BALLET ACADEMY EAST

Pre-Professional Division Student Handbook

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balletacademyeast.com

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LEADERSHIP

Ballet Academy East began in 1979 with one small studio in a brownstone on East 79th Street. Today, the school has six spacious studios and a world-renowned faculty and continues to flourish as New York City's leading center for ballet education. The school's renowned Pre-Professional Division was brilliantly and caringly led by Darla Hoover for the first 25 years. Darla is now BAE's Consultant and Syllabus Coordinator. Jenna Lavin, a much-loved and longtime faculty member, took over the directorship until her untimely passing. Stacey Calvert, who had previously been BAE's Artistic Advisor, stepped into the position in 2023 and continues to hold the reins as Artistic Director.

Stacey Calvert was born and raised in Columbia, South Carolina, and began her ballet training at the Calvert-Brodie School of Dance, studying with her mother and Godmother. In 1980, Ms. Calvert entered the School of American Ballet, the official school of the New York City Ballet, and remained for three years. She joined New York City Ballet's corps de ballet in 1983. In 1992, Ms. Calvert joined William Forsythe's Frankfurt Ballet. She returned to New York City Ballet in the winter of 1993. Ms. Calvert was promoted to the rank of Soloist in 1994, dancing with the New York City Ballet for 17 years. Stacey began teaching full-time in the University of South Carolina dance department in 2003. She held the positions of Distinguished Artist in Residence, Associate Artistic Director for the USC Dance Company, and Director of Curriculum for the after-school program at USC. In addition to her position as Artistic Director of Ballet Academy East in New York City, Stacey is also a répétiteur for the George Balanchine Trust as well as a master teacher.

Founder and Director **Julia Dubno** began her ballet studies at an early age, training with many noted teachers such as Edwina Fontaine, Francis Patrelle, Dick Andros, Richard Thomas, Hector Zaraspe, and Alfredo Corvino. While at the Juilliard School, Ms. Dubno realized her genuine interest was in teaching and administration. In 1978, her mentor, Christine Fokine, asked her to run the Fokine Ballet School. One year later, Ballet Academy East was created.

Darla Hoover was born in Carlisle, PA, and trained at the Central Pennsylvania Youth Ballet under the direction of Marcia Dale Weary before continuing her training at the School of American Ballet. In 1980, George Balanchine invited Ms. Hoover to become a member of the New York City Ballet, where she danced until 1991. Ms. Hoover served as Artistic Director of Ballet Academy East's Pre-Professional Division for over twenty-five years. During that same period, Ms. Hoover served as Artistic Director of Central Pennsylvania Youth Ballet and oversaw their internationally recognized Teachers' Workshops, instructing fellow dance educators on the syllabus and methodologies developed by Marcia Dale Weary. Prior to holding her current position as Consultant and Syllabus Coordinator at Ballet Academy East, she served as Chair of the Faculty at the School of American Ballet. Ms. Hoover has been a répétiteur for the George Balanchine Trust for over twenty-five years, where she continues to stage Balanchine's works all over the world, including Miami City Ballet, Royal Danish Ballet, Joffrey Ballet, The Washington Ballet, and the Vaganova Academy in St. Petersburg, Russia. A sought-after guest teacher, Ms. Hoover has had the pleasure of teaching at schools and companies throughout the United States, Europe, and Asia, including New York City Ballet, Pacific Northwest Ballet, Boston Ballet, Royal Danish Ballet, Dance Theatre of Harlem, and New National Theater Tokyo.

Ballet Academy East is home to many aspiring dancers, and is internationally recognized for its exceptional training and professional caliber performances. Students have the opportunity to work with a variety of acclaimed teachers and guest choreographers to foster their physical and emotional well-being, build their technical skills, and develop their artistry. Our technically strong and artistically expressive dancers are sought after for their professionalism and ability to easily adapt to the broad range of styles demanded of today's dance professionals. BAE alumni are dancing on stages all over the world.

