

Charlotte **Performing** Arts Academy  
Parent/Student Handbook  
2021-22



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### A message from Mrs. Keva

I am so excited to have you as part of our CPAA family! I feel incredibly blessed to be embarking on our 12th year of loving your babies and sharing our passion for dance with them. My personal mission is to create a family environment while providing a safe place for kids and families to enjoy the art of dance. I truly believe in the power of communication and I value feedback from both parents and dancers. Please feel free to contact me directly with questions and concerns. I would love for you to share your thoughts regarding our staff and program. Please read this Handbook thoroughly so that you are aware of all our policies and procedures.

Thank you for trusting us with your babies,  
Mrs. Keva

## *At CPAA, it's more than just dance.*

### Class Information

CPAA is a traditional dance school with a progressive format. Our classroom is a positive environment that encourages learning through exploration of movement, teamwork, and creativity. Our classes are high energy and fun for all ages! Our structure allows dancers to form friendships and create healthy habits while promoting self-confidence.

### Class Placement

Students are assigned to classes according to their age as of the date of registration. During the first six weeks of class, students are evaluated on skill level and progress. If a teacher feels it would benefit a child's individual needs to be placed in another class, we will share our thoughts with you and make a collective decision solely focused on the best interest of the student. Students often remain in the same dance level for multiple years as some levels require more than one year to master. Students who remain in the same class from one year to the next are always provided new class material and challenges to refine their skills. Please, feel free to discuss your child's progress with a CPAA staff member at any time.

### Shoe & Attire Requirements

All students are required to dress properly for class. Dancers' hair should be pulled back away from face for *all* dance classes. Students who do not follow the dress attire requirements will not be able to participate in class. **Dance shoes should not be worn outside the studio.** Street shoes should be removed and placed on the shoe rack as soon the student enters the studio. **PLEASE label all shoes and dance items with first and last name.** A list of required attire is below.

<b>Ballet/Tap Combination</b> <ul style="list-style-type: none"><li>Black or pink leotard with pink tights (A short skirt attached or unattached to the leotard may be worn. Keep skirt length mid-thigh and above.)</li><li>Pink split sole canvas ballet shoe</li><li>Bloch SO302G Black Tap Shoe</li><li>Hair pulled off the face and neck</li></ul>	<b>Ballet/Jazz Combination</b> <ul style="list-style-type: none"><li>Black or pink leotard with pink tights (A short skirt attached or unattached to the leotard may be worn. Keep skirt length mid-thigh and above.)</li><li>Pink split sole canvas ballet shoe</li><li>Capezio EJ2 Black Oversize Pull-On Stretch Jazz Ankle Boot</li><li>hair pulled off the face and neck</li></ul>
<b>Ballet ONLY Classes</b> <ul style="list-style-type: none"><li>Black leotard with pink tights</li><li>Pink Split Sole Canvas Ballet Shoe (BLOCH or Capezio) Hair pulled into a BUN</li></ul>	<b>Jazz ONLY Classes</b> <ul style="list-style-type: none"><li>Any color leotard with tights or jazz pants OR tank top with biker shorts (NO SWEATPANTS)</li><li>Capezio EJ2 Black Oversize Pull-On Stretch Jazz Ankle Boot</li><li>Hair pulled off the face and neck</li></ul>
<b>Hip Hop and Majorette Classes</b> <ul style="list-style-type: none"><li>Active wear such as sweatpants, warmups, tank tops, or t-shirt (No Jeans)</li><li>Any plain white flat bottom sole tennis shoes (Exclusively for dance – can't be worn outside of the studio)</li><li>Hair pulled back off the face</li></ul>	<b>Tap ONLY Classes</b> <ul style="list-style-type: none"><li>Any dance clothing including sweatpants</li><li>Bloch SO388 Black Tap Oxford</li><li>Hair pulled back off the face</li></ul>
<b>Acro ONLY Classes</b> <ul style="list-style-type: none"><li>Active wear such as leggings, shorts, tank tops, or camisoles (No Jeans, sweats, t shirts)</li><li>No Shoes</li><li>Hair pulled back off the face</li></ul>	<b>Dance shoes and attire can be purchased online or at the below local retailers:</b>  Lebo's 8324 Pineville-Matthews Rd Charlotte, NC (704) 295-1221  Morris Costume 4300 Monroe Road Charlotte, NC (704) 333-4653
<b>Due to concerns with COVID-19, students will not be allowed to change clothes. If you participate in a Ballet/Tap or Ballet/Jazz combo class, you may bring a t-shirt and/or shorts/pants to pull over your ballet attire for Hip Hop class. Again, students will not be allowed to change clothes.</b>	

