

[www.GCAPA.net](http://www.GCAPA.net)

**STARS  
2024-2025  
HANDBOOK**

**GRAND CENTRAL**

*academy of performing arts*

19615 Liverpool Parkway, CORNELIUS 704.896.3033



**MISS WENDI**

**CEO/Director  
Tap, Acro, MTD**

# CREW



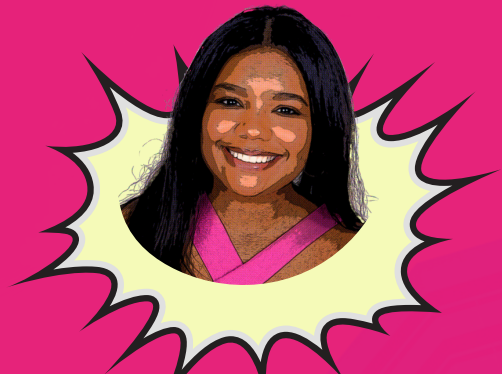
**MISS JHADE**

**Stage Manager**



**MISS CAITLIN**

**Sparkles, Rising Stars**



**MISS JASMINE**

**Jazz, Lyrical, Technique**



**MISS MELISSA**

**Sparkles, Rising Stars**



**MISS BLAINE**

**Sparkles, Rising Stars**



**MISS JO**

**Ballet**



## **DAD-APPROVED**

GCAPA and Sparkle Dance Studios consider the influence and innocence of children when choosing costumes, music, and choreography.

## **GCAPA CULTURE**

GCAPA does not push beliefs on or recommend a set of beliefs to any student or family.

GCAPA celebrates all Christian Holidays without apology as well as the holidays of our friends from other faiths. Respect and courtesy are reciprocal.

GCAPA follows all of its rules at all times. When in doubt, check the handbook. Policies not in place will be determined solely by the director.

GCAPA is a place for education in art and life.

GCAPA is a business.

GCAPA is a family.

**INTEGRITY :: MODESTY :: COMMITMENT :: PROGRESS :: COURTESY**

# CONNECT



**DOWNLOAD** the **Band App** on your phone and keep up-to-date with all communication. Find all the information you need in one place! Emails are also sent out for major information.



**SUBSCRIBE** to the GCAPA Families Calendar and connect it to yours. Pace your notifications at your leisure. Your changes will not effect our calendar!



**SIGN-IN** to your account using the parent portal. Here you can see all transactions, registrations, class/camp schedules. You can also schedule your own absences and make-ups.



**GCAPA PARENTS** page on the GCAPA website includes most of the information listed on this page.

**[www.gcapa.net/parents](http://www.gcapa.net/parents)**



# QUICK LINKS

[gcapa.net/...](https://gcapa.net/)

[gcapa.net/b](https://gcapa.net/b) for **Beginners 7-10**

[gcapa.net/c](https://gcapa.net/c) for **Beginners 11+**

**etc...**

[gcapa.net/dad](https://gcapa.net/dad) for Dad-Approved

[gcapa.net/bab](https://gcapa.net/bab) Boutique/Lobby info

[gcapa.net/summer](https://gcapa.net/summer) for Summer info

[gcapa.net/parents](https://gcapa.net/parents) for General info

[gcapa.net/crew](https://gcapa.net/crew) for Crew Intros

# CONTACT



# STUDIO POLICIES

## LOBBY

- All parents are welcome to wait in the lobby. Unrecognized adults will be I.D.'d.
- Adults who bring children into the studio will be permitted to leave with them without I.D. unless otherwise expressed AND acknowledged in writing.
- NO FOOD, NO DRINKS, including snacks for toddlers. (exceptions made for Camps/Parties)
- NO DIAPERS OR FOOD/DRINK or containers in the garbage.
- NO CELL PHONE Conversations.
- Parents are welcome to wait in the lobby, however parents are not permitted to enter the classrooms unless invited in. When late, please see the Stage Manager who will escort your dancer into class with the least amount of distraction.
- NO RUNNING CLIMBING. All children must be supervised vigilantly by an adult.
- Please keep all children from standing on chairs.
- There are 2 bathrooms in the studio. 1 inside the New Haven Room and 1 in the lobby. Please remember that somewhere in the building is a 5 year old who is so excited to be in class that she has forgotten to ask to use the facilities and when she remembers she will need to RUN! Please don't monopolize the bathrooms.