FACULTY

BAE's distinguished faculty is comprised of instructors with years of experience, most having danced with major companies and choreographers. Our diverse and expert faculty is committed to challenging and providing the students at Ballet Academy East with the highest standard of ballet education. Visit the Who We Are page on our website to view their biographies.

Stacey Calvert, *Artistic Director*

Cynthia Birdwell
Antonio Carmena
Olga Dvorovenko
Joseph Malbrough
Tara Mora
Daniel Ulbricht
Elizabeth Walker
Cheryl Yeager

Darla Hoover, *Consultant and Syllabus Coordinator*

Permanent Guest Faculty:
Erica Pereira

Amos Mechanic, *Modern*
Adriana Pierce, *Contemporary*
Alexandra Smith, *Progressive Strength Training for Dancers*

Guest Faculty:
Charles Askegard
Alan Hineline
Juan Carlos Peñuela
Ariel Rose
Andrew Veyette

Faculty Emeritus:
Francis Patrelle

Pre-Professional Division Administration

Katie Eletto, Associate Administrative Director
Kaileigh Kehler, Administrative Manager
Brittany Larrimer, Administrative Supervisor

YEAR-ROUND PROGRAM

Congratulations on your acceptance to the Ballet Academy East Pre-Professional Division. We are looking forward to helping you further your technical, artistic, and personal skills as you advance through our program. As you read through this handbook, please be reminded that the caliber of our students is among the many reasons BAE is highly regarded nationally and worldwide, and as a new member of the Pre-Professional Division, we expect your conduct to reflect as such. We are so excited to help you realize all of your goals as a professional dancer, so welcome to BAE!

Ballet Academy East's comprehensive ballet training combined with professional caliber performance opportunities prepares students for success in the dance world. Under the guidance of Artistic Director Stacey Calvert, the school's acclaimed faculty teaches students using BAE's syllabus. Students also have the exceptional opportunity to learn from influential guest artists from across New York City and around the world. Students accepted into the full-year program may attend all summer programs with no audition required.

The year-round program cultivates strong, well-rounded dancers in a supportive environment. BAE is committed to developing each student holistically and addressing their individual needs. The Pre-Professional Division curriculum includes technique, pointe, pas de deux, variations, stretch, men's class, modern, contemporary, and character. Ballet classes all have live piano accompaniment.

LEVEL PLACEMENT and ATTENDANCE REQUIREMENTS: Each student is placed in the level where Stacey Calvert and the faculty feel they will most benefit from the BAE curriculum. Levels are determined solely by ability, and not by age or years of training. Level 10 is an honorary level for students who are BAE role models, have successfully completed at least one year of Level 9, maintain excellent attendance, and are high school seniors or above. Students are expected to fulfill all attendance, rehearsal, and performance requirements within their assigned level.

- Level 1: Students are required to attend two ballet technique classes per week.
- Level 2: Students are required to attend three ballet technique classes per week.
- Level 3: Students are required to attend four days per week.
- Level 4: Students are required to attend five days per week. Pointe work begins at this level.
- Level 5: Students are required to attend five days per week.
- Levels 6-10: Students are required to attend six days per week.

YEAR-END CONFERENCES: Students in Levels 4 through 10, along with their parents, meet individually with Stacey Calvert at the end of the school year. The purpose of these one-on-one meetings is to share with each student the faculty's observations and to recognize accomplishments as well as areas that need improvement. Students in Levels 4-6 will receive their level assignment for the following school year during their Year-End Conference. It is not uncommon for students to remain in a level for more than one year if Stacey Calvert and the faculty deem it necessary. Level 7-10 students receive their new level assignment during the August Intensive or at the beginning of the new school year.

MEN'S PROGRAM: Ballet Academy East's Men's Program delivers focused training, performance opportunities, and one-on-one mentoring to help young men achieve success in the dance world. The curriculum combines men's technique, variations, pas de deux and strength training to cultivate refined, versatile, and powerful dancers. Male dancers from around the world share their passion for dance and create friendships that last a lifetime.

