

A child wearing a yellow beanie and a colorful patterned shirt is in a dynamic, low-to-the-ground pose, possibly dancing or performing. The background is dark with several vertical, glowing light trails in yellow, orange, and green. The child's feet are also lit up with colorful lights.

CCA

CITIPointe
**CREATIVE
ACADEMY**

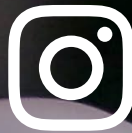
STUDENT HANDBOOK 2023

WELCOME TO CCA

Citipointe Creative Academy provides quality artistic training with industry - professional teaching artists in a safe, inspiring and kind environment. Our Student Handbook is your step-by-step guide on everything you need to know when attending CCA.

Additional information can be found on our website.

We encourage you to follow us on our social media platforms for easy access to regular CCA updates and news. You can locate our social media pages on both Facebook and Instagram, plus a private CCA Community Page is available for current families on Facebook.



citipointecreativeacademy.com

OUR POINT OF DIFFERENCE



Faith



Creativity



Excellence

At Citipointe Creative Academy, we employ faith-based teaching artists that are passionate about both the professional outworking of our student's giftings and the supportive development of the person as an individual.

We believe that each student requires more than theory in the classroom alone and that they greatly benefit from experienced - based learning curves provided by our expert team.

Through handpicking our CCA teaching artists, you can be assured that your student will be nurtured, nourished and educated in technique, development of their craft and their personal creative journey.

