

2018-2019 GCAPA Family Handbook

Everything you need to know, top to bottom!



Recitals: June 8 & 9, 2019

At Pine Lake Prep in Mooresville



Jetton Village Shopping Center
19615 Liverpool Parkway
CORNELIUS

704.896.3033
www.GCAPA.net



Classes Begin Saturday, August 18, 2018



Wendi Bergstrom, Director

WELCOME..... To Grand Central Academy of Performing Arts

We are so pleased that you have decided to enroll your child in our programs. From Ballet to Hip-hop, including Acrobatics, Precision Line and Musical Theatre, we have so many classes available for your child to take, all led by professionals who specialize in the genres that they teach!

Our Programs are Dad Approved which means that there is no bare midriff, no foul language and no provocative movements. There is so much more to technical dancing than all that garbage, let's let our kids be kids for a while as they learn to dance like ladies & gentlemen.



GCAPA teaches technique. Our Stars are required to take Ballet to take other technique classes. They can take as many classes as they wish as long as they take Ballet. Because dance is a discipline and Ballet is the foundation of all things dance, this requirement helps to keep our kids in true technical form. Ballet teaches technique, poise, humility & discipline; all things necessary to branch out into other forms of dance. We do not begin the year with choreography as we believe that our Stars must first learn HOW to dance.

We have a year end recital for all of our classes. Stars purchase their own costumes and pay a recital fee that includes a DVD, digital photo CD with print waiver and 2 tickets to the show. Our show is professional and a fantastic experience for all Stars about how to be part of a production.

Our tuition rates are the best in Lake Norman. Teaching a technical program requires the best teachers for the job. GCAPA gives the best instruction for the cost. GCAPA also gives its Stars the option to purchase goods for a discounted price in the Big Apple Boutique.

We hope that you enjoy reading about our New York themed Dance, Acrobatic and Musical Theatre studio. We welcome all questions and inquiries about all of our programs. We give free trial classes to those interested in our programs. We know that you have choices when choosing a studio for your child and we appreciate you giving us the chance to prove that we are the best option!

"Creating Tomorrow's Leaders"

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Class Descriptions

Using age only as a guide, GCAPA Stars move through the levels independently based on their own skill and merit. Friendships, Carpools and Siblings have no bearing on proper level placement.

GENRES

Ballet is the most fundamental form of movement, the patriarch and matriarch of dance. All Stars enrolled at Grand Central are required to take Ballet. Ballet Stars will learn discipline, muscle memory and an appreciation for all that Ballet provides as it transcends through all other genres of dance.

Pointe is a class for the more advanced Ballet dancer, exhibiting strength and control, whose growth plates have slowed or stopped growing, coupled with the proper amount of ankle support for the discipline. Pre-Pointe is available for Star yearning for Pointe who are not quite ready. All Stars will need to take Pre-Pointe before moving on to Pointe.

Jazz, one of the newest techniques having only been developed in the 50's has seen an evolution like no other form of dance. GCAPA Jazz classes traditionally follow the Ballet Curriculum expanding on tempo, rhythm, timing, flexibility and strength. Jazz is the perfect gateway to its newer branches of Modern, Lyrical and Contemporary.

Modern, an art form made famous by Martha Graham uses a more abstract approach to movement. Although Ballet is useful for its core principals, Modern generally turns off many of the Ballet features such as pointed toes and stretched legs.

Lyrical is best described as the dance for Pop Ballads. The beautiful flowing movement that creates lines and shapes through flexibility and strength. There are many stylistic difference between Lyrical, Jazz and Ballet that create a certain appeal for dancers looking to expand their repertoire.

Contemporary, the latest addition to the Jazz world, has bits of each of these dance forms within it. Taking the gentle movement of Lyrical and crossing it with the dynamic aggression of Modern, Contemporary is most often related to the new age style of music usually sung by a solo artist using a whispering or falsetto vocal appeal.

Hip-hop is the face paced, bopping, gyrating movement of today's latest and most popular music. Using isolations and aggressive accents to match the music, this genre of dance cannot be mistaken with any other!

Tap, America's second favorite pastime, taking a backseat only to Baseball, has derived itself into 3 different forms; Broadway, Rhythm & Hoofing. GCAPA Stars will experience all three throughout their tenure at the studio. Basic movement is learned to Broadway styles, moving onto Rhythm Tapping and eventually learning the masterful art of Hoofing, made famous by the Godfather of Tap, Gregory Hines.

Musical Theatre Dance is a specific style of movement characterized by its natural ability to tell a story. Set to music from Broadway of Movie Musicals, this genre is one of GCAPA's most popular classes.