PERFORMANCE OPPORTUNITIES

Ballet Academy East's exquisite performances are among the many reasons the school is highly regarded both locally and internationally. Performance opportunities are integral to our Pre-Professional Division training program. Levels 1-10 participate in the Spring Performance. Levels 4-10 participate in the Winter Performance and the Spring Performance. In addition, the upper levels participate in the fall student Choreographic Workshop.

CHOREOGRAPHIC WORKSHOP: This program helps students gain insight into the intellectual and creative process of choreography while discovering their own personal artistic voice. Toward the beginning of the school year, students from Levels 8-10 are eligible to submit proposals, three of which are selected to rehearse. The two-week-long workshop in November culminates in a presentation where the choreographers have the opportunity to showcase their pieces in a creative and nurturing environment.

WINTER PERFORMANCE: This performance allows the upper level students to fine-tune their performance skills, stage presence, and artistry in a more intimate theater setting. Usually scheduled in late February or early March, the Winter Performance gives students the experience of dancing throughout a company season.

SPRING PERFORMANCE: The students in Levels 2-10 along with selected Level 1 students are given the opportunity to showcase a full year of hard work in a professional theater environment. Upper-level students perform multiple pieces from both faculty and guest choreographers in classical, neoclassical, and contemporary styles.

Rehearsal Attendance Policies

Students who choose to participate in Ballet Academy East's performances are making a commitment to abide by all rehearsal and performance policies. Every piece that a student chooses to rehearse requires them to sign a Rehearsal Commitment Agreement acknowledging the following:

- The rehearsal schedule has been read thoroughly and the student agrees to attend all rehearsals assigned.
- Regular class attendance must be maintained in order to participate in any of the performances.
- One excused absence is allowed, not including any mandatory rehearsals.
- Missing more than one rehearsal or any of the mandatory rehearsals will result in students' forfeiting the opportunity to perform.
- More rehearsals may be added to the distributed schedule, if deemed necessary.
- All rehearsals while the choreographer is setting the piece are mandatory.
- Students must always attend technique class prior to rehearsal.

HOUSING

BAE housing is hosted by the 92NY Residence, for our out-of-town students. The Residence is located one block from BAE and offers secure, well-appointed dorm-style housing with shared kitchens and bathrooms.

BAE provides limited housing scholarships for male dancers. These housing scholarships are in high demand, and availability goes very quickly. Inquiries should be sent to info@baenyc.com.

In addition to the 92NY Residence, BAE also recommends FoundStudy, and Student Housing Associates. Exclusively for ladies 18 years and older, St. Mary's Residence is another great option near to BAE.

All students staying in the dorms are expected to adhere to all of the rules set forth by the host.

ACADEMICS

Students are expected to make their own arrangements to continue their academic studies while at BAE. Schools and programs that we recommend are:

Dwight Global
Lexicon Academics
Professional Children's School
Sora Schools
Laurel Springs School

INTERNATIONAL M-1 VISA STUDENTS

Ballet Academy East is authorized under federal law to enroll non-immigrant alien students.

What is an M-1 Visa?
The M-1 visa is a type of student visa in the U.S. reserved for international students attending vocational schools.

For more detailed information, please follow the link below:
International Student Information

SUMMER PROGRAMS

All Pre-Professional Division students are expected to continue their studies throughout the summer months. This is an important time for dancers to build on their technique. Below is an overview of BAE's summer programs.

AUGUST INTENSIVE: This two-week program gives serious students ages 9 to 19 the opportunity to cap off their summer studies on a strong note and prepare for the school year ahead. An internationally esteemed faculty instructs students in technique, pointe, men's class, pas de deux, variations, and modern.

JUNIOR SUMMER COURSE: This program allows students in Levels 1-5 to elevate their technical skills through BAE's exceptional training and supportive atmosphere. The rigorous curriculum is designed for highly talented and dedicated students. Classes are taught by year-round BAE faculty members and distinguished guest artists.

