

# THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

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Directors

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## JUNIOR DIVISION PARENT AND STUDENT HANDBOOK



JUNIOR DIVISION STUDENTS. Photo: EDUARDO PATINO, NYC

## Table of Contents

### ABOUT THE AILEY SCHOOL

#### Section 1: Program Overview

#### Section 2: Rules and Regulations

#### Section 3: Communication and Building Entry Protocol

#### Section 4: Facilities

#### Section 5: Junior Division Administrative Staff

#### Section 6: Safety and Security

#### Section 7: School Policies

#### Section 8: Additional Resources

#### Section 9: Junior Division Agreement – Sign and return.

# THE AILEY SCHOOL

## History and Mission

### HISTORY OF THE AILEY SCHOOL

The Ailey School is the official school of the world-renowned Alvin Ailey American Dance Theater. In 1969, Alvin Ailey founded The Ailey School (then called the Alvin Ailey American Dance Center) in Brooklyn, New York, with an initial enrollment of 125 students. In 1970, Mr. Ailey joined forces with Pearl Lang to establish the American Dance Center in Manhattan. Today, under the direction of Tracy Inman and Melanie Person, a prestigious faculty trains approximately 3,500 students annually, offering more than 160 classes weekly.

Located in New York City's Theater District, The Ailey School houses 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, classrooms, conference rooms, an Ailey boutique and administrative offices. Our student body hails from every part of the world, representing a diversity of racial and ethnic backgrounds. Unique among dance academies, The Ailey School offers an accredited and comprehensive curriculum including ballet, Graham-based modern, Horton, Limón, jazz, contemporary and West African dance.

### MISSION OF THE AILEY SCHOOL

The Ailey School honors the vision of Alvin Ailey by providing superior professional dance training and artistic leadership. Students of all ages and nationalities come from all over the world to train in our nurturing environment of creativity, passion, and professionalism through an accredited curriculum led by esteemed faculty, staff, who produce outstanding dance professionals of tomorrow.

### GOALS OF THE AILEY SCHOOL

- To make dance accessible to young people and adults through dance training and innovative community arts-in-education programs.
- To offer students the opportunity to follow an accredited curriculum of diversified dance training of the highest professional caliber.
- To maintain a professional faculty of exceptional teachers and musicians
- To train outstanding students as professional dancers and provide them with merit-based scholarships and need-based federal financial aid.
- To offer a range of student services including artistic advisement, and professional counseling for nutrition and psychological well-being.
- To offer a broad range of dance classes for the dance enthusiast.

# Section 1: Program Overview

## **FIRST STEPS AND BOUNDING BOYS**

Our First Steps and Bounding Boys Program is for children ages 3 to 6 years old. The program is designed to give each child personalized instructional support and attention. All First Steps and Bounding Boys classes have an instructional team comprised of a primary teacher, 1 to 3 Teaching Assistants who are either current students or alumni of The Ailey School, and a live accompanist. We strive to create a warm, supportive, and inviting atmosphere for your child.

All First Steps and Bounding Boys students will participate in a year-end presentation at The Ailey School.

## **PRE-PROFESSIONAL PROGRAM**

The Ailey School's Junior Division Pre-Professional Programs offers a highly structured curriculum for conservatory training. Students participate in after-school and weekend classes during the regular school year. All levels include training in ballet and at least one other technique. As students' progress, more techniques are added such as jazz, Horton, Limón, modern, pointe, tap and West African.

The program is comprised of Ailey Athletic Boys Dance and Levels I-VII.

### **Ailey Athletic Boys Dance**

The Ailey Athletic Boys Dance Program is a scholarship track within the Pre-Professional Program of the Junior Division for boys between the ages of 7-10 who exhibit a strong interest in dance. A primary goal of the program is to provide access to conservatory style training that will enable students to matriculate to the highest levels within Junior Division.

Classes are structured to develop strength, flexibility, and coordination along with the discipline, focus and drive found in professional male athletes and dancers. Boys participate in a variety of classes each Saturday, including Ballet, Horton, West African, and Tap.

### **Junior Division Scholarship Program**

The Scholarship Program is a training program for high school students ages 15 to 17 who show the highest potential for a career in dance. This prestigious program provides financial assistance to gifted intermediate and advanced level high school students who attend part-time during the school year and full-time during the summer. Scholarship students also have the opportunity to gain a variety of administrative skills by working in The Ailey School or Alvin Ailey Dance Foundation offices in exchange for their scholarships.

### **Curriculum**

Pre-Professional Program students audition and enroll in the class level assigned to them based on the student's ballet ability. Students are required to take all the classes assigned to their level.

## Class Placement and Scheduling

All Junior Division Students are permitted to take only the classes assigned to them at the time of audition. Students are assessed by faculty for level placement. Each student is placed in the appropriate level and assigned a class section. Students generally spend 2-3 years in each level.

Please find the 2023-2024 class schedules [here](#).

Level placement has been determined based on several factors including, but not limited to, proficiency in ballet and modern, instructor recommendations, and panel observation. If applicable, previous evaluations and attendance records were also reviewed to determine level placement.

Junior Division Students are not allowed to take Ailey Extension classes while enrolled in the Program.

## Cell Phone Usage

Students are requested to turn off their cell phones when in class. Videotaping and photography of Ailey School classes are strictly prohibited. This includes the use of digital cameras, cell phones, and other recording devices.

While Junior Division students are in technical rehearsals, dress rehearsals, and performances, they are expected to turn their phone in to a Junior Division staff member upon signing in. Their device is returned to them upon the completion of the rehearsal or performance.

## MID-YEAR AND YEAR-END FEEDBACK

Parents and students in the First Steps and Bounding Boys Program will receive a version of the evaluations used for older students to be considered more of a progress report up to two times per year.

Pre-Professional Program students will receive verbal and written feedback from each teacher with whom they study with up to two times per year. The student's physical performance is considered as well as categories which refer to the student's behavior, attitude, and work habits in class. The following are guidelines in determining a student's grade each term:

- **Attendance:** Perfect or near perfect attendance is essential. Please see the Attendance information in Section 2: Rules and Regulations.
- **Technical Progress:** Students must demonstrate technical progress. Students are expected to have the highest level of focus and commitment, as well as the ability to retain corrections and material.
- **Artistic Progress:** Students are expected to demonstrate notable artistic progress in areas of dynamics, musicality, projection, and phrasing.
- **Other Areas:** Students are expected to exhibit the highest level of work ethic. Students must demonstrate proper classroom etiquette and observe the dress code as well as other rules and regulations of the School.