### **Class Behavior**

It is expected that all dancers behave with a level of self-control and respect that is appropriate for their age. Students will be verbally corrected when necessary. If a behavioral problem persists after 2 teacher warnings, students under 7 years old will be asked to sit for a five-minute time out. Students 8 years and over will be asked to leave the classroom and call a parent to be picked up. Disrespect to teachers and/or students will not be tolerated.

### **Arrival & Departure**

Parents are encouraged to self-screen their child at home prior to coming to the studio. Self-screening shall include checking temperature, and checking for symptoms including cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Any child with a fever of 99.4°F or above or any other signs of illness should stay home. Students who stay home are encouraged to participate in class remotely.

Students should arrive 10 minutes before class to complete COVID-19 safety protocols. Students should be dropped off curb side. Before exiting the vehicle, students will be greeted by a CPAA staff member for a temperature check. *It is expected that parents are punctual and have their student arrive on time. This will allow us to practice all CDC guidelines as it relates to COVID-19. Arriving late disrupts the flow of dance class and distracts students. Excessive tardiness will not be allowed.*

Students will be escorted outside for curbside pick-up. Please place a name tag with your student's name in large print in your car window. This will expedite pickup. It is imperative that each student is picked up on time to limit contact with the next class, and for our staff to remain free to sanitize the studio. If a student's ride is going to be late due to unavoidable circumstances, the office must be notified as soon as possible. The student will remain in a designated indoor area (breakroom) away from groups. Frequent tardy pick-ups must be avoided.

Parents, caregivers, and siblings will not be allowed in the studio.

### **Refunds**

Students who wish to drop after classes begin must provide written notice 2 weeks prior to dropping class. A student not showing up for class does not constitute a withdrawal. Tuition charges are based on the date of written notice, not the last class attended. Dancers who enroll and then decide to drop will not receive a refund for tuition. Depending on circumstances, a credit may be applied to your account. Credits are applied at the Director's discretion. Full refunds, including registration fees, will be given in cases of insufficient enrollment that results in cancellation of a class or workshop.

### **Missed Classes**

If a student misses a class, it may be made up within one month of the date missed in a similar, age appropriate dance class. Make up classes are discontinued after instructors begin choreography for recital dances. If a student misses more than 4 classes after an instructor begins choreography for recital dance, they will not be allowed to participate in the annual recital. After recital dances are started, students must schedule a private make-up lesson with their instructor for any missed classes. If a student fails to attend their make-up lesson, they will not be allowed to perform in the dance recital. Parents must contact the studio to arrange a make-up class. All lessons cancelled because of instructor absence will be made up. There is no tuition deduction for classes missed for any reason including vacation, illness, etc.

### **Parent Observations Weeks**

During parent observation week, parents are allowed in the class to observe our little dancers. Please refrain from talking and using mobile devices to avoid distractions. Parents can also use the observation windows to enjoy seeing their dancer in class! There are two weeks scheduled during the dance year when parents are invited into the classroom to observe a portion of class. Please do not use this time to judge your child's progress. There are many distractions during these weeks; it is often not a true reflection of his/her dance ability and progress. Rather, use this time as an opportunity to enjoy watching your child in action!

## **Accounts and Fees**

### **Student Accounts/Billing**

- All tuition and dance related fees, including but not limited to, registration fees, monthly tuition, costume deposit(s) and balance(s) should be paid on time. If you have a credit card on file, all outstanding balances will be charged on the 3rd of each month.
- There is no additional charge when there are five lessons in a month, and no discount when there are three. Tuition is an annual charge divided by 9 months, not by the lesson or number of lessons in a month. We do not have make-up classes for studio closings.
- Tuition remains the same regardless of student absences. Students may schedule a make-up through the studio office.
- Tuition will only be prorated for new students enrolling in classes after the registration period.