Precision Line, made famous by the Rockettes, took its place with GCAPA in the Christmas Season of 2012. This team-spirited genre relies solely on each member's ability to move completely alike and in sync with one another. This Class is a 4-week Class in the Fall only. **This is a Performance Class with a Stringent Attendance Policy during the Fall. Stars in this class are not permitted to have any absences before Christmas.**

Acrobatics (Acro-Dance) is the dancer's gymnastics. This discipline uses flexibility and strength to contort and bend the body with contrasting control and speed. Stars begin with conditioning and flexibility training as they move through easy poses, basic contorting and gradual stunting. Stars do not typically become aerial until level 3 when their bodies are capable of handling the speed and strength of the stunts.

Class Descriptions

YOUNG DANCERS (Sparkles)

Mommy and Me is a Teacher/Parent/Star class where mom can participate as much or as little as necessary. This first taste of movement introduces our youngest toddlers to dance, guided by the loving hand of their caregiver.

Sparkle Babies (formerly known as Twinkle Babies) is for Stars ages 2.5-3.5 by September 1. Age is just a guide and Stars who are not ready will be recommended for the Petite Feet classes just as Stars who aren't quite 4 may be moved to the Level 2 class because of maturity and gross motor skills. This class is an excellent introduction to Ballet and Tumbling. Tap is included in January for classes beginning in September. Stars perform Ballet and Tumbling in the recital.

Sparkle Tots (formerly know as Twinkle Stars) is for 3.5-4.5 year olds new to the program or 3.5 year olds who have been through Level 1. This class open with Ballet, Tap and Tumbling in September. Stars perform Ballet OR Tap in the recital plus Tumbling.

Sparkle Kids, (formerly known as Pre-Dance) the next class in the order of progression is for 5-6 year olds new to dance looking for a fun introduction to the formal training of Ballet and Tap with an accelerated Tumbling curriculum. This class is the perfect beginning for Stars looking to move through the levels of dance.

Sparkle Stars (a new class inserted to bridge the gap between Sparkle Classes and Leveled Classes). Watch your child shine in the Sparkle Show as the eldest of the classes with three routines in Ballet, Tap and Acro-Dance. This hour and 45 minute class prepares Stars for the next step of their young dance career in Leveled classes.

Show Sparkles 30 Minutes of Musical Theatre and 30 minutes of Hip-hop. These Stars shine bright with two recital routines and all of the fun without the requirement of Ballet.

Drama Sparkles Acting, Singing and Dancing with a focus on performance. This class performs in the year-end show and does not require Ballet.

Acro Sparkles is a class designed specifically for the dancer looking for more Acro-Dance time. Many Sparkles dancers choose to take this class in addition to their Sparkle class. But this class can also be taken alone. It is encouraged to take this class in tandem with a Sparkles class as Ballet will help with balance, flexibility and strength.

TECHNIQUE CLASSES (Stars)

Leaps & Turns is a great tool for Stars seeking additional time with instruction rather than practicing on their own. Stars in this class will also learn new leaps and turns that are not typically found in Jazz or Lyrical Classes.

Ballet Tech is strictly fundamental. This class is for the more serious dancer seeking to improve at a faster rate. This class is mostly barre and floor-barre, spending little to no time across the floor.

Pre-Pointe is a non-performance class that aims to prepare hopefuls for the beautiful art of Pointe.

**This schedule is subject to change based on enrollment by director's discretion.*

ADULT CLASSES

Broadway Babes is a technique-based class for those with a little tap experience under their belts.

Adult Cardio Tap teaches Stars how to tap dance through basic cardio movements. No taps necessary. Beginners welcome. Lear to tap from the very beginning!

Big Apple Boutique

TIGHTS & PRE-SCHOOL UNIFORMS

Tights and GCAPA Uniforms are available at the studio always. These are the uniforms for All Sparkles Classes. Tights may be purchased online or at the studio.

REQUIRED APPAREL, SHOES, DANCE BAGS and much more!

All required shoes and dancewear are available at our the Big Apple Boutique. Low-cost, diverse selection and the convenience of in-house ordering make this ideal for every dancer. Boutique hours are limited for the purpose of keeping your cost at a minimum, please see schedule.

ADDITIONAL APPAREL - LOGOWEAR

Studio Jackets are available online under the GCAPA Parents Page. GCAPA sells logo merchandise called "Logowear" twice per year. All merchandise should be pre-ordered to arrive in time for Christmas.

See Website for current Boutique Hours.

Enrollment Procedures

RETURNING STARS & SPARKLES

GCAPA is so excited to have all of the returning and new Stars for another great year!!! Hopefully families have been using the convenient Portal System to access accounts. If not, please follow along for Returning Stars because all accounts have been kept up to date. This year Families will need to maintain their individual accounts.

