

BAE

Ballet Academy East

Pre-Professional Division
Student Handbook



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About the School



Jenna Lavin, Artistic Director



Stacey Calvert, Artistic Advisor



Julia Dubno, Founder & Director

Ballet Academy East began in 1979 with one small studio in a brownstone on East 79th Street. Now the school has six spacious studios and a world-renowned faculty and continues to flourish as New York City's leading center for complete ballet education.

Artistic Director, Jenna Rae Lavin began her ballet training with Mme. Gabriela Darvash and Jody Fugate. She later graduated from the School of American Ballet where she studied with such teachers as Alexandria Danilova, Antonia Tumkovsky, and Stanley Williams. Ms. Lavin began her professional career at 17 when she was invited to join the Chicago City Ballet, under the direction of Maria Tallchief. Ms. Lavin also danced with the Atlanta Ballet, directed by Robert Barnett, for seven years. Ms. Lavin was a principal dancer with the Nashville Ballet where she danced Odette/Odile in *Swan Lake*, the title role in *Giselle*, and principal roles in the company's contemporary repertoire. Other professional affiliations include the Los Angeles Ballet, under the direction of John Clifford. Ms. Lavin spent eight summers as a member of the Chautauqua Ballet Company, under the direction of Jean-Pierre Bonnefoux, where she performed principal roles in ballets by Balanchine, Bonnefoux, and Clifford. She is a former soloist with Edward Villella's Miami City Ballet, where she danced principal roles in many ballets including *Divertimento #15*, *Jewels*, *Pas de Dix*, *Raymonda Variations*, *Valse Fantasies*, *Western Symphony*, *Glinka Pas de Trois*, *The Nutcracker*, and *Who Cares?* Ms. Lavin has worked with numerous choreographers, creating principal roles in ballets by Alonzo King, Lisa de Ribere, and Stanton Welch, to name a few. Ms. Lavin has been teaching ballet to young dancers throughout her career. She has been on faculty at BAE since 2003. Ms. Lavin has choreographed over 20 ballets for BAE. She is married to Cornel Crabtree, and they are the proud parents of three boys - Sky, Grayson, and Cooper.

Artistic Advisor, 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 there 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 dance department at the University of South Carolina 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. Stacey is now on faculty at Ballet Academy East in New York City. She 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. During her time at the Juilliard School, Ms. Dubno realized her true 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.

About the School

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.

Faculty

Jenna Lavin, Artistic Director
Stacey Calvert, Artistic Advisor
Charles Askegard
Cynthia Birdwell
Antonio Carmena
Olga Dvorovenko
Joseph Malbrough
Tara Mora
Craig Salstein
Andrew Veyette
Elizabeth Walker
Cheryl Yeager

Permanent Guest Faculty

Gonzalo Garcia
Alan Hinline
Francis Patrelle

Amos Machanic, Modern
Adriana Peirce, Contemporary

Pre-Professional Division Administration

Katie Eletto, Associate Administrative Director
Kaileigh Underwood, Administrative Coordinator

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.

Introduction to our Students

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!

Pre-Professional Division

Overview

Ballet Academy East's comprehensive ballet training combined with professional caliber performance opportunities prepare students for success in the dance world. Under the guidance of Artistic Director Jenna Lavin and Artistic Advisor 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.

School Year Program

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

Each student is placed in the level where Jenna Lavin, 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.

Attendance Requirements

Students are expected to fulfill all attendance, rehearsal, and performance requirements within their assigned level. Level 10 students follow the Level 9 schedule. It is an honorary level for students who have gone above and beyond the Level 9 expectations.

- 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.

Pre-Professional Division

Year End Conferences

Students in levels 4 through 10, along with their parents, meet individually with Jenna Lavin and 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 and 5 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 Jenna Lavin, Stacey Calvert, and the faculty deem it necessary. Level 6-10 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.

Summer Study

All Pre-Professional Division students are expected to continue their studies throughout the summer months. This is an important time for dancers build on their technique. Below is an overview of BAE's summer programs. Current BAE students do not need to audition to enroll in these 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, pas de deux, variations, and modern classes.

