



BROOKLYN, NY
Policies Handbook

Welcome Students and Parents

We hope this handbook will be helpful in answering your questions and clarifying our school policies.

School Contact Info
3 Lafayette Avenue
Brooklyn, NY 11217
718.624.8400
www.mmdg.org

[Sarah Marcus](#)
School Director

[Elise Marafioti](#)
School Administrator

The School at the Mark Morris Dance Center

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Introduction

The Mark Morris Dance Group is a non-profit performing arts organization under the artistic leadership of world renowned choreographer and opera director [Mark Morris](#). MMDG performs Morris' dance and opera productions in dance and music venues throughout the world. The School at the Mark Morris Dance Center reflects the spirit of the Dance Group in its celebration of dance and music.

School Policies

- Classes begin and end on time.
- Students should arrive 15 minutes prior to class.
- School calendar and class schedules are available for pick-up at The Dance Center or on-line at www.mmdg.org/the_school.
- There are no make-up classes for missed classes.
- Class cancellations due to inclement weather follow the New York City Public Schools' decisions and will be posted on the website.
- Students will be placed in classes based on their selections on the registration form. However it may be necessary to reassign a student to a different class of a more appropriate level. The careful placement of each student is taken seriously and is very important to the safety and proper development of the student.
- The School reserves the right to cancel any class with an enrollment of less than five students. In the event of class cancellation, we will contact you with a second option or a full or pro-rated (if classes have been taken) refund will be given.

Registration

- The children's and teens' program is for students age 4-17. An audition is not required to enroll. Registration is accepted on a first-come first-served basis.
- Classes are closed once capacity is reached. If the selected class reaches capacity, you will be asked to either choose a second option, based on availability, or be put on a waiting list. You will be notified of any additional classes that are added.
- Online registration is encouraged. Although you can also register in person at The Dance Center.
- Registrations are not complete and class placement is not guaranteed until completed registration forms, via online or in-person and full payment have been received.
- Advanced registration is required. The only exception is a trial class for a \$15 fee paid at the time of the trial class, space permitting. If the student enrolls, the \$15 will be applied toward the cost of tuition.
- Enrollment is open through the first 6-weeks of the semester. After that date, registration will be closed.
- To be eligible for Creative Dance 1 or Creative Dance 2 for the 2011-2012 school year, a child must be four, five, or six years old respectively on or before September 12, 2011. Returning students will be given priority registration for the following semester.

- Registration for the spring semester will begin in December should any vacancies exist in the class. We encourage you to contact the School Administrator to discuss available class days and times.

Tuition Policies

- The Mark Morris Dance Group is a non-profit organization. Tuition policies are part of our efforts and commitment to keep dance classes affordable.
- Tuition is due in full upon registration.
- Students who register within the first 6-weeks of class are responsible for full tuition payment.
- Tuition is refundable within the first 6-weeks of the semester for which the child is registered, less a \$15 processing fee, the pro-rated cost of classes taken, and any applied discounts. If a student must withdraw from class, written notification is required.
- For Summer Dance Camps and workshops, tuition is non-refundable and may not be credited to future class tuition after the camp start-date unless that student's spot is filled. All refunds and credits are subject to a \$15 processing fee.
- For the Parent/Toddler Movement classes, tuition is non-refundable after the first week of classes. All refunds and credits are subject to a \$15 processing fee.
- We accept cash, checks, VISA, MasterCard, American Express, and Discover Card.
- A \$15 fee will be due for all checks returned for any reason. The fee must be paid in cash within one week from the time the owner of the account is notified.
- We offer a 10% discount for students who register for multiple classes.
- There is no sibling discount.
- Students who register and pay for the full year in advance (both fall and spring semesters) will receive a \$30 discount.
- Checks should be made payable to "Mark Morris Dance Group" or "MMDG."
- For off-line registration, payments can be dropped off or mailed to:
The School at the Mark Morris Dance Center
Attention: Sarah Marcus, School Director
3 Lafayette Avenue
Brooklyn, NY 11217

Classroom Etiquette and Dress Code

- It is not necessary to report a student's absence. However, anticipated absences of several classes should be reported to the School Administrator.
- Students must arrive on time for class properly dressed and ready to dance. A student arriving more than 15 minutes late may be asked to observe class. Important warm-up exercises take place in the beginning of class and a student who is not properly warmed risks being injured. Late arrivals are also disruptive to the class.
- Students should remember to use the bathroom before class begins to minimize interruptions. If it is necessary to use the bathroom during class, the student should ask the teacher for permission and return to class promptly.
- Students must conduct themselves quietly and politely while in class and while waiting for class in the lobbies and bathrooms.