## PERFORMANCES, WORKSHOPS, AND SPECIAL ACTIVITIES

Pre-Professional students in Levels I-VII and Ailey Athletic Boys Dance perform annually in May in a New York City theater in the Junior Division Spring Concert. Students in the highest level(s) may also have an opportunity to perform in the January concert in conjunction with Professional Division Program students.

- Workshops and Repertory courses are offered to give The Ailey School's Junior Division intermediate and advanced students rehearsal and performance experience.
- They are considered a part of and not a replacement for regularly scheduled technique courses.
- Students are expected to arrive punctually, to be fully warmed up and ready to dance "full out" for every class or rehearsal. Excellent attendance and professional behavior are requirements for continued participation in the Workshop/Repertory class and to perform workshop choreography in performances.
- Students are required to attend ALL workshop rehearsals, dress rehearsals, and technical rehearsals.
- Dress rehearsals are NOT open to students.
- Neither tech nor dress rehearsals are open to the public or guests of the performers.
- Videotaping of performances is strictly forbidden by anyone other than The Ailey School videographer, or the choreographers.
- Ailey School video recordings are for archival purposes and are not for sale.

## Section 2: Rules and Regulations



## JUNIOR DIVISION CODE OF CONDUCT AND GUIDELINES

At The Ailey School, we strive to offer the highest level of dance education in a positive, respectful, and nurturing environment. The goal of The Ailey School's Code of Conduct is to help students and teachers create an environment that is conducive to teaching and learning. Students learn better in a secure, orderly and non-disruptive atmosphere. To maintain this environment, we ask all our students and their parents to abide by the following guidelines and Codes of Conduct below.

### Student Responsibilities

- Attend class regularly and on time.
- Abide by the Junior Division Dress Code.
- The Ailey School is a "Gum-Free Zone" – no gum chewing in the building!
- Students are required to bring their own water bottle from home.
- Students must inform their teachers before leaving the studio to use the bathroom or to refill water bottles.
- Injured students should speak with their Program Coordinator at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org)
- Students are NOT permitted to observe class.
- Students in Levels III-VII should check their Ailey.School emails on days they are required to attend classes before reporting to the building.

### Student Code of Conduct

- Adhere to the Health & Safety Pledge.
- Adhere to the Classroom Dress Code.
- Dancers are required to maintain a satisfactory level of performance.
- Demonstrate respect to all teachers, parents, staff and other students at all times.
- Serve as a role model to younger dancers, including appropriate language and behavior.
- Refrain from physical, mental, emotional, or cyber bullying of other dancers, staff or instructors. This includes social media postings directly or indirectly referencing a student, staff, or faculty member, or The Ailey School.
- We expect dancers to behave with self-respect and show respect towards staff, faculty, and classmates.

### Parental/Guardian Responsibilities

- Ensure that students attend class in good health, regularly, in dress code and on-time.
- Students who are unable to dance due to illness or injury should not participate.
- Parents should submit notification of absence to the Junior Division Office by **filling out the [Junior Division Absence Notification Form](#).**
- Inform School administration of changes at home that may affect student conduct or performance.
- Ensure that students are picked up immediately after class ends.

## Parental/Guardian Code of Conduct

- We expect that ALL members of The Ailey School community will treat one another with courtesy and respect conducive to maintaining a safe and peaceful school environment. Ailey School parents and guests agree to refrain from:
- Engaging in behavior which interferes with or threatens to disrupt program operation.
- Communicating with other parents, faculty, staff or students using profanity, aggressive language or a less than a professional tone in person, via phone or in writing.
- Use of physical intimidation towards another adult or child.
- Addressing or reprimanding students directly. All concerns must be brought to the attention of Junior Division Program Coordinators or Ailey School staff.

## DISCIPLINARY ACTIONS

Failure to comply with the above guidelines may result in suspension from class or dismissal from the School. Access to the Ailey facility may also be restricted or prohibited.

Inappropriate, disrespectful, or aggressive behavior by students, parents or guests will not be tolerated and may result in immediate cancellation of enrollment with no refund or further discussion.

## Probation

Students will be placed on probation for any of the following reasons:

- Excessive class absences.
- Unsatisfactory or limited progress in assigned classes.
- Non-completion or unsatisfactory completion of assigned work hours with The Ailey School. (*Scholarship students only.*)
- Unauthorized leave of absence.
- Unacceptable behavior inside the School or outside when serving as a representative of The Ailey School.

The Ailey School staff closely monitors student's attendance and work assignments when a student is placed on probation. Scholarship students who are on probation and fail to rectify their status will not be permitted to re-audition for the Scholarship Program.

## Dismissal

The Ailey School reserves the right to dismiss any student who does not abide by its rules and regulations. The Ailey School tries to avoid this extreme measure by providing advisement services through its Junior Division Director, faculty and selected administrative staff members on a case-by-case basis. Students may be dismissed because of lack of progress, frequent absences or tardiness, delinquency of payment of tuition or fees, behavioral problems and/or violation of the Ailey Health & Safety Pledge and Codes of Conduct.

## ATTENDANCE

Students may only take classes for which they are registered. There are no make-up classes. Students are charged for all lessons and classes for which they register, including those missed due to student absence. Classes missed by the student will not be rescheduled and there will be no refund of tuition or make-up classes.

Students must attend all classes as scheduled in entirety. If a student is scheduled to take more than one class daily, both classes must be attended in entirety. **Early dismissal from classes will not be accommodated.**

Please see below for the allotted number of student absences for each Level below:

- **First Steps and Bounding Boys** – 5 absences per term
- **Ailey Athletic Boys Dance A** – 5 absences per term
- **Level 1** – 5 absences per term
- **Ailey Athletic Boys Dance B** – 7 absences per term
- **Level 2** – 7 absences per term
- **Level 3** – 7 absences per term
- **Level 4** – 7 absences per term
- **Level 5** – 14 absences per term
- **Level 5/6** – 14 absences per term
- **Level 6** – 14 absences per term
- **Level 7** – 14 absences per term

## Absence Notification Form

It is the responsibility of parents to submit notifications of absence to the Junior Division Office by **filling out the [Junior Division Absence Notification Form](#)**.

To access the Junior Division Absence Notification Form, parents must sign into [The Ailey School Customer Portal](#), click the “Student” tab, and submit a form for ALL days that the student will be absent.

Students who are injured or too ill to dance cannot observe and are required to take an absence.

Reasonable accommodation will be made for absences due to religious observation. Families and students are encouraged to notify staff in advance of any planned absences for religious observances.

## LATENESS

It is important that students are on time for class. Late arrival and early dismissals are detrimental to a students’ ability to safely train, consistently improve and can be very disruptive to the educational process. Students are admitted to the building no earlier than 10-15 minutes prior to the start of class. Students

who are more than 10 minutes late for class will not be admitted to class. Students who request to leave early will not receive credit for attending any taken on that day.

