

GRAND CENTRAL

academy of performing arts



ART & MUSICAL THEATRE HANDBOOK 2026-2027



13266 REESE BLVD E, HUNTERSVILLE

WWW.GCAPA.NET

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

SCHEDULED CLOSINGS

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

LABOR DAY	September 7
PATRIOT DAY	September 11
HALLOWEEN	After 3pm October 31
VETERAN'S DAY	November 11
THANKSGIVING BREAK	November 23-29
CHRISTMAS BREAK	December 19-January 1
PRESIDENTS DAY	February 16
DANCE TEAM BREAK	March 22-30
EASTER BREAK	March 23-30
MEMORIAL DAY	May 24
RECITAL WEEK	TBA

MODIFIED WEEKS

SEE GOOGLE CALENDAR FOR YOUR SPECIFIC TIME

CHRISTMAS DRESS REHEARSAL	November 9-14
PICTURE DAY: Musial Theatre	May 7

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 STUDENT BODY. GCAPA HAS ADDITIONAL PROTOCOLS FOR ALL EMERGENCY SITUATIONS.

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

CREW



MISS CAITLIN

Sparkles, Rising Stars



MISS AVERY

Stage Manager



MISS WENDI

CEO/Director
Team Instructor



MISS OLIVIA

Ballet



MISS LINDSEY

Rising Stars & Sparkles

DAD-APPROVED

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

GCAPA CULTURE

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

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

GCAPA is not the place to discuss your political agenda or belief. Please refrain from controversial topics.

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 not the place for idle gossip as we lead our dancers through childhood by example.

GCAPA is a place for education in art and life.

GCAPA is a business.

GCAPA is a family.

INTEGRITY | MODESTY | COMMITMENT | PROGRESS | COURTESY



WHAT TO EXPECT

What to expect each week in class:

GCAPA is a technique studio. That means that we're not just going to teach your child a dance routine, simple blocking, and a melody. We're going to teach them all the elements of theatre, including character development, stage direction, theatrical nuances, etc. The fun, the form, the fantastic. Each class is a structured experience from start to finish. While learning the blocking, routines, and music, 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 Actors only. It is not a gathering site.
- Actors should use the bathroom before class, not during.
- Help your child to remember his/her Actor's Manners:
 - * **Eyes on the teacher**
 - * **Be a first-time listener**
 - * **Keep your hands to yourself**
 - * **Wait your turn**
- **Actors are encouraged to keep a good attendance.** Since so much material is covered in each class, it is easy to miss a lot of vital information. Making up missed classes is encouraged in all levels. There are no make-ups that will catch a student up on missed material, but the time can be made in another class. Sign into your parent portal to mark an absence and ask the Stage Manager to help you choose an appropriate make-up class.
- **Actors 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 14. Has she learned? Has he 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."*

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.
- **GCAPA is a mostly FOOD-FREE, DRINK-FREE studio, including snacks for toddlers.** (exceptions made for Camps/Parties)
- **Please hang onto you DIAPERS OR FOOD/DRINK or containers. If left in the garbage, we will be invaded by critters.**
- **Please take CELL PHONE Conversations outside.**
- **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 student into class with the least amount of distraction.
- **RUNNING/CLIMBING:** All children must be supervised vigilantly by an adult and decorum is expected.
- Please keep all children from standing on chairs.
- There is 1 bathroom in the studio. 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 bathroom.

CLASS VIEWING

- Closed Circuit viewing is available for all classes in the New Haven Room.
- CCTV may also be available in the Hudson Room.
- 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 Students's class and 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.
- 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.
- **The Crew is not permitted to contact families outside of the studio. This is for their own safety as well as your child's. It is a fireable offense, we ask that you refrain from reaching out to the Crew or following them on social media. For questions and concerns please email info@gcapa.net or call the studio at 704.896.3033. Please do not private/direct message the Crew.**

STUDIO POLICIES

DROP-OFF & PICK-UP

- **All kids under 10 must be walked in and out of the building by you. 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.
- See back of handbook for Parking instructions.

MAKE-UP CLASSES

- There are no make-ups for Musical Theatre. Missed classes can be made up in a dance class as it pertains to age and level. Ask for current class times. Sign into your parent portal to mark and absence and choose a make-up class. Always work down-level if your level is not an option.
- Classes cancelled due to inclement weather follow the above make-up policy.
- In the off-occasion that a class is cancelled, further instructions will be given or you may use the above make-up policy.
- Classes **may not** be made up after Mother's Day. Missed classes are not refunded or prorated for any reason. Please follow the make-up policy.
- An injured dancer may make up class using the make-up policy for however long it takes to make-up the missed classes within the same class session. Tuition may not be put on hold for injury or prolonged absence. For prolonged 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

- Actors are expected to perform in their respective show. We work all semester solely toward the performance.