- Students who are disruptive will be given a warning. If they continue to be disruptive, they will be asked to observe the class. All such problems will be discussed with parents.
- Ballet barres are for ballet warm-up only. They are not as strong as gymnastic bars. Therefore, leaning, swinging, or hanging on the barres is strictly forbidden.
- Long hair must be pulled back in either a bun or ponytail; short hair must be pulled back away from the face.
- Students should wear appropriate clothing. Solid-colored clothing is preferred.
 - Modern/Jazz/Hip-Hop/Creative Dance:
 - Girls and Boys: leotard and tights or tee-shirt and leggings. No shoes required.
 - Tap Dance:
 - Girls and Boys: leotard and tights or tee-shirt and leggings.
 - Tap shoes required.
 - Boys' Class:
 - Tee-shirt and leggings or shorts with ballet slippers.
 - Ballet:
 - Girls: leotard and tights with ballet slippers.
 - Boys: Tee-shirt and leggings with ballet slippers.
- As a service to the dance community we sell premium quality dance wear at discounted prices at The Store at the Mark Morris Dance Center. Items for sale include: ballet shoes, tap shoes, jazz shoes, leotards, tights, leggings, and accessories. The Store located on the 4th floor and has the following hours: M-F 3:00pm – 7:30pm and Sat 9:00am – 4:00pm. You may also purchase items outside of these hours at the front desk of the Dance Center.
- Jewelry may not be worn in class. Put jewelry in your dance bag or, preferably, leave it at home to avoid losing it. Keep dance bags and other belongings in a locker in the dressing rooms.
- Lockers are located in the changing rooms on the ground and fourth floors. You will need to bring your own lock as locks are not provided and the Mark Morris Dance Center is not responsible for lost or stolen items. Items placed in lockers must be removed daily.
- Each student must properly dispose of her/his trash and recycling. It is everyone's responsibility to keep our dance center clean for everyone to enjoy.
- Doors to the studios are kept closed while classes are in session. Parents are asked to remain outside the studio for the duration of the class. Parents can wait in the lounges located on the ground and fourth floor.

Bad Weather Days/Class Cancellation:

- Classes may be cancelled due to severe weather conditions. The School follows the NYC Dept of Education closing schedule for inclement weather. Please check the website for class cancellations. Parents may also call the School at 718-624-8400 for updates.
- Missed classes due to weather will be made up at the end of the semester.

Drop-Off and Pick-Up

- Students should be dropped off 15 minutes prior to class time in order to change and prepare for class. Please do not drop students off more than 30 minutes prior to class.
- Students must be picked up on time.

Parent Observation:

- Each semester concludes with a parent observation for each class. This is an opportunity for parents/guardians to see what your child has been working on throughout the semester. A list of specific days and times will be posted on The School's bulletin boards located on the ground and 4th floors. Lists are also sent via email during the semester. Last day of classes are posted on the bulletin boards.

For Parents/Guardians:

- If you have questions or concerns, please direct them to Sarah Marcus, School Director
- Contact the school administration to make sure your email/ mailing address is current. Let us know if your contact information has changed.
- To receive up-to-date information on school activities, please sign up for the electronic school mailing list at www.mmdg.org.
- If you need to notify instructors of any difficulties your child may have, please contact the school administration.
- Please review this handbook with your child.
- Please sign the medical release and film & photography waiver forms. These forms are available at the back of this handbook or at The Dance Center.