## WITHDRAWALS

To obtain an official withdrawal, parents must send an email directly to The Ailey School Bursar at [bursar@alvinailey.org](mailto:bursar@alvinailey.org). With a copy to their Program Coordinator at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org).

- First Steps and Bounding Boys – Dawn Tricarico, Associate Director of the Junior Division/First Steps and Bounding Boys Program Coordinator
- Pre-Professional Program - Merceditas Mañago-Alexander, Junior Division Program Coordinator

Notification must include the student's anticipated last date of attendance.

## IN CASE OF INJURY, ILLNESS, OR EXTENDED ABSENCE

### Change of Status for Injury or Illness

If a student requires long term absence due to illness or injury, Parents should:

1. Contact their child's Program Coordinator at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) by email to report an injury or to request a 'Change of Status' in writing on the first day of the absence. The Program Coordinator will send a request for an Advisement Meeting as well as a Change of Status Form and a Medical Clearance Form. All forms must be completed and returned before the Advisement Meeting for review. The Medical Clearance Form must be filled out and signed by a Physician or Physical Therapist and should include an expected return date.
2. During the Advisement Meeting, the Program Coordinator will review the forms and discuss the student's needs and projected timeline. The Program Coordinator will complete the form and send it to the Junior Division Director for approval.
3. Upon the student's recovery, parents must submit a letter requesting an advisement meeting with their Program Coordinator to discuss a plan for return. When a student is returning from an injury or illness, parents must obtain a new Medical Clearance Form from a doctor and submit it to their Junior Division Program Coordinator. The letter from the doctor must be signed by a Physician or Physical Therapist. It must state the expected start and end dates of the student's absence, the diagnosis, and any further instructions or need for modified instruction required.

### Change of Status for Personal Matters

Families may also request a 'Change of Status' for emergencies beyond the student's control and other extraordinary, mitigating circumstances. As soon as families are aware that the student will miss classes, they must take the below steps:

1. Contact their child's Program Coordinator at [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) by email to request a 'Change of Status' in writing on the first day of the absence. The Program Coordinator will send a request for an Advisement Meeting as well as a Change of Status Form. The form must be completed and returned before the Advisement Meeting for review.
2. During the Advisement Meeting, the Program Coordinator will review the form and discuss the

student's needs and projected timeline. The Program Coordinator will complete the form and send it to the Junior Division Director for approval.

3. Before the student may return, the parent must submit a letter requesting an advisement meeting with their Program Coordinator to discuss a plan for return.

## DRESS CODE

### All Students

#### Hair:

- Long hair must be in a bun, pinned, clipped, or tied securely away from the neck and face. No bangs, loose, or hanging hair.
- Short hair must be neatly trimmed.
- Hair should be natural in tone.

#### Jewelry:

- Jewelry is NOT permitted in class except for small stud earrings that do not hang below or go around the earlobe.

#### Extra Note:

- No bare midriffs, cut out shirts, or loose/baggy clothing.
- Fingernails must be kept short, neat, and nude in color.
- Skin tone matching camisole bra (as needed; consult with Program Advisor for any questions)
- Skin tone matching boys dance belt (as needed; consult with Program Advisor for any questions)

## Dress Code Check List

Dress code should be purchased from the [Ailey Boutique](#).

Please visit [Aileydancewear.com](#) for items, accessories, pricing, sizes and to place your orders.

Orders will not be available for pick up until after Labor Day.

Reminder: Dress Code will be enforced starting Saturday September 30<sup>th</sup>.

*Please see below for Dress Code per Level. Shoe recommendations are also listed at the end.*

### First Steps & Bounding Boys

Girls: Red Leotard. No shoes required.

Boys: Red T-shirt. Black Bike Shorts. No shoes required.

### AABD A

Boys: White T-Shirt Pants, Black Bike Shorts, Black Ballet Shoes, Tap Shoes

### AABD B

Boys: White or Black T-Shirt Pants, Black Tights (convertible), Black Ballet Shoes, Tap Shoes

### Level I - 1A, 1B, 1C

Girls: Level Colored Leotard (Pink), Neutral or Pink Tights, Ballet Shoes (matching tights), Lappa.

Boys: White Fitted T-Shirt, Black Bike Shorts, Black Ballet Shoes, Black Socks, West African Pants

### **Level I - 1D, 1E**

Girls: Level Colored Leotard (Turquoise), Neutral or Pink Tights, Ballet Shoes (matching tights), Lappa.

Boys: White Fitted T-Shirt, Black Bike Shorts, Black Ballet Shoes, Black Socks, West African Pants

### **Level II**

Girls: Level Colored Leotard (Mulberry), Neutral or Pink Tights, Ballet Shoes (matching tights), Black Tap Shoes

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes, Black Tap Shoes

### **Level III - 3A1, 3A3, and 3B-1**

Girls: Level Colored Leotard (Royal Blue), Neutral or Pink Tights, Ballet Shoes (matching tights), Black Tights (convertible),

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes,

### **Level III - 3B-2**

Girls: Level Colored Leotard (Royal Blue), Neutral or Pink Tights, Ballet Shoes (matching tights), Black Tights (convertible), Character Shoes, Character Skirt

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes,

### **Level IV - 4-2**

Girls: Level Colored Leotard (Navy Blue), Neutral or Pink Tights, Ballet Shoes (matching tights), Black Jazz Shoes, Black Tights (convertible), Ballet Georgette Wrap Skirt.

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes, Black Jazz Shoes.

### **Level IV – 4-1 and 4-3**

Girls: Level Colored Leotard (Navy Blue), Neutral or Pink Tights, Ballet Shoes (matching tights), Pointe Shoes (see note below), Black Tights (convertible), West African Lappa, Ballet Georgette Wrap Skirt.

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes, West African Pants

### **Level V – 5-1**

Girls: Level Colored Leotard (Blackberry), Neutral or Pink Tights, Ballet Shoes (matching tights), Pointe Shoes (see note below), Black Tights (convertible), Ballet Georgette Wrap Skirt.

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Shorts, Black Ballet Shoes,

### **Level V/VI – 5/6 and 6**

Girls: Level Colored Leotard (Blackberry), Neutral or Pink Tights, Ballet Shoes (matching tights), Pointe Shoes (see note below), Black Tights (convertible), Ballet Georgette Wrap Skirt.

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes,

### **Level VII**

Girls: Level Colored Leotard (Black or White), Neutral or Pink Tights, Ballet Shoes (matching tights), Pointe Shoes (see note below), Black Footless Tights, Ballet Georgette Wrap Skirt.