## CLASS VIEWING

- Hudson Room is always open for viewing unless otherwise specified.
- Blinds are open the first full week of every month. Exceptions are made for various reasons. All weeks are listed on the GCAPA Google Calendar. Weeks/Days are subject to change. Email notifications will be sent for any changes. We do our best to send out reminder emails in preparation for those weeks.
- Parent Visitation Week is an opportunity for all parents (not grandparents, family and neighbors) to observe from within the classroom. We ask that you leave small children at home and remove your shoes before entering the classrooms.
- Parent Participation Week is the most explosive week of the season when parents get to show their kids what they're made of! Don't be shy! You know you want to!

## COMMUNICATION

- Know your Sparkle's class name. It will be referenced often throughout the season!
- Band is the primary form of communication from the Crew to you.
- GCAPA Families Band Group is a closed group for just the parents and caregivers. Use this media if you have a question or if you are missing a shoe, etc.
- ***The Crew is not permitted to contact families outside of the studio.*** This is for their own safety as well as your child's. As it is a fireable offense, we ask that you refrain from reaching out to the Crew. For questions and concerns please email [info@gcapa.net](mailto:info@gcapa.net) or call the studio at 704.896.3033.
- Teachers have back-to-back classes. Please do not hold up a teacher with questions after class. Email or call the studio and your message will reach the right person.



## **DROP-OFF & PICK-UP**

- **All Sparkles must be walked in and out of the building. NO EXCEPTIONS.**
- If you are sending someone else to pick-up your child, please leave a message at the studio with their full name so we can check their I.D.
- Any parent or guardian listed as a contact in your account will have full permission to pick-up. If there is an issue with custody, please leave copies of your order at the front desk.

## **MAKE-UP CLASSES**

- Any missed classes may be made up in alternate classes. Ask for current class times. Sign into your parent portal to mark an absence and choose a make-up class. Always work down-level if your level is not an option.
- Classes cancelled due to inclement weather follow the above make-up policy.
- In the off-occasion that a class is cancelled, further instructions will be given or you may use the above make-up policy.
- Classes may not be made up after Mother's Day. Missed classes are not refunded or prorated for any reason. Please follow the make-up policy.
- An injured Sparkle may make up class using the make-up policy for however long it takes to make-up the missed classes. Tuition may not be put on hold for injury or prolonged absence. For health exemptions, please contact our Director, Miss Wendi.

## **BULLYING AND/OR GOSSIPING**

These are traits unbecoming an adult and will not be tolerated at GCAPA. Stars and Sparkles will be addressed with corrective action as they are still learning; adults will be dismissed. We reserve the right to refuse your business for any reason. If you are dismissed for behavior deemed inappropriate or destructive by our Director, you will forfeit any and all payments made. Costumes paid in full will be available for pick-up after costume distribution week.

## **PERFORMANCES**

- Christmas Parade, Christmas Performance Troupe, Nutcracker, Competitions, Festivals and Recital information will be distributed at the appropriate times.
- Recital Participation is assumed. To withdraw, written notice is required by October 30th. Costumes will be charged starting November 1, unless notification is made.
- **All performances are optional. However, each performance will have associated fees. We advise that you read the information distributed before making a choice.**

## **ATTIRE**

- Proper dance attire is required for all classes without exception.
- **Dancers should cover their bottoms when entering or exiting the building.**

## **CORE VALUES**

**INTEGRITY :: MODESTY :: COMMITMENT :: PROGRESS :: COURTESY**

# WHAT TO EXPECT

What to expect each week in dance class.

