

**Mission**

To offer youths guidance, create new dance concepts by exploring all aspects of movement vocabulary and to develop technical skills required to prepare the body as an instrument of expression

**Vision**

To become one of the most renowned dance schools for cultural preservation and presentation of new dance expressions nationally and internationally

**Motto**

Passion for excellence

The purpose of this manual is to provide an information source, improve our efficiency and ensure transparency of our operations. All rules and regulations of CCAD are strictly enforced. As a member of the academy, you are required to sign that you have read and understood these policies, so we encourage all members to review carefully. General meetings will be held yearly or before if the need arises.

**CODE OF CONDUCT**

- Dancers must display humility, and be respectful to others (teachers, dancers and parents) at all times.
- Dancers will be dismissed from class for unacceptable conduct and breaches to our code of ethics. There will be no tuition reimbursement for such occasions.
- No one will be permitted to enter or disrupt classes that are in progress.
- Mobile phones must be switched to vibrate or silent modes. Dancers are not allowed to make or receive calls on their mobile phones while classes are in progress.
- Chewing gum is strictly prohibited during sessions.
- No eating or drinking is allowed in the studio.
- Inappropriate gestures and obscene language will not be tolerated
- Photography or videotaping fellow dancers is not permissible during class sessions, unless approval has been granted by the Director.

**GENERAL INFORMATION**

- Parents may wait in the lobby for students.
- Class visitation is scheduled for the first and last scheduled session of every term.
- Teachers and assistants cannot monitor the waiting room or other parts of the establishment. Do not leave small children unattended. Please make every effort to have children picked up in a timely fashion.
- Keep the toilet facilities and the dance areas clean at all times; place trash in the bins. All water bottles are to be left on the tables outside the studio.
- CCAD is not responsible for lost or stolen articles. Please secure your valuables. Management will not be responsible for items that are left on the premises. Please label all your belongings.

**PARKING AREA**

- Parking is NOT allowed on Abington Drive...i.e. the street the academy is located on, nor any of the adjoining streets.
- All members are asked to park on the left side of **Parkway Street ONLY** and walk in with the dancers.
- No parking on the curb in front of the dance studio.
- In the event of rain, a quick drop off in front of the Academy will be allowed. Please ensure the dancer is ready to exit the vehicle when you pull up at the Academy's entrance.

## PUNCTUALITY

- Being habitually late for class can negatively impact our dancers' future work ethic and employment/ contract opportunities.
- Each class would begin as scheduled, unless otherwise advised and students will be given a five (5) minute grace period for late arrival, after which they would be unable to enter the studio. Exceptions (e.g. rain) will be handled on a case by case basis by a member of the Management Team in the studio's office.
- The studio door will be locked after the five minute grace period, therefore, our washrooms would be accessible in-between classes only, except for emergency cases.

## TUITION AND PAYMENT

- **ALL FEES/PAYMENTS** made to CCAD are all non-refundable.
- Non-refundable registration fee of \$100.00
- All fees are payable on the 1<sup>st</sup> dance week of every term and are not refundable, there will be no monthly payment plans. Any foreseen challenges can be discussed with Management.
- Tuition will not be prorated for absences, holidays or for students enrolling after the beginning of the term.
- A late fee of \$60.00 is applied to payments made after the due date. Payments outstanding after the third (3<sup>rd</sup>) class of the term, will result in suspension until payment is met.
- Drop-in classes are \$70.00 a session/workshops for **non-members** (local or foreign).
- One-on-one private lessons are \$200.00 an hour.
- Choreography requested by members of the Academy for performances outside of the Academy begins at \$1,500.00 (inclusive of hours of training). Non-members will be charged a minimum of \$3,000.00 (inclusive of hours of training).
- Teachers, assistants and drummers will all receive varied wage packages based on qualifications and experience.
- All financial standings or status of member will be held strictly confidential.
- For security reasons, the Academy would like to be as cashless as possible. We have set up an account for deposits and transfers to be made. Please ensure your printed receipts are kept, as they need to be presented to the Academy on or before the deadline for payment date. You will receive a receipt from CCAD as well. Dance supplies will continue to be paid for with cash at the Academy.
- Please deposit term fees only into the following account:-  
Republic Bank Limited- 090020593531. Name on Account- Candice Clarke.