DRESS CODE

Proper adherence to the dress code not only allows students to focus fully on their studies but also demonstrates formal respect for the faculty, fellow students, and the long-held traditions of ballet. All students must adhere to every aspect of BAE's dress code. Students who arrive out of dress code will be asked to change or sit out of the class.

All Students

- Eyeglasses should not be worn as of Level 2, unless there is a serious need.
- Legwarmers are not permitted.
- Students taking modern classes may wear ballet slippers or go bare footed. Footed tights without slippers are not allowed for safety reasons.
- Jewelry Policy: Simple stud earrings are permitted. Drop or hoop earrings may be worn only if they are one-half inch or less in length. Rings are permitted if they are small and do not interfere with the dancer's line or pose a safety concern in partnering class. No necklaces, bracelets, or watches.
- Favorite Color Leotard Week and Birthdays: Students may wear their favorite solid color leotard. The rest of the dress code requirements still stand. Gentlemen may wear any solid color T-shirt and tights (no neon colors).

Ladies

- Pink or flesh-tone tights, ballet slippers (Orza is the preferred brand for Levels 4 and above), and pointe shoes. Convertible tights are acceptable, but ankles and feet must be fully covered. Tights must be in good condition (no rips).
- Hair must be in a neat bun. No headbands. Ponytails are acceptable in modern, contemporary, stretch, and Floor-Barre classes.. Lower levels: If your child has bangs or short hair, it must be pinned back.
- Undergarments are not worn under tights.
- Only pale pink or clear nail polish permitted in class.
- We recommend Bunheads Flexor ribbons and Chacott elastic for pointe shoes.
- Character class: character shoes and a skirt to below the knee, but not longer than mid-calf. If you have a pair of character shoes that you are no longer using, please donate them to the front desk. Students are welcome to check with the front desk to see if we have a pair in their size before purchasing.
- Modern/Contemporary/Floor-Barre classes: dress code leotard, footless tights, and bare feet. If you have a blister or open cut, please wear socks or Orza ballet slippers. Solid black warmup pants are permitted.
- Short skirts in black or white may be worn in Levels 6-10 Pointe/Variations.

LEVEL	COLOR
Level 1	White
Level 2	Red
Level 3	Lavender
Level 4	Hunter Green
Level 5	Plum / Eggplant
Level 6	Navy Blue
Level 7-9	Black
Level 10	Black or White

LEOTARD STYLES:

- Sleeve may be camisole, tank, cap, short, three-quarter, or long.
- Neckline may be scoop, v-neck, or pinch front.
- Leotards must be solid color.
- Simple trim and or velvet accents are acceptable as long as they are the same color as the leotard.
- Only classic style leotards are accepted. No crisscross straps, zippers, halters, adornments, multi-straps, turtlenecks, etc.
- Levels 6-10 may have mesh inserts. Mesh must be either flesh-toned or the same color as the leotard.

Gentlemen

- The following options are acceptable for tights:
  - Black footed tights with black ballet slippers (Levels 1 and 2 must follow this option only)
  - Black footless tights to the ankle with white socks and white ballet slippers
  - Black footless tights to the ankle with black socks and black ballet slippers
- No other tights options may be worn in class, including cut-off tights to the knee. Dance belts must be worn under tights.

Gentlemen *(continued)*

- Levels 6 and above may wear grey tights on Saturdays with white socks and shoes.
- Orza is the preferred shoe brand for Levels 4 and above. Capezio is the preferred brand for Levels 1-3.
- Sock style examples are BodyWrappers M71 Men's Dance Sock or Capezio Child's Ribbed Sock. (see sample photo right)

- T-shirts must be tucked into tights. Sleeveless tanks, shirts with logos, or shirts that are too short to tuck in are not permitted.
  - Levels 1-3 wear white T-shirts.
  - Levels 4 and above may wear white or black T-shirts or white or black men's leotard with a simple neckline.
- Modern/Contemporary/Weight Training classes: dress code T-shirt, footless tights, and bare feet. If you have a blister or open cut, please wear socks or ballet slippers. Solid black warm up pants are permitted.
- Men should have no facial hair.
- A solid black headband may be worn in Levels 7-10 to keep hair away from the face. No bandanas. (see sample photo right)

Orza Ballet Flats

Orza is Ballet Academy East's preferred ballet flat for Levels 4 and above and can be purchased directly through www.orzabrand.com. Families may use code BAE10 at checkout to receive a 10% discount. Use of this code also supports BAE through its partnership with Orza.