Boys: White or Black Fitted T-Shirt, Black Tights (convertible), Black Ballet Shoes,

Visit the [Aileydancewear.com](http://Aileydancewear.com) for Dress Code items, including shoes and accessories, prices, sizes, and to place your order.

### **Shoe Recommendations:**

**Jazz Shoes:** [Bloch Jazz Shoes \(blochworld.com\)](http://Bloch Jazz Shoes (blochworld.com))

**Tap Shoes:** Girls - [Childrens Tap-On Leather Tap Shoes, Black \(blochworld.com\)](http://Childrens Tap-On Leather Tap Shoes, Black (blochworld.com))

Boys - [Childrens Dance Now Student Jazz Tap Shoes \(blochworld.com\)](http://Childrens Dance Now Student Jazz Tap Shoes (blochworld.com))

**Ballet Shoe Fittings:** [aileydancewear.com/shoe-fitting \(Ailey Boutique\)](http://aileydancewear.com/shoe-fitting (Ailey Boutique))

**Pointe Shoes:** At the request of Ballet faculty: If taking Pointe class for the first time please wait to consult with your teacher before purchasing your pointe shoes.

**Character Shoe:** [Ladies Tempo Accent Canvas Character Shoes \(blochworld.com\)](http://Ladies Tempo Accent Canvas Character Shoes (blochworld.com))

# Section 3: Communication and Building Entry Protocol



## EMAIL COMMUNICATIONS

The Ailey School recognizes the value of clear and frequent communication among students, faculty, and staff and the importance of mentoring in the learning process. Our staff is available to help. Please see below and direct questions accordingly for a timely response.

**For Questions Related To:**

First Steps and Bounding  
Boys Program

**Please Email:**

[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) ATTN: Dawn

Pre-Professional Program

[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) ATTN: Merceditas

Registration Issues

[juniordivisionregistrar@alvinailey.org](mailto:juniordivisionregistrar@alvinailey.org)

Tuition and Payment

[bursar@alvinailey.org](mailto:bursar@alvinailey.org)

### **Ailey.School Email Addresses (For students in Levels III-VII ONLY)**

Upon completing registration for their first year at the Ailey school, students in Levels III and up will be assigned an ailey.school email address. A Gmail activation email will be sent to the student email address on file. Students will have 48 hours to activate the ailey.school email address. Beginning with the first day of the fall semester, all correspondence from The Ailey School will be sent to students at their ailey.school email address. Students are encouraged to check this email on days they are required to attend classes before reporting to the building.

## PROTOCOL FOR COMMUNICATING WITH FACULTY AND ADMINISTRATION

We encourage our students to approach instructors directly, for feedback or clarification, as needed during class time. The Junior Division Director, Program Coordinators, and appointed faculty are available to advise and mentor students on artistic, procedural, and personal concerns. Requests for advisement appointments should be submitted to Ms. Mañago-Alexander, Junior Division Program Coordinator at: [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org) ATTN: Merceditas.

## SIGN IN APP

For the 2023-2024 school year, all parents, students Level III, IV, V, V/VI, VI, and VII, staff and faculty will be required to sign in and out of the building. To do this, we utilize a QR code system called *Sign In App*.

Every enrolled Junior Division family will receive a *Sign In App* account for the first two contacts we have on file, as well as students enrolled in Levels III-VII. In October, we will open a form for parents to add an additional contact as needed.

Junior Division parents and students in Levels III-VII are required to sign in **AND** sign out of the Ailey building. Simply hold up the QR code to the iPads located near the security desk and the system will prompt the necessary action. Names may also be manually search on the iPad and signed in.

## Section 4: Facilities

## DRESSING ROOMS, RESTROOMS, AND LOCKERS

Students are asked to come to the school “under-dressed” with dance clothes underneath their street clothes, however the Junior Division dressing rooms are open on the PE Level. Junior Division students are not permitted to use the lockers. All items left in lockers will be discarded at the end of each day.

Restrooms are located on the Lower Level, PE Level, Ground Floor, First Floor, Fifth Floor, and Sixth Floor. There are gender neutral restrooms located on the Fourth Floor. Please do not change clothes in the any of the restrooms.

## ACCESSIBILITY

### **The Joan Weill Center for Dance**

The Ailey School is housed in the largest building in the United States that is devoted solely to the art of dance – The Joan Weill Center for Dance. The building has 16 climate-controlled studios, 2 classrooms for academic classes, a student lounge, an outdoor patio, an Ailey Boutique concession and gift shop, a physical therapy room, three floors of administrative offices, and a full-equipped black box theater that seats 275 people.

It is home to the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, Ailey Extension, and Ailey’s Artis in Education and Community Programs.

**As of June 2023: Accessibility to some areas of the Joan Weill Center for Dance will be strictly prohibited to students and the general public. Please see below for access details. Updated information will be provided during orientation.**

### **Lower Level (LL)**

- Studios – LLA and LLB
- Black-box theater – Studio LLC
- Professional Division Dressing rooms – **CLOSED to JD students.**
- Green room; Backstage dressing rooms – **CLOSED except for performances.**
- Costume shop – **CLOSED to students except for fittings, by appointment.**

### **Performance Entry Level (PE)**

- Box Office
- Junior Division Dressing rooms
- Ailey Citigroup Theater

### **Ground Floor**

- Lobby and stairs to PE (theater entry level)
- Studios – 1A, 1B, and 1C

- Bathrooms
- Security desk
- Ailey Extension Desk
- Ailey Boutique
- Elevators – **Students must take the stairs between LL and the 2<sup>nd</sup> Floor.**
- Patio – Open weather permitting.

### **Second Floor – Student access ONLY.**

- Studios – 2A and 2B
- Reception area
- Administrative Offices for The Ailey School and Arts in Education – **CLOSED to students.**

### **Third Floor – Student access ONLY.**

- Physical Therapy Room – **Please inquire with [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org)**
- Administrative Offices for Finance, Production, and Facilities – **NO student access.**

### **Fourth Floor**

- Classrooms – **BY APPOINTMENT ONLY**
- JD Parent Lounge – **SATURDAYS ONLY**
- Restrooms – Gender Neutral
- Administrative Offices for External Affairs, Executive Director, and Artistic Director. – **NO ACCESS**

### **Fifth Floor – Student access ONLY.**

- Studios – 5A, 5B, 5C, and 5D
- Bathrooms
- Lounge area

### **Sixth Floor – Student access on SATURDAYS ONLY.**

- Studios – 6A, 6B, 6C, and 6D
- Lounge area
- Bathrooms
- Dressing rooms for Alvin Ailey American Dance Theater and Ailey II – **NO student access.**

## **STUDENT LOUNGE AND COURTYARD PATIO**

The Student Lounge areas are currently not available to Junior Division students. However, the courtyard patio, located on the first floor next to studio 1B, open for limited student use during the spring, summer, and early fall, weather permitting. Picnic tables and benches are located in the courtyard. Because there are neighboring residential buildings nearby, we ask that you keep noise to a minimum when using the courtyard. Please keep the courtyard clean at all times by using the trash receptacles on the ground floor.