To **enroll** in classes please go to www.gcapa.net and follow these instructions:

1. Click on Registration
2. Click on Portal
3. Enter the Email address and password.
4. If you have forgotten your password, click 'Forgot Password' and a new one will be sent.
5. All families will need to acknowledge the Policies and Handbook with an e-signature.
6. You will notice a Registration Fee has already been posted to your account. This has not been charged.
7. Choose the 'Enroll' tab and in the 'Session' drop-down box choose the current dance season. Please note that only the first of 5 pages will be showing. The default is alphabetical based on genre.
Please Note: No tuition has been posted at this point.
8. Upon receipt of this form, the administrative staff will post tuition to the account and charge the card on file along with the registration fees. This may take up to 48 hours. Once first and last month's tuition fees have been paid class placement is secured. If a preferred class is full, follow the prompts for Waiting Lists. If there is an error in capacity, this class may not be full.

NEW STARS & SPARKLES

All Families must maintain a valid card on file. Tuition, fees and purchases are charged to this card. To enroll in classes please go to www.gcapa.net and follow these instructions:

1. Click on Register
2. Fill out the Quick Registration Form and all required fields.
This form also allows enrollment in classes by clicking 'search' next to 'select class.'
3. Choose the 'session' filter and choose '2014-2015 Dance Season.'
Classes are listed in alphabetical order by genre. Select classes.
Don't forget to tick all the boxes in acknowledgement.
4. Input payment information and click 'Submit Registration Form.'
Be sure to use the card that should be kept on file.
Please notice a Registration Fee has already been posted to the account. This has not been charged. No tuition has been posted to your account at this point.
5. Upon receipt of this form, the administrative staff will post tuition to the account and charge the card on file along with the registration fees. This process may take up to 48 hours. Once you have paid registration and first/last month's tuition fees, class placement is secured. If a preferred class is full, follow the prompts for Waiting Lists.

THIRD PARTY PAYMENT

Families using a third party payer must have the payer e-sign a waiver to keep their card on file.

AUTOMATIC PAYMENTS

Tuition is charged on the first of each month. All other fees are charged on their due date.

Calendar

The following is the GCAPA 2017-2018 calendar of scheduled closures. These classes are not eligible for make-up.

Fall Classes begin August 18

Sat-Mon Closed	Labor Day
September 11 Closed	Patriot Day
November 11 Closed	Veteran's Day
Mon-Sat Closed	Thanksgiving Break (Tues-Sat)
First December Sat Closed	North Meck Parade
2 Weeks Closed Sat-Sun	Christmas Break (Wed-Tues)
Fri-Mon Closed	Presidents Day (Fri-Mon)
Holy Thurs-Wed Closed	Easter Break (Good Fri-Sun)
Sat- Mon Closed	Memorial Day
Mon-Fri Closed	Recital Week (See Rehearsal Schedule)

Classes End June 15

Picture Week: Mon-Sat leading up to Mother's Day
No Classes, only Picture Times at the studio.

Calendar

SCHEDULED CLOSINGS

These are days that have been considered for the schedule and are not eligible for make-ups. GCAPA does not follow **any** of the many school calendars of the area. The schedule is based on preference and will **not** fall in line with any one school.

CANCELLED CLASSES

In the unlikely event of a last-minute cancelled class, a staff member will contact you at the earliest possible moment to notify you of the cancellation. Additionally, a make-up class time will be discussed. GCAPA has cancelled 2 classes in 6 years due to unforeseen circumstances, however, this may happen because of an instructor's inability to arrive safely at the studio, illness or family emergency and we ask that all families show compassion and understanding to our teaching staff in case of such an event.

INCLEMENT WEATHER

In the case of inclement weather which causes studio closure, Stars are welcome to make-up missed classes in any other class of the same level or lower. Technique classes are a great way to make-up missed classes. GCAPA does not close based on any school or district. GCAPA closes based on preference. Our closings will be up-to-the-minute on Facebook and Twitter.

Facebook: www.facebook.com/GCAPADance

Twitter: www.twitter.com/GrandCentralAPA

SINGING UP FOR AN EVENT

YAY! It's Movie Night and you want to sign up! Awesome! Follow these instructions: Go to www.gcapa.net and choose the **GCAPA Parents** tab

1. Click on 'Portal' and sign in.
2. Choose 'Register for an Event'
3. Click 'Events Calendar'
4. Scroll to the month of the Event you want to select
5. Click on the event
6. A new Box will pop up with a registration form for the event.
7. Choose the children that will attend.

If the child is bringing a sibling or friend, please note this in the additional information box

Voila! Registration Complete!! Please pay cash at the door.