ORZA Pro® 2.0 is designed with patented shock absorption to support dancers through class, rehearsal, and performance, particularly during the years when growing bodies benefit most from additional support.

Because when you invest in the right shoe, you're investing in how long—and how well—your dancer gets to do what they love.

SCHOOL POLICIES

Diversity Statement

BAE cherishes the diversity of our community. We recognize and respect individual differences including, but not limited to, culture, race, ethnicity, national origin, religion, age, gender, sex, and sexual orientation, and we provide a welcoming environment of respect and sensitivity.

Code of Conduct

These rules are set forth to provide our students with a safe, happy, and healthy atmosphere in which to learn and flourish. Parents and guardians are expected to read these rules with their child prior to attending the program. Students who fail to abide by these rules, cause excessive difficulties, and/or engage in behavior that endangers the health, safety, or welfare of themselves or others may be dismissed from the program immediately.

- Students are expected to be well-behaved, kind, and courteous to the BAE faculty, staff, and their peers. This includes in-person as well as online.
- No weapons of any type are permitted on the premises.
- Drugs, alcohol, smoking, vaping, and any other intoxicants are strictly prohibited.
- Use of inappropriate and offensive language is strictly prohibited.
- Burning candles or the use of any other flammable objects is not permitted.
- Students are not to touch the belongings of others in the studios or the dressing rooms.
- Students are not permitted to bring animals to BAE, except service dogs.
- Students are required to abide by BAE's attendance policy and dress code.

Classroom and Building-Wide Etiquette

Students are expected to behave appropriately and to adhere to all of BAE's policies at all times. We trust our students to represent BAE at its best, meaning all faculty, staff, peers, and studio space are to be treated with respect. This includes:

- No talking during class.
- No inappropriate talk in the dressing rooms or hallways.
- No food or drink (except water bottles) in the studios.
- Respecting others' personal belongings.
- Picking up and throwing away any leftover food or trash.
- Personal items should be locked up or brought into class. BAE is not responsible for any lost or stolen items.

Harassment and Bullying Policy

BAE maintains a zero-tolerance policy regarding bullying and harassment. Any behavior of this nature may result in immediate dismissal. If you witness or are the victim of any verbal, emotional, or physical harassment or bullying while at BAE, please contact Julia Dubno or Stacey Calvert immediately so we may intervene. Other examples of misconduct which may result in immediate dismissal include, but are not limited to, cyberbullying, theft, smoking or vaping on the premises, physical or verbal aggression; and possession, distribution, or use of illegal drugs.

Tardiness, Absences, Make Up Classes and Observing Classes

Students arriving more than 5 minutes after their class has begun will be asked to sit and observe the class. If a student is late, they should wait at the door of the studio until the teacher invites them in. If a student is observing class for any reason, they must still comply with BAE's dress code.

Students must take technique class prior to taking any other class. If a student has missed their technique class, they may go to the front desk to see what options are available or observe their level.

Please call the school and notify the front desk staff if your child will be absent from class. If you know ahead of time of upcoming absences, please e-mail either info@baenyc.com or brittany@baenyc.com with the dates and reason.

Pre-Professional Division students are required to make up all missed classes. Absences may be made up in a class of their level or below. In order to attend a make up-class, please call (212) 410-9140 or e-mail frontdesk@baenyc.com in advance of the class to reserve a place. If a student is not keeping up with the Pre-Professional Division attendance requirements, they will potentially fall behind, and it may affect progress in the program.

