

Parent-Student Agreement of CAPA Standards

Carolina Academy of Performing Arts (CAPA)

As a parent/guardian and participant, I understand it is my responsibility to review the following standards together and ensure they are upheld throughout the season. CAPA expects all students to demonstrate professionalism and respect for the learning process.

GENERAL EXPECTATIONS

Check Email Daily: Review your email before each class or rehearsal for important updates.

Timeliness: Arrive promptly at your scheduled time. Do not arrive earlier than 5 minutes before class. If you are late or have a conflict, contact Lori@mycapa.org immediately.

Arrival Procedure: Sign in/out each day. Please notify CAPA in writing if someone other than the designated parent/guardian will be signing in/out any students under 12. Wait outside the classroom until invited in by a teacher.

Minimize Interruptions: Eat and use the restroom before class to avoid unnecessary breaks.

Preparedness: Always bring any items requested by your teacher and a spill-proof water bottle.

Cell Phone Policy: Phones may not be used during class unless permission is given by the instructor. Only CAPA faculty have permission to record students or class content. Improper use of a phone during class will result in it being held for the remainder of class. Repeated violations may result in further disciplinary action.

FOOD & DRESS GUIDELINES

Meals & Snacks: If your schedule allows for a food or snack break, please bring your food with you. No food deliveries or leaving class to purchase food. Avoid soda, coffee, red sauces, or anything that requires heating. Beverages not in spill-proof containers will be held at the sign-in/out table.

Clothing & Footwear: For CAPA Company, Dance, Musical Theatre, and Fairytale Theatre classes, wear clothes you can move in and proper footwear. No sandals, flip-flops, Crocs, or bare feet are allowed. Only tennis shoes or dance shoes are permitted in classrooms and theater spaces.

Hygiene: Maintain good personal hygiene. Shower daily, wear clean clothing and socks, apply deodorant, and brush your teeth. Please avoid perfumes and colognes.

CLASSROOM ETIQUETTE

Respect: Always show respect to instructors and fellow classmates.

Kindness: Show kindness through your words and actions—offer a compliment, clean up after yourself, and greet someone new.

Direction: Do not direct your peers. Speak with an instructor if needed.

Participation: Raise your hand for comments or questions to maintain a productive environment. Socializing is for designated breaks only.

At-Home Practice: Any materials assigned for home practice will be available on Google Drive. Each student is responsible for accessing and utilizing these resources.

SHOWCASE EXPECTATIONS

(Does not apply to all classes)

Makeup & Hair: Arrive with hair and stage makeup completed unless otherwise instructed.

Costume Basics: Follow instructions from the costume team regarding “Basics” for costume runs, dress rehearsals, and performances.

Food in Costume: No eating in costume. Only clean, mess-free snacks (e.g., pretzels, fruit snacks, goldfish, carrot sticks) are permitted during dress rehearsals and performances.

Backstage Etiquette:

- Dressing rooms must be cleaned before leaving.
 - Costumes are CAPA property and must remain onsite.
 - Always enter through the stage door.
 - Maintain silence in the wings and backstage areas.
 - Never touch props or costume pieces unless assigned to you.
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CONDUCT & ADDITIONAL POLICIES

Gratitude: Thank your instructors and staff after each class.

Respect Spaces: Only staff, cast, and crew may enter class and performance spaces unless actively volunteering.

Code of Conduct: All participants must follow CAPA's Anti-Harassment Policies and Code of Conduct.



Acknowledgment

Parent-Student Agreement of CAPA Standards

All parents/guardians must sign below. Students age 12 and older must also sign. **Please bring this signed Acknowledgement page with you to the first day of class.**

Your signature indicates agreement to abide by all CAPA expectations.

Student Name (Print): _____
(Required for all students)

Student Signature: _____
(Required for students age 12 and older)

***Parent/Guardian Name (Print):** _____

***Parent/Guardian Signature:** _____

Date: _____

*required for all participants 17 and under