## CLASS ATTIRE

- All girls are required to wear a black leotard with our logo and a black ballet skirt.
- Hair is to be pulled back securely off the face and neck. White tights are for Level 1 dancers. Black tights will be worn by level 2 dancers and up. Pink ballet shoes will be worn for all the disciplines, however additional shoes or items will be required based on the class schedule.
- All boys are required to wear a white branded Academy t-shirt, a black sweat pants and black dance sneakers for all schedule classes except Latin dance.
- Watches, bands, long/ hoop earrings and chains should not be worn during class sessions, to avoid the risk of self-inflicted injuries or injury to others.

## CREOLA WEAR STORE

- Rentals of whole or part of the Academy's costumes, if needed for a personal/ external event, will cost \$100.00 for members and \$150.00 for non-members. Additionally a security deposit of \$50.00 will be charged and refunded upon return of costume, once returned in the same condition as when rented.

## FUND RAISERS

- Students will be asked to participate in numerous fund-raisers throughout the year for various reasons.
- Donation sheets are given for parents/ guardian to use to raise funds for their children's costumes/ performances. All monies collected on these sheets can be used by parents towards any production related expense. The sheets however are accountable and **MUST** be returned by a deadline date which would be stipulated. Any sheet lost/stolen/misplaced **MUST** be accompanied by a letter addressed to the Commissioner of Police with a copy signed off by the Academy along with a contribution of \$100 per sheet lost/stolen/misplaced.

## **PERFORMANCE OPPORTUNITIES**

- From time to time students will be asked to do additional performances other than the Academy's feature productions. All students will be informed of these opportunities and are encouraged to take advantage of them.
- Students from the Academy will be selected to model voluntarily for our fashion line "Creola Wear" and/ or our Caribbean dance and fashion magazine "The Creola Mag".
- For paid performances negotiated for a dancer by the Academy, they will be required to donate 20% of their earnings to the academy to be placed in the Academy's "Dance Creola Scholarship Fund".

## **PRODUCTIONS**

- All students must sign a consent form to participate in the production.
- All students are required to pay a non-refundable production participation fee of \$300.00.
- All dancers will receive a certificate of participation for all performances. Trophies and medals will be presented periodically based on outstanding performance, attitude and development.
- Students not participating in Productions will be given the number of tickets they request. No returns will be facilitated. All tickets taken must be paid for.
- Each student participating in a Production must sell a minimum of ten tickets. If multiple children from the same family (siblings) are performing, Management will decide on the number of tickets for each additional child.
- Advance dancers performing and assisting with choreography will be remunerated based on the budget projections and sponsorships.
- CCAD reserves the right to use all pictures or videos of students for the purpose of advertising and or promotions.

## **DANCE COMPETITIONS**

- Auditions will be done to select the competition dancers.
- Choreography for solo dances are \$500.00
- Choreography for group dances are \$600.00 which will be divided among the each person within the selected group

## **ACADEMY DANCE TOURS**

- Dancers will be selected and recommended by The Management Team and final decision will be made by the Director.
- All dancers will be required to pay the full cost of their Airfare. The Academy will bear the cost of Accommodation expenses by lobbying for sponsorships, there will be (cake sales, bar-b-ques etc.) this is subject to change if we encounter budgetary constraint
- Dancers on tours will not receive wages.

## **READ AND SIGN SECTION**

After reading this entire document, kindly print the below page and sign as having read and understood all our policies, procedures and protocols mentioned herein.

**RELEASE OF LIABILITY**

As the legal parent or guardian, I release and hold harmless CCAD, its owners and operators from any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of CCAD, its owners and operators or en route to or any of said premises.

**MEDICAL EMERGENCY**

The undersigned gives permission to the CCAD, its owners and operators to seek medical treatment for the participant in the event they are unable to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions or condition and/or declare the participant to be in good physical and mental health. I request that our doctor/physician be called and that my child be transported to hospital.

I have read all of the above and have agreed to comply with the CCAD's rules and regulation policies.

\_\_\_\_\_  
SIGNATURE: (Parent/Guardian/Student over 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
NAME IN BLOCK LETTERS