



BROOKLYN, NY

2018-2019
POLICIES
HANDBOOK

Sarah Marcus, Director of Education
Kelsey Ley, School Director
Rachel Merry, Education Programs Coordinator
Alexandra Cook, Community Education Programs Manager
Jessica Pearson, Education Programs Assistant

Contents

I.	Introduction	3
II.	School Policies	4
III.	Registration	5
IV.	Tuition	6
V.	Classroom Etiquette	8
VI.	Lobby and Waiting Areas	9
VII.	Drop-Off and Pick-Up	9
VIII.	Dress Code	10
IX.	Bad Weather Days/Class Cancellation	12
X.	Parents' Observation Days	12
XI.	For Parents/Guardians	12
XII.	Student Company	13
XIII.	Parent & Toddler Movement Classes	13
XIV.	Camps and Workshops	14
XV.	School Forms	15
XVI.	Classes for Adults at the Mark Morris Dance Center	15

Important Forms

Calendar of School Year	16
Medical Release Form	18
Film & Photography Waiver	19

I. 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 offers year-round, community-based dance and music programming in a fully inclusive and nurturing environment, located in the heart of the Brooklyn Cultural District. The School's diverse and professional faculty provides progressive and non-competitive instruction with all of our classes accompanied by live music. Though we are a non-recital school, there are opportunities for students to perform and for parents to see their dancers in action.

The Mark Morris Dance Center is committed to maintaining a safe and supportive environment for all students, faculty, musicians, and staff, free from harassment, intimidation, bullying and discrimination on the basis of actual or perceived race, color, creed, ethnic or national origin, sex, sexual orientation, gender identity or expression, disability, age, weight, body type, religion, medical condition, marital status, socio-economic status, citizenship/immigration status, or veteran status.

WELCOME!



II. School Policies

- **Missed Classes:** There are no make-up classes for missed classes.
- **Absences:** It is not necessary to report a student's absence. However, anticipated absences of several classes should be reported to schooladmin@mmdg.org.
- **Class Times:** Classes begin and end on time. However, please allow a two- or three-minute grace period in between classes.
- **Level Placement:** Class level recommendations are sent to previous semester students in July prior to Fall registration. Level assignments are based on age and proficiency. As a student progresses through the program they may be asked to repeat a level in order to ensure that they remain in an appropriately challenging classroom environment. Systematic progression through each level should not be the expectation. It is important that each student demonstrates proficiency before moving on.
- **Class/Level Adjustments:** Students will be placed in classes based on their registration selections. However, it may be necessary to reassign a student to a different class of a more appropriate level. The first month of each semester is considered a "placement period." Faculty may encourage students to change levels during this time.
- **Cancellations:** 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 refund will be given.



III. Registration

- The Children & Teens program is for students 4-18 years old. We do not hold auditions. Registration is accepted on a first-come, first-served basis. Class size is limited.
- Online registration is strongly encouraged, although you can also register in person at the Mark Morris Dance Center.
 - Registrations cannot be processed over the phone.
- Students returning from the previous semester are encouraged to register during Priority Registration week. They should register for the class and level recommended by their teacher (sent via email in July).
- Enrollment is open through the first four weeks of each semester. After which, registration will be closed.
- **Wait List:** Classes are closed once capacity is reached and you will be unable to register online. You may choose a different class or request to be added to the wait list. No payment is required to be added to the wait list.
 - If and when a space becomes available, you will be contacted via email or phone. If this is after classes have begun, full payment is expected upon enrollment.
- **Trial Classes:** Trial Classes are available if there is still space in a class by the first day of the semester. Students are allowed to attend one class as a trial for a \$15 fee. If the student registers for the class, the \$15 fee will be applied towards the total tuition due. Students must notify schooladmin@mmdg.org within 3 business days of the trial class whether or not they plan to register or their spot will be forfeited.
- **Age Restrictions:** To be eligible for class registration, a child must reach the age requirement on or before the first day of class.

IV. Tuition Policies

LENGTH OF CLASS	FULL YEAR (1 PAYMENT/YEAR)	SEMESTER (2 PAYMENTS/YEAR)	SEMESTER INSTALLMENT (4 PAYMENTS/YEAR)
45 minutes	\$495	\$260	\$145
60 minutes	\$525	\$275	\$150
75 minutes	\$555	\$290	\$155
90 minutes	\$585	\$300	\$160

Full Year: Pay one payment for the full year at the time of Fall registration and save.

Semester: Pay per semester - at the time of Fall and Spring semester registrations.

Semester Installments: Pay twice per semester. Must commit to a minimum of one semester. The first installment is due upon Fall and/or Spring registration. The second semester installment is auto-charged to your credit/debit card at the end of the registration period.