Junior Summer Course

Students in Levels 1 through 5 have the opportunity to take a full schedule of classes from the start of the summer session until the start of the Summer Intensive. This program allows students to maintain and develop their strength and technique throughout the summer months, and it prepares them for the challenges of the new school year ahead.

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-styly 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 nearby to BAE.

All students staying in the dorms are expected to adhere to all of BAE's policies both at the studio and at home. We expect our students to represent BAE at its best. Please read the housing policies below.

Academics

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

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](#)

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 Spring Performance. Levels 4-10 participate in Winter Performance and 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 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, neo-classical, 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.

School Policies

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.

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

Classroom & 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:

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

Harassment & 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, Jenna Lavin, or Stacey Calvert immediately so we may intervene. Other examples of misconduct which may result in immediate dismissal include, but not limited to, cyber bullying, theft, smoking or vaping on the premises, physical or verbal aggression; and possession, distribution, or use of illegal drugs.

School Policies

Tardiness, Absences, Make Up Classes & 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.

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 kaileigh@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 email frontdesk@baenyc.com in advance of the class to reserve a place.

In the event that a student is not keeping up with the Pre-Professional Division attendance requirements, they will be directed to the Children + Teen Program, where the attendance requirements are more flexible.

Cancelled Classes & 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. Any schedule changes or 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.

Dress Code

Proper adherence to the Dress Code not only allows students to focus fully on their studies, but shows formal respect to 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 sit for the class.

As of August 2023, there will be a new Yumiko shop located at BAE, which will carry their full line of BAE-approved dress code leotards, men's tights, and their full array of leotard options.

Please feel free to visit Capezio's flagship store, located at 1650 Broadway, 2nd floor, at 50th Street to purchase additional dancewear including children's and ladies' tights, ballet slippers, Capezio and other leotard brands,

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.
- Ponytails are acceptable in modern, stretch and hip hop classes.
- Favorite Color Leotard Week and Birthdays: Students may wear their favorite solid color leotard. The rest of the dress code requirements still stand. Leotards cannot have crisscross straps, zippers, halters, lace, cut out backs, or any other adornments. Gentlemen may wear any solid color tee shirt and tights (no neon tights).
- Jewelry is not permitted except for simple stud earrings. No drop earrings, necklaces, bracelets, or watches.

Ladies

- Pink or flesh-tone tights, ballet slippers, and pointe shoes. Convertible tights are acceptable, but ankles and feet must be fully covered. Tights must be in presentable condition (no rips).
- Hair must be in a neat bun. No headbands. Lower levels: If your child has bangs or short hair, it must be pinned back.
- Only pale pink or clear nail polish permitted in class.
- Undergarments are not worn under tights.
- 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 Class: dress code leotard, footless tights, and bare feet. If you have a blister or open cut, please wear socks or ballet slippers.

Gentlemen

- Black or white socks must be worn with footless tights
- Dance belts must be worn under tights.
- Levels 1 and 2 wear black ballet slippers.
- Level 3 and up may wear black or white ballet slippers.
- Level 1-3 wear white tee shirts. Levels 4 and up may wear white or black.
- Level 6 and up may wear gray tights on Saturdays.
- T-shirts must be tucked into tights. Shirts with logos or that are too short to tuck in are not permitted.
- No facial hair.
- The sock and tee shirt styles listed on the dress code are preferred, but any brand that looks identical to these styles is acceptable.
- Modern class: dress code tee shirt, footless tights, and bare feet. If you have a blister or open cut, please wear socks or ballet slippers.

