration Day)

November 1st

January 1st

February 22nd **This is earlier this season because we need to have everyone paid before sending costumes home with dance/cheer students. Easter is early so our picture day “could” be too.*

We will always bill you 2 weeks in advance and send you a reminder email, but it is helpful to make note of tuition dates on your own. Any fee not received by the due date will accrue a \$30 overdue fee to the account, and we have the right to charge the credit card on file at that point. If your card is declined, you will be charged an additional \$5. *If this happens multiple times, without discussing with Meghan, we will consider class removal for your child(ren).*

Once a fee is charged OR any payment is made, you WILL NOT be refunded and fees WILL NOT be transferred to another account (including sibling/family accounts). Do not make early payments if you are questioning participation.

Credit Card Payments

We accept credit card payments through your online portal (we cannot run credit card payments in person). If you have an issue with a payment, please feel free to email us. With our new credit card system, we no longer experience issues with Mastercard payments. If payment will not process, it is typically due to insufficient funds or a banking, fraud alert. You will most likely need to contact your bank or add another card onto the file.

Want to win a chance to pre-save up to 6 recital seats?! Cash/Check payments are always preferred. Every time you make a full tuition/costume/ or team fee payment with cash/check, you will be entered into a drawing! This year, we will draw a winner at the end of the 4th quarter. The winning person will have the ability to pre-save up to 6 of their desired seats for either the Saturday or Sunday recital!!

***This is not to win FREE tickets.** If you are the winner, we will give you “reserved signs,” and you can place them on the seat(s) of your choice at the end of our Friday rehearsal.

Whenever paying cash- please hand directly to Meghan or a head staff employee. Make sure you get a receipt of your CASH payment. Checks can be dropped into the drop-box BUT should be labeled with your child’s name.

Primary Accounts

We can only have ONE primary adult labeled to an account. This is usually the name of the adult that enrolled the child. We do not mind multiple people covering the bills, but please make sure that the child's name is labeled on any payments made with a check or cash.

If you are a split household, we strongly encourage adding the email address for BOTH parties to your portals. Although only one household will have portal rights, it will ensure the second household is getting SPSPG emails and notices.

If you are splitting a bill, the primary account holder is responsible for the payments and organizing any split payments. We DO NOT split bills ourselves nor do we keep track of who paid which part of the bill. This is your responsibility.

If you have a second parent and they want to be added to the portals, they must either have the account holder add them OR they must agree to have their own card on file and take at least partial responsibility for payments. Otherwise, we will not add secondary parents/family members to portals *on our end*.

Studio Emails

We send MANY emails to keep you up to date and notified on studio dates and details. Please make sure you are getting our emails. They often get sent to junk mail. Please make sure you mark us as a contact and have them sent to your primary inbox so that you do not miss deadlines. **You can also view our recent emails on the sidebar in your portals too.**

Common question: People commonly say they did not receive or lost an SPSPG email with needed information. In this situation, login to your portal. Click the three lines on the top right and click "messages." ALL our emails are automatically saved in the portals AND saved in the order they were sent. It's always easy to access SPSPG emails.

Parent Portals

Your portals have many features. We ask that you always keep them up to date by making changes to emails, addresses, and emergency contacts if needed. Please make all changes on your end.

Please check your portal prior to the first class and make sure all your information is up to date and correct. Emergency contacts are most important to keep updated. In rare instances, such as parents being late to pick up students or students getting injured, we need to call the numbers on file. **If we cannot get in contact with the parent or the emergency contacts, we do notify the police.**

Reporting Absences

Please do not privately message or email your absences to your coach(es). Instead- login to your portal and click the top three lines on the right. Once you submit through the portals, the appropriate SPSPG staff members will be automatically notified.

*Reporting absences is optional BUT highly encouraged.

COSTUME PAYMENTS: Dance & Cheer

Costume Fees (Dance & Cheer Students ONLY)

Costume fees **are not** controlled by SPSG. They typically range from roughly \$72-\$85 each.

Costume fees will be posted to your accounts between October 1 & November 1. If you pay at least 1/2 of the total by DEC. 1, you WILL NOT acquire a \$30 interest fee. If you wait until after 12/1, the \$30 fee will THEN be added to your account.