Auto Charge Dates:

Fall: Week of October 22 - November 3, 2018

Spring: Week of March 11-23 2019

Transaction Fee: Each registration will incur a \$10 transaction fee.

- The Mark Morris Dance Group is a non-profit organization. Tuition policies are part of our effort and commitment to keep our dance and music classes affordable.
- Tuition is due in full upon registration, based on your payment option. We accept cash, check, VISA, MasterCard, American Express, and Discover Card.
- Students who register after classes have begun are still responsible for full tuition payment. Tuition will not be prorated. (This includes wait-listed students).
- Tuition is refundable within the first 4 weeks of the semester for which the child is registered, less a \$15 processing fee, the pro-rated cost of past classes (whether attended or not), and any applied discounts. If a student must withdraw from class, written notification is required and must be sent to schooladmin@mmdg.org.
- We offer a 10% discount for students who register for multiple classes and for siblings in the Children & Teens Program.
- Checks should be made payable to "Mark Morris Dance Group". 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.



V. Classroom Etiquette

- 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 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 exercises only. They are not as strong as gymnastic bars. Therefore, leaning, swinging, or hanging on the barres is strictly forbidden.
- Each student must properly dispose of their 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 to avoid classroom distractions. Parents can wait in the lounges located on the ground and fourth floor.

VI. Lobbies and Waiting Areas

- Students must conduct themselves quietly and politely while in class and while waiting for class in the lobbies and bathrooms.
- The lobbies should not be used as a space for play dates or meetings.
- There is no running and no use of scooters in the lobbies and waiting areas.
- Please help us keep the noise level to a respectable volume.
- Please leave pets and animals at home as they are not permitted in the Dance Center.
- Students age 10 and under must be supervised by parent/guardian at all times when not in class. This includes bathroom and locker room supervision.

VII. Drop-Off and Pick-Up

- Students should arrive 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.



VIII. Dress Code

DANCE GENRE	TOP	BOTTOM	SHOES
MODERN DANCE AND CREATIVE DANCE	Solid-color leotard or solid-color t-shirt	Footless tights, leggings, or long shorts	Barefoot
BALLET	Solid-color leotard or t-shirt	Tights or black leggings; ballet skirt optional	Ballet slippers required
JAZZ	Solid-color leotard or t-shirt	Tights, leggings, or long shorts	Jazz shoes required
HIP-HOP	Solid-color leotard or solid-color t-shirt	Athletic pants/leggings, or long shorts	Clean street shoes or hip-hop sneakers
TAP DANCE	Solid-color leotard or solid-color t-shirt	Tights, leggings, or long shorts	Tap shoes required
WORLD DANCE	Solid-color leotard or solid-color t-shirt	Tights, leggings, or long shorts	Barefoot
MUSIC AND SINGING	Comfortable clothing	Comfortable clothing	Barefoot
PARENT & TODDLER MOVEMENT	Comfortable play clothes	Comfortable play clothes	Barefoot

- Students should wear appropriate dance attire. No street clothes are allowed. Solid-colored clothing is preferred.
- Long hair must be pulled back in either a bun or ponytail; short hair must be pulled back away from the face.
- The following items are **prohibited**:
 - jeans
 - crop tops
 - short shorts
 - loud/busy prints
 - pajamas
 - jewelry
- 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.
- The Mark Morris Dance Center is not responsible for lost or stolen items. Lockers are located in the changing rooms on the ground and fourth floors. You will need to bring your own lock or purchase a lock at the front desk. Items placed in lockers must be removed daily.



IX. Bad Weather Days/Class Cancellation

- Classes may be canceled due to severe weather conditions. The School follows the NYC Department of Education's closing schedule for inclement weather. Please check the mmdg.org 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.

X. Parents' Observation Days

- Held at the end of each semester, this is an opportunity for parents/guardians to see what your children have 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 fourth floors. Lists are also sent via email during the semester.

XI. For Parents/Guardians

- School communication is sent regularly via email. Please make sure to add schooladmin@mmdg.org to your address book. If you are not receiving emails, please let the Education Programs Coordinator know.
- Email schooladmin@mmdg.org if your email, mailing address, or contact information has changed.
- You will be automatically signed up for emails when you register for classes. You may update your preferences at any time by clicking the link at the bottom of any email. Please do not unsubscribe while you are enrolled at The School or you will not receive any communications from us.
- If you need to notify instructors of any accommodations your child may need, please contact the Education Programs Coordinator.
- Please review this handbook with your child.
- Parents are encouraged to sign the medical release and film & photography waiver forms. These forms are available at the back of this handbook, at The Dance Center, and [online](#).

