



THE SCHOOL at the
MARK MORRIS
DANCE CENTER

Policies **Handbook** 2020 | 2021

Sarah Marcus Director of Education

Alexandra Cook Youth and Family Programs Director

Jessica Pearson Adult Programs Manager

Lily Khan School Administrator

Janelle Barry Student Company Director

Calvin A. Rollins II Community Education Liaison

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!

Attached to the School Handbook 2020-2021 is an Addendum related to COVID-19. Please be sure to refer to the policies and procedures that may have changed as a result of the pandemic.



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, included in class-time is a transition 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 week of each Quarter 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. In the event of an emergency, registrations can be processed over the phone.

Students returning from the previous semester should register for the class and level recommended by their teacher (sent via email in July).

Enrollment is open through the first week of each Quarter 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. 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 free of charge. Trialing a class does not guarantee a space to be held for registration. Families are encouraged to register as soon as possible following a trial class to ensure they can secure a space.

Age Restrictions: To be eligible for class registration, a child must reach the age requirement on or before the first day of classes.

IV. Tuition Policies

LENGTH OF CLASS	COST (per quarter)
30 minutes	\$130
45 minutes	\$145
60 minutes	\$150
75 minutes	\$155
90 minutes	\$160

Scholarships: A limited number of need based scholarships are available to qualifying students on a first-come, first-serve basis. Families should fill out only one scholarship application per student and will hear directly from The School if they receive a scholarship. Applications are available on our website at <https://markmorrisdancegroup.org/dance-center/the-school/>

Registration Options: Different from prior years, in 2020-2021, every student must re-register for class for EACH 8-week Quarter. As such, all tuition must be paid in full upon enrollment in each Quarter.

Fee: There is a \$10 registration fee per Quarter per family.

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.



IV. Tuition Policies *continued*

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 week of the Quarter 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.

*Those wishing to pay with cash or check during COVID-19 pandemic please refer to the attached Addendum.

V. Classroom Etiquette

Students must arrive on time for online or in-person 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 will be in the dance studio/online class with as many as four and no fewer than two faculty members at any time, including a lead Teaching Artist, one or more Assistant Teaching Artists (ATA), and a Musician.

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 in Creative Dance classes may be escorted to the bathroom by an ATA; the ATA will wait outside the restroom/locker room until the student is ready to be escorted back to class.

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 incidents 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.



V. Classroom Etiquette *continued*

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. There are windows into the studio on each door. 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.

Each student/family must properly dispose of their trash and recycling. It is everyone's responsibility to keep our Dance Center clean for everyone to enjoy.

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.

Parents who arrive late to pick up a child should check in with the School Office on the ground floor of the Dance Center. Students who are waiting for a parent to arrive will either stay in the studio in which their class typically takes place (if the Teaching Artist is teaching a subsequent class there) or will be escorted to the School Office by a faculty member to wait with Education staff until the student's parent arrives.

VIII. Supervision

Students will never be left alone in the Dance Center and will never enter a non-public space without a parent/guardian present. The Mark Morris Dance Center is a zero-tolerance zone for harassment of any kind. Families can access an Anonymous Feedback form to report violations of this policy to the Education staff by [clicking here](#).



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 sneakers (shoes should only be worn in the studio, not on the street before/after class)
Tap Dance	Solid-color leotard or solid-color t-shirt	Tights, leggings, or long shorts	Tap shoes required
Dances of the African Diaspora	Solid-color leotard or solid-color t-shirt	leggings, or long shorts; lapa skirt optional	Barefoot
Music and Singing	Comfortable clothing	Comfortable clothing	
Parent & Toddler Movement	Comfortable play clothes	Comfortable play clothes	Barefoot