## Tuition Schedule

# of Classes	Tuition per Month
1	\$80.00
2	\$130.00
3	\$150.00
4	\$170.00
5	\$180.00
Unlimited	\$190.00

### Registration Fee

An annual non-refundable registration fee of \$30 per student or \$45 per family is due at the time of registration. A student is not considered registered or able to attend class until a registration form is received and the registration fee is paid. Online registration adds you to our class roster, however a paper registration form must be completed and signed. Forms can be given to a CPAA staff member as they greet your child for curbside temperature checks.

### Tuition

Tuition is due the 1<sup>st</sup> day of your first class and the 1<sup>st</sup> of each month thereafter. Your statement will be emailed the week before the due date. Please make sure we have your correct email address on file. If tuition is not paid by the 5<sup>th</sup> of the month, your account will be accessed a \$35.00 late fee. Students with an outstanding balance on the 5<sup>th</sup> of the month will not be allowed to attend class until the balance is paid in full.

A \$25.00 NSF fee will be assessed for any returned checks or declined electronic funds.

Due to CDC regulations and social distancing, you will not be able to pay your tuition in the studio. Please pay tuition via our website. If this is not possible, please place your tuition payment in an envelope with your name and hand it to the CPAA staff member as they greet your child for curbside temperature checks. All tuition fees must be paid on time and are non-refundable.

### Costume Fees

Each child will be assessed a costume fee of \$150 per dance class. A deposit of \$75 per class is due November 15<sup>th</sup> with the remaining balance of \$75 per class due January 15<sup>th</sup>. Costumes must be ordered by November 15<sup>th</sup>. If we do not have your deposit by the due date, we will not be able to purchase your child's costume(s). The recital/costume fee is non-refundable. Each family with a child(ren) participating in the recital will receive two (2) tickets to the spring recital.

All dancers participate in a closing number at the spring recital. There will be a \$30.00 fee due April 1st for the closing number outfit which will consist of a CPAA t-shirt and a pair of CPAA shorts. The closing number outfit fee is non-refundable

The Nutcracker: Remix is usually held in December. There will be a \$50 costume fee per class due October 31<sup>st</sup>.

### Discounts

A 10% tuition only discount will be given to families with multiple children. The discount will be applied to the student(s) with the lowest tuition.

## Spring Recital

### Dress Rehearsal and Recital Day

**The Nutcracker: Remix will be held on December 18th at Gaston Christian School. Our 2022 Recital will be held on May 28th at Gaston Christian School.** Due to COVID-19, we may be required to have multiple shows. We will have more information about this at the beginning of the year. If your dancer will not participate in the recital, please notify us by November 1<sup>st</sup>. This notification helps teachers with recital piece placements only. Students not participating in the recital will still learn the recital dance and take regular classes.

### Measurements

During the first week of November, students will be measured for costumes. Please make every effort to have your dancer present. If a student misses measurement day, it is your responsibility to make sure we get measurements before costumes are ordered on November 15<sup>th</sup>. Growth consideration is given to all measurements. Teachers measure students; therefore, instruction time is limited this week. Parents will receive costumes the last week of class. You will be required to acknowledge receipt of your student's costume(s) with your signature.

### Awards

Awards are given at the spring recital. Students who are celebrating their 5<sup>th</sup> and 10<sup>th</sup> year with CPAA will receive a trophy. All other students will receive a medal.

## **Pictures**

We will have a professional photographer at the studio for group and individual pictures on May 21st. Please note, this date is tentative and subject to change. All dancers are required to participate in picture day.

## **General Studio Information**

### **Customer Portal**

All active families with a valid email address on file with the studio may access their account detail at any time via the CPAA Customer Portal. First time users must enter the email address they provided at registration and click on the "I don't know my password" link. A temporary password will be emailed to you immediately, so you can access the portal. The portal allows you to update contact and student information, register for classes, email us, change your password, etc. The Customer Portal Login link is in the bottom right corner of the Home page on our website.