Performance Opportunities

GCAPA likes to celebrate Dance through performance at every opportunity. The best time to do this is Christmas. There are so many chances to perform! **All participation is optional.**

CHRISTMAS TROUPE

The Christmas Troupe is typically 7-10 routines that have been rehearsed in GCAPA classes. Stars who sign up can perform these routines at local venues in Nov/Dec. Anyone can Sign up on the Events Calendar listed in September as "Christmas Troupe." The fee to participate is \$25. This covers costume rental and fees associated with performances throughout the community.

PARADE

The Christmas Parade is one of GCAPA's favorite events all year. In 2012, GCAPA won **Most Enthusiastic** with the *New York City Christmas* Float and in 2013, **Best Overall Float** with *The Grinch Who Stole Christmas!* To sign up for this Event, register using the events calendar. It is listed as North Meck Parade on the first Saturday in December.

The price of participation is: a \$30 per Star to cover parade, administrative and costume rental. This is a family and community event, so we do ask for parents to help out putting together lunches for the Day of the Parade, or helping the morning of the parade or disassembling and cleaning up afterwards. Parents will have the option to walk in the parade this year with us!

Stars DANCING in the parade are permitted one miss from the schedule of rehearsals for the Parade. Any Star who misses 2 rehearsals is strictly excused from the Parade and forfeits their parade fees. Most rehearsals are held outside. Please dress accordingly.

DANCE TEAM

Classes will be selected in February for Competitive Participation. Select Stars may be invited to perform small groups to be learned after New Year's and rehearsals will consist of additional fees.

OTHER PERFORMANCES

Before Christmas, there are many Summer Events and Fall Festivals for GCAPA Stars to reuse their costumes and perform their routines over again. Signups will be available through the Parent Portal. After Christmas, there will be several opportunities to perform the upcoming recital routines at community venues. This is a great way for GCAPA Star to practice performing their routine before the recital! It's also a great way to get more use out of those great costumes! We are always looking for more ways for the kids to perform, so please let us know of any.

National Dance Week (See Website for Dates)

Grand Central celebrates National Dance Week bigger than any other studio!! National Dance Week is like a carnival for all GCAPA Stars. It's a week full of fun and games and surprises!

GAMES

- Pop a Balloon \$1
- Wear Pajamas to Class for \$1 per class:
- I Know Everything Game \$5
- Coloring Contest
- Poster Contest
- 50/50 Raffle
- Party \$10
- Flexibility contest
- Angel Contest

Exams: All Leveled classes will go through exam for specified classes. These exams are very important for Fall placement. Stars who struggle with the exam may be diverted from their anticipated placement.

National Tap Dance Day May 25th

GCAPA tappers are the proud winners of the first ever National Tap Dance Day "Tap Mob" won in 2017. Dancers Levels 3+ learn a routine in class and perform in public at different places. Your star can be a part of it, too! Find out more at the Front Desk.

Studio Policies

DROP-OFF/PICK-UP PROCEDURE

Drop Off

Stars under 10 must be walked into the studio by an adult.

Parents should park and walk their Stars into the building to be sure that they are safely handed over to an adult. Parents are responsible for their children until the child is safely with an adult.

Please don't assume that there is a staff member at the front desk.-Parents are discouraged from double parking and permitting the Stars to 'run in' alone.-Parents are discouraged from parking on the alternate side of the street. GCAPA discourages Stars under 12 from walking across the street alone due to the traffic that stopped cars cause.

Parents are discouraged from parking on the wrong side of the street for drop-off because of the danger that it poses when pulling out.

Pick-up

-Stars 10 & under should be greeted in the lobby by their parent.

-Stars 10 & under will not be released to a parent sitting in a parked car.

-Stars 10 & under will not be released to a parent waving them outside.

-Stars 10 & under will not be released if they are not properly covered.

THIRD PARTY PICK-UP

If a friend or relative is picking up a child, please provide their name to the Front Desk Staff and prepare them that ID will be checked before releasing any child to anyone.

No ID, no release.

LATE PICK-UP

If being late each week is an expected delay, please inform our staff so that we may do our best to help out with your carpools. If your child is chronically late being picked up or early being dropped off, \$1 per minute for child care costs will incur. Charges will be made on the Star's account each night the child is picked up late beyond 5 minutes.

BETWEEN CLASSES

If a dancer under 12 has a break between classes, arrangements must be made for the dancer to be picked up. The lobby must be free at all times.

LOBBY POLICIES

-Parents are responsible to keep children from running and horseplay in the lobby.

-Parents are responsible for keeping siblings quiet and behaved.

-Only Stars are permitted to venture beyond the door labeled Dancers Only. **Bathrooms are for Stars only.** If a sibling needs the bathroom, please do so before classes begin for the evening so that dancers may use the facilities and not disrupt class.