ATTIRE

- **Students are asked to refrain from wearing dresses, cutoffs and crop tops.**
- **All hair is asked to be put up and off the face.**

CORE VALUES

INTEGRITY | MODESTY | COMMITMENT | PROGRESS | COURTESY

MUSICAL THEATRE SCHEDULE

First Semester

TUES 8/11/26 Workshop 6-7:30pm (Kids)

TUES 8/11/26 Parent Info 6-7:30pm (Parents)

FRI 8/14/26 Auditions 6pm until finished (appx 2 hours)

SAT 8/15/26 Callbacks 2pm (if needed)

SUN 8/16/26 Cast List Posted

MON 8/17/26 Roles Accepted

Friday Classes 5:30-7:30pm Starting August 28, 2026

Friday 1/8/27 Tech Rehearsal

Friday 1/15/27 SHOWTIME! 7pm

For detailed information and communication please join the Band Group

Second Semester (Tentative Dates)

FRI 1/29/27 Workshop 6-7:30pm (Kids)

FRI 1/29/27 Parent Info 6-7:30pm (Parents)

FRI 2/5/27 Auditions 6pm until finished (appx 2 hours)

SAT 2/6/27 Callbacks 2pm (if needed)

SUN 2/7/27 Cast List Posted

MON 2/8/27 Roles Accepted

Friday Classes 5:30-7:30pm Starting February 26, 2027

Friday 6/4/27 Tech Rehearsal

Saturday 6/5/27 SHOWTIME! 4pm

For detailed information and communication please join the Band group.



MUSICAL THEATRE DRESS CODE

There is no dress code for Musical Theatre.

If wearing a skirt/dress, we ask that you wear shorts underneath to facilitate movement. Dance attire is always welcome. Hair should be out of face.

COSTUMES

Student provides: Tights, shoes, undergarments, and single-use pieces.

Production Provides: Everything else.

ATTENDANCE

There are no make-up days. Missed classes can be made up in a dance class 1:1. Lines and songs to be practiced at home. Videos shared on Band.

MAKE-UP

You Provide. Character make-up is walter soluble. Instructions provided.

REGISTRATION & TUITION

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

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

Tuition is drafted to your card-on-file (COF) on the **first of each month SEP-JAN or FEB-MAY**. Those who prefer to pay tuition via check or cash may do so before the 1st.

Declined charges will be reattempted on the 7th. After the 7th, a \$35 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 \$35 late fee per student.

Returned checks incur a \$45 fee payable only by cash or credit card.

Withdrawals must be made in writing (email) to info@gcapa.net at any time will incur one months' tuition to recast and reteach parts.

FRI 9/11 NO CLASS Patriot Day	FRI 11/6 	FRI 11/27 NO CLASS Thanksgiving	FRI 12/25 NO CLASS Christmas	FRI 1/1 NO CLASS New Years	FRI 1/8 TECH/DRESS REHEARSAL	FRI 1/15 IN HOUSE PERFORMANCE
FRI 2/19 NO CLASS Studio Break	FRI 3/26 NO CLASS Easter Break	FRI 5/7 	FRI 6/4 TECH/DRESS REHEARSAL	SAT 6/5 IN HOUSE PERFORMANCE		

ART SCHEDULE

Classes Begin September 1

No Classes: (Modified Schedule) November 2-7

Winter Exhibit: (Tentative) THU, Dec 10, 2026

No Classes: (Modified Schedule) Feb 15-20

Art Expo: (Tentative) MON, June 14

CHRISTMAS EXHIBIT AND ART EXPO

Each art exhibit will feature background music, hors d'oeuvres, and signature mocktails. Each artist will be honored with nods to their individual achievements.

REGISTRATION & TUITION & EXHIBITS

Registration: \$45 first child, \$35 second child, \$25 each additional child

Charged upon enrollment.

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

Declined charges will be reattempted on the 7th. After the 7th, a \$35 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 \$35 late fee per student.

Returned checks incur a \$45 fee payable only by cash or credit card. PAYMENT MUST THEN BE MADE BY CASH OR CC.

Withdrawals must be made in writing (email) to info@gcapa.net at any time will incur one month's tuition to recast and reteach parts.

Exhibit Fees: \$60 per artist per show. Admission fees: donations only.

PARKING AT GCAPA

CREW PARKING

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

NO ENTRY FROM BACK

There is no entry from the back of the building. All doors will be locked and never opened for knocking. This is a matter of safety.

Cars should never be left overnight in the parking lot. The Landlord reserves the right to tow unattended vehicles.