## ELEVATOR USE & BUILDING ACCESS

Students traveling between the Lower Level and the Second Floor must use the stairs. Students may use the elevators to travel from the Lower Level to any floor above 3. Students are not permitted to access the 6th Floor when the Alvin Ailey American Dance Theater (AAADT) or Ailey II are in residence. If you are scheduled for a class during that time, you must leave immediately after your class has ended.

## LOST & FOUND

Please report all thefts and lost items to the Security Desk immediately upon discovering them. Lost items are collected and placed near Security, or on the Lower Level by stairway B and will remain there until the end of the summer, at which time they are discarded if not reclaimed. Students are strongly encouraged to not leave their bags and other valuables unattended anywhere in the building. The School is not responsible for loss, theft, or damage to such property for any cause.

## SCHOOL ANNOUNCEMENTS

Class studio locations and any schedule changes are posted daily on the monitors located in the lobby of each floor, Students are expected to stay abreast of activities and announcements and are advised to check e-mail daily for up-to-date information from The Ailey School. Announcements will also be shared via Google Classroom for students in Levels IV-VII.

# Section 5: Junior Division Administrative Staff

## The Ailey School Co-Directors

Tracy Inman  
Melanie Person

## Business Office

James Paulson, Director of School Business Operations  
Jennifer Yoh-Quinones, Associate Director of School Business Operations

## Junior Division Director

Tiffany Barnes

## Junior Division Associate Director

Dawn-Marie Tricarico

## Junior Division Administration

Merceditas Mañago-Alexander, Junior Division Program Coordinator  
Blythe Koster, Junior Division Administrative Coordinator  
Becky Brown, Junior Division Program Associate

## Production

Kaitlyn Miller, Production Administrator  
Kelly Grabowski, Wardrobe Coordinator

## EMAILS TO KNOW

**General Questions**.....[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org)

First Steps and Bounding Boys Program Coordinator.....ATTN: Dawn  
Communicate with Faculty and Administration  
Injured Student Advisement

Pre-Professional Program Coordinator.....ATTN: Merceditas  
Communicate with Faculty and Administration  
Non-scholarship Faculty Advisement  
Injured Student Advisement

Student Information Systems.....ATTN: Blythe  
*Sign In App*  
Ailey.School Email Accounts (*Levels III-VII*)  
Google Classroom (*Levels IV-VII*)

**Scholarship Student Faculty Advisor**.....[juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org)

COVID-19 Related Questions.....[aileyforward@alvinailey.org](mailto:aileyforward@alvinailey.org)  
Positive COVID-19 Diagnosis (CC: [dtricario@alvinailey.org](mailto:dtricario@alvinailey.org))

Payment Questions.....[bursar@alvinailey.org](mailto:bursar@alvinailey.org)  
Program Withdrawal (CC: [juniordivisionparent@alvinailey.org](mailto:juniordivisionparent@alvinailey.org))

Registration Questions.....[juniordivisionregistrar@alvinailey.org](mailto:juniordivisionregistrar@alvinailey.org)

Summer Training with The Ailey School.....[juniordivisionsummer@alvinailey.org](mailto:juniordivisionsummer@alvinailey.org)



## Section 6: Safety and Security

## SECURITY

### Campus Security

AADF does not condone malevolent behavior of any kind. Students are asked to report to the School Administrator or Security Supervisor, any incidence of physical assault, sexual molestation (forced, or not), manifestation of prejudice, or theft occurring on campus. Guilty parties may be subject to disciplinary action by AADF. In cases of criminal activity, the Security Supervisor will assist students in filing an incident report with the New York Police Department (NYPD) 18th Precinct – Midtown North (212) 767-8400, located at 306 West 54th Street.

### Access to Campus Facility

AADF's facility, The Joan Weill Center for Dance, houses Alvin Ailey American Dance Theater (AAADT), Ailey II, The Ailey School, The Ailey Extension, and Ailey Arts in Education and Community Programs and is located at 405 West 55th Street (corner of 9th Avenue). Faculty and staff are issued ID cards that provide them access to the Joan Weill Center for Dance and which must be displayed upon entering the building. Junior Division students are identified at the door by staff members, and assigned a personalized QR code they must use to sign in and sign out of the building. Ailey Extension students must sign into their classes at a specifically marked sign-in desk. All other visitors to the building must be announced to the Security Desk who signs them in and issues a visitor's badge. The Ailey School facilities, including restrooms, are wheelchair accessible throughout the building.

### Security

The Joan Weill Center for Dance is monitored by AADF staff throughout operating hours and by 24-hour Security Personnel who have received the required training for state certification. A Security Desk at the front entrance is monitored by security guards during business hours. AADF has a cooperative reporting relationship with the 18th Precinct of the New York City Police Department. Any crimes are reported directly to the New York Police Department.

## SAFETY

### Procedures for reporting criminal actions

Criminal activity in The Joan Weill Center for Dance should be reported to the main entrance Security Desk (ext. 9002). The complainant should file an incident report with the assistance of security staff personnel. Criminal activity should be reported to the New York City Police Department by the complainant. In certain cases, AADF administration may choose to file a complaint with the Police Department on behalf of the complainant. The Chief Financial Officer receives a copy of all completed Incident Reports. Other senior administrators are notified of emergencies, as necessary.

### In General

- Enter the phone number of an emergency contact person in your cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

- Remain alert. Be aware of your environment and of those around you.
- Carry a bag that fits close to your body or that you can hold securely in front. A dangling bag can be easily yanked off your shoulder from behind.
- Dress appropriately. Do not wear revealing dance clothing as regular street wear.
- Avoid shortcuts that are not well traveled or well lit, including alleys, parks, and parking lots that may be isolated.
- Keep your wallet/all valuables in your front pocket.
- If possible, do not walk alone at night. If you must, stay on well-lit, well-populated streets.
- Walk briskly, look alert, and appear to know where you are going—even if you don't!
- Always walk with confidence. It helps if you take the time to become familiar with your environment.

## At School

- Don't leave personal items unattended, especially electronics or portable items. Take all personal belongings with you to every class and keep bags securely zippered.
- Report any suspicious activity or persons to the Lobby Security Desk, ext. 9002. Phones are throughout The Ailey School building and can be used to call security from any floor.
- Always keep your locker locked.
- To ensure everyone's safety, please abide by all policies in this handbook.