-Siblings are not permitted in the studios under any circumstances. Studios are for dancers only.

-Food is strictly prohibited from the studio at all times. GCAPA does not want bugs!

-Please be courteous to fellow parents. The lobby can get crowded at times and a little common courtesy can go a long way!

-Please have all cell phone conversations outside. It can be difficult to pair up Stars and parents with an abundance of noise.

-Between classes is not an appropriate time to question a teacher or discuss concerns. Please leave a message at the front desk. Teachers will return your call when all of their classes are through.

-Please keep hallways and pathways clear for traffic.

-The curtains are opened for parents to observe from the windows the first of each month.

-No cell phone conversations in the lobby. It is not only distracting, but rude. Please take leave of the lobby and enjoy the North Carolina weather while you chat.

Studio Policies

ATTENDANCE POLICY

Dance is a discipline and to respect the discipline, one must observe consistency. GCAPA Stars know that consistency is what makes great dancers. The attendance policy is clear. Any leveled dancer who misses a class is expected to make it up within 2 weeks.

When a dancer misses 3 or more classes without having taken any make-up classes, it shows a disregard to teachers and fellow Stars for the discipline. To avoid allowing the absentee Star to fall further behind in skills and, in turn, delaying the progress of the class, Stars are required to make up their third missed class with a half-hour private at their expense. This is a \$30 fee, paid to the instructor at the time of the private lesson.

The Star is still expected to make up the 3 missed classes in any other class on the schedule of equal or lower level. It is preferred that Stars make up missed classes in Ballet, but any class will do. If the Stars continues to miss class without make-up and without private lessons, he/she risks recital eligibility.

Parents can see their child's attendance in their account. The staff does it's best to stay on top of absences, but sometimes taking attendance is the last priority. Please access the portal as often as desired.

MAKING UP MISSED CLASSES

Stars are permitted to make up any and all missed classes in any other class of the same level or lower. Stars should inform the staff when they plan to make-up missed classes so that it may be noted for the instructors. THERE ARE NO MAKE-UPS JANUARY-MARCH except in Technique classes. GCAPA Strongly encourages Stars to make-up missed classes in Ballet.

BEHAVIOR POLICY

GCAPA Stars and parents adhere to a strict Zero-tolerance Bullying Policy. This includes Stars who are not just being mean, but also consistently exclusive. Kids are fallible and sometimes embellish, so we do ask that parents consider their child's mistakes before laying blame on another child with an accusation as serious as bullying. In turn, each complaint will be taken very seriously and attended to it with respect. GCAPA will consider all claims. Kids make mistakes and cannot be blamed for something that has gone uncorrected. Once corrected, they are held accountable for their own actions. Stars found to be bullies will be expelled from classes and tuition forfeited. Stars under the age of 8 will not be held to the same strict policy as they are still growing and learning. GCAPA Stars are meant to feel safe and happy in this environment. Dance is fun!! Let's save the drama for the stage!

PERSONAL BELONGINGS

Please write your Star's name in all things. Last name and first initial. Use a sharpie. GCAPA can only return labeled items. GCAPA is not responsible for lost items. Please check the lost/found box for missing items.

TEACHER/FAMILY RELATIONSHIP

Stars and Parents are discouraged from contacting the GCAPA staff outside of the studio. Teachers who contact Stars on their own time are dismissed and replaced immediately. If you feel the need to discuss a Star with a staff member, please set up a time to come in to the studio and meet. An alternative is to have the teacher call at the end of the night. The teacher will do so from the studio if a staff member is available to wait.

CELL PHONES

All Stars are required to put their cell phones in a basket at the Front Desk before the start of class. **ALL STARS.** Stars using a cell phone will sit out of the remainder of the class and counted as a miss.

Empire Dancers

GCAPA Dancers are honored in many ways. It is always so nice to hear that you're doing well. And at Grand Central, we like to say it!!

SCHOLARSHIP

Each year at the recital, a dancer is chosen for the studio scholarship, giving that Star unlimited classes for the following school year at no charge. Costumes and other materials are paid by the Star, but there is no tuition. This does not apply to Summer Tuition.

MOST IMPROVED

Each recital, several Stars are awarded with the Most Improved Award. This award is given to the Stars who have made the most progress. This isn't always the Star who made the hardest progress or the easiest progress, but the largest gap of improvement. These Stars are awarded with a certificate and recognition at the recital. GCAPA does not condone "everyone gets a trophy" because dance is a discipline that always strives for improvement. If a Star does not receive a Most Improved recognition, it is the hope that they will work harder to make more improvement in the future.

HONOR ROLL DANCERS

Each quarter, GCAPA will celebrate its Honor Roll Stars with recognition on the Blue Wall and in the monthly newsletter [The Times](#).

