

# GRAND CENTRAL

academy of performing arts

# Stars

# HANDBOOK

## 2025-2026

GCAPA  
**15**  
years



13266 REESE BLVD E, HUNTERSVILLE

[WWW.GCAPA.NET](http://WWW.GCAPA.NET)

# CREW



**MISS WENDI**

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



**MISS CAITLIN**

*Sparkles*

**MISS AVERY**

*Stage Manager*

**MISS OLIVIA**

*Ballet*

**MISS ABBY**

*Sparkles*

**MISS ASHLEY**

*Sparkles, Rising Stars*

**MISS JADA**

*Sparkles*



# DAD-APPROVED

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

## GCAPA CULTURE

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

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

GCAPA 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**



# 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](http://www.gcapa.net/parents)**



# QUICK LINKS

[gcapa.net/...](http://gcapa.net/...)

[gcapa.net/rsd](http://gcapa.net/rsd) for **Ready Set Dance 1**

[gcapa.net/babies](http://gcapa.net/babies) for **Sparkle Babies/RSD2**

[gcapa.net/tots](http://gcapa.net/tots) for **Sparkle Tots/RSD2**

[gcapa.net/kids](http://gcapa.net/kids) for **Sparkle Kids**

**etc...**

[gcapa.net/dad](http://gcapa.net/dad) for Dad-Approved

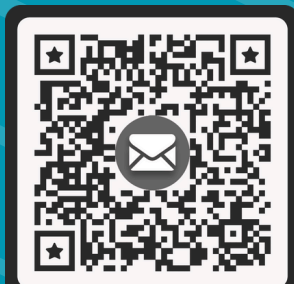
[gcapa.net/bab](http://gcapa.net/bab) Boutique/Lobby info

[gcapa.net/parents](http://gcapa.net/parents) for General info

## CONTACT



WEBSITE



Email GCAPA



Call GCAPA

# 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 dancer 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 Dancer's class and level 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](mailto:info@gcapa.net) or call the studio at 704.896.3033.

# 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 permissions.

## MAKE-UP CLASSES

- Any missed classes may be made up in a alternate classes. 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. 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

- Christmas Parade, Christmas Performance Troupe, Nutcracker, Competitions, Festivals and Recital information will be distributed at the appropriate times.
- Recital Participation is assumed. To withdraw, written notice is required by October 30th. Costumes will be charged starting November 1, unless notification is made.
- **All performances are optional.** However, each performance will have associated fees. We advise that you read the information distributed before making a choice.

## ATTIRE

- **Proper dance attire is required for all classes without exception.**
- Dancers should cover their bottoms when entering or exiting the building.

## CORE VALUES

**INTEGRITY | MODESTY | COMMITMENT | PROGRESS | COURTESY**



# WHAT TO EXPECT

## What to expect each week in dance class:

GCAPA is a technique studio. That means that we're not just going to teach your Dancer a dance routine or two. We're going to start from the beginning and teach them all the elements of dance. The fun, the form, the fantastic. Each class is a structured experience from start to finish. While learning dance, kids absorb so many life skills, lessons, work ethic, team work, and socialization. To get started on the right foot, we have some guidelines to follow:

- The classroom is for Dancers only. It is not a gathering site.
- Dancers should use the bathroom before class, not during.
- Help your child to remember his/her Dancer's Manners:
  - \* **Eyes on the teacher**
  - \* **Be a first-time listener**
  - \* **Keep your hands to yourself**
  - \* **Wait your turn**
- **Dancers are encouraged to keep a good attendance.** Since dance is a discipline that requires consistency, missing classes can put a dancer behind in their skillset, thus holding them back. Making up missed classes is encouraged in all levels. Make-ups can be made in the same name class. Sign into your parent portal to mark an absence and choose a make-up class.
- **Dancers are expected to be in their appropriate dress code, tights and shoes for every class with their hair properly secured off the face.** This includes the holiday classes, spirit week classes, and final classes of the year. If your Rising Star is not geared up properly we will send a little note just in case you are unaware. Dresses are never an appropriate substitute. Dancers in dresses are not be permitted to participate in acro class.
- **Dancers develop at different rates.** Abilities will vary within the class. The only comparison you should make is of your child from Week 1 to Week 35. Has she learned? Has 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."*

## DRESS CODE

*All Stars are required to wear a solid color leotard and either tan, pink, or black tights to each class.*

- Ballet requires a Black leotard and Pink tights. No skirts, attached or otherwise.
- GCAPA Booty Shorts are permitted in all classes except Ballet. Hair should be in a bun for all classes. Ballet skirts are permitted for Pre-pointe and Pointe at the teacher's discretion. Skirts may be earned.
- Below is the list of shoe requirements per class (available at GCAPA):