2011/2012 School Calendar:

Fall Semester: September 12 - January 28

Spring Semester: January 30 – June 4

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| • August 15 | Fall registration begins for returning students |
| • August 22 | Fall registration begins for new students |
| • September 10 | Open House: 10am-5pm |
| • September 12 | First Day of classes |
| • September 29 | Rosh Hashanah- no children's classes held |
| • October 8 | Yom Kippur- no children's classes held |
| • October 10 | Columbus Day – no children's classes held |
| • November 11 | Veterans Day – no children's classes held |
| • November 22-27 | Thanksgiving holiday- no children's classes held |
| • December 12-18 | Priority Spring Registration for returning students |
| • December 19 | Regular Spring Registration begins |
| • December 20- January 3 | Winter Holiday – no children's classes held |
| • January 16 | Martin Luther King Jr. Day – no children's classes held |
| • February 20-26 | Mid-winter break – no children's classes held |

- April 7-13 Spring Break – no children’s classes held
- May 28 Memorial Day – no classes held
- June 2 Student Company performances—2pm & 5pm
- July 9-August 3 Summer Dance Camps

Student Company:

- The Student Company is an advanced section of Modern Dance. There will be a placement class at the beginning of the fall semester. Students chosen to participate will have weekly rehearsals of new choreography by The Mark Morris Dance Center Faculty and the opportunity to learn Mark Morris repertory. The Student Company's semester culminates in a public showing for family and friends on June 2, 2012. Additional performance opportunities may include the Open House in September and potential off-site dance events. There is an additional cost for participation in the company.
For more information, please call Sarah Marcus, School Director.

Summer Dance Programs:

- Dance Camps for students’ age 6-8, age 9-12, Beginning Teen, and Intermediate Teen provide an opportunity for students to continue their training in the fundamentals of dance movement with a focus on technique, musicality and strength. Students study in a concentrated daily format and experience a variety of dance disciplines. Classes include live musical accompaniment. Each camp concludes with an informal showing for family and friends. Dance camps are offered for either 1 week or 2 week-long sessions.
- Creative Dance Summer classes are offer for children ages 4, 5, &, 6. Classes are offered on a weekly basis for 6-weeks. These classes blend movement, music, improvisation, and fundamental dance technique in a fun and nurturing environment. Classes are available for children with and without dance experience. All classes include live musical accompaniment.
- Parent/Toddler movement class incorporates dance, singing, instruments, and games into a partner workshop with child and parent or caregiver. Full participation of the adult with the child supports bonding, modeling, language, movement development, great fun and play! All classes include live musical accompaniment. Classes are offered on a weekly basis for 8-weeks.
- Please see the tuition policies section for information on refunds and credits regarding Summer Dance Camps and Workshops.
- For more information, please call Sarah Marcus, School Director.

School Forms:

- There are two forms on page 6 & 7 of this handbook; a Medical Release Form and a Film & Photography Waiver. Parents should fill out the forms so that we may have them on file at The Center.

Classes for Adults at the Mark Morris Dance Center:

- The School offers a diverse range of classes for all ages and abilities and strives to be a center of creative activity for community residents and professional dancers of all ages. The monthly Adult class schedule is available online or at The Dance Center.



THE SCHOOL AT THE MARK MORRIS DANCE CENTER

Medical Release Form

Child's Name: _____

Parent/Legal Guardian Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____

Email: _____

List all known medical conditions, including food allergies and/or drug allergies.	List all over-the-counter and prescription drugs taken regularly.

Emergency Contact Name: _____ Relationship: _____

Primary Phone: _____ Alt. Phone: _____

Or

Secondary Emergency Contact Name: _____ Relationship: _____

Primary Phone: _____ Alt. Phone: _____

Physician Name: _____ Phone: _____

Statement of Consent:

In the event of an emergency or non-emergency situation requiring medical treatment, I, _____, hereby grant permission for any and all medical attention to be administered to my child/children in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to, the administration of medical treatments and/or procedures deemed necessary under the recommendation of qualified personnel. I will assume all responsibility for payment(s) of medical treatment. MMDG will not be responsible for any medical costs.

Signature

Date

Mark Morris Dance Group Film & Photography Waiver Form

Each semester the Mark Morris Dance Group arranges to have classes photographed for marketing and promoting the School. By signing this form, I give the Mark Morris Dance Group my permission to use photographs of my child for promotional purposes in brochures, MMDG's website, and other promotional materials produced, used by and representing Mark Morris Dance Group and The School at the Mark Morris Dance Center. I understand the circulation of the materials could be worldwide and that there will be no compensation to me for this use. I release and agree to hold harmless the producers or any persons or entities acting under their permission or authority from any liability arising from use of said reproduction.

Signature

Date

Parent Signature (if under 18)

Date

Print Name

Permanent Phone #
(optional)

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