You are welcome to make smaller payments, leading up to the due dates BUT **Costume bills must be fully paid by February 1st**. Any unpaid costume fee will be charged an additional \$10 per costume, per month after February 1st. Costumes will not be given to students until costume bills are paid in full.

How will you know this is a costume payment?

Unfortunately, the portals do not let you pick what your payment is going towards, and it always appears to go towards whatever was charged first. Before applying overdue fees, SPSG always checks that whatever is due FIRST has been paid/covered. Very rarely will this be an issue. IF for any reason, we make a mistake- please just bring it to our attention and we will always fix it!

PREPARING YOUR TODDLER

Tots

Prepping your tot: all children learn and develop at different speeds and that is OKAY! SPSG has a very patient, understanding and loving crew. We have had over 300 toddlers walk thru our doors. After a decade of experience, we have developed a process of coaching tots that benefits the child AND their classmates.

Because we have several students in each class and they ALL need our attention- if your child needs a break or is behaving in a way that may jeopardize their safety, we will take them out to you to watch from the waiting area. This ensures they are not distracting their classmates AND that they are getting a chance to cool-down and relax. The dance/gymnastics environment can be over-stimulating at first, taking a quick break is sometimes needed during the first few weeks of classes.

We typically follow a 3 week-policy. If for any reason your child is not adapting to their class within the first 3-weeks, we will recommend that they wait another year to continue with classes. Although rare, sometimes this is best so that they don't develop a fear or discomfort from the classroom. If we force them, they may never feel fully comfortable with the class AND their classmates may not be able to get their fair experience.

If we need to send them into the waiting area, do not feel embarrassed or frustrated. Little ones can have "off" weeks. Let them relax and calm down from the watching window. Try to resist sending them right back in when they aren't ready. That prolongs their understanding of the classroom and causes more resistance.

Please refrain from coming into the room with them unless invited. It's SO tempting BUT coming into class with your child makes for an unbreakable habit AND it makes other kids want their moms/dads too. You

are always able to watch the classes from the window and if your child becomes really upset, we will always take them too you.

Please do not open the doors and direct your children from the waiting area. Unless you notice that they really need to go potty and our staff hasn't realized 😊, the door should stay closed. At young ages, the door opening is a distraction for the entire class.

Because of the above, the need for bathroom breaks and the need to help with shoe changes, **a parent should try to stay in the waiting area during tot/dance basics I classes.** If in rare occasions you need to leave, SPSG staff is happy to help your child change shoes BUT this should ONLY be if no one else can help them. If we change ALL the kiddos shoes, we will waste 10 minutes of class time. We want to keep everyone moving and getting the most out of their 30 minutes.

All students (including tots) need to keep their bags & shoes in the waiting room cubbies.

Always feel free to communicate with us (and we will with you!). Try not to worry- we are ready for just about anything. You will be surprised at the things they can learn in short periods of time. We can't wait for you to experience the joy dance/cheer/gymnastics can provide to them!

Facility

Main Doors

The main doors to the building remain locked until 15 minutes prior to the first class of the evening. Once the main doors are open, students must remain in the waiting room until their class time begins and their instructor invites them into class.

NEW With the new building addition, we will be moving our "Main Entrance" to the **new** door. The other door will remain locked and should be used as an exit only. We hope this will minimize some traffic jams 😊

5-Minute Intervals

NEW This season, our lower-level classes have a 5-minute break between courses. This should allow students to change outfits/tights (if needed), swap shoes, go to the bathroom or get a drink. It will also allow staff the chance to swap classrooms, go to the bathroom or re-set classes.

Staff will keep the doors closed and class rooms empty for these 5-minutes. Please have students wait in the waiting area until they are re-greeted into class.

Changing Rooms

NEW We have added 3 changing rooms to our facility. Please use them for changing ONLY and do not let your children hang out inside of them.

Parents in the Waiting Room

Our waiting room is open for viewing classes through the watch windows; however, please be considerate of using the space. We only have so much space for SO many parents and students and our watch-windows are not super big, we ask that you do not watch every week. We know watching your child in class is enjoyable

and important to you, but we also want to be considerate and mindful of other parents and of all the students who need to use the lobby.

