

www.GCAPA.net

**SPARKLES
2024-2025
HANDBOOK**

GRAND CENTRAL

academy of performing arts

19615 Liverpool Parkway, CORNELIUS 704.896.3033



MISS WENDI

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



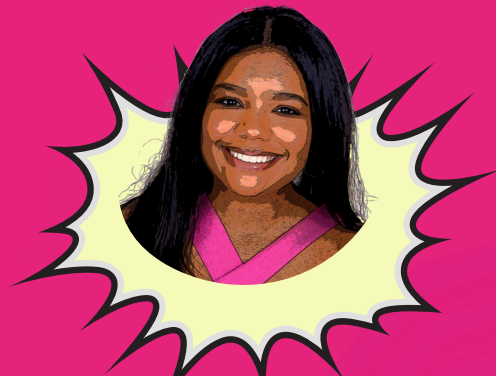
MISS JHADE

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

QUICK LINKS

gcapa.net/...

gcapa.net/rsd for **Ready Set Dance 1**

gcapa.net/babies for **Sparkle Babies**

gcapa.net/tots for **Sparkle Tots**

gcapa.net/kids for **Sparkle Kids**

etc...

gcapa.net/dad for Dad-Approved

gcapa.net/bab Boutique/Lobby info

gcapa.net/parents for General info

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 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-chance 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 Sparkle 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 Sparkles only. It is not a gathering site.
- Dancers should use the bathroom before class, not during.
- Help your Sparkle to remember his/her Dancer's Manners:
 - * Eyes on the teacher
 - * Be a first-time listener
 - * Keep your hands to yourself
 - * Wait your turn
- Sparkles are encouraged to keep a good attendance. Since dance is a discipline that requires consistency, missing classes can put Sparkles 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 the same name class. Sign into your parent portal to mark and absence and choose a make-up class.
- Sparkles 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 Sparkle is not geared up properly we will send a little note just in case you are unaware. Dresses are never an appropriate substitute.
- Sparkles 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 Sparkles are required to wear their class uniform and tights to each class.

- Ready Set Dancers wear a uniform dress or Tshirt with Shorts. RSD accessories optional.
- Babies, Tots, Kids, and Stars wear pink tights with uniform leotard and tutu/skirt/dress.
- Show Sparkles and Acro Sparkles wear tan or pink tights with uniform biketard.

SHOES

Ready Set Dance: White lace-up or slip on sneaker with rubber sole. Recital requires all white canvas sneaker.

Sparkle Babies: Studio brand ballet shoes, Studio brand tap Shoes will be fitted in December for a January start.

Sparkle Tots: Studio brand ballet and tap shoes

Sparkles Kids: Studio brand ballet and tap shoes

Sparkle Stars: Studio brand ballet, jazz and tap shoes

Acro Sparkles: No Shoes

Show Sparkles: Studio brand jazz shoes and Hip-hop sneakers.

Sparks: Black jazz shoes, black oxford tap shoes.

Boys: Black bottoms, white tops, black jazz, black ballet, black taps

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.

Those who prefer to pay tuition via check or cash may do so before the 1st. Return check fees are \$25.

Declined charges will be reattempted on the 7th. After the 7th, a \$20 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 \$20 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 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.

Monthly installments August-May:

Ready Set, Dance \$55

Sparkle Babies \$65

Sparkle Tots \$78

Sparkle Kids \$89

Sparkle Stars \$99

Acro Sparkles \$65

Show Sparkles \$65

Multi-class discount: 10% off second class, 20% off third class. Tuition for new students subject to change without notice.

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.

FEES FOR PERFORMANCES

ALL PERFORMANCES ARE OPTIONAL

CURLS: Curls are required only for Sparkle Stars on Dance Team. All Sparkle Stars may wear curls for recital. Curls are ordered at your leisure after the GCAPA Crew has color matched your child's hair.

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.

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2-4YO COSTUMES: \$75 per costume paid in 2 installments. \$45 November 1st, \$30 December 1st. (For example: a child with two costumes will be charged \$90 on 11/1, and \$60 on 12/1).

5-6YO COSTUMES: \$85 per costume paid in 2 installments. \$45 November 1st, \$40 December 1st. (For example: a child with two costumes will be charged \$90 on 10/1, and \$80 on 12/1).

TICKETS: Ticket prices range from \$22 per seat.

NUTCRACKER: LAND OF THE SWEETS

CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED

PARTICIPATION FEE: Information is listed in Christmas Handbook.