## On the Subway: (Tips from the NYPD web site)

- At night, travel with a friend or choose to take a bus or taxi, if possible.
- When you are on the subway platform, the safest place to wait is behind the yellow line, away from the platform edge.
- Be careful not to display money, your wallet, or electronic devices in public and never put your wallet in your rear pocket.
- Hold on to your pocketbook when using the shoulder strap.
- Be sure your necklaces, and other jewelry, are not visible.
- Do not doze or fall asleep on the train, especially at night.
- Beware of loud arguments or noisy incidents. They could be staged to distract you in order to pick your pocket.
- On subways, choose the 5<sup>th</sup>, or middle, car. (The conductor operates from the fifth car.)

## EMERGENCIES

### Procedures for reporting emergencies

In the event of fires, or for other life-threatening situations, dial 911 immediately. If there is a Medical Emergency at any time in the building, call 911 immediately and then call the Security Desk at extension 9002 (If you call Security first, they will call 911 for you). When 911 is called, a dispatcher will ask for the company name, address to which the ambulance should respond (which is 405 West 55<sup>th</sup> Street), the patient's exact location (floor number and specific area), the general nature of the medical emergency, the caller's name, and the callback telephone number. It is important for the 911 dispatcher to be told the

general nature of the patient's illness or whether the patient has been injured (from a fall, in an assault, etc.), so that the paramedics can immediately bring the appropriate equipment and medical supplies from the ambulance to the patient as soon as they arrive on the scene. After business hours and on weekends, Security will notify the appropriate staff members. For emergencies other than medical, Security staff will notify the appropriate staff members. AADF staff receive on-going training to enable them to effectively manage emergency situations.

## Emergency Procedures

POLICE / FIRE / AMBULANCE: dial 911

Students are advised to enter the phone number of an emergency contact person in their cell phone under the contact's name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone if you are unable to contact them yourself.

### In case of an emergency evacuation please observe the following procedures:

- Listen for announcements.
- Report to the lobby of the floor that you are on and follow the instructions of the Ailey staff member who is the Fire Warden for that floor. If no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)
- Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

### Medical Emergency:

Call 911 from any phone. Phones are in each studio and in reception areas of every floor.

Call Security at 9002 as soon as the 911 call is complete

Don't move medical emergency victim / if bleeding - use rubber gloves

### Disturbance/Intruder in Building:

Call 911 from any phone

Call Security at 9002 as soon as your 911 call is complete

## EMERGENCY AND SAFETY PERSONNEL

**Building Security:** dial extension 9002

**Fire Life Safety Director:** Michael Canarozzi, ext. 9055

**Deputies of Fire Life Safety:** Reynold Manigault, Pam Wilkinson, Anthony Ragin, Carlos Arenas, ext. 9002

## FIRE SAFETY AND CAMPUS SECURITY

### Fire Drills

Fire drills are conducted regularly to test the public address system and evacuation procedures. Fire drills are supervised by the Fire Safety Director with the assistance of the Fire Marshals assigned to each floor.

Everyone in the building is required to participate. Drills will be conducted in accordance with the fire safety plan. Fire drills may be conducted with or without prior notice.

**In the event of a fire drill, please observe the following procedures:**

- Listen for announcements.
- Report to the lobby of the floor that you are on and follow the instructions of the Ailey staff member who is the Fire Warden for that floor. If no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)
- Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

**If you see a fire:**

Activate alarm at nearest pull station / respond to alarm and follow evacuation procedures above.

# Section 7: School Policies

## LIABILITY WAIVER

In consideration of being permitted to participate in the programs and activities of The Ailey School or Alvin Ailey Dance Foundation (“AADF”), I hereby waive, release and forever discharge AADF and its principals, officers, directors, agents, insurers, and employees from liability from any and all claims, actions and causes of action (including resulting from negligence) that may at any time result from my participation in programs and activities of The Ailey School or AADF, including any such that relate to costs, expenses or damages to my personal property or for personal injury or illness (including death). I am in good health and physically fit and do not have any injury or disability which might jeopardize my participation in programs and activities of The Ailey School or AADF.

I confirm that my participation in programs and activities of The Ailey School or AADF is voluntary. I assume all risks of any damage, injury or disability to my person or property that may occur as a result of my participation in the programs and activities of The Ailey School or AADF and acknowledge that I will be solely responsible for any and all costs and expenses that I may suffer as a result of my participation in the programs and activities of The Ailey School or AADF. I hereby give up any right that I might otherwise have to sue for injury or damages resulting from my participation in the programs and activities of The Ailey School or AADF.

By signing **Section 9** “Junior Division Agreement” page at the end of this document, I confirm that I have read and accepted the conditions to my participation as set forth above. I understand that I am giving up substantial rights including the right to sue.

## SOCIAL MEDIA POLICY

Every day, people discuss Alvin Ailey American Dance Theater, Ailey II, The Ailey School, The Ailey Extension, and other parts of the Ailey organization in online conversations. The Alvin Ailey Dance Foundation recognizes the vital importance of these online conversations and has established a policy to guide those who participate in social media. For the purposes of this policy, ‘social media’ includes blogs, wikis, and networking sites such as (but not limited to) Facebook, Instagram, Twitter, Tiktok, LinkedIn, YouTube, Vimeo, Pinterest, SnapChat, Whatsapp, Flickr, blogs, and message boards. We appreciate your adhering to this policy when engaging in social media conversations.

### **Personal use of social media networks**

Whether creating your own social media posts or adding individual comments to what others have written in social media, remember that what you say can reflect back on the Ailey organization as well as on you, personally. Use your best judgment, especially when posting anything about Ailey. Please remember you are responsible for what you post. When posting, be professional and respectful of others and refrain from posting statements that are false, misleading, defamatory, obscene, or harassing.

When posting comments online about Ailey as an individual, you should not blog anonymously or use false screen names. Always identify that you are a student or the parent of a student in The Ailey School (or, if applicable, that you work for Ailey) and be clear that you are speaking for yourself, not the organization. It

is perfectly acceptable to talk about aspects of your work or studies at Ailey, but it is not okay to publish any confidential information about Ailey. Confidential information includes things such as: unpublished details about Ailey's upcoming performances and programs; private information about colleagues, students, staff, faculty, AAADT / Ailey II dancers, and crew; information about box office sales; and other financial data. **Posting Ailey's logos, trademarks, or images without permission is prohibited and should be avoided.**

If you find false statements or misrepresentations made about Ailey in social media, please do not respond; instead, bring this to the attention of Christopher Zunner, the Director of Public Relations at [czunner@alvinailey.org](mailto:czunner@alvinailey.org).

## **DRUG, TOBACCO, AND ALCOHOL POLICY**

AADF expects all members of its community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of alcohol or a controlled substance (illicit drugs, etc.) or being under the influence of alcohol or a controlled substance on AADF premises is prohibited and grounds for administrative action.