GCAPA is a technique studio. That means that we're not just going to teach your Star a dance routine or two. We're going to start from the beginning and teach them all the elements of dance. The fun, the form, the fantastic. Each class is a structured experience from start to finish. While learning dance, kids absorb so many life skills, lessons, work ethic, team work, and socialization. To get started on the right foot, we have some guidelines to follow:

- The classroom is for Stars only. It is not a gathering site.
- Dancers should use the bathroom before class, not during.
- Help your Star to remember his/her Dancer's Manners:
  - \* Eyes on the teacher
  - \* Be a first-time listener
  - \* Keep your hands to yourself
  - \* Wait your turn
- Stars are expected to keep a good attendance. Since dance is a discipline that requires consistency, missing classes can put Stars behind in their skillset, thus keeping the class from moving forward. Making up missed classes is encouraged in all levels. Make-ups can be made in lower levels. Sign into your parent portal to mark an absence and choose a make-up class.
- Stars are expected to be in their appropriate uniform, tights and shoes for every class with their hair properly secured off the face. This includes the holiday classes, spirit week classes, and final classes of the year. If your Star is not geared up properly we will send a little note just in case you are unaware. After 2 classes, he/she will not be permitted to participate until the proper gear is obtained. Dresses are never an appropriate substitute.
- Stars develop at different rates. Abilities will vary within the class. The only comparison you should make is of your child from Week 1 to Week 35. Has she learned? Has she progressed? In what areas is she different? Nothing more...Nothing less. We heat oil at one temp, use one pot, using identical kernels and yet all the kernels pop at different times. Kids are no different.

**"Find your own Sparkle.  
It can help someone else find theirs."**



## DRESS CODE

All Stars are required to wear a solid color leotard and either tan, pink, or black tights to each class.

- Ballet requires a Black leotard and Pink tights. No skirts, attached or otherwise.
- GCAPA Booty Shorts are permitted in all classes except Ballet. Hair must be in a bun for all classes. Ballet skirts are permitted for Pre-pointe and Pointe.
- Below is the list of shoe requirements per class (available at GCAPA):

Tap Shoes: Levels B/C: Tan Studio Brand, Level 3-4: Black Studio Brand

Tap Shoes: Level Blue/Green Black Bloch Studio Brand, All others: Inquire within

Jazz Shoes: Levels B/C: Tan Studio Brand, Team: Tan & Black Bloch 401

Ballet Shoes: Levels 1-2: Studio Brand, Level 3-4 Ballet Pink Leather Split Sole

Hip-hop Shoes: Black glitter sneakers, Studio Brand

Musical Theatre: Same as Jazz

Lyrical: Rising Stars: Studio Brand Tan Jazz, Team: Bloch Eclipse

## Scale

30 min	55
45 min	65
<b>1 hour</b>	<b>78</b>
1.25	96
1.5	109
1.75	129
<b>2 hours</b>	<b>139</b>
2.25	148
2.5	159
2.75	170
<b>3 hours</b>	<b>181</b>
3.25	189
3.5	196
3.75	203
<b>4 hours</b>	<b>211</b>
4.25	216
4.5	226
4.75	234
<b>5 hours</b>	<b>241</b>
5.25	249
5.5	256
5.75	264
<b>6 hours</b>	<b>271</b>
6.25	279
6.5	286
6.75	294
<b>7 hours</b>	<b>301</b>
7.25	309
7.5	316
7.75	324
<b>8 hours</b>	<b>331</b>
8.25	343
8.5	346
8.75	352
<b>9 hours</b>	<b>361</b>

## TUITION

Tuition is a set annual rate broken up into monthly installments for your convenience.

Tuition is drafted to your card-on-file (COF) on the first of each month AUG-MAY.

Those who prefer to pay tuition via check or cash may do so before the 1st.

Declined charges will be reattempted on the 7th. After the 7th, a \$25 late fee per student will be posted to your account.

Requests to hold payment must be made no later than 1 business day to avoid the charge. After the 7th, unpaid balances will incur a \$25 late fee per student.

(ACP) All Class Pass accounts may add classes but not subtract. The ACP is a locked-in rate for the Dance Season to benefit those who prioritize dance classes.

Withdrawals must be made in writing (email) to [info@gcapa.net](mailto:info@gcapa.net) before the 15th of the month to avoid the next tuition payment. Those who withdraw after the 15th will be charged on the 1st for their final tuition payment.

Registration Fees include the Summer Session of camps and classes.

# FEES

## FEES FOR CLASSES

**REGISTRATION:** \$45 first child, \$35 second child, \$25 each additional child  
Charged upon enrollment.

**TUITION:** Monthly installments charged on the 1st of each month.  
Charged upon enrollment.

**ATTIRE:** Merchandise ordered from GCAPA is charged when ordered. All items must be paid before ordering. Some merchandise is only available at GCAPA. All other merchandise may be ordered elsewhere.

