

Charlotte Performing Arts Academy
Parent/Student Handbook
2026-27



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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 18th 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.

Ballet/Tap Combination • 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.) • Pink split sole canvas ballet shoe • Bloch SO302G Black Tap Shoe • Hair pulled off the face and neck	Ballet/Jazz Combination • 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.) • Pink split sole canvas ballet shoe • Capezio EJ2 Black Oversize Pull-On Stretch Jazz Ankle Boot • hair pulled off the face and neck		
Ballet ONLY Classes • Black leotard with pink tights • Pink Split Sole Canvas Ballet Shoe (BLOCH or Capezio) Hair pulled into a BUN	Jazz ONLY Classes • Any color leotard with tights or jazz pants OR tank top with biker shorts (NO SWEATPANTS) • Capezio EJ2 Black Oversize Pull-On Stretch Jazz Ankle Boot • Hair pulled off the face and neck		
Hip Hop ONLY Classes • Active wear such as sweatpants, warmups, tank tops, or t-shirt (No Jeans) • Any plain white flat bottom sole tennis shoes (Exclusively for dance – can't be worn outside of the studio) • Hair pulled back off the face	Tap ONLY Classes • Any dance clothing including sweatpants • Bloch SO388 Black Tap Oxford • Hair pulled back off the face		
Acro ONLY Classes • Active wear such as leggings, shorts, tank tops, or camisoles (No Jeans, sweats, t shirts) • No Shoes • Hair pulled back off the face	Dance shoes and attire can be purchased online or at the below local retailers: <table><tr><td>Lebo's 8324 Pineville-Matthews Rd Charlotte, NC (704) 295-1221</td><td>Morris Costume 4300 Monroe Road Charlotte, NC (704) 333-4653</td></tr></table>	Lebo's 8324 Pineville-Matthews Rd Charlotte, NC (704) 295-1221	Morris Costume 4300 Monroe Road Charlotte, NC (704) 333-4653
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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

Students should arrive 10 minutes before class eager and ready to learn. Our preference is for students to be dropped off curb side. Please make sure your student arrives on time. Arriving late disrupts the flow of dance class and distracts students.

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. If a student's ride is going to be late due to unavoidable circumstances, please notify the office as soon as possible. The student will remain in a designated indoor area (breakroom) until he/she is picked up.

No student is to leave the studio without parent supervision. If your student is to leave with another adult, please notify the office as soon as possible.

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	\$85.00
2	\$135.00
3	\$155.00
4	\$175.00
5	\$185.00
Unlimited	\$195.00

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.

Tuition

Tuition is due the 1st day of your first class and the 1st 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 5th of the month, your account will be accessed a \$35.00 late fee. Students with an outstanding balance on the 5th 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.

Our preference is for you to 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 drop-off. 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 15th with the remaining balance of \$75 per class due January 15th. Costumes must be ordered by November 15th. 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. **There will be no complimentary tickets for the spring recital. ALL TICKETS MUST BE PURCHASED.**

All dancers participate in a closing number at the spring recital. There will be a \$40.00 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.

We will have a Holiday Show on December 19th. There will be a \$75 costume fee per class due October 15th.

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.

Holiday Show

Dress Rehearsal and Recital Day

Our 2026 Holiday Show will be held on December 19th at Catawba Ridge High School. There will be two shows. Which show your student performs in will be based on class schedule. Rehearsal will be held on December 17th and 18th. More information about the show and rehearsal will be coming soon. If your dancer will not participate in the Holiday Show, please notify us by October 1st. This notification helps teachers with dance placements only. Students not participating in the show will still learn the dance and take regular classes.

Measurements

During the first week of October, 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 October 15th. 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 before the show. You will be required to acknowledge receipt of your student's costume(s) with your signature.

Spring Recital

Dress Rehearsal and Recital Day

Our 2027 Recital will be held on June 5th at a location TBD. There will be two shows. Which show your student performs in will be based on class schedule. Rehearsal will be held on June 3rd and June 4th. More information about the recital and rehearsals will be coming soon. If your dancer will not participate in the Recital, please notify us by November 1st. This notification helps teachers with dance placements only. Students not participating in the show will still learn the 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 15th. 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 5th and 10th 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 16th. 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 February.

Staff Email Addresses

Keva Miller: kmiller@charlottepaa.com

Siara Fuller: info@charlottepaa.com

Shainyce Jones: shainyce@charlottepaa.com

Mar'yana Mason: yana@charlottepaa.com

James Schuller: james@charlottepaa.com

Morgan Knoble: morgan@charlottepaa.com

Zoe Miller: zoelana@charlottepaa.com

Social Media



@cpaonation

@charlottepaa

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

CPAA 2026-2027 Recreational Calendar

Classes Begin

Tuesday, September 8th

Costume Measurement Week

Monday, October 5th – Saturday, October 10th

Costume Deposit Due

Thursday, October 15th (Non-Refundable)

Sunday, November 15th (Non-Refundable)

Thanksgiving Break (Studio Closed)

Monday, November 23rd– Sunday, November 29th (Classes resume Monday, November 30th)

Winter Break (Studio Closed)

Sunday, December 20th– Sunday, January 3rd (Classes resume Monday, January 4th)

Costume Balance Due

Friday, January 15th (Non-Refundable)

MLK Holiday (Studio Closed)

Monday, January 18th

Spring Break (Studio Closed)

Monday, March 29th – Sunday, April 4th (Classes resume Monday, April 5th)

Picture Day (Tentative)

Saturday, May 16th

(Times TBA)

Last Day of Regular Class

Saturday, May 29th

Memorial Day Holiday (Studio Closed)

Monday, May 31st

Extra Rehearsal Dates

Tuesday, June 1st - Wednesday, June 2nd

Spring Recital Dress Rehearsal

Thursday, June 3rd and Friday, June 4th

Spring Recital

Saturday, June 5th - Location TBD

All other special days, such as Parent Observation and Spirit Weeks, will be email to you.