LOCATION

322 Wecker Rd
Carindale QLD 4152
Ph: (07) 3347 5888

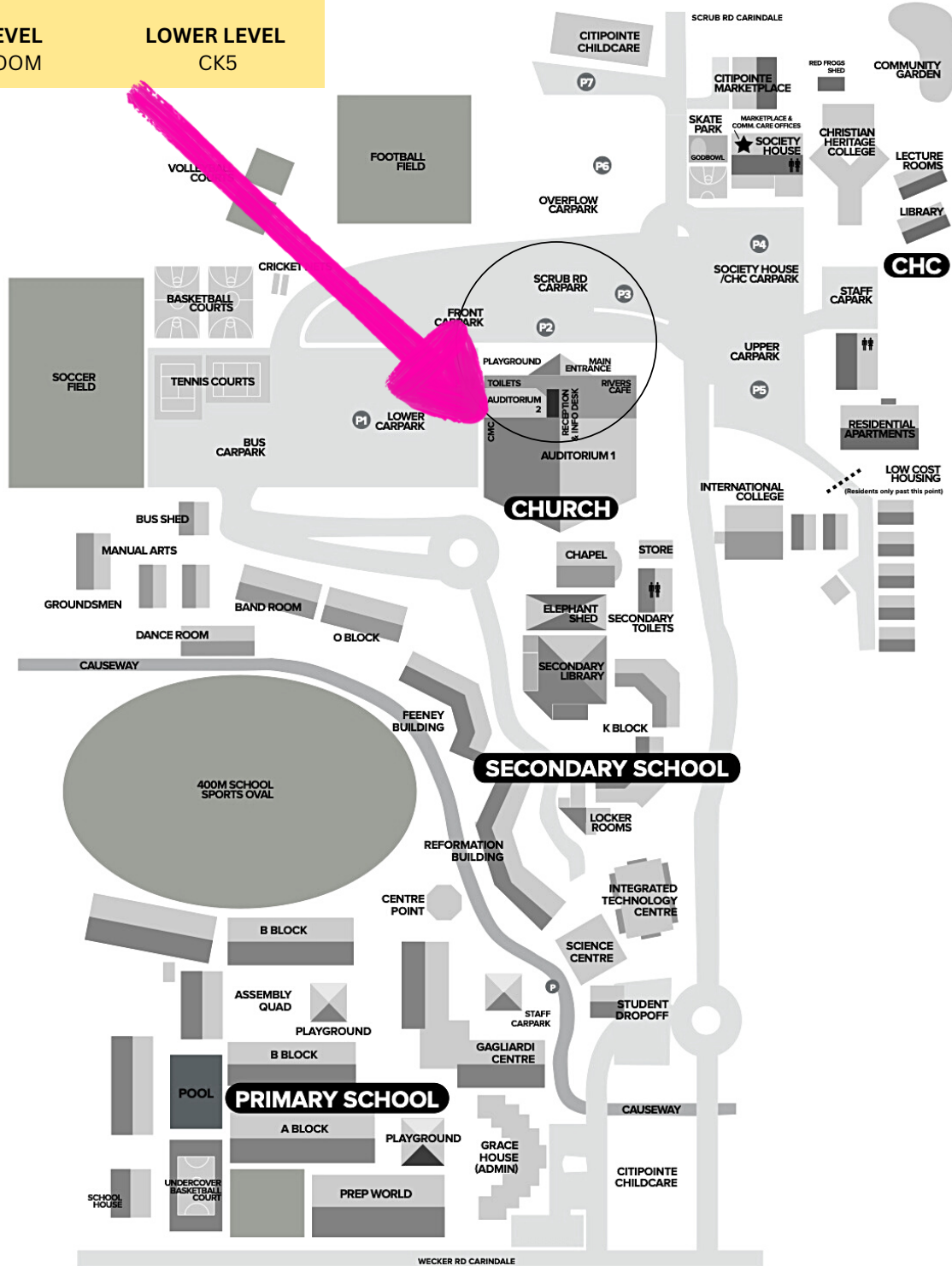
CCA STUDIOS

MEZZANINE LEVEL

CCA CHECK IN DESK, TOILETS
CK2 + PK1

UPPER LEVEL
MUSIC ROOM

LOWER LEVEL
CK5



CCA Check- In Desk is located on the Mezzanine Level at Citipointe Church. Best entrance is via the Lower carpark.

CCA CALENDAR

(Please print out and save dates)

TERM DATES

TERM 1

Monday 30 January - Friday 31 March

TERM 2

Monday 17 April - Friday 16 June

TERM 3

Monday 10 July - Friday 15 September

TERM 4

Tuesday 3 October - Friday 24 November

PUBLIC HOLIDAYS

7 APRIL

Good Friday

10 APRIL

Easter Monday

25 APRIL

Anzac Day Holiday

1 MAY

Labour Day

16 AUG

Royal Queensland Show

2 OCT

Queen's Birthday

Please Note: Classes will not be held on Public Holidays unless otherwise advised. Tuition invoices will be adjusted accordingly

PARENT VIEWING WEEKS

TERM 1 27 - 31 March

TERM 3 11 - 15 September

Please note: Parent viewing is available at all classes during these weeks only.

Max. 2 family members per student are allowed due to space.

Parent Viewing is for the final 10-15 minutes of the class and the teacher will invite family members in when the students are ready.

CCA STUDENT SHOWCASES

TERM 2 Saturday June 17

TERM 4 Saturday Nov 18

All students/classes are invited and encouraged to perform in the CCA showcases.

CULTIVATING CREATIVE INFLUENCE.

CCA

CCA PERFORMANCES

STUDENT SHOWCASES

CCA Student Showcases are held at the end of Term 2 and Term 4 only.

(Saturday 17 June & 18 November)

*Additional rehearsal dates will be required prior to each showcase.

We provide various opportunities for our CCA students to shine on stage throughout the year.

Through partnering with Citipointe Church, we offer opportunities to perform in Conferences, Christmas Productions & special events held throughout the year.

Offers for these performances will be advised when required.

PERFORMANCE SQUAD

If you are a dancer between Gr 2-10 and want to take your dancing to the next level in 2023, CCA PERFORMANCE SQUAD is for you.

A supportive and encouraging community of aspiring creatives to be a part of!

CCA Performance Squad is an amazing opportunity for students wanting to up skill and challenge themselves - taking their dancing to new heights!

* Advanced Technical Development Training

*Cross-genre training in Ballet, Jazz, Contemporary Dance, Hip Hop and Tap

* High-level choreographic routines

*Exclusive 90/105 min weekly lessons with industry-professional teaching artists

* Performance opportunities

* Limited Spots Available

* Junior and Senior Squad

* Boys and Girls welcome

Performance Squad is an AUDITION-based team and openings are offered at the beginning of Term 1 and Term 3.

