



CLASS ACT  
PERFORMING  
ARTS STUDIO

*Family Handbook*  
2023-2024 SEASON



# Welcome

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We are thrilled to welcome you to Class Act Performing Arts Studio and are so pleased that you've decided to be a part of our studio family. Upon first stepping through the big front doors of this historic building, we knew the possibilities for this space were endless. We could feel the energy of all the students that had come before, and all those yet to come, and I knew these halls were special. The continued renovation of the building is symbolic of the arts training we practice at CAPAS: built on the solid foundation of centuries of tradition, we value technique, structure and discipline. But even the most solid foundations need diligent upkeep, provided here by the youthful energy of our students and their families. When our foundation is strong, we have the freedom to play, explore and grow.

We are so proud of the faculty and staff that will be joining the CAPAS family this year. Not only are they professionals of the highest caliber in their own fields, they are committed to creating a positive and nurturing learning environment. Many of them have long-standing relationships with our students already and are deeply invested in every young artist's development.

Again, welcome to the CAPAS family. Whether you have been training with us for years or are walking through our doors for the very first time, We hope that you will have as much fun making the studio your home as we have.

Most sincerely,

The CAPAS Team



## Our Mission

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Class Act Performing Arts Studio is a place for young people to grow into artists of integrity. Our top-of-the-line training program will nurture and challenge both recreational and pre-professional students to become their best selves. With faculty who understand that there is more to performing than pointing your toes and kicking high, we promise to support every student's development holistically. We believe that discipline, respect and self-confidence walk hand-in-hand with artistry and grace. We strive to offer a safe and positive learning environment, where individuals are valued for what they each have to offer. Most of all, we believe that artistry and community are interdependent and inseparable. Our studio is a second home to our students and we are committed to filling that home with fun, passion, and professionalism.



# Important CAPAS Policies

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Registration Form: All policies must be agreed to and signed via electronic signature in the Family Portal at ClassActPAS.com in order for your child's enrollment to be complete. Please make sure that you have read and understand all the terms and conditions. Should you wish to sign and agree to those policies via a hardcopy, email Office@ClassActPAS.com to make arrangements.

Registration fees: Registration fees of \$35 per student are assessed at the time of enrollment for every studio year, and are not refundable for any reason.

Tuition and Billing: Tuition is due at the time of registration unless other arrangements are specifically requested by the parent/guardian. Monthly payment plans are available for students enrolled in 3 or more classes at a 3% processing fee. A bi-seasonal payment plan, the option to initially pay half of tuition at the time of enrollment and the remaining half of tuition at the beginning of our spring semester, is available for no additional fee. Please note: In opting for a monthly or bi-seasonal payment plan, you remain responsible for any unpaid fees owed to CAPAS until full tuition is paid should you choose to withdraw after the second full week of classes. All billing matters and inquiries should be addressed to **[billing@classactpas.com](mailto:billing@classactpas.com)**

Returned Checks/Declined Credit Card Transactions: Returned checks and declined credit card transactions will result in a \$25 fee. All clients participating in a payment plan MUST maintain a valid credit card on file.

Refunds: All registration fees are non-refundable. Additionally, no course fees can be refunded after the second full week of classes, even if you choose to withdraw your child from a class. This policy applies to all half year and full year classes. Those on a payment plan who withdraw after the second full week of classes will be responsible for fulfilling full tuition. All costume orders are non-refundable. Summer Camp tuition is non-refundable. No refunds will be granted in the event of a government mandated shutdown or acts of God or circumstances beyond our control, including but not limited to strikes, civil disturbances, weather conditions and COVID-19.

Credits: Any monetary credit in your account will be considered non-transferrable and will be honored for 12 months from the date of issue. Credits do not apply to private lessons or merchandise. No refunds will be granted in the event of a government mandated shutdown or acts of God or circumstances beyond our control, including but not limited to strikes, civil disturbances, weather conditions and COVID-19.

Rights and Reservations: CAPAS reserves the right to change or alter class dates and times based on scheduling needs. Cancellation and/or consolidation of classes may occur due to low enrollment. Clients will be given the opportunity to select another class, or receive a refund, should their preferred class become unavailable. We also reserve the right to place students in age and/or level appropriate classes at our discretion, based on the individual student's needs and progress.