To keep our watch windows & waiting area decongested and an inviting environment, please follow these tips:

- Do not sit or set multiple items/water bottles on the window sill of the watch windows.
- Do not move chairs/stools in front of the watch window area.
- Take turns watching with other parents
- Wait outside for pick-ups and drop-offs
- Watch from one of our outdoor windows
- Do not bring extra family members into the waiting space
- Keep your volume at a low level to not disrupt classes
- Clean up after yourself and your children

Toddler classes may disregard many of these tips as we encourage a parent to be present for their whole class for changing shoes & bathroom breaks

Students in the Waiting Room

Students may use the waiting room to wait for their classes. Please make sure your child understands that they should be using the waiting room to prepare for their classes. It should never involve loud noises, running, climbing in cubbies, or screaming. This is a disruption to our classes and does not maintain a safe and inviting environment.

We ask that younger students do not get dropped off more than 5 minutes early as the waiting room is an unsupervised location. SPSG staff is not responsible for your children outside of their class time.

Front Desk

Unless necessary, please try and avoid interrupting coaches during class periods. Our classes run back-to-back so we don't usually have time to stop and answer *multiple* questions. For your convenience, we will have staff at the desk on Mondays & Thursdays from 4-6pm. Please direct questions to our desk workers, they are happy and ready to help you!

Extra desk hours will vary throughout the week.

IF you cannot ask a desk worker- email us anytime or use our 5-minute breaks between classes.

Purchasing Shine Shop or Sip Shop Goodies

NEW With our expansion, we have added an **SPSG Shine Shop** with leotards, tights, apparel and other fun goodies. We still do not sell shoes and always recommend Rosy Cheeks in store or online.

We also added an SPSG **Sip Shop** on Mondays and Thursdays from 4-6pm. This includes a small, mixed drink menu for your convenience! We are excited for you to try our new flavors!

If the Sip Shop is open, you may purchase all Shine Shop and Sip Shop items from our desk workers. IF our Sip Shop is closed, please follow the "Closed Guide" on the desk. You can still purchase items by filling out order forms and dropping payment into the black drop-box.

We do have this area under surveillance, so a staff member does not need to be at the desk for all purchases. If you don't have cash/check, you can Venmo Meghan-Mueller-11. **We do not accept Venmo for portal/tuition** payments and we CANNOT charge tights or other items to portals.

*We have a lot of tights in the back. If you don't see your size on display, let us know.

*Small snacks and fridge items DO NOT need an order form. Put payment in the black drop-box and help yourself 😊

Student Pick-Ups

Parents must be prompt in picking their children up, ESPECIALLY if their class is the last class of the night. Staff members are not paid to watch after your child in the waiting room and they are not expected to stay after their class has ended. If you cannot pick your child up within 5 minutes of their classes end time, you must notify us by texting Meghan at (608) 485-2589.

We understand parents have busy schedules and mistakes happen; however, all of our staff members have families and other obligations to attend to after their scheduled shifts, so we ask you to always be prompt.

If you are more than 10 minutes late after the last scheduled class of the night (M: 9:15pm, T: 7:30pm, W: 6:45pm, TH: 9:00pm), we will charge a \$20 fee to your portal for every 15 minutes you are late. This is used to pay the staff members that had to stay late to supervise your child. We will always call you and your emergency contact on file first. IF you are over 15 minutes late from close and we have not been notified, we will call the police. Please communicate with us. Thank you for understanding!

Parking Lot

The parking lot is NOT designed for center row parking. Cars should park along the outer edges of the lot ONLY. The center needs to be clear for quick drop-offs or pick-ups and to keep students safe walking to and from the building. The street is also available for parking.

The first slot closest to the building is a handy-cap spot. Please try and avoid parking here. It is our only handy-cap accessible opening and needs to be reserved for those who need it.

Dance Basics & Combo Classes

All dance basics and tap/ballet classes are tap and ballet combos. We ALWAYS start with tap so they can have their tap shoes on right away when we greet them into class. About halfway through the class, we will have them go back into the waiting room and switch to ballet shoes. They should wear their leotard & tights for BOTH parts of the class.

Dance Basics class will have ONE recital routine. We will pick tap or ballet around November. Tap/Ballet classes (one hour classes) will include BOTH styles for recital.

