



CCA

CITIPINTE
CREATIVE
ACADEMY



2025.

STUDENT HANDBOOK



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.

OUR POINT OF DIFFERENCE

FAITH - CREATIVITY - EXCELLENCE

At Citipointe Creative Academy, we employ faith-based Christian 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

Our CCA check-in desk is located on the Mezzanine Level at Citipointe Church. The entrance can be found next to the lower carpark.



CALENDAR

TERM DATES

Term 1: Monday 3 February – Friday 4 April (9 weeks)

Term 2: Monday 28 April – Friday 20 June (8 weeks)

Term 3: Monday 14 July – Friday 19 September (10 weeks)

Term 4: Tuesday 7 October – Friday 28 November (8 weeks)

HOLIDAYS

Monday	5 May	Labour Day
Wednesday	13 Aug	Ekka Show : Bris Only
Monday	6 Oct	King's Birthday

CALENDAR

PARENT VIEWING WEEK

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.

Term 1 - Monday 31st March - Friday 4th April

Term 3 - Monday 15th September - Friday 19th September

STUDENT SHOWCASES

Our CCA showcases are big keystone events within the CCA Calendar. All students and all classes are invited to showcase their hard work throughout the year. These events are open to all.

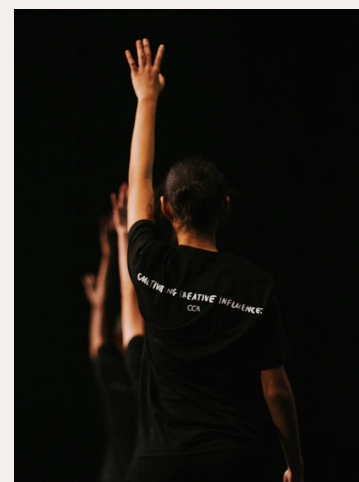
This is a great way for students to build their confidence and participation is highly encouraged.

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

Term 2 - Sunday 14th June

Term 4 - Saturday 15th November

Registrations for these events is imperative. Dates and deadlines will be communicated via email and via the CCA app through the year.



GUIDELINES

Class Arrival:

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. Students must be dressed in their CCA uniform.

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

Class Pick Up:

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.

Parent Viewing:

Parents are unable to be in the studios during regularly scheduled 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.

Dress Code:

CCA 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 T-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.

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.

HIP HOP :

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

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

THEATRE:

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: CCA T-shirt, black shorts

Dance shoes required by all Performance Squad members.

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

* Black tap shoes



FEES POLICIES

Please view our website for an individual class price breakdown

CCA does not offer casual class fees. All fees are calculated and charged per term.

All payments are made online via credit card via the member portal. In the event that full payment is not made, the student will not be permitted to participate in future terms. All fees are charged upfront or via a payment plan across the duration of the term. CCA does not have access to any credit card details kept on file.

A yearly registration fee of \$65 per person is required upon the first enrolment in a calendar year. This once-off yearly payment covers a small annual administration fee, plus a CCA uniform t-shirt that is to be worn to classes and to various performances throughout the year. This fee is applicable to all students, regardless of returning or new.

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. Any fees paid past this time, regardless if classes will be attended or not, are not able to be refunded. Should you request to withdraw from enrolments prior to the commencement of Week 3 you will be credited for any future unattended classes. Classes that are in the past, whether attended or not, are non-refundable.

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 balance in class fees must be paid at the time of notification. Any difference at a greater value cannot be refunded after the commencement of Week 3.

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. CCA is unable to credit classes or refund due to the student being absent, unwell, or injured. Make-up sessions are not available.

Should CCA cancel a class due to closure or teacher absence the class fee will be credited to your account. These will remain as account credits and remain available until they are used. Credited classes cannot be refunded via bank transfer or cash deposit.

Students may be required to pay for any required costumes for performances and/or showcases throughout the year. All efforts possible will be made to reduce this cost to a minimum.

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.

BEHAVIOUR:

All students are expected to treat each other, their instructors, and the learning space with kindness, empathy, and understanding. Bullying or any form of harmful behaviour is not tolerated. We define bullying as any intentional, repetitive, and hurtful behaviour that targets an individual or a group and can include verbal, physical, or digital harassment of both person and space.

In the event of negative behaviour or bullying, our academy reserves the right to ask the responsible student(s) to leave the classroom. If such behaviour becomes repetitive or egregious, student enrolments may be suspended until an agreed-upon time. Any student who is suspended due to negative behaviour and unable to attend classes will not be eligible for a refund of fees.

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 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 requests are required if these media guidelines are not suitable for personal reasons.

For all enquiries, contact CCA

Email: info@citipointecreativeacademy.com

Phone: (07) 3347 5888

For regular updates,
follow CCA on Instagram and Facebook

