

CGPAC 2019-20

Parent Handbook

Cary-Grove Performing Arts Centre
21 Jandus Rd., Cary, IL 60013
phone (847)639-3800
website: www.cgpac.com

Volunteer Assignments: _____

Principles governing our program: We believe that every student deserves the best training we can offer. We understand that students come to us for many reasons: to obtain structured exercise, to try something new, to pursue skills that will broaden their abilities, or to pursue a career in the arts. We strive to provide a foundation for all students to attain their goals.

Registration: The initial registration for the school year is held in July/August. Returning students are offered a priority registration opportunity before new student registration. Mailed/emailed registrations will be accepted after priority registration is completed. Registration for school year classes will be accepted through September.

Attendance, Class Cancellation and Make-up Classes: Please call to report student absences. Excessive absences will cause the student to fall behind and may result in the student being omitted from parts of the recital dances. Missing class in the month prior to performance may result in removal from the performance piece. Absenteeism also affects the student's overall learning and may affect future level placement. No make-ups are given for student absences.

NEW THIS YEAR

Spring Dance Recitals will be held June 6th and 7th. This year that will be the end of all 2019-2020 programming. Please see the full calendar in the brochure for all dates.

Class Calendar 2019-20

Classes will start Tuesday, September 3rd and will meet every week until the spring performance EXCEPT:

* November 26 - 30 (Make-up Week, all Sunday and Monday classes meet 11/24 and 11/25 to make up for Labor Day)

* December 9 - 14 (rehearsals/performance only)

* December 15 - Jan. 4 (Winter Break)

* March 15 - 21 (Make-up Week if needed)

* March 22-28 (Spring Break)

* May 31 (Spring Make-up Day if needed)

*Swing Choir classes end with the May 17th concert.


*Voice, Piano, and Non-performing dance classes end May 30th.

*Dance classes end with the June 7th recital.

YES, we have class on the following holidays:
Columbus Day, Veterans Day, MLK Jr. Day, Conference Days, Memorial Day, etc.

Class times may change on Halloween and Memorial Day.

Placement: The process of promoting students from level to level is very complicated and time consuming. Along with the recommendation of the teacher from the prior school year, we look at the student's musicality, physical and social development, maturity, attendance, effort, talent, and summer class progress. From this we determine the most appropriate level for each student. Teacher reassessments are made in late September to confirm proper placement. Students typically spend two years in a level; for Hip Hop and Modern, 2-3 years may be spent in a level. If you have questions about placement, please call so we can discuss the criteria.



Weather related cancellation of classes: Should the need arise to cancel classes due to weather conditions, we will send out an email to those who have themselves registered on CGPAC.com. We will not call you in this case. If classes are held and we feel that weather conditions become too dangerous and we choose to cancel, we will call your preferred phone number to inform you of the cancellation. *Please note that although school may have been cancelled, classes may still be held. When in doubt, please call!

Family Work Fee: Each dance/swing choir family pays a \$25 work fee at registration. Throughout the year you must work at least one shift *per student* to earn it back. Many opportunities are available to fulfill your "shift." After your "work" is completed, a \$25 credit will be put on your family account. Approx. 75 workers are needed at each of the 4 winter recitals and 4 spring dance recitals. We encourage you to go above and beyond to make your child's performance experience superior.

Payment Policy: It is our expectation that students will take class for the entire school year. We have developed three payment options: full payment (less 10% offered upon registration through Aug. 8th), 3-monthly payments, or 9-monthly payments. Any account not paid by the due date will be assessed a \$10 per week late fee. Those families choosing the 3- or 8-payment plan will be required to secure their tuition agreement with a credit card or checking account. In the case of an NSF check or a payment more than 15 days late, the credit card or checking account will be charged the tuition, plus any applicable late/service fees. Since our commitment to hiring teachers is for the entire year, **refunds cannot be issued for dropped classes.** However, CGPAC account credit may be issued in some cases. To avoid late charges, please set up auto-payment to draft your remaining payments from your credit card or checking account.

Emails! If you don't get monthly Newsletter Emails from us, please go on CGPAC.com to sign up. Putting your email on your registration form does not sign you up for these emails! Consider adding another parent, grandparent, or the student if that helps your scheduling and communication!