Snow Days & Closures

We have FOUR snow day/closure days built into the SPSG schedule. If we do not exceed 4 (per class), we will not schedule make-up lessons.

We ARE NOT affiliated with the Boscobel or surrounding area school districts. Always check our Facebook page or your email before coming to class, especially in the case of bad weather, staff illness, or planned closures. We will send reminder emails if we will be closed for a holiday break. If you have not received an email or have not seen a Facebook post saying otherwise, you can assume that we are open or have not yet decided.

Meghan is very good at giving you email notifications of closures, please try to avoid private texting or messaging her. It is not possible for her to respond to every individual text and she always receives many messages. Watch your emails or our Facebook page instead. As soon as she decides, she will send out an email and post on Facebook.

The local schools being closed for any reason (EX: parent teacher conferences, teacher in service days, snow days, etc.) DOES NOT necessarily apply to us. We serve many students beyond the Boscobel School District, so following school decisions/closures is not possible.

*You should always use your own discretion if you are concerned on travel conditions.

Dress Code

We require and expect that ALL students follow the dress code for each of their classes. Proper dress code is essential to receiving high quality instruction and critiques in the activities of dance, cheer, and gymnastics. Being properly dressed helps with safety, and it is also a sign of respect within the studio. Having your children dress properly for each class helps teach them responsibility, and helps them FEEL like a dancer, cheerleader, or gymnast. Please be prepared for each class and pack extra hair ties and tights in their bag and be sure that they come to class with all the correct shoes.

Please do not wear ANY dance shoes outside, especially tennis shoes. For hip hop and cheer, the shoes worn to class must be a separate pair of shoes from regular street shoes. Change into them once you enter the building and DO NOT wear them outside. Dirty shoes damage our floor and equipment.

*****WE ARE EXTRA picky on shoes & blue jeans. Primarily this occurs during our boy classes. We noticed a lot of damage to our foam cubes due to harsh, jean-like materials last season. To keep our facility clean and nice, we CANNOT let students participate when dressed incorrectly. *****

Dress Code Etiquette:

Tap/Ballet I, II, & Dance Basics:

Tap AND Ballet shoes, leotard (any color but we LOVE black), tights (any color), hair up and out of face/neck, short skirt or fitted shorts (optional). In the winter, long sleeve, solid colored, fitted shirts or dance sweaters are allowed. (NO BAGGY CLOTHING OR DENIM)

Gymnastics:

Leotard (any color), hair up, bare feet. **No skirts. We prefer no shorts (as they cannot compete AAU meets in them) BUT fitted, spandex are an allowed option** (This is highly important for safety purposes—students will not be able to partake in class if they have any baggy clothing, skirts, jewelry, or their hair down). IF they have extra long hair, they need to tie it into a bun.

Boys:

Athletic shirts and shorts. Nothing too baggy. CLEAN tennis shoes in hip hop classes, bare feet in gymnastics, proper dance shoes for other classes. (NO DENIM)

Intermediate & Advanced Ballet/Pointe:

Solid colored leotard (black preferred), tights, hair up and off neck/face, nude/pink ballet shoes, spandex shorts or short skirt (optional). NO jewelry, loose t-shirts, or tank tops. In the winter, a tight fitted, solid colored shirt may be worn over a leotard. No graphic t-shirts. No sweatshirts or jackets.

Jazz, Tap, & Clogging:

Leotards, tights, and fitted shorts are preferred. Hair up and off face/neck. Black tap or jazz shoes. Other suitable options: leggings, solid-colored t-shirts or tank tops. Sweatshirts can be worn during warm ups/stretching during winter. NO GRAPHIC Tee's or shirts with words on them. Please avoid sweatpants (unless being worn for warm-up only).

Cheer:

Leotard, clean tennis shoes (NEED white for recital), and fitted shorts are preferred. Hair up and off face/neck. Fitted shorts with a solid tank top or t-shirt are allowed, but a bra or leotard MUST be worn underneath due to tumbling. NO GRAPHIC shirts or shirts with words on them.