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## FEES FOR PERFORMANCES

**ALL PERFORMANCES ARE OPTIONAL**

**CURLS:** Curls are ordered at your leisure after the GCAPA Crew has color matched your child's hair. Curls are required for younger Team Members.

## JUNE RECITAL

**RECITAL HANDBOOKS WILL BE DISTRIBUTED**

**RECITAL FEE:** \$110 first child, \$60 per sibling. This fee includes all class and individual photos, the rights to use those images at your discretion, digital downloads of your shows, and a recital T-shirt.

**REC COSTUMES:** \$100 per costume paid in 3 installments. \$40 October 1st, \$30 November 1st, \$30 December 1st. (For example: a child with two costumes will be charged \$80 on 10/1, \$60 on 11/1, and \$60 on 12/1).

**TEAM COSTUMES:** \$110 per costume paid in 3 installments. \$40 October 1st, \$40 November 1st, \$30 December 1st. (For example: a child with two costumes will be charged \$80 on 10/1, \$80 on 11/1, and \$60 on 12/1).

**TICKETS:** Ticket prices range from \$18-\$27 per seat. The price is determined by premium seating and quantity of tickets.

## NUTCRACKER: LAND OF THE SWEETS

**CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED**

**Nutcracker is performed in even years.**

**TICKETS:** Ticket prices range from \$18-\$27 per seat. The price is determined by premium seating and quantity of tickets.

## CHRISTMAS PERFORMANCE TROUPE

**CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED**

**PARTICIPATION FEE:** Information is distributed in the Christmas Handbook.

**ADMISSION:** Admission to all outdoor festivals is free.

**TICKETS:** Ticket prices range from \$18-\$27 per seat. The price is determined by premium seating and quantity of tickets.

## NORTH MECK CHRISTMAS PARADE

**CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED**

**PARTICIPATION FEE:** Information is distributed in the Christmas Handbook.





# SCHEDULED CLOSINGS

THESE CLOSURES ARE EXCLUDED IN TUITION DO NOT WARRANT MAKE-UPS

LABOR DAY	September 2
PATRIOT DAY	September 11
HALLOWEEN	After 3pm October 31
VETERAN'S DAY	November 11
THANKSGIVING BREAK	November 25-30
NORTH MECK PARADE	After 12 December 7
CHRISTMAS BREAK	December 21-January 3
MARTIN LUTHER KING DAY	January 20
PRESIDENTS DAY	February 17
DANCE TEAM WINTER BREAK	February 17-21
EASTER BREAK	April 18-25
MEMORIAL DAY	May 26
RECITAL WEEK	June 2-9 or 9-14 TBA