### **Studio Rules**

- No food or drink (except water) is allowed inside the studios.
- We are a peanut/tree nut free facility; however, CPAA cannot guarantee that the studio will be free of any food allergens including but not limited to all nuts, peanuts, tree nuts, and/or nut products.
- No street shoes are allowed on dance floors.
- No dance shoes should be worn outside of the studio.
- All parents and dancers are always expected to behave in a respectful manner.

### **Communication**

Communication is very important. Please check your email regularly for important correspondence. Please make sure we have your correct email address on file, so you don't miss any announcements.

### **Inclement Weather**

In case of inclement weather, please call the studio to retrieve information left on our outgoing voicemail. You may also check our website and social media pages as they will be updated to reflect closings. All closing announcements will be made in a timely manner. Classes cancelled due to inclement weather are not made up.

### **Lost & Found**

Items left at the studio are placed in our Lost & Found bin located on top of the cubbies in the back of the studio. About four times per year we will donate unclaimed items to a local charity. About a week prior to donation time, we'll send an email reminding you to remind your student to check for any missing items before they are donated.

### **Summer**

We offer a variety of dance camps and classes in June and July. Registration opens in April.

### **Office Hours**

Monday – Thursday 5:00pm – 8:00pm

### **Staff Email Addresses**

General Information: [info@charlottepaa.com](mailto:info@charlottepaa.com)

Keva Miller: [kmiller@charlottepaa.com](mailto:kmiller@charlottepaa.com)

Siara Fuller: [info@charlottepaa.com](mailto:info@charlottepaa.com)

Amelia Sturt-Dilley: [amelia@charlottepaa.com](mailto:amelia@charlottepaa.com)

Brittany Caldwell: [brittany@charlottepaa.com](mailto:brittany@charlottepaa.com)

James Schuller: [james@charlottepaa.com](mailto:james@charlottepaa.com)

## **Social Media**



@cpaanation

@charlottepaa

Please follow us on social media for a look at all the exciting things happening at CPAA.

# CPAA 2021-2022 Recreational Calendar

## **Classes Begin**

Tuesday, September 7<sup>th</sup>

## **Nutcracker Costume Fee Due**

Sunday, October 31<sup>st</sup>

## **Costume Measurement Week**

Monday, November 1<sup>st</sup>– Friday, November 5<sup>th</sup>

## **Costume Deposit Due**

Monday, November 15<sup>th</sup> (Non-Refundable)

## **Thanksgiving Break (Studio Closed)**

Tuesday, November 23<sup>rd</sup>– Sunday, November 28<sup>th</sup> (Classes resume Monday, November 29<sup>th</sup>)

## **The Nutcracker: Remix - Tech Rehearsal and Performance**

Friday-Saturday, December 17<sup>th</sup> and 18<sup>th</sup>

## **Winter Break (Studio Closed)**

Monday, December 20<sup>th</sup> – Sunday, January 2<sup>nd</sup> (Classes resume Monday, January 3<sup>rd</sup>)

## **Costume Balance Due**

Saturday, January 15<sup>th</sup> (Non-Refundable)

## **MLK Holiday (Studio Closed)**

Monday, January 17<sup>th</sup>

## **Closing Number Outfit Fee Due**

Friday, April 1<sup>st</sup>

## **Spring Break (Studio Closed)**

Monday, April 11<sup>th</sup> – Sunday, April 17<sup>th</sup> (Classes resume Monday, April 18<sup>th</sup>)

## **Picture Day (Tentative)**

Saturday, May 21<sup>st</sup> (Times TBA)

## **Last Day of Regular Class**

Thursday, May 27<sup>th</sup>

## **Tech/Dress Rehearsal for Spring Recital**

Friday, May 20<sup>th</sup>

AND

Thursday, May 26<sup>th</sup>

## **Spring Recital**

Saturday, May 28<sup>th</sup> at Gaston Christian School

## **Memorial Day Holiday (Studio Closed)**

Monday, May 30<sup>th</sup>

## **Summer Camps and Classes Begin**

Tuesday, May 31<sup>st</sup>