XII. Student Company

Student Company I & II dancers are advanced students of The School at the Mark Morris Dance Center and selected by audition each Fall. Dancers participate in weekly rehearsals of Mark Morris repertory as well as new choreography by School faculty. Student Company members are required to take weekly classes in both ballet and modern dance at The School. The year culminates in a public performance. Additional performance opportunities may include the Dance Center Open House in September and potential off-site dance events. There is an additional cost for participation in the Company.

For more information, please visit our FAQ page at mmdg.org/school.

XIII. Parent & Toddler Movement

- Classes occur in 8-week sessions throughout the year - Fall, Winter, Spring I and II, and Summer. In cases where it is necessary to have a 7-week session due to holiday closings, tuition is discounted at the time of registration.
- Parents and students should wear comfortable clothing suitable for physical movement and should be barefoot.
- A one-to-one ratio of child to adult is strongly encouraged. If necessary, up to two siblings can participate with one adult.
- All participating children in the studio must be registered. If a sibling is participating in the class, they need to be a registered student. Caregivers with additional children under the age of 12 months do not need to register that child. However, for the safety of the younger child, they must be held or secured in a baby carrier or in a stroller during class.
- There are no make-up credits for Parent & Toddler Movement classes.
- There are no penalties for absences.
- There is no sibling discount for Parent & Toddler Movement class participants.
- Those who are on a waitlist will be contacted via email if a spot opens up in the class. You can ask about your position on the waitlist.
- Registration opens at 9am on stated days. You can register online and in person (not over the phone). Please note that classes fill up quickly, particularly Saturday classes.
- Cancellations & Refunds:
 - Tuition is non-refundable after the first week of classes.
 - All refunds and credits will be prorated to reflect the cost of classes taken and are subject to a \$15 processing fee. To withdraw from a session, you must notify The School in writing at schooladmin@mmdg.org.

XIV. Camps and Workshops

- Dance Camps and Workshops are held during Winter, Spring, and Summer breaks for students ages 6-18. They provide an opportunity for students to continue their training in the fundamentals of dance movement with a focus on technique and musicality. Students study in a concentrated daily format and experience a variety of dance disciplines. Classes include live musical accompaniment and are offered for either one- or two-week sessions.
- Summer Creative Dance classes are offered for children ages 4-6. Classes are offered on a weekly basis for six 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.
- Please see the Tuition Policies section for information on refunds and credits regarding Dance Camps and Workshops.

XV. School Forms

Parents/Guardians should complete the waivers and consent form which are available [online](#), so that we may have it on file at the Dance Center. You can also find a paper version at the end of this handbook.

XVI. Classes for Adults at the Mark Morris Dance Center

The Dance Center offers a diverse range of classes for adults all ages and levels, from beginner to professional, and strives to be a center of creative activity for the community. The monthly adult class schedule is available [online](#) or at the Dance Center.



2018-19 School Calendar

Important Dates

Fall Semester: September 12, 2018 - January 19, 2019

Spring Semester: January 25 - June 11, 2019

September 8	Open House: 9am-3pm
September 12	First Day of Fall Semester
September 19	Yom Kippur*
October 8	Indigenous People's/Columbus Day*
November 21-24	Thanksgiving Break*
December 20-31	Winter Break*
January 1	New Year's Day*
January 19	Last Day of Fall Semester
January 20-24	Semester Break*
January 25	First Day of Spring Semester
February 5	Lunar New Year*
February 16-22	Mid-Winter Break*
February 18-22	Mid-Winter Dance Camp for registered students
April 19-26	Spring Break* ±
April 22-26	Spring Break Dance Camp for registered students
May 25-27	Memorial Day Weekend*
June 4	Eid al-Fitr*
June 5-9	No Classes ±
June 11	Last Day of Spring Semester

*indicates no Children and Teens' classes

± indicates reserved for inclement weather

Registration Dates

August 14	Fall Priority registration opens - for returning students
August 21	Fall registration opens - for new students
October 10	Last day for Fall Semester registration or class changes
Oct. 22 - Nov. 3	Semester Installments due
December 4	Mid-Winter and Spring Break Dance Camp - registration opens
January 3	Spring Priority registration opens - for returning students
January 8	Spring registration opens - for new students
February 28	Last day for Spring Semester registration or class changes
March 5	Summer Dance - registration opens
March 11-23	Semester Installments due

Parents' Observation Days

(Details provided at least one month prior)

- Fall Semester: December 15, 2018 - January 18, 2019
- Spring Semester: May 11 - June 11, 2019