# MODIFIED WEEKS

SEE GOOGLE CALENDAR FOR YOUR SPECIFIC TIME

CHRISTMAS DRESS REHEARSAL	November 2
TEAM PICTURE WEEKEND	March 16/17
SPARKLES/B&C PICTURE DAY	May 10

# INCLEMENT WEATHER

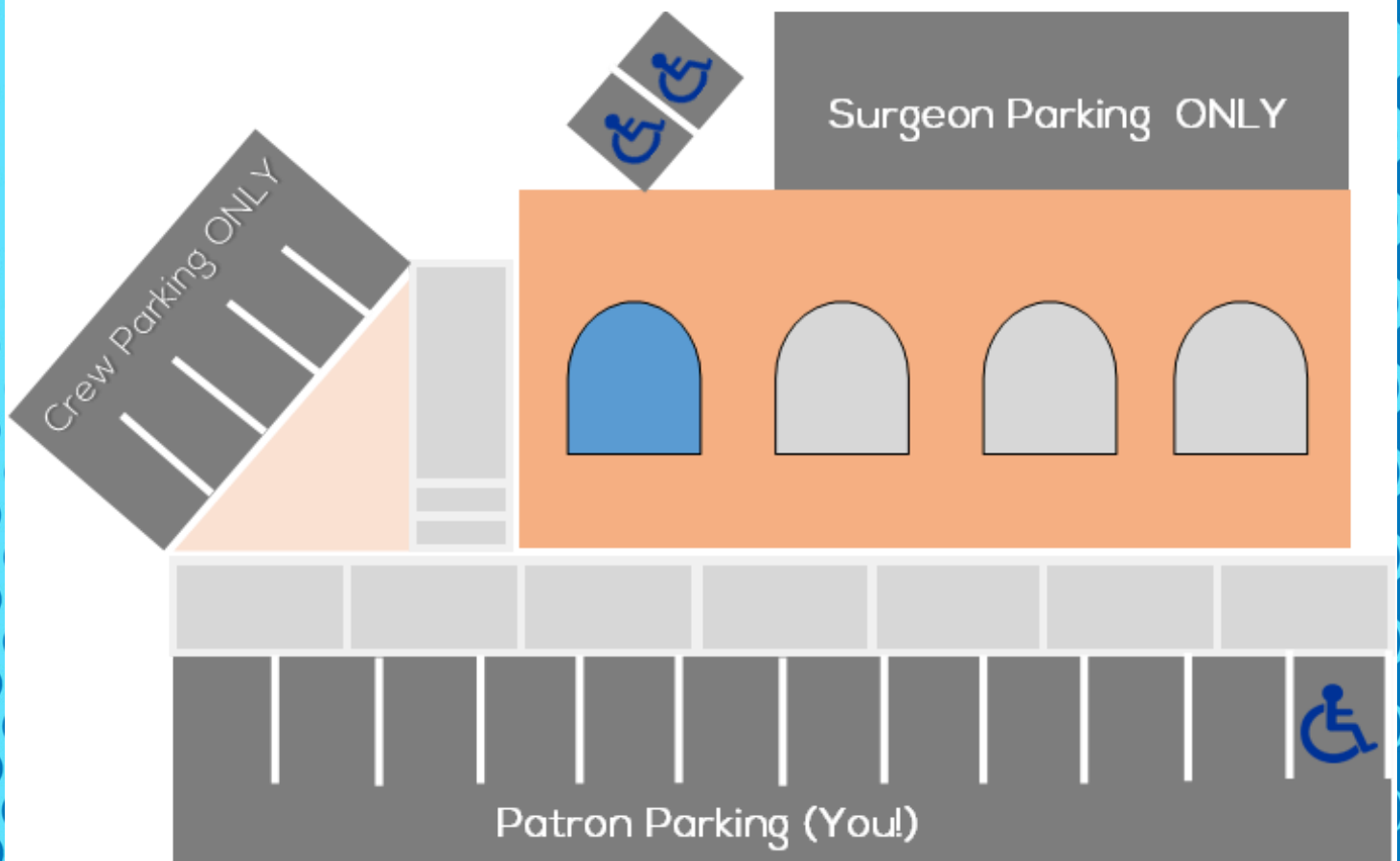
IN THE CASE OF INCLEMENT WEATHER OR POWER OUTAGES THAT EFFECT THE STUDIO, BAND/FACEBOOK NOTICES ARE POSTED.

AT THIS TIME, YOU MAY SCHEDULE A MAKE-UP CLASS IN ANOTHER GENRE OR ANY LOWER LEVEL CLASS.

IN THE CASE OF A TORNADO WARNING, PROTOCOLS HAVE BEEN IMPLEMENTED BY ALL CREW MEMBERS TO GATHER THE KIDS TO AN INTERNAL LOCATION UNTIL THE THREAT HAS PASSED. DO NOT TRY TO GATHER YOUR CHILDREN PUTTING YOURSELF AND OTHERS AT RISK. OUR PROTOCOLS INCLUDE KEEPING A CALM PRESENCE THROUGHOUT THE STUENDT BODY.

DANCE TEAM IS NOT REQUIRED TO MAKE-UP CLASSES MISSED DUE TO INCLEMENT WEATHER OR POWER OUTAGES, HOWEVER REHEARSALS MAY BE RESCHEDULED.

# PARKING AT GCAPA



## CREW PARKING

Please do **NOT** park in CREW Parking. This designated area is for the CREW to safely exit at night from the building.

### **THIS IS NOT A DROP OFF SPOT!**

Crew members come and go throughout the night and if they cannot get to their spot on time, your child's class will not begin on time. Please be respectful of this area for the sake of the studio.

### **EVEN IF IT IS JUST 2 SECONDS.**

You may park in any of the 20+ spots that face the front of the building. Please inform your sitters.