

2023 CAPA Academy Terms & Conditions

CAPA Academy is dedicated to developing the creative intuition and joy of self-expression that resides in all, especially children. We provide expert tuition in performing arts that develops their own unique voice needed to succeed in a rapidly changing world.

The performing arts are our passion and performing arts education has been our core endeavour for two decades. CAPA Academy offers classes in all genres of dance, drama, musical theatre, singing, acrobatics and cirque. Each discipline and class engages the brain, body and emotions in different ways to encourage and develop the technical ability, confidence and creativity of each individual so they can work at their best, perform at their best and be their best, now and in the future.

Students have the opportunity to participate in specialized programs focusing on one art-form or a full cross training program for those seeking a more versatile performance future. Both pathways develop performing artists of the future. Developing talent and performing artists is second nature to us, with former students and current tutors working in every field of the profession in Dance, Theatre, Film, Television and Production.

In a time where the pace of technological change and economic instability make employment insecurity a worldwide experience, performing arts training has never been more valuable.

CAPA Academy faculty include qualified teachers and industry professionals who support all students during their training to be successful in whatever field or endeavour they choose in life.

Please find below 2023 CAPA Academy Information.

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ENROLMENTS

A registration form is required to be completed by all students prior to the commencement of the class/es of interest.

Registration forms can be completed at reception or via email: admin@capa-academy.com.au / 0402726676

If the class of interest has reached capacity, students will be placed on a waiting list and advised when a position becomes available. Once a student is attending regular classes please notify: admin@capa-academy.com.au of any changes to personal information ie: medical, address, contact details etc

CLASS TIMETABLE AND CHANGE OF CLASSES

CAPA Academy endeavour to run classes as per the timetable however all classes are subject to change or could be combined due to the demand or illnesses.

Term 1 and 2: Students wanting to change classes need to finalise this during week 1 and 2. Week 3 onwards no changes can be made and students need to remain in their registered class until the end of the term.

Term 3 and 4: Due to the end of year performance, costume ordering, choreography, commitment to learning and support of other class team members no class changes are able to be offered.

CLASS ARRIVAL AND DEPARTURE TIMES

Students arrival: No earlier than 10 minutes prior to class.

Students collection: No later than 10 minutes after class finishes.

Unless the students are registered on after school transport and/or before and after class care. If you require extended care either before or after class/es please register:

admin@capa-academy.com.au / 0402726676 **Extra fees apply.**

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We understand that due to unforeseen circumstances at times parents can be delayed on pickups. If you are running late for collections please text 0402726676 so we can let your child know.

LATENESS.

If a student/s arrives late to class it disrupts the teacher and focus of the students in the class. In the event you are late please use good manners and apologise before entering the class.

MISSED CLASS/ES AND CLASS MAKE UPS

In the event a student is unable to attend their regular class due to illness etc they can attend a class makeup in their age group in any genre during the term they are absent. Make up classes are unable to be carried over to the next term. Bookings are essential admin@capa-academy.com.au / 0402726676

Class makeup are a great opportunity to try different classes of interest.

ATTENDANCE/S

Please communicate your child's absences for classes, extra rehearsals, transport, before and after care by emailing admin@capa-academy.com.au / or text: 0402726676

TRIAL LESSON

Students attending regular classes are able to trial any other classes of interest complimentary (.FOC)

New students will be charged \$25.00 trial fee per class. If the student enrolls in the class/es, the trial fee for the class enrolled will be deducted from the term fees. Once a student is attending regular classes they are able to trial any other classes of interest complimentary (FOC).

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UNIFORM, HAIR AND SHOES

CAPA Academy set out all the uniform and shoe requirements for each class. There are different uniforms and shoes requirements classes and it is important that the uniform be worn to all classes. Most uniform and shoe items are purchased through CAPA Academy. Please ask reception for your requirements.

Ballet & Contemporary: correct uniform and shoes.

Girls: A very neat, slick high bun (flowers, bows optional).

Boys: Neat slick hair

Dance: Jazz, Tap, Musical theatre, Hip Hop: correct uniform and shoes.

Girls: A very neat, slick high ponytail

Boys: Neat slick hair

Drama/ Singing: correct uniform and shoes.

Girls: A very neat, slick high ponytail

Boys: Neat slick hair

Acrobatics Arts/Cirque: correct uniform and no shoes:

A very neat slick low ponytail. If the student/s has hair longer than shoulder length, a low bun is required for safety purposes.

Students who are unable to wear the correct uniform, hair and shoes may not be able to participate in the class due to the requirements of the class. ie: Tap class requires tap shoes, etc Uniforms that are ripped or torn should not be worn to class.

No fashion jewellery, accessories or watches are to be worn to class. The exception is small ear studs only.

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2023 FEES

All fees are invoiced by the term. **The full fees are to be finalised prior to commencement of the term.**

- If you are unable to finalise your fees prior to the term commencing, please contact the Director to confirm a payment plan. The plan needs to be finalised prior to the commencement of the term.
- All fees are non-refundable.
- If the invoice is outstanding by the end of week 1 a late fee of \$30.00 will be added to your account.
- We are unable to offer refunds for classes missed. Please refer to our class makeup option.
- All fees are GST inclusive and can be finalised by credit card, direct debit, apple pay and Bpay.
- If a student is unable to complete the term due to extended illness or injury a credit will be offered to be used towards school holiday workshops. We are unable to offer refunds or transfer fees to another term if the term is not completed.

TRANSPORT SERVICE / BEFORE AND AFTER CARE:

CAPA Academy offer Transport daily from local schools to support families during the term.

CAPA Academy are now offering extra care times before and after classes for students who require extended care either side of class time on a regular basis.

We understand that due to unforeseen circumstances at times parents can be delayed on pickups. If that occurs text so we can let your child know your running late.