### **Possible Disciplinary Sanctions and Penalties**

Any employee, student, or parent found to be in violation of this policy will be subject to sanctions, including, but not limited to, mandatory referral for counseling and/or treatment, and termination of employment or enrollment.

### **Smoking Regulations**

In accordance with government regulations, AADF prohibits smoking in any part of its building, including private offices, private rooms, hallways, and restrooms. Smoking is also prohibited within 25 feet of any building entrance. Employees or students smoking in any non-smoking area may be subject to disciplinary action up to and including termination of employment or enrollment (for students).

## **PHOTO RELEASE**

I am the parent/legal guardian of Student and am signing this release on my own and the student's behalf. I hereby grant to Alvin Ailey Dance Foundation ("Ailey"), and to other such persons as Ailey may designate, permission to document (film and photograph) Student's participation in Ailey's programs and activities (the "Imagery"). In addition, I agree that Ailey may use the Imagery and Student's likeness, voice, name, photographs, video, and/or images ("Persona") in whole or in part, alone or accompanied by other material, throughout the world, in perpetuity, without any payment/compensation, in any media now known or hereafter developed (including social media), for any purpose related to Ailey and The Ailey School, including, without limitation, advertising, publicity, and marketing purposes (the "Materials"). I waive any ownership to, and any right to inspect or approve, the Materials for Ailey's use. I agree not to make any claims related to the use of the Materials, including, but not limited to, claims for defamation or invasion of privacy.



By signing **Section 9** “Junior Division Agreement” page at the end of this document, I confirm that I have read and accepted the conditions to my participation as set forth above.

### OPEN DOOR POLICY

AADF is committed to maintaining a positive, pleasant, and harassment-free academic and work environment, and believes in maintaining an Open Door Policy. Accordingly, parents and students are encouraged to contact the administrative staff of the Junior Division with suggestions, questions or problems relating to your studies or work (if applicable).

# Section 8: Additional Resources

## Orientation Week Schedule – September 12-14th

Each Level has been assigned a specific Orientation Day. Please see the Weekday Orientation Schedule and assigned dates for each Level.

LEVEL	DATE	LEVEL	DATE
Level 2A-1	Wednesday, September 13 <sup>th</sup>	Level 3A-3	Tuesday, September 12 <sup>th</sup>
AABD B (2A1)	Wednesday, September 13 <sup>th</sup>	Level 3B-1	Wednesday, September 13 <sup>th</sup>
Level 2A-2	Wednesday, September 13 <sup>th</sup>	Level 4-1	Wednesday, September 13 <sup>th</sup>
Level 2A-3	Wednesday, September 13 <sup>th</sup>	Level 4-2	Wednesday, September 13 <sup>th</sup>
AABD B (2A3)	Wednesday, September 13 <sup>th</sup>	Level 4-3	Wednesday, September 13 <sup>th</sup>
Level 2B-1	Tuesday, September 12 <sup>th</sup>	Level 5-1	Thursday, September 14 <sup>th</sup>
AABD B (2B1)	Tuesday, September 12 <sup>th</sup>	Level 5/6	Thursday, September 14 <sup>th</sup>
Level 2B-2	Thursday, September 14 <sup>th</sup>	Level 6	Thursday, September 14 <sup>th</sup>
Level 3A-1	Tuesday, September 12 <sup>th</sup>	Level 7	Thursday, September 14 <sup>th</sup>
*Level I and Ailey Athletic Boys Dance A parents and students will meet their faculty and have a short information session on Saturday, September 23 <sup>rd</sup> during regularly scheduled class time.			
**Level 3B-2 students will have their Mandatory In-Person Parent and Student Orientation Meeting directly following the conclusion of regularly scheduled classes.			

During orientation, all students will participate in ballet placement class conducted by one of their instructors. Students should wear a leotard, tights and ballet shoes, and bring with them sweatpants and sneakers. Students do not have to be in Ailey dress code.

WEEKDAY ORIENTATION SCHEDULE	
<b>4:30-6:15pm</b>	Student Orientation Class
<b>6:15-7:00pm</b>	Mandatory In-Person Parent and Student Orientation Meeting

## Curriculum

<b>Levels I-IV</b> Build a Solid Foundation for Young Dancers		
<b>Ailey Athletic Boys Dance A</b> (2 classes)	Ballet Tap	1x/week 1x/week
<b>Ailey Athletic Boys Dance B</b> (3-4 classes)	Ballet Tap	2x/week 1-2x/week
<b>Level I</b> (2 classes)	Ballet West African	1x/week 1x/week
<b>Level IIA</b> (4 classes)	Ballet Tap	2x/week 2x/week
<b>Level IIB</b> (3 classes)	Ballet Tap	2x/week 1x/week
<b>Level IIIA</b> (5 classes)	Ballet Horton	3x/week 2x/week
<b>Level IIIB-1</b> (4 classes)	Ballet Horton	2x/week 2x/week
<b>Level IIIB-2</b> (4 classes)	Ballet Character Dance Horton	2x/week 1x/week 1x/week
<b>Levels IV-1, IV-3</b> (7 classes)	Ballet Horton Pointe West African	4x/week 1x/week 1x/week 1x/week
<b>Level IV-2</b> (6 classes)	Ballet Horton Jazz	3x/week 2x/week 1x/week
<b>Levels V-VII</b> Young Dancers Committed to Conservatory Training		
<b>Level V</b> (9 classes)	Ballet Contemporary Limón Pointe	4x/week 2x/week 2x/week 1x/week
<b>Level V/VI</b> (9 classes)	Ballet Contemporary	4x/week 2x/week

	Limón	2x/week
	Pointe	1x/week
<b>Level VI</b> (9 classes)	Ballet	4x/week
	Contemporary	2x/week
	Horton	2x/week
	Pointe	1x/week
<b>Level VII</b> (11 classes)	Ballet	5x/week
	Pointe	1x/week
	Horton	2x/week
	Graham-based Modern	2x/week
	Workshop	1x/week

## Health & Medical Providers

**Disclaimer:** The Ailey School Health and Medical Resources are offered as a general reference guide to The Ailey School Community. Being on the list does not in any way suggest The Ailey School's or Alvin Ailey Dance Foundation, Inc.'s endorsement or preference for any particular individual or group on the list.

### MEDICAL GROUPS, CLINICS, AND WALK-IN FACILITIES

This section offers low-cost resources for alternatives to private doctors and medical practitioners

#### Duane Reade Walk-In Medical Care

The following **Duane Reade** locations have walk-in medical services. Most insurance is accepted. Non-insured patients receive a small discount on their regular fees.

