



2016 Policies Handbook

Welcome Students and Parents

CONTACT INFO:

info@brooklyncreativeartslab.org

Mark Morris Dance Group

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

[Sarah Marcus](#)

Director of Education

BRIC

647 Fulton Street
Brooklyn, NY 11217
718.683.5619
www.bricartsmedia.org

[Jackie Chang](#)

Director of Education

Irondale Ensemble Project

85 S Oxford Street
Brooklyn, NY 11217
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Director of Education

Brooklyn Creative Arts Lab 2016

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Introduction

The Brooklyn Creative Arts Lab (BCAL) joins together three Brooklyn Cultural Institutions: MMDG, BRIC and Irondale to introduce young creative minds to an extraordinary multi-disciplinary arts experience. Every program participant will learn and explore the techniques and aesthetics of Visual Art, Media, Theater, and Dance; and together create an original, integrated stage presentation centered on a Brooklyn-relevant theme.

BCAL Policies

- Classes begin at 9:00AM and end at 4:00PM.
- Students should arrive 15 minutes prior to class.
- There are no make-up classes for missed classes.
- Students are expected to participate in **every** discipline offered: Dance, Theater, Visual Arts, and Media.
- BCAL reserves the right to cancel the program with an enrollment of less than five students. In the event of program cancellation, we will contact you and a refund will be given.

Registration

- BCAL is open to rising 6th graders through rising 10th graders. 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 put on a waiting list. You will be notified if a space opens up.
- Online registration is encouraged. Although you can also register in person at the Mark Morris Dance Center.
- Registrations are not complete and a spot in the program is not guaranteed until completed registration forms, via online or in-person and full payment have been received.
- Advanced registration is required.
- Enrollment opens on February 1, 2016 and will close once capacity (50 students) is met.

Tuition Policies

- There are three options for payment:
 - One Payment: Due in full at time of registration
 - Two Payments: First payment due at time of registration, second payment due on July 1st.
 - Three Payment: First payment due at time of registration, second payment due on May 20th, third payment due on July 1st.
- For those who choose the two or three payment options will have their credit cards automatically charged on the subsequent dates.
- Tuition is non-refundable after the program start-date unless that student's spot is filled. 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.
- There is no sibling 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, Director of Education
3 Lafayette Avenue Brooklyn, NY 11217

Scholarship Application:

There are a limited number of scholarships available. Please visit www.brooklyncreativeartslab.org to download an application form.

BCAL Etiquette and Dress Code

- Absences should be reported via phone on the morning of the missed day. Parent should call 718-624-8400. More than 4 absences may result in a student's ability to perform.
- Students must arrive on time for BCAL properly dressed and ready to work. A student arriving more than 15 minutes late to one of the classes or rehearsals 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 as well as when walking from venue to venue.
- 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.
- Students should wear appropriate clothing that is comfortable to move in. Solid-colored clothing is preferred.
- 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.

Lunch

- Students are expected to bring their own lunch and water bottle.
- Students may purchase lunch at Hungry Ghost, located in the BRIC lobby, at a 15% discount. Students must pay for the lunch at the time of purchase and will be responsible for picking up their lunch at the café.

Drop-Off and Pick-Up

- Students should be dropped off at BRIC located at 647 Fulton Street. Students should arrive 15 minutes prior to the start time in order to prepare for the Lab. Please do not drop students off more than 30 minutes prior to class.
- Students should be picked up daily at BRIC, unless the family has selected the Extended Day Option. Students must be picked up on time.
- There is an Extended Day Option that runs daily from 4:00-6:00pm. Parents can sign-up for the Extended Day Option on the morning of only. The fee is \$25 per day and must be paid in cash or check made payable to Irondale Ensemble Project. The Extended Day Option will be held at Irondale Ensemble Project located at 85 S Oxford Street.

Performance Information:

- BCAL will conclude with a student-produced performance to be held on Saturday July 30 at 2PM at BRIC. Friends and family are invited to attend. There is a \$10 suggested donation.

For Parents/Guardians:

- If you have questions or concerns, please direct them to 718-624-8400, or email jchang@BRICartsmedia.org
- 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.

Student Forms:

- There are two forms on page 3 & 4 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 each Brooklyn Creative Arts Lab location (BRIC, Irondale, and Mark Morris Dance Group.)



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



Film & Photography Waiver Form

Brooklyn Creative Arts Lab will photograph classes for marketing and promoting the program. By signing this form, I give the Mark Morris Dance Group, BRIC, and Irondale Ensemble Project my permission to use photographs of my child for promotional purposes in brochures, MMDG's, BRIC's, and Irondale's website, and other promotional materials produced, used by and representing Mark Morris Dance Group and The School at the Mark Morris Dance Center, BRIC, and Irondale Ensemble Project. 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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