DANCER OF THE MONTH/WEEK

Each month/week in the School year, a dancer will be chosen to proudly be recognized as the dancer of the month. This Star exhibits a great amount of pride in dance and shows an exemplary work ethic based on age. The Star is given a lawn sign to post in their front yard for the whole month/week! Please return signs promptly so that another Star may be recognized.

DANCER OF THE YEAR

Each Year at the recital, a dancer is crowned as Dancer of the Year. The Star receives a Jacket and Crown and year long recognition for their status. The Stars is chosen based on improvement, overall general character and disposition. This person is recognized as 'the face of the studio' for the year.

BANANA SPLIT CLUB

Stars strive for flexibility throughout the year as it is pivotal to improvement. When a Star reaches the goal of a split, their picture is taken and posted online. Once they can execute all three splits, they will receive a gift certificate for a Banana Split at a local eatery.

If you know of any other way that we can honor our empire dancers, your feedback and ideas are always welcome.

Fees

REGISTRATION

Registration Fees are paid annually and last from August through July. \$35 for the first Star, \$15 for the first sibling and \$10 for each additional sibling. These fees are non-refundable.

TUITION

Tuition is paid on a monthly basis. Dancer's pay first and last month's tuition at registration. It may be paid annually, without a discount. Tuition is formulated based on 32 classes per year and divided by 10 months. Some classes will have more than 34 meets. Tuition is not prorated based on studio closings or absenteeism. Tuition is NON-refundable.

All families are required to leave a credit card on file (Visa or Mastercard). This card will be charged monthly for tuition and on all other deadlines for costumes and other due fees. Merchandise can be charged to this card and will be done same-day. The card on file may be changed and replaced at any time. See page 22 for Separate Families.

DISCOUNTED TUITION

Multi-class tuition discounts are per student, not per family.

REFERRALS

GCAPA families have asked for referrals to be more gift-based and not monetary-based. There is no longer a monetary credit for referring Stars. But the gifts are a pleasant surprise!

PRIVATE LESSONS

All private lessons are 30 minutes long, \$30 paid directly to the instructor. The lesson must be set-up with the administrative staff. Please do not attempt contact with instructors as it is a breach of their contract.

LAST MONTH'S TUITION

Because there are no tuition refunds, a Star may inform GCAPA of intent to terminate classes and apply the 'last month' tuition payment toward his/her intended last month. Termination notification must be made 30 days in advance by Email only.

REFUND POLICY

If a Star decides to discontinue classes, he/she may run out their last month's tuition. Cancelled classes are not refunded, but credited to future tuition. All refund requests must be made via Email and will be considered based on the date of receipt. Summer Tuition is non-refundable and may not be reapplied to another camp or class without director approval. This approval may vary based on camp enrollment. Summer tuition may not be reapplied to Fall tuition. Cancelled class tuition may only be refunded or credited to future tuition. In extreme cases, tuition is credited for future camps and classes and only with director approval.

SUMMER TUITION

Summer Classes are paid a la carte. Summer Class (not Camp) tuition is non-refundable, but may be deferred to Fall tuition. Missed classes can be made only up in the Fall.

RECITAL FEE

Each participating family pays a recital fee of \$100 which includes a Jump Drive containing all pictures of your child(ren) from Photo Week, a DVD of ONE recital and two tickets to the show. The due date varies based on class. Please see Schedule for each class. For families with children in more than one show, please note that the recital fee is a per family fee and not a per Star fee. Each family will receive two tickets free to one show for each child, the Jump Drive of photos and 1 DVD. For additional DVD's the family must pay a separate price.

RECITAL COSTUMES

Stars Level 1+ \$90 each paid in \$30 deposits 10/1, 11/1, 12/1.
Sparkles \$65 each paid \$30 on 11/1 and \$35 on 2/1.

Summer Camps and Classes

Dance is discipline that is very hard to attend to over the summer. GCAPA offers Ballet, Tap and Jazz classes to Stars who wish to improve over the summer.

CAMPS

GCAPA offers wide range of camps held June-August below are exam-
ples of camps done in previous years:

- 1/2 Day Camps for 3-5 Year olds
- 1/2 Day Introductory Camps
- Musical Theatre Camps
- Activity Camps
- Princess Camp
- Technique Camps

SUMMER CLASSES

Classes Offered vary based on interest. Boot Camps run based on enrollment.

Don't miss the annual Summer Sale held on March 15 each year!

Camps up to 50% OFF and All Classes Discounted if paid on March 15. This sale does not surpass March 15. There are no exceptions. Current GCAPA Students with accounts in good standing may begin enrolling in Summer Camps and Classes at the discounted price starting on March 1. Camps DO fill. Camps are not swappable, transferrable or deferrable after March 15. No exceptions.