Viewing Day! In order to keep our classes focused on the instructor, our classroom doors are usually closed. Viewing Day is a regular class that visitors are invited to attend. Small children should NOT attend unless they can sit quietly through class. Parents - please leave your shoes in the hallway. Put these dates on your calendar and plan to attend: Oct. 20-26, Dec. 1-7, Feb. 23-29, and May 10-16 (dance classes only in May).



Bring-A-Friend to Class: Students may bring a friend to class on the following dates: Sept. 15-21, Jan. 12-18. "Friends" must adhere to dress code - no street shoes are allowed in the studios.

Mandatory Dress Rehearsals: Although participation in the performances is optional, if you choose to participate you **MUST** attend all dress rehearsals and are expected to perform in both shows for that recital. In addition, you must have good attendance during the months prior to the show. You will have the opportunity to submit rehearsal week conflicts and we will make every effort to work with those requests.

Performance Contract: We expect all performers to perform in both shows for each recital. If your student can only perform in one show, you must submit it in writing to your instructor by Nov. 1 (for Winter)/April 1 (for Spring). Since late drop-outs affect all of your classmates, if notification is not submitted in time, and a student needs to drop out of one show, they may forfeit performing in both shows.

Refunds: If at any point you are dissatisfied with your child's class, please put your concerns in writing and leave for Miss Amy to address. Account credit requests will be reviewed by the owners. Costume fees are non-refundable after November 1, and no credits of any kind will be given after March 1.

Spring Performances

Swing Choir: Sunday, May 17th 7:00 pm at CGHS. The swing choir classes will perform a joint concert with the CGHS Swing Choir. **Mandatory**



dress rehearsals will be both Friday, May 15th 6:30-9:00 pm at CGPAC, and Sunday, May 17th 6:30-9:00 pm on stage at CGHS. Swing Choir costume rental fee is included in tuition.

Dance Spring Recital: Blue Cast Sat., 6/6 at 2:30 pm and Sun., 6/7 at 6:00 pm, Yellow Cast Sat., 6/6 at 6:00 pm and Sun., 6/7 at 2:30 pm, at the CGHS. "Cast" assignments stay the same from winter. **Mandatory** dress rehearsals will be held June 1st-5th. A non-refundable costume fee is included in the tuition. If you do not want a costume ordered for spring, we must have the request in writing by Nov. 1.

"Winter Wonderland" All of the dance and swing choir classes (except parent tot) will participate in the "Winter Wonderland" production in December. Our fall classes will include preparation for this simple production, but will focus much more on technique and general training. All costume fees are included in your tuition. It will be held at Cary-Grove High School. Each class has been pre-assigned to a cast: **Blue will perform Fri. 12/13 7:00 pm and Sat. 12/14 3:15 pm. Yellow will perform Sat. 12/14 12:30 pm and 6:00 pm. Mandatory** dress rehearsals will be held at CGPAC 12/9 and 12/10 (4-9 pm) and at CGHS 12/11 and 12/12 (4-9 pm). Each class will be assigned one day at CGPAC and one day at CGHS for rehearsals. Please keep all 4 dates available and turn in conflicts for all 4 dates.

Voice and Piano Recitals: Participation will require a fee for each performer. No tickets are required to attend. Rehearsals will be arranged with your teacher.

Winter: TBA Cary United Methodist Church
Spring: TBA Cary United Methodist Church



Dress Code: Please follow our dress code! A complete list of what to wear is available in the brochure and on-line. Students not following dress code may be asked to purchase proper attire or sit out. For your safety, dancers without proper shoes will NOT be allowed to dance. All dancewear items and shoes are available at C-G Dancewear next door to the studio. CGPAC students always receive at least a 10% discount on every purchase. Watch for monthly student specials!

Earn Tuition Credit: For each season that you take a class (fall, winter, spring) you will earn a "point." For each summer class you take, you will earn 1/2 "point." When your family reaches 10 points you will be issued a \$75 credit on your account to use for future tuition (while remaining active). This program is for active accounts only and has no redeemable cash value, inactive account credits will expire.

Discipline and Classroom Rules: It is our expectation that both parents and students will conduct themselves respectfully both in the studio and at rehearsals/performances. Anyone whose actions reflect a lack of respect for staff, fellow students or the facility will be asked to leave. Thank you for setting a good example.