Toll Free number: (877) 924-4472

Website: [www.drwalkin.com](http://www.drwalkin.com) for info on services and locations offered.

**Murray Hill / Midtown East**  
155 East 34th Street @ 3rd Ave.  
**Hours:** 24H

**Upper East Side**  
125 E. 86th Street (at Lexington Ave.)  
**Hours:** Mon-Sun 8am-10pm / Closed 1:30pm-2pm

**Times Square Area**  
1627 Broadway (at 50th St.)  
**Hours:** Mon-Sun 7am-10pm / Closed 1:30pm-2pm

**Herald Square**  
1350 Broadway (at 35th St.)  
**Hours:** 24H

#### City MD Walk-In Urgent Care

City MD is New York's premier urgent care practice, with convenient locations across the City and without the need for an appointment or referral. Most major insurance accepted. For Insured patients, pay only your standard copay. Non-insured patients pay only \$125 for regular visit. For General Inquiries: 212-772-3627 or you can email at [info@citymd.net](mailto:info@citymd.net) / [www.citymd.net](http://www.citymd.net) for more information on services and locations offered.

**Upper East Side Urgent Care**  
336 East 86th Street  
New York, NY 10028  
(212) 933-1364  
**Hours:** Mon-Fri 7am-10:30pm  
Sat-Sun 9am- 5:30pm

**Upper West Side Urgent Care**  
2398 Broadway  
New York, NY 10025  
(212) 721 - 2111  
**Hours:** Mon-Fri 8am-11:30pm  
Sat-Sun 9am-8:30pm

**Columbus Circle Urgent Care**  
315 West 57th Street (between 9th and 8th Ave.)  
New York, NY 10019  
(212) 315-2330  
**Hours:** Mon-Fri 7am-10:30pm  
Sat-Sun 9am- 5:30pm

**Flatiron District Urgent Care**  
37 West 23rd Street  
New York, NY 10010  
(646) 596-9267  
**Hours:** Mon-Fri 8am-7:30pm New  
Sat-Sun 9am-5:30pm

### PRIVATE MEDICAL PRACTITIONERS AND HOSPITALS

The following is a list of private practitioners and hospitals by category.

#### Mental Health Services and Counseling

**Fieve Clinical Services**  
587 5th Ave Suite #802  
New York, NY 10017  
(212) 249 1600  
[www.fieveclinical.com](http://www.fieveclinical.com)

**Institute for Contemporary Psychotherapy**  
33 W 60th Street  
New York, NY 10023  
(212) 333-3444  
Mon-Fri 7:30am-10pm and Sat. 9am-5pm  
[www.icpnyc.org](http://www.icpnyc.org)

**Mental Health Association Referral Service**  
(212) 254-0333

#### Nutritionists

Marie Scioscia

<b>Licensed Clinical Nutritionist</b> <a href="mailto:sciosciam@aol.com">sciosciam@aol.com</a>	
<b>Orthopedists</b>	
<b>Phillip Bauman MD</b> 345 West 58th Street New York, NY 10019 (212) 765-2260 *Specializes in dancer's hip, shoulders, knee and foot injuries. Affiliated with Roosevelt Hospital.	<b>Donald Rose MD</b> 1095 Park Avenue New York, NY 10021 (212) 427-7750 *Specializes in dancer's knee and shoulder injuries. Ailey company orthopedist, Director of Harkness Center and affiliated with Hospital for Joint Disease.
<b>Harkness Center for Dance Injuries</b> 612 2nd Ave, Suite G New York, NY 10003 (212) 598-6054 *Appointments only.	<b>David Weiss MD</b> 317 E 34th, Street, 3rd floor (bet. 1st and 2nd) New York, NY 10016 (212) 263-7743 Mo-Fri 8am-6pm, Sat. 8am-1pm *Specializes in dancer's injuries. Affiliated with NYU Medical Center and Harkness Center.
<b>Emergency Dance Injury</b> <b>"I" Care/ Hospital for Joint Disease</b> 301 East 17th Street (212) 598-6000 *This is like an emergency room for orthopedic injuries; orthopedists are on call. Less of a wait than regular emergency rooms.	
<b>Osteopath &amp; Psychiatrist</b>	
<b>George Kessler DO</b> 165 West End Avenue New York, NY 10023 (212) 877-7043 Mon 1pm-6pm, Tue-Wed 8:30am-3pm, Thurs 8:30am-12pm	<b>Alex Simotas, MD - Hospital for Special Surgery</b> 429 E 75th Street, 4th Floor New York, NY 10021 (212) 606-1879 *Specializes in backs
<b>Podiatrist</b>	
<b>Lewis Galli DPM</b> 25 Central Park West New York, NY 10023 (212) 262-4588	<b>Thomas Novella DPM</b> 343 West 58th Street New York, NY 10019 (212) 506-0242 *Specializes in foot injuries
<b>Physical Therapists and Body Work</b>	
<b>Shaw Bronner PT, PhD, OCS</b> (212) 405-9073 or (718) 246-6377 *Specializes in dance injuries and dance research	<b>Westside Dance Physical Therapy</b> 53 Columbus Avenue Suite 4 New York, NY 10023 (212) 541-8450 *Specializes in dance injuries
<b>Marissa Shaeffer DPT, CSCS</b> 125 W 72nd Street, Suite 5F (212) 405-9073 or (703) 408-3542	<b>Sheyi Ojofeitimi PT</b> <b>Physical Therapist at Alvin Ailey</b> (212) 405-9073 or (646)729-8024 *Specializes in dance injuries and dance research

## Accreditation

### The Ailey School Accreditation

*The Ailey School (TAS) is an accredited institutional member of the National Association for Schools of Dance (NASD) and is authorized under federal law to enroll non-immigrant alien students. TAS is recognized by the U.S. Department of Education as an institution of higher education and is eligible to participate in Title IV programs. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.*



# Section 9: Junior Division Agreement

I acknowledge receiving The Ailey School Junior Division Student Handbook and I understand that it is my obligation and responsibility to review the Handbook and to familiarize myself with its contents. In addition, I understand that I must read and comply with the policies and rules set forth in the Handbook, including, but not limited to, those set forth in the following sections:

- Student Responsibilities and Code of Conduct
- Parent/Guardian Responsibilities and Code of Conduct
- Attendance Policy
- Withdrawal Policy
- Leave of Absence Policy
- Dress Code
- Liability Waiver
- Social Media Policy
- Photo Release

I understand that if I do not comply with all policies and regulations set forth in the Handbook, I may be subject to disciplinary action, including expulsion from The Ailey School.

Student Name: \_\_\_\_\_

Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If student is under the age of 18, Parent/Legal Guardian please sign below:**

Parent/Legal Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_