Birthday Parties

Having a Birthday and not sure what to do? Let GCAPA help you pick out a theme. GCAPA dance teachers are some of the most creative people around. They can come up with unique ideas and cater the party to whatever theme is preferred and use any form of dance from Ballet to Acro with all of your guests. Choose from one of the following packages:

CLASSIC BIRTHDAY PARTY

\$200 (\$175 to currently enrolled Stars)

Includes: Up to 20 children

We provide: Instructor to follow your theme.
Dance for 1 hour.
Party Room for 1 hour.
Tables and chairs.

You provide: Tablecloths
Decorations
Food
Cake
All supplies

Additional Children: \$5 each

EXTRAORDINARY BIRTHDAY PARTY

\$300 (\$275 to currently enrolled Stars)

Includes: Up to 20 children.

We Provide: Instructor to follow your theme.
Dance for 1 hour.
Party Room for 1 hour.
Tables and chairs.
Tablecloths
Basic Themed Decorations
Pizza & Water
Plates, flatware, napkins, 5 latex
& 1 mylar balloons

You Provide: Cake

Additional Children: \$10 each

See our brochures for more information!

*******Please remember to bring a cash tip for your instructor. They work hard to make this a special day for your dancer. If you have more than 5 children, there may be additional assistants who should also be tipped minimally.**

Recitals

GCAPA host 3-4 recitals each year. The make-up of the shows is yet to be determined. They will all take place between June 2-3, 2018

LOCATION

Charles Mack Citizen Center.
Joe V. Knox Auditorium.
215 North Main Street, Mooresville.

RECITAL FEE

See Fees on Page 14.

SECURITY

Security will not allow anyone access to the Dressing Rooms or Stage Area during the show. This is for your Star's safety. No exceptions.

AUDIENCE DRESS CODE

No shorts. No T-shirts. No Jeans. No dress-down flip flops. Dinner attire; your Sunday Best. All shows.

FLOWERS

Pre-ordered flowers are ordered when you order your tickets & should be picked up by intermission of your show of choice.

PROGRAMS & ADS

GCAPA has a full color program that features our dancers. To place a program ad, grab a slip when you choose your seats. Don't forget to ask your favorite businesses to place an ad to help make this program as spectacular as possible!

ADDITIONAL TICKETS

Tickets are \$15 per person. \$10 for children under 5 in their own seats and US Veterans. Lap children are free. GCAPA shows do sell out, so it is suggested that you make all your purchases at once. Ticket sales will be handled online until 1 week before the shows.

THEATRE ETTIQUETTE

Recital is a big deal. A recital should not be scheduled into a day, rather the day should be saved for the recital. Courtesy of the theatre includes no in-or-out of the auditorium except between acts and intermission. It also means no phones or electronic devices even for small children. The light and sound is rude and distracting to performers **and other audience members**. Talking during the performance is discouraged, for courtesy and because of our videographer using ambient sound which picks up nearby conversations.

Recitals

TICKET SALES

Reserved Seating. Families will begin purchasing tickets in March in the order in which they registered. Every two days, additional families will be called to the studio to purchase tickets. Once all families have had the chance to purchase their tickets, sales will open for the remaining seats. Purchases MUST happen INSIDE the studio. Phonecalls will not be accepted to reserve tickets. This is a matter of fairness. Reserved Seating is tickets with assigned seat numbers.

TICKETS

All Families are eligible to purchase up to 6 additional tickets as of the time this booklet was printed. If this number changes, you will be notified. All families must choose their seats even if they are only taking the two tickets prepaid in the recital fee. Families who do not choose their seats will have two tickets pulled for them by the GCAPA staff. Additional tickets are \$15 per person. \$10 for children under 5 in their own seat and US Veterans. Families may choose which show to use their "Free" ticket.

CONCESSIONS FOR FAMILIES IN BOTH SHOWS

(This does not include Dance Team Members or Opening Number Members performing in exhibition).
See Fees on Page 14.

DRESS REHEARSAL

The Run of the Show will be listed on the studio website and in GCAPA Families Facebook page in May. All Dress Rehearsals will be scheduled to take place on June 2nd. This schedule will be posted in May. GCAPA does not take requests for times and....

DRESS REHEARSAL IS MANDATORY FOR ALL STARS

DRESS REHEARSAL IS A CLOSED REHEARSAL NO EXCEPTIONS!

During the week of Dress Rehearsals and Shows, there is no access to Miss Wendi. No phonecalls, no Emails and no conversations. Any concerns or questions should be handled prior to June 3

COSTUMES

See schedule for fees.

Costumes ordered beyond the due date are subject to \$10 per month increase, as this is the fee from the costume companies plus cost of shipping separately.

