

Student Class Level Placement

Carmel Academy of Performing Arts staff make ALL student class placement decisions. Placements are reviewed for accuracy & adjustments can be made by the Academy after classes begin! Students are rarely promoted to a higher level annually. Promotion is subject to each individual student's development and is at the discretion of the instructors. There is vital development within each level. Returning students can check with lobby clerks or via parent portal Welcome Page for personal class level placements before registering for a new school year.

Class Size & Waiting Lists

Class size limits are set depending upon the: style of class, level of class, studio room size, student's ages and individual teacher preferences.

We present a schedule to meet the needs of our new and continuing students. Still, our classes will become full and we then open waiting lists. If your first choice class is full, we can put you on a waiting list. We suggest you enroll in a second choice while waiting for space availability. Only students who have completed CAPA's registration process will be placed on Academy waiting lists.

Private Dance Lessons

Most of our instructors are available to schedule private and semi-private lessons. Arrangements are made directly with each teacher. Our lobby clerks will be happy to forward your interest to him or her.

Communication

Good communication between the Academy and our students and their parents is very important to us! To promote good communication, we publish a monthly newsletter, To the Pointe, which is e-mailed to all registered families along with other important e-mailed notices. PLEASE READ EACH E-MAIL SO YOU WON'T MISS IMPORTANT INFORMATION!

Feel free to telephone the Academy to discuss any questions or concerns with our clerks or leave a message for the director, studio manager or your child's teacher.

Classroom parent viewing takes place the first full week of the following months: October, November, February and March.

Schedule of Classes

Please refer to our Schedule of Classes for complete class information and rates. We offer students of all levels a comprehensive and challenging program. The Academy uses qualified substitute instructors when needed. We also proudly present a complete summer program of camps, classes and intensives. Master Classes and special dance and theater workshops are offered each year, which students are encouraged to attend. These guest

instructors enrich our students' dance and performing arts educational experience. Winter and spring breaks also include camp offerings.

TEAM CAPA COMPETITION TEAM

Team CAPA is a by-audition team of motivated dancers ages 6-18 yrs. The 4 levels of the team, (Mini, Junior, Teen and Senior,) incorporate approximately 45 dancers who perform at community events and attend competitions & conventions throughout the year. Please ask us if you are interested in receiving more information about the team!

MUSIC, VOICE AND ACTING PROGRAM

The Academy offers a complete program of private instruction in musical instruments, voice and acting for students from age 5-adults! We have a staff of highly qualified instructors teaching beginning through advanced students. We can assist in renting or purchasing your instrument of choice. Additional policies for this program include:

Monthly Payments

Upon completing the Academy's registration process, music tuition is billed only for the weeks that CAPA is open in each month, so the tuition rate will vary from month to month. The year's music calendar is distributed to our music students listing each month's tuition amounts and special events.

Missed Lessons and Make-Up Lessons

We offer each student 1 private music make-up lesson each term (Aug-Dec and Jan-Jun). However, you must notify us at least 24 hours in advance of any absence. In order for the make-up system to work, we must have at least 24 hours notice so we can offer the spot to another student to use as his/her make-up time. When a space becomes available, we will call you to ask if you would like to take the available slot. You will have 24 hours to accept the available slot.

Annual Calendar of Performances

The students present two afternoon music recitals each year. See current year calendar for specific dates.

Substitute Instructors

The Academy must from time to time provide qualified substitute instructors for your lessons. If a qualified substitute is not available, we will work together to arrange a suitable replacement time. Musical Instruments and Music Books Each student is responsible for providing their own musical instrument and lesson books which must be brought to each lesson. Each instructor will advise their students as to which booklets to purchase. The Academy provides an on-site piano, electric keyboard & drum set for students to use, however students are expected to have access to these instruments in their homes to practice on. For more information, please contact us at (831) 624-3729.