## SHOES

**Tap Shoes:** Black Studio Brand **Team: See Miss Wendi**

**Jazz Shoes:** Tan Studio Brand **Team: See Miss Wendi**

**Ballet Shoes: Levels 1-2:** Studio Brand **Team: See Miss Wendi**

**Hip-hop Shoes:** Black glitter sneakers, Studio Brand

**Musical Theatre:** Same as Jazz **Team: See Miss Wendi**

**Lyrical:** Studio Brand Tan Jazz **Team: See Miss Wendi**

**All shoes available ONLY at GCAPA**

## Scale

30 min	55
45 min	66
<b>1 hour</b>	<b>78</b>
1.25	96
1.5	109
1.75	129
<b>2 hours</b>	<b>139</b>
2.25	148
2.5	159
2.75	170
<b>3 hours</b>	<b>181</b>
3.25	189
3.5	196
3.75	203
<b>4 hours</b>	<b>211</b>
4.25	216
4.5	226
4.75	234
<b>5 hours</b>	<b>241</b>
5.25	249
5.5	256
5.75	264
<b>6 hours</b>	<b>271</b>
6.25	279
6.5	286
6.75	294
<b>7 hours</b>	<b>301</b>
7.25	309
7.5	316
7.75	324
<b>8 hours</b>	<b>331</b>
8.25	343
8.5	346
8.75	352
<b>9 hours</b>	<b>361</b>

## TUITION

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

Tuition is drafted to your card-on-file (COF) on the **first of each month AUG-MAY or JUNE (Depending on the recital date)**.

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 \$25 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 \$25 late fee per student.

**Withdrawals must be made in writing (email) to [info@gcapa.net](mailto:info@gcapa.net)** by the 15th of the month to avoid the next tuition payment. Those who withdraw after the 15th will be charged on the 1st for their final tuition payment.

# FEES

## FEES FOR CLASSES

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

**TUITION:** Monthly installments charged on the 1st of each month.  
First month charged upon enrollment.

**ATTIRE:** Merchandise ordered from GCAPA is charged when ordered. All items must be paid before ordering. Some merchandise is only available at GCAPA. All other merchandise may be ordered elsewhere.

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## FEES FOR PERFORMANCES

### ALL PERFORMANCES ARE OPTIONAL

**CURLS:** Curls are ordered at your leisure after the GCAPA Crew has color matched your child's hair. Curls are required for younger Team Members.

### MAY/JUNE RECITAL

#### RECITAL HANDBOOKS WILL BE DISTRIBUTED

**UPDATES**

**RECITAL FEE:** \$110 first child, \$60 per sibling. This fee includes all class photos and individual photos for the first routine, the rights to use those images at your discretion, digital downloads of your shows, and a recital T-shirt. Additional individual photos will be \$20 per costume 2 & 3, \$15 for each additional. Class photos are included. Please note requirements for team invitationals.

**JUNE RECITAL COSTUMES:** \$105 per costume paid in 3 installments. \$40 October 1st, \$35 November 1st, \$30 December 1st. (For example: a child with two costumes will be charged \$80 on 10/1, \$60 on 11/1, and \$60 on 12/1).

**TEAM COSTUMES:** \$115 per costume paid in 3 installments. \$40 October 1st, \$40 November 1st, \$35 December 1st. (For example: a child with two costumes will be charged \$80 on 10/1, \$80 on 11/1, and \$60 on 12/1). Rhinestones are purchased and applied by each family.

**TICKETS:** Ticket prices range from \$22 per seat and up. Price may change at any time. Price is based on cost of venue/labor/unions.

**\*\*All costumes are subject to unexpected tariff increases imposed by the costume vendors.\*\***

### CHRISTMAS HANDBOOKS WILL BE DISTRIBUTED

AND INCLUDE INFORMATION ABOUT:

**NUTCRACKER: TEA PARTY**

**CHRISTMAS PERFORMANCE OPPORTUNITIES**

**AND OTHER HOLIDAY FESTIVITIES**





# SCHEDULED CLOSINGS

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

LABOR DAY	September 1
PATRIOT DAY	September 11
HALLOWEEN	After 3pm October 31
VETERAN'S DAY	November 11
THANKSGIVING BREAK	November 27
CHRISTMAS BREAK	December 20-January 2
MARTIN LUTHER KING DAY	January 19
PRESIDENTS DAY	February 16
DANCE TEAM BREAK	February 17-20
EASTER BREAK	April 1-7
MEMORIAL DAY	May 25
RECITAL WEEK	TBA

# MODIFIED WEEKS

SEE GOOGLE CALENDAR FOR YOUR SPECIFIC TIME

CHRISTMAS DRESS REHEARSAL	November 1
TEAM PICTURE WEEKEND	March 7/8
PICTURE DAY: Rising Stars	April 18

# 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.

# PARKING AT GCAPA

## CREW PARKING

Please do NOT park in behind building. This designated area is for tenants and the CREW to park so that parents can park in the front of the building.

### THIS IS NOT A DROP OFF SPOT!

Crew members come and go throughout the night and if they cannot get to their spot on time, your child's class will not begin on time. Please be respectful of this area for the sake of the studio.

### EVEN IF IT IS JUST 2 SECONDS.

You may park in any of the 20+ spots in front of the building. Please inform your sitters and drivers.

### 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.