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PARENT VIEWING

It is not usual practice for parents to watch classes.

CAPA Academy will offer an OPEN WEEK at the end of Term 2 where family members are able to view all classes and enjoy the student's improvement and learning. If you have any concerns during the year, please contact the Director to discuss your concerns.

admin@capa-academy.com.au / 0402726676

It is not usual practice for parents and carers to enter the studios at any time unless previously organised with the Director, teacher/s or staff members. For any questions or concerns please contact [admin@capa-academy.com.au/](mailto:admin@capa-academy.com.au) 0402726676

All students participate in performing arts activities at their own risk. CAPA Academy teachers and staff are not responsible for any injury or accident that may occur while on the premises.

END OF YEAR PERFORMANCES

All students are able to perform in the end of year performances. It is a way to show progress, improvement, dedication and commitment through performance. It is also an essential part of their performing arts training, learning stage craft, theatre etiquette, performance and of course enjoyment, IT IS FUN...
(Students may be required to perform in both evening performances).

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- Costumes are an essential part of performing and being on stage. Costume fees for the end of year performances are invoiced 50% Term 3 and the balance Term 4.
- Please notify the office at the commencement of Term 3 if your child is not participating in the end of year performance. Once the costumes have been ordered full fees for costumes ordered on your behalf will be required to be paid.
- The end of year performance and rehearsal dates will be available Term 1 to allow families to SAVE the DATES. It is important that all students attend rehearsals leading up to the end of year performances to become confident with their performance, work with their class members etc.
- In the event costumes or items are hired for the performances they must be returned on the night of the performances. If the item is not returned the costume fee will be required to be paid.

COMPETITONS

Any student may join the competition teams at CAPA Academy, as long as they commit to the rules and regulations of being part of the team.

Every year students are able to apply for a position.

Competition students are expected to attend all classes and rehearsals including extra rehearsals when needed.

Students who do not attend regularly may need to release their spot from the competition team classes.

Attendance at compulsory rehearsals is compulsory. You are part of a team, every time someone is absent it affects the other members, the teaching staff, choreography content, your learning and your improvement.

Students are required to purchase competition costumes for each genre.

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For more information:

email: admin@capa-academy.com.au / 0402726676

INTELLECTUAL PROPERTY

All creative content, choreography and show direction by CAPA Academy teachers and contract teachers remains the property of CAPA Academy and may not be used in any form without written permission.

STUDIO COMMUNICATION

Important information, invoices and newsletters will be emailed via our studio program and MYOB software. Please ensure we have a current email address/es and contact details.

PARENT and TEACHER COMMUNICATION

Please communicate any concerns or queries to the reception. The appropriate staff member will be contacted, and staff will then respond to the parent.

Teachers are unable to discuss matters or answer queries before, during or after classes.

STUDENT and TEACHER COMMUNICATION

All communication, change of lesson times and correspondence should come through reception.

CAPA ACADEMY LOYALTY & COMMITMENT

CAPA Academy offer a full range of performing arts programs instructed by qualified, experienced teaching staff. We pride ourselves in offering everything a student needs to succeed. It can be a conflict of interest for students to attend more than one studio. Part of our ethos and training is to offer a space where students create a strong feeling of support and allegiance through social bonds, while attending class with team members.

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PHOTOGRAPHY/FILMING POLICY

Students/Parents are not permitted to video or photograph classes, students or staff at anytime, unless given permission by the staff or individuals involved.

PHYSICAL CONTACT

Physical contact between a teacher and student may be required to demonstrate, correct or assist with dance, acrobatic or cirque content.

In the event of an injury, physical contact may be required between a First Aider and injured student or visitor.

WITHDRAWAL FROM CLASSES

Please notify CAPA Academy via email if a student is not returning to classes. Email admin@capa-academy.com.au/ 0402726676 *(We do have waiting lists on some classes we appreciate the communication. We are unable to offer refunds or credits for withdrawal from classes).*

COMPLAINTS

CAPA Academy encourages open communication and feedback to continue to provide a productive environment. Please raise your concern/s with the Director. All complaints will be discussed with the individual. We will endeavour to resolve all complaints to continue a positive learning environment for everyone.

BULLYING

CAPA Academy has a NO ZERO policy and does not tolerate bullying or defamation of character, which includes social media, verbal or physical. It also includes publicly discrediting CAPA Academy or any teachers, students, staff parents on any public forum. Defamation of character is serious and damaging. Offenders will be asked to leave the Academy and legal action may be taken.

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LOST PROPERTY

Please name all items of uniforms, clothing, shoes and Water Bottles. Students are responsible for all their own items.

PARKING

CAPA Academy have 7 marked car spaces plus ample parking at the back of the premises. From 2pm,-7pm, 2 spaces at the front of the premises are allocated for drop off and pickups to support our community.

LUNA SPARKLES (CAPA Academy's Therapy Dog)

A therapy dog is a dog that is trained to provide affection, comfort and support to people, often in settings such, schools, libraries, hospital, retirement villages, nursing homes, disaster areas etc. In contrast to assistance dogs, which are trained to assist specific patients with their day-to-day physical needs, therapy dogs are trained to interact with all kinds of children and adults not just their handlers.

Luna Sparkles is a 1yr old Cavoodle that has been part of CAPA Academy as a puppy since the beginning of 2022. She successfully completed her Puppy training and will complete her Therapy dog training in 2023. Part of her training is to attend the Academy and all areas of the community so she can become familiar with a variety of different situations. In 2022 Luna has helped many students who have been anxious, upset or just need a cuddle.

While Luna Sparkles is on the premises, she is either tethered, on a lead or with her handler. She loves children, playing ball, cuddles and sitting on the children's laps at every opportunity. She also loves cheese so watch your toasties 😊