COMMUNITY BIN: We enforced this policy a few year ago and found it greatly successful! We will provide a Community Bin of spare leotards, tights, & skirts. They are not necessarily comfortable, fashionable or in perfect condition BUT we carry ALL sizes. If any T/B I, II, intermediate/advanced student forgets their items, they will be instructed to find their size and wear items from the bin. This should help encourage students to always be responsible. It will also help us avoid sitting students out of class AND it teaches students not to make excuses for improper attire.

Upcoming Dates

We will always send an email reminder when we have an important upcoming event, due date, or closure.



Important Dates

Please view and save our current season calendar! When we have updated dates, we will update this photo on the homepage of our website.

Spring Recital “Game Night!”

The spring recital applies to our dance and cheer students ONLY. Our recital takes place at the Prairie Du Chien High School Auditorium. We will send out full details about the event in January, but the following dates and details can be saved until further notice.

- **April 19th** –Spirit Day
- **April 22** —Levels II+ **Mandatory** Rehearsal (PDC, starts as early as 4:00pm).
- **April 23**—ALL Students **Mandatory** Dress Rehearsal. (PDC, starts as early as 4pm)
- **April 24**—Saturday Recital (Start time pending. Should be 5 or 6pm)
- **April 25**—Sunday Recital (Start Time Pending. Most likely 2:00pm)



Before Classes Begin Check-List:

Classes start the week of Sept. 14

- View your specific class times by logging into your parent portal.
- Make sure you have a \$0 balance on your account AND all the correct shoes/apparel BEFORE the first class.
- If you ordered shoes from Rosy Cheeks on registration day, they should be passed out on the first day of class.
- If you did not get shoes at open house, make SURE you have them **before** the first day.

**I always recommend being fitted for dance shoes when possible. They are not the same sizing as street shoes and vary a lot per brand. You can visit the Rosy Cheeks store in Monona!*

Gymnastics

We have three types of gymnasts: AAU gymnasts, Recreational Gymnasts OR Power Elite Gymnasts (formally our rec team). IF your child is not an AAU/traveling member (you will know if they are), your child IS a recreational gymnast. I just like to clarify this so you understand when emails do or don't pertain to you 😊

All RECREATIONAL students can become SPSG **Power Elite Team** Members. They must meet four requirements. Meeting these requirements earns them a 2026-27 Gymnastics Pin and a picture on our annual team banner. More details can be found on the website. If interested in earning a pin and banner spot, please make sure you have completed these before March:

To be on the Power Elite Rec Team banner and earn a pin:

1. Attend gymnastics classes all season. (September-April)
2. Partake in at least one gymnastics private lesson (equally 1 hour for level II+ and 30 minutes for tot/level I).
3. Compete in our Winter Freeze Home Meet. Normally the end of January or early February.
4. Purchase an SPSG leotard to wear at meets OR male uniform for our boys. **Deadline to order a leotard is Sept. 15th! Search Sept. 15 under the “events,” tab of your portals.**

Winter Freeze HOME Meet: Even if you choose not to obtain all four requirements, ALL students have the opportunity to compete locally in our Winter Freeze Gymnastics Meet. This is optional but considered our

“gymnastics recital.” Family and friends can come watch your child and see their new skills! This is a stress-free event. Routines DO NOT need to be memorized. Our coaches will read and instruct each competitor. All students will earn medals and top five scores earn ribbons. Registration will be due in October or November. More info will be sent out soon.

Direct Gymnastics questions can be emailed to Kayleena at spsgkayleena@gmail.com

Contact Info

Studio Address: 404 Johnson St, Boscobel, WI 53805

Mailing Address: 17190 Saunder View Road. Boscobel, WI 53805.

Phone: (608) 485-2589

Contact for Meghan: shinepowerstudio@outlook.com

Contact Kayleena (Please use for gymnastics questions, rentals, birthday parties or private lessons):
spsgkayleena@gmail.com

Website: shinepowerstudio.com

All dance/cheer students should make the “Recital,” tab their friend. All recital info, deadlines, order forms & practice music will be posted here!

From the bottom of my heart, thank-you for being here and allowing me to grow and better our facility. Without the continued support and love from my customers, our expansion wouldn't have been possible. I am grateful that you chose to join us for our 13th season of dance, cheer & gymnastics! You give me SO much purpose!!! -Miss Meghan