GRAND CENTRAL

academy of performing arts



Release Form for Photography



I, Wendi Bergstrom of Grand Central Academy of Performing Arts, do hereby consent and agree that _____, photographed in the studio for the purposes of recital photos, may use/print the images as they choose. They now own the rights to these digital images and have full release to use them at their leisure.

x Wendi C. Bergstrom

Wendi C. Bergstrom
Grand Central Academy of Performing Arts
19911 North Cove Road
Cornelius, NC 28031
704-896-3033

ACKNOWLEDGEMENT

Once registered and enrolled in classes, Stars and parents acknowledge the following agreement:

I understand that dance classes may include, without limitation dancing with props, stretching, barre work, across the floor combinations, dance routines in the center, acrobatic stunts, partner stunts and other related activities. I further understand that all of the activities of the dance class involve some degree of risk of strain or bodily injury. Grand Central Academy of Performing Arts, it's teachers, contractors, employees, director and staff are not accountable for personal injury. I waive any claim for medical responsibility derived from student injury in the normal on-goings of the classes attended at GCAPA.

I have received this handbook and agree to adhere to all the content stated herein.

I agree to be responsible for reading studio correspondence and respecting deadlines, when applicable. I agree to promptly make tuition and other applicable payments according to the set of classes my child (ren) take(s).

I understand the registration is non-refundable and no less that 2 months tuition is due prior to participation in classes.

I hereby give Grand Central Academy of Performing Arts and the GCAPA Dance Team permission to use photographs and/or videos of my child for use of advertising without personal compensation.

I agree to keep a credit card on file and allow Grand Central APA to charge my tuition or due fees on their due date unless I use an alternate form of payment beforehand.

Signature is acknowledged electronically per account prior to commencement of participation in class.

Questions & Concerns

QUESTIONS

Most questions can be fielded by the knowledgeable Stage Managers at the Front Desk. Things like events, attire, absences, etc. The Stage Managers are a great place to start with any question. If it does not fall under their umbrella of knowledge, they can direct you to the proper channels. Asking Teachers while they are travelling from class to class is discouraged so that they are not taken away from their regular class time. This includes Miss Wendi. During Class Miss Wendi is a teacher. If you need to speak with Miss Wendi, she is available by appointment (phone or in person) during daytime hours when she is not teaching class. Miss Wendi time blocks for appointments based on her business schedule.

FINANCIAL QUESTIONS

Discussion of a family's account in the lobby is strictly prohibited. Please Email specific account questions to info@gcapa.net. General financial questions are typically fielded by the Stage Managers.

QUESTIONS ABOUT YOUR CHILD'S PROGRESS

These questions are best discussed with your child's teacher. Please Email your questions or concerns to info@gcapa.net. Be sure to include your child's teacher names and they will be forwarded for the proper response. Please use the proper channels of contact as laid out in this handbook.

CONCERN RESOLUTION

We take your child's dance development seriously and want to ensure a safe and pleasurable experience for all. GCAPA has an open door policy pertaining to any and all concerns regarding your child's dance education and overall experience. Concerns should be directed to front desk personnel or emailed to info@gcapa.net within 24-48 hours in a thoughtful and considerate manner. If a satisfactory resolution is not achieved it will be elevated to the studio director.

BULLYING

GCAPA has a zero tolerance policy in regards to bullying. This policy applies to parents, as well as staff and Stars, and their interactions with each other. Any concerns about bullying will be handled by the studio director. Violation of this policy can ultimately result in expulsion from GCAPA as we wish to maintain a safe and fun environment for all.

Separate Families

PAYMENTS

In the past, GCAPA has worked with families to help facilitate the payment process. In the process, it has caused great financial strain and time commitment due to warring parents disregarding the rules of the process, late payments on the part of one parent, etc. These days are now over.

GCAPA will no longer take payments from more than one party. If a parent wants to pay directly, he/she can make a payment no later than 5 (five) days prior to it's due date. This does NOT include GCAPA processing credit card payments from two people. Payment will only be accepted by one party. One-time charges may be accepted from a second or third party but will not be kept on file as the primary or secondary card. This is for your privacy and safety and the well-being of the GCAPA Stage Managers and Director.

VISIBILITY

It will be the responsibility of the custodial parent to print out records from the Parent Portal. A breakdown of tuition is available on the GCAPA website. GCAPA staff cannot and will not be involved in explaining fees to a third party any longer. Each family creates an account where all information is stored. This is ample visibility to the parent who needs to see or represent a breakdown of costs.

We thank you for you understanding and anticipated cooperation.



Jetton Village Shopping Center
19911 North Cove Road
CORNELIUS

704.896.3033
www.GCAPA.net



Classes End Saturday, June 15, 2019