Cancelled Classes and Studio Closures

Students are not required to make up classes for school holidays, but they are entitled to do so, with the exception of Winter and Spring Break. Students in Levels 6-10 are invited to take adult classes at no additional charge during school holidays, with the exception of summer. Adult classes do not count toward Pre-Professional attendances.

In the event that the school cancels classes or closes due to inclement weather conditions or other unforeseen circumstances, students are entitled to make up their classes. In case of inclement weather, students should call the school at (212) 410-9140 to check for possible schedule changes. All closure information will be sent out via e-mail.

Photo/Video/Social Media Policy

Students are prohibited from posting any videos or photos of classes or rehearsals on social media or online platforms without the express prior written consent of Ballet Academy East.

Any behavior on social media considered lewd, offensive, and/or violent toward any BAE student, faculty, or staff may result in immediate dismissal.

TUITION INFORMATION

Tuition

Students should register before attending class. Payment may be made by check or credit card; cash is not accepted. Tuition payments may be submitted in one or two installments. A discount is applied to full-year tuition payments. If a family chooses to pay in two installments, the second payment will be automatically charged on or around January 11th. Families will receive a courtesy reminder before the second payment is put through.

Payment Plans

Payment plans can be arranged at the time of registration. An auto-pay system will be set up, to be charged monthly on a specified date of the client's choosing. The tuition balance must be paid in full by the last month of the semester. Please contact a BAE Administrator at (212) 410-9140 to arrange your payment plan if needed.

Extra Classes

Students in Levels 2 and above may take unlimited Pre-Professional Division classes within their level or any level below. Students in Levels 6 and above may take Adult Division classes at no charge during Winter Break, Spring Break, and on national holidays when there are no Pre-Professional Division classes but BAE is open for Adult Division classes. Pre-Professional Division students in Levels 6 and above who wish to take Adult Division classes at any other time of the year may do so with a discounted rate of $12.50 per class. Scholarship students receive an additional discount.

Scholarships

To provide broad access to excellence in dance education, Ballet Academy East offers financial support to families of eligible dance students.

MALE SCHOLARSHIP PROGRAM: Ballet Academy East offers a limited number of full and partial scholarships and housing stipends to male dancers accepted into the Pre-Professional Division. Admission to the Male Dancer Program is by audition only; auditions are open to boys entering 1st and 2nd grade in the fall, with no previous ballet experience required.

FINANCIAL AID: Financial aid is available to those who qualify. Please e-mail us to request the necessary forms. All financial aid applications must include the applicant's most recent tax return and must be submitted before the semester begins.

Refunds/Credits

Withdrawal from the program must be submitted in writing to ensure that the account is properly adjusted. Please e-mail BAE Administration regarding any withdrawal-related communications. Tuition is non-refundable. Credits towards future enrollment are issued provided notification in writing is made during the first three weeks of the program. Credit requests should be submitted via e-mail.

THE BAE COMMUNITY

The strong sense of community among BAE families, faculty, and staff creates a warm, welcoming, and supportive school environment. Throughout the year, we host events and offer families many opportunities to become active members of the BAE community.

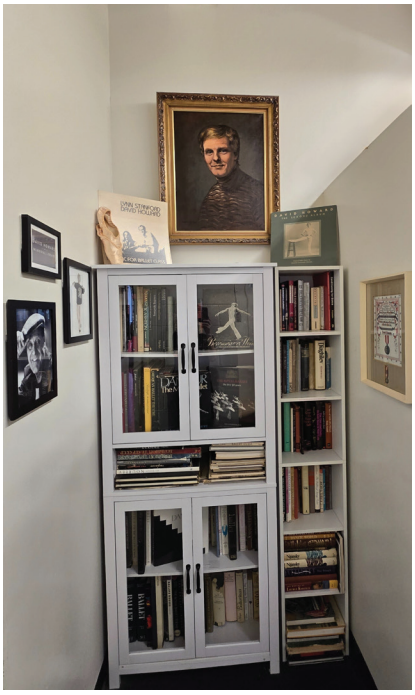
One meaningful way to get involved is through the BAE Benefit Committee, a dedicated group of current and alumni parent volunteers who generously share their time and talents to support BAE's scholarships and performances. Through efforts such as our annual fundraising event, Dancers' Corner bake sales, and the Spring Journal, the committee helps raise both funds and awareness while strengthening the connections that make BAE so special.