2023 Audition Dates:

Senior Performance Squad Auditions (Gr 5 - 10 students)

3:45 - 5:30 PM (105 MINS)

Term 1: THURS 2 FEBRUARY

Term 3 : THURS 13 JULY

Junior Performance Squad Auditions (Gr 2 -4 students)

3:45 - 5:15 PM (90 MINS)

TERM 1- MONDAY 6 FEBRUARY

TERM 3 - MONDAY 10 JULY

Please note - Performance Squad members are required to be enrolled in a minimum of ONE additional CCA weekly lesson in the following genre options only:

*** Ballet * Jazz * Contemporary**

(These classes offer the technical support and development required for Performance Squad students. Classes such as Tap, Hip Hop, Drama and Acro are not permitted to be chosen as the your one additional class.

Special Offer for Performance Squad Members Only

Add an extra ballet for only \$10 per lesson when enrolled in Squad PLUS your ONE required additional class in Jazz/Ballet/Contemporary.



CCA GUIDELINES

ARRIVAL AT CLASS

Please arrive 5 minutes prior to your class start time to check in. Each student must ensure they have been to the toilet and have a water bottle for class.

- No food is allowed in any CCA studios.
- Late arrivals may result in students being unable to participate in class.

PICK UP FROM CLASS

All students must be picked up from class by a parent/guardian or authorised pickup person that is over 16 years of age.

Students will be instructed to wait inside the mezzanine level if their parent is late for pick up. Students are not permitted to walk themselves back through surrounding carparks or through the school grounds without an adult.

We understand that emergencies do happen. However, if late pick up happens more than 2 times, there will be a charge incurred of \$1 per minute.



For class absences and late arrivals/pickups, please call the CCA Team:
(07) 3347 5888

PARENT WATCHING

Parents are unable to be in the studios during lessons, but are welcome to wait on our Mezzanine Level or outdoor seating areas.

Parent viewing classes are the last week of Term 1 and 3. We ask that parents do not challenge or argue with the CCA teaching artists on these set guidelines. Please talk to the CCA Manager or Host if you have queries on this matter.



CCA DRESS CODE

Citipointe Creative Academy holds a high standard of safety and professionalism and it is important that our dress code is adhered to at all times.

Unfortunately, failure to follow our dress code guidelines may result in students being unable to participate in their class.

All students are required to bring a water bottle to class and have their hair pulled back neat and tidy.

No school uniforms or school shoes are permitted in classes.

BALLET

Girls: Black leotard, black wrap skirt, ballet tights, pink ballet shoes and hair in a bun.

Boys: Black leotard /fitted singlet, black shorts/leggings and black ballet shoes.

JAZZ

Girls: Black leotard/fitted singlet, black leggings/bike shorts, CCA Shirt and black Jazz shoes.

Boys: CCA T-shirt, black shorts and black Jazz shoes

CONTEMPORARY

Girls: Black leotard/fitted singlet, black leggings/bike shorts, CCA Shirt and foot thongs.

Boys: CCA T-shirt, black shorts and foot thongs.

HIP HOP

Girls: CCA T-Shirt, black leggings/bike shorts, sports sneakers.

Boys: CCA T-shirt, black shorts and sports sneakers.

ACRO

Girls: Black leotard, black leggings/bike shorts.

Boys: Black fitted singlet, fitted bike shorts. (loose sports shorts may also be worn but must have bike shorts underneath)

Please note that due to the athletic nature of Acro, fitted clothing is crucial to ensure student's safety and modesty when performing skills such as handstands and flips. Loose T-shirts will not be permitted.

SPEECH + DRAMA

CCA T-shirts, black pants and enclosed shoes (school uniforms are not permitted)

INSTRUMENT + VOICE TUITION

CCA T-shirt, black pants and inclosed shoes (school uniforms are not permitted).

Students are required to bring a blank exercise book and a plastic sleeve folder for printouts.