TICKETS: Ticket prices are \$22 per seat. \$30 after December 13.

CHRISTMAS PERFORMANCE TROUPE & SPECTACULAR

CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED

PARTICIPATION FEE: Information is listed in Christmas Handbook.

ADMISSION: Admission to all outdoor festivals is free.

TICKETS: Ticket prices are \$22 per seat. \$30 after December 13.

NORTH MECK CHRISTMAS PARADE

CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED

PARTICIPATION FEE: Information is listed in Christmas Handbook. Sparkles will ride the float and dancer will dance behind.



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
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 9/10

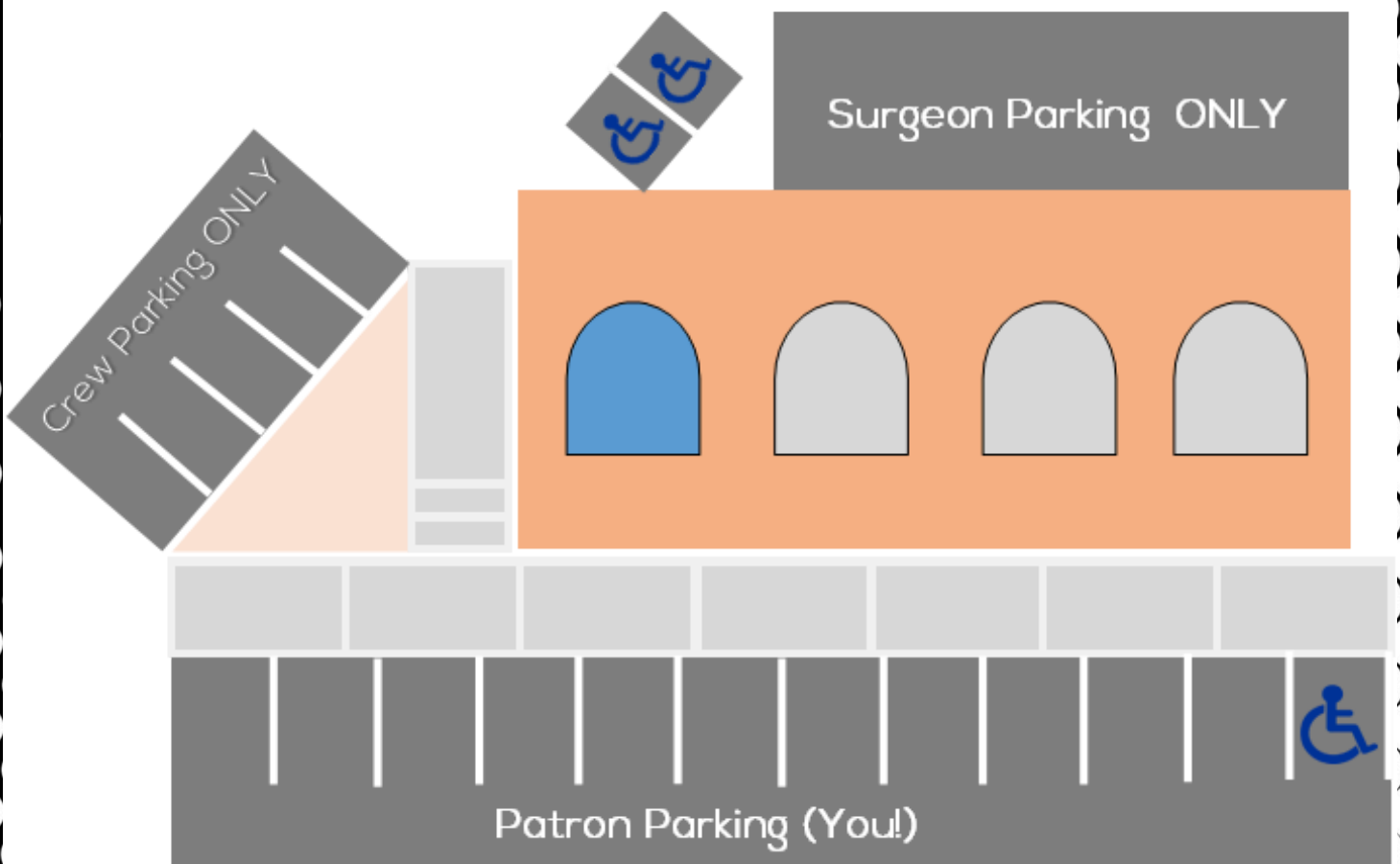
INCLEMENT WEATHER

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.