Outside of BAE's regular community activities, there are many other ways throughout the year to support our mission of providing the highest quality performance experiences and cultivating well-rounded, accomplished dancers ready to enter a career in the dance world. Some possibilities include:

- The BAE Annual Fund: All donations to the Annual Fund are tax-deductible. The proceeds go toward the BAE Scholarship Fund and toward production of the Winter and Spring Performances.
- Performance Underwriting: Underwriting opportunities include costumes, theater rental, lighting design, photography, videography, cast party, and more.
- Annual Fundraising Benefit Underwriting: Underwriting opportunities include party space, catering, wine and beverage, party rentals, live music, décor, parting gifts, and more.

Additional ways to volunteer and support BAE include attending the Annual Fundraising Event and encouraging friends and relatives to join the celebration, securing an acknowledgement in the annual Spring Journal, coming to the performances, sharing performance information with friends and relatives, and volunteering at Dancers' Corner!

DAVID HOWARD MEMORIAL LIBRARY



Ballet Academy East is honored to house the David Howard Memorial Library, a collection of books bequeathed to BAE by the beloved dance icon, David Howard. Mr. Howard was one of the most highly respected and sought-after ballet teachers in the world. His student roster included countless professional dancers from New York City Ballet, The Royal Ballet, American Ballet Theatre, and beyond. Every Summer Intensive, David Howard graced BAE with his presence. Our hope is that this beautiful library enables our students and faculty to continue to feel David Howard's remarkable presence at BAE.

Check Out Books

The books on the bottom four shelves may be checked out and taken home in two-week intervals. Please see a front desk associate to retrieve a book from the bookcase. Your name, e-mail address, and book title will be recorded and you will be expected to return the title no later than two weeks after check-out.