Faculty and Substitute Teachers: Our teachers are highly qualified specialists in their respective fields and have been carefully selected to lead our program. CAPAS feels very fortunate to have faculty of this caliber and is extremely supportive of teachers' professional careers outside of our studio. As a result, we understand that it may be necessary from time to time to bring in a substitute. However, we will ensure that all substitutes are also highly trained professionals, whether they are teaching on a short or long term basis.

Annual Showcase: Students have the **option** to participate in our studio wide Annual Showcase featuring performers from all classes and levels. Showcase logistics, and obligations will be made available to families well in advance.

Missed Classes and Make-ups: If your child is unable to make a class, please try to notify us in advance. Unless otherwise agreed upon, repeated and habitual absences are frowned upon and will be addressed individually and may affect the student's ability to participate in the Annual Showcase. In most cases, CAPAS will allow make-ups during the same semester for any missed classes in age- and level-appropriate classes, space permitting and instructors consenting.

Weather Related Closings: Please check our website and social media pages for possible studio closings due to inclement weather or any other emergencies. Due to the number of students in our classes, we are unable to call each family individually to notify of unexpected closings. Because so many of our students come from different municipalities, CAPAS will make its own determination of closings independent of any school districts. All classes missed due to inclement weather may be made up in the semester in which the class was missed. Please note: It is possible that Company rehearsals may be called even if the studio is closed for regular classes.

Mandatory Closing: In the event of a government mandated shut-down of businesses or acts of God or circumstances beyond our contract, including but not limited to strikes, civil disturbances, weather conditions and COVID-19. CAPAS reserves the right to transition from in-studio classes to an online platform. In doing so, the tuition/refund policy will remain unchanged and there will be no refunds or credits for classes paid in full and/or no adjustments made to tuition owed if on a payment plan.

Private voice: Lessons are sold in 14-week packages and must be used over a 16-week semester period. You may purchase additional private lessons outside of your package based on teacher availability. **Private voice lessons MUST be cancelled by emailing office@classactpas.com at least 24 hours in advance.** Failure to do so will result in the forfeiture of that lesson with no make-up allowed. It is your responsibility to reschedule cancelled lessons. Students are only permitted to reschedule two of their 14 lessons per semester and no refunds/credits will be given for any cancelled lessons over and above the two. Should your teacher be unavailable for a scheduled lesson, the lesson may continue as planned with another of our highly qualified teachers or substitutes. Should we need to reschedule the lesson due to teacher scheduling conflicts, you will be notified as soon as possible and we will make three attempts to reschedule. Lessons cancelled due to weather can be made up during the current semester. Following that, the lessons will be charged and no credits/refunds will be issued. No missed lessons may be carried into the following semester or the summer. Please do not send your child if they are sick. Private teachers reserve the right to send your child home if they are sick.

Privacy Policy: Personal information collected by CAPAS, such as addresses, emergency contact and medical information, is for internal use only. It will not be shared with external organizations without your consent.

Child Safety: In order to ensure your child's safety, please notify the front desk if you will be unable to pick up your child, and will send another adult to do so. If you are running late, please alert the front desk by phone as soon as possible. Younger students must be picked up in the reception area, not outdoors.

Release of Liability: CAPAS, its agents, faculty, employees, owners and operators will be held harmless from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, injury or illness, including death, that may be sustained by the student and/or guardian, while in or upon the premises or any premises under the control and supervision of CAPAS, its owners and operators or in route to or from any of said premises.

CAPAS shall not be liable for any injury, loss, or damage arising from the event of a government mandated shutdown or acts of God or circumstances beyond our control, including but not limited to strikes, civil disturbances, weather conditions and COVID-19.

In addition, I shall assume full responsibility for any and all medical expenses my child may incur as a result of any injury he/she may sustain.