Guitar students must provide their own guitar

PERFORMANCE SQUAD

Girls: black leotard, black Leggings/ bike shorts, black CCA shirt and hair in neat ballet bun (no pony tails, long plaits or hair out allowed)

Boys: Boys: CCA T-shirt, black shorts and black Jazz shoes

Dance shoes required by all Performance Squad members (Boys and Girls):

- * Black jazz shoes
- * Natural coloured foot thongs/foot undies
- * Black tap shoes

PAYMENT & TUITION

All CCA fees are invoiced per term

DANCE/DRAMA/ACRO

Fees per lesson

30 min - \$17.00
45 min - \$18.50
60 min - \$20.00
Junior Squad - \$30.00 (90 min)
Intermediate Squad \$32.50 (105 min)

INSTRUMENT/VOICE

Fees per lesson

Private lesson 30 min - \$39.50
Duo Lesson. 30 min - \$27.50 p/p
Group lesson 45 min - \$20.00 p/p
• Group and Duo lessons are available for Vocals only.

- CCA does not offer casual class fees all fees are invoiced per term (with exception to Adult Pilates which are eftpos payments at the door)
- Invoices will be distributed prior to the commencement of each term.
- All fees are charged per term and are due within 14 days on your invoice.
- \$60 Administration is due upon initial registration and is a once-off yearly fee per student.
- All payments are made online via credit card or direct debit via the parent portal. Payments are non-refundable. Please note: we are not able to credit classes or refund due to the student being absent or unwell.
- In the event that full payment is not made by the due date of invoice, the performer will not be permitted to participate in future terms.
- Students will be required to pay for any costumes required for performances throughout the year. All efforts possible will be made to reduce this cost to a minimum.
- Students may change (or add) classes after enrolment in each term. Written notification of intention to change must be emailed to info@citipointecreativeacademy.com. Any difference in class fees must be paid at the time of notification. Upon commencement of Week 3 in each term and thereafter, no changes can be made to a student's enrolment without prior written approval from management.
- We understand that everyone can fall sick from time to time. If this occurs, we ask that you notify us via email or call 3347 5888 if your child will be absent. Refunds are not offered for missed classes and make-up sessions are not available unless otherwise advised.
- If CCA cancels a class due to closure or teacher absence the class fee will be credited to your account.

CCA POLICIES

Damages

The parent/guardian will be financially responsible for any damage sustained to CCA's property by the student or their guardian. Management will charge the parent/guardian for any costs incurred for repairs, labour or replacement as deemed necessary.

Unforeseen Circumstances

If CCA is unable to comply with any of the provisions of this agreement by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, or any other unforeseen contingency or accident, CCA will not be liable.

Responsibility

CCA does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after dance classes. The student and their guardians are solely responsible for their personal belongings and property whilst on the premises. The student and their guardian release CCA staff, instructors, agents and directors from any responsibility in any way for loss or damage of its personal belongings or property. The student and their guardian shall make no claim adversely impacting, causing hardship or undue stress on CCA as a result of their actions.

Duty of Care

CCA provides for the safety and care of the student whilst on the premises. CCA dance studios aim to take reasonable care to ensure their acts of omission do not cause reasonably foreseeable injury to performers. Students are responsible for their own conduct, behaviour and personal safety whilst on the premises. CCA does not accept responsibility for student's safety outside the premises. CCA and its service providers attempt to minimise any risk of personal injury within practical boundaries, however, accidents do happen and all physical activities carry the risk of personal injury. All students and guardians acknowledge that while every care and safety measures will be taken, there is an inherent risk of personal injury in physical activities that will be undertaken at the studio/as part of the program and accept that risk.

Media Consent

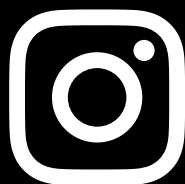
The student and their guardian consent to release any photos and video footage obtained of the student whilst in class or in performance for CCA. The student and their guardian consent to the aforementioned photos and video footage to be used by CCA for the purpose of advertising, including, but not limited to citipointechurch.com, social media and www.youtube.com. Any photos or video footage obtained on the premises of Citipointe Creative Academy remains the sole property of CCA. We ask that parents and guardians do not take a photograph or video footage of any classes or concerts in respect to the other members of the class. Instagram will be used to post class photos and where applicable photos from performances will also be sent through. Written request are required if these media guidelines are not suitable for personal reasons.



For all enquiries, contact CCA:
Email: info@citipointecreativeacademy.com

Ph: (07) 3347 5888

For regular updates, follow CCA on Instagram and Facebook



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