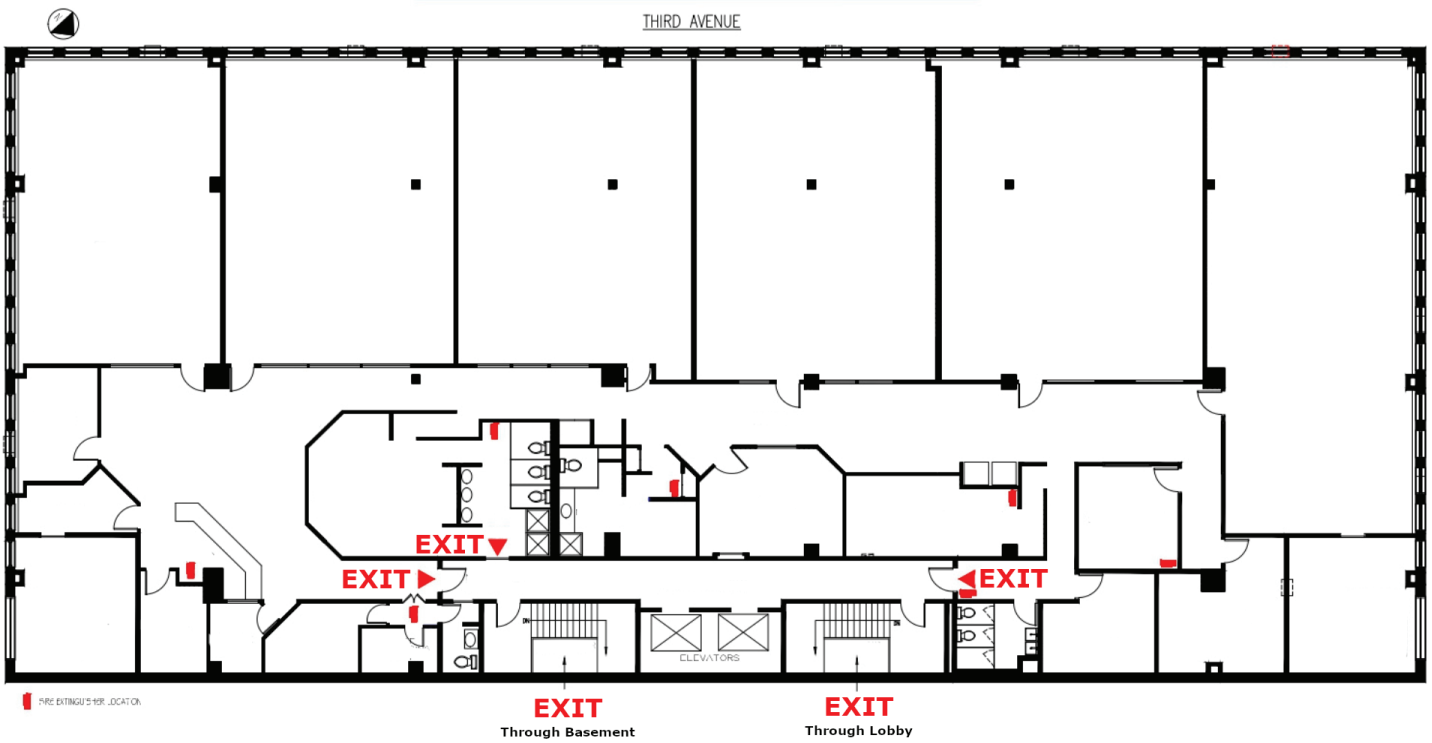
The Special Collection

The books located on the top shelf and programs may be looked at while on the premises only. If you would like to look through a book or program from the Special Collection, please see a front desk associate.

EMERGENCY PROCEDURES

Evacuation Procedure

- Stay calm and wait for instructions from your teacher or nearest staff member.
- Follow a BAE faculty or staff member to quietly leave the room. The last person must close the door behind them.
- Pre-Ballet, Primary, and Children + Teen teachers will bring their attendance books with them. The BAE front desk staff will bring the Pre-Professional Division attendance sheets and the Adult sign-in sheets with them when evacuating.
- Unless otherwise instructed, take the nearest exit (see Emergency Exit Guide) out of BAE and proceed down the nearest stairwell and out of the building.
- Do not use elevators. If you, or someone in your group, is physically challenged and need assistance to leave the building, wait at the nearest stairwell for help.
- Listen for directions to the emergency meeting area, which will be the lobby of Ruppert House, where the security desk for our building is located. The address is 222 East 93rd Street, which is located between Second and Third Avenues.
- Once at Ruppert House, BAE staff will take a head count and wait calmly for further instructions.



Medical Emergency

- If there is a medical emergency, notify the BAE front desk immediately.
- Do not move the individual. If necessary, perform first aid intervention until medical help arrives.
- If the emergency is life threatening, dial 9-1-1 immediately.
- Post one person at the elevator to lead the medical team to the person in distress.

BAE

BALLET ACADEMY EAST

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Julia Dubno, Founder and Director, jdubno@baenyc.com
Katie Eletto, Associate Administrative Director, katie@baenyc.com
Kaileigh Kehler, Administrative Manager, kaileigh@baenyc.com
Brittany Larrimer, Administrative Supervisor, brittany@baenyc.com

FOLLOW US ON:

Photography Credits:
Erin Baiano - page 3
Christopher Duggan - page 4 (*Sonance*, choreographed by Harrison Ball)
Rosalie O'Connor - cover photo (*Der Rosenkavalier*, choreographed by Francis Patrelle), page 4 (Choreographic Workshop; *La Sylphide*, choreographed by August Bournonville with additional choreography exclusively for BAE by Nikolaj Hübbe), page 9 (second 2 photos)
Olivia Ramsey - page 2, page 5, page 9 (first photo), page 10 (of Annual Fundraising Benefit)