# The Class Act Way

At CAPAS, we believe that discipline, respect and self-confidence walk hand-in-hand with artistry and grace. Let's use these tools as our code of conduct and uphold  
THE CLASS ACT WAY:

- Arrive early and be ready/willing to work with a positive attitude.
- Be prepared! Come to class with all necessary materials (shoes, scripts, voice binders, and pencils).
- Give instructors/assistants your full attention.
- Wear cover-ups and street shoes when not inside the studio. No dance shoes outside please!
- No cell phones in class. If you must contact a parent, please ask your teacher for permission to step outside.
- Keep your hands to yourself and maintain quiet while fellow performers are working.
- If you are late or have to re-enter the room after class has begun, please wait until the music has stopped before entering. Also, please ask the instructor before leaving the room during class.
- No food, gum, or drinks (other than water) inside the studios.
- The barres are for exercises during class only.
- Pick up after yourself. Take pride in your studio home! Throw out any garbage, food, drinks in the trash receptacles.
- Support your fellow performers. This includes not directing or correcting other students no matter how helpful you think your suggestions might be.
- Take and apply corrections from instructors willingly.

**Parents and caregivers are role models for the children.  
We ask that you set a good example by:**

- Reviewing this Family Handbook thoroughly
- Checking website/social media regularly to ensure you are informed about important studio and performance information.
- Having young children ready and visiting the restroom BEFORE class begins.
- Labeling all shoes and dancewear with your child's name. Label all shoes on the inside.
- Making arrangements with the front desk for make-up classes.
- Assisting us in keeping your children quiet in common areas.
- Treating the front desk staff with respect and staying out of the office area.
- Keeping in mind that teachers often have limited time between classes to talk. Should you need to speak to a teacher, it would be best to e-mail [Office@ClassActPAS.com](mailto:Office@ClassActPAS.com) to set up an appointment. Teachers often have to run right back into the studio to teach another class, so their time is limited.

# Student Dress Code

<b><u>Class</u></b>	<b><u>Dress and Shoe Requirements</u></b>
Acting	Age appropriate, easy to move in apparel. Shoes: Closed-toe, non-marking soles. No flip-flops.
Dance Combo	<b>Girls:</b> Any style solid-colored leotard w/pink, tan, or black footed tights. Please no pictures, prints, or graphics. Shoes: Pink ballet and black tap shoes required. Tan jazz shoes optional. <b>Boys:</b> Solid color fitted tee with jazz pants, sweatpants, or shorts. Shoes: Black ballet and black tap shoes required. Black jazz shoes optional.
Hip Hop Totz, All Kids on Broadway and Musical Theatre	<b>Girls:</b> Any style solid colored leotard w/pink, tan, or black footed tights. Please no pictures, prints, or graphics. Performers can also wear black shorts or jazz pants over their tights. Shoes: Tan slip-on jazz shoes. <b>Boys:</b> Solid color fitted tee with jazz pants, sweatpants, or shorts. Shoes: Black slip-on jazz shoes.
Ballet	<b>Girls:</b> Hair in a bun. Solid black leotard with pink tights. No skirts. Shoes: Pink ballet shoes. <b>Boys:</b> Solid white tee with black tights or black shorts. Shoes: Black ballet shoes.
Jazz and Lyrical	<b>Girls:</b> Solid color leotard with tan or black footed or transitional tights with dance shorts or jazz pants. Shoes: Tan slip-on jazz shoes. <b>Boys:</b> Solid color fitted tee with jazz pants, sweatpants, or shorts. Shoes: Black slip-on jazz shoes.
Tap	<b>Girls:</b> Solid color leotard with tan or black footless or transitional tights with dance shorts or jazz pants. Shoes: Black tap shoes. <b>Boys:</b> Solid color fitted tee with jazz pants, sweatpants, or shorts. Shoes: Black tap shoes.
Hip Hop	<b>Girls:</b> Solid color leotard or tee with jazz pants or sweatpants. Shoes: sneakers. <b>Boys:</b> Solid color fitted tee with jazz pants, sweatpants, or shorts (length must be below the knee). Shoes: sneakers.

- For ballet, hair must ALWAYS be worn in a bun. For all other classes, hair must be tidy and pulled away from the face in a high pony or other style suitable to hair length.
- **Dance shoes are as important to class as proper attire. We ask that all students protect their property by labeling all shoes on the inside with the student's full name. Please do not wear your shoes outside of the dance studio.**
- Please take care to wear proper clothing over your dancewear when coming to or leaving from the studio.