Dress Code

Ladies

LEVEL	COLOR	APPROVED YUMIKO LEOTARD COLORS				CAPEZIO COLORS
Level 1	White	White				White
Level 2	Red	N-Scarlet	T-Babylon	V-Dark Red		Garnet, Scarlet, Red
Level 3	Lavender	N-Poem	T-Iris	V-Angelic		Lavender
Level 4	Hunter Green	N-Huntress	N-Sage	V-Pine		Hunter Green
Level 5	Plum/Eggplant	N-Opera	N-Eggplant	V-Eggplant		Aubergine
Level 6	Navy Blue	N-Dark Blue	T-Cosmo	V-Dark Blue	R-Pisces	Navy Blue
Level 7-9	Black	Black				Black
Level 10	Black or White	Black or White				Black or White

Accepted Yumiko Styles in Children's Sizes: Anna, Marieke, Marisa, and Wendy

Accepted Yumiko Leotard Styles in Adult Sizes: Alicia, Anna, Daria, Denise, Elli, Gina, Lucy, Marieke, Marisa, Micah, Sofiane, Tiffany, Wendy, and Zoe

Additional Yumiko Mesh Options for Levels 6-10 Only: Meagan Mesh, Alicia Mesh, Elli Mesh, Gina Mesh

Additional Yumiko Dress Code Information

Trim and or velvet accents must be the same color as the leotard.

Accepted sleeve options: camisole, tank, cap, short, half, 3Q, and long.

Levels 6-10 ordering mesh options: Mesh must be either flesh-tone or the same color as the leotard.

Accepted Capezio Leotard Styles

Any of the classic solid-color styles with no cross-straps, halter, adornments, multi straps, turtleneck, etc. Sleeve may be camisole, tank, short, three-quarter, or long. Neckline may be scoop, v-neck, or pinched front.

Skirts for Pointe/Variations classes, Levels 6-10

Yumiko Isabelle or Isabelle Mesh (black or white)

Capezio, 11459W (black)

Bullet Pointe, BP13201 (black or white)

Practice Tutus for Pas de Deux classes (white), Levels 8-10

You may choose your own brand. Here are two options.

Capezio 10391 (economical option)

Mila Wilkes Davis, visionforthenations@hotmail.com, (912) 980-7053 (for custom options)

Gentlemen

Tee Shirt or Leotard:

Levels 1-3: White short sleeve tee shirt, tucked into tights, no logo.

Levels 4-10: Black or white short sleeve, tucked into tights, no logo or black or white men's leotard, simple neckline.

Tights:

Black Tights (all levels), Yumiko Cedric Tights, or Capezio Transition or Footless Tights

Levels 6 and up may wear gray tights on Saturdays.

Yumiko Colors: N-Ash, N-Black, or N-Titanium

Capezio Colors: Black or Gray

Socks: Black or White. Sock style: HUE 7693 Tender Top, or similar style

Financial Information

Tuition

Students should register by the first day of the school year. 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. The second payment of the two-installment plan will be automatically withdrawn from the account on January 11th for the full year program.

Withdrawals

Withdrawal from the program must be submitted in writing to ensure that the account is properly adjusted. Please [e-mail](#) the registrar regarding any withdrawal related communications.

Refunds/Credits

Tuition is non-refundable. Credits toward 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](#).

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 the registration department at (212) 410-9140 to schedule your payments.

Extra Classes

Students in Levels 2 and higher may take unlimited Pre-Professional Division classes within their level or any level below. Students in Levels 6 and higher may take Adult Division classes at no charge during Winter Break, Spring Break and on national holidays when the school is open. For Pre-Professional Division students who wish to take Adult Division classes any other time of the year not listed above, there is a discounted fee of \$22 per class. Scholarship students receive a further 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 its 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.

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, 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. You would need to leave your name and email address. Books are to be returned no later than two weeks after check-out.

The Special Collection

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

The BAE Community

The sense of community fostered between the families, faculty, and staff at BAE creates a warm and supportive school environment. Throughout the year we hold multiple events and offer families many opportunities to become active members of the BAE family. One such opportunity is through the BAE Benefit Committee: a special group of dedicated and talented parent volunteers (both current and alumni) who work together to support BAE's scholarships and performances. Through activities such as our annual gala fundraiser, monthly Dancers Corner bake sales, and the Spring Journal, we raise funds and awareness as well as strengthen our community.

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 of those 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.
- Gala Benefit Underwriting: Underwriting opportunities include, party space, caterer, party rentals, wine and beverages, live music, décor, parting gifts, and more.

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

Emergency Procedures

Evacuation Procedure

- Stay calm and wait for further instructions from your instructor or nearest staff member.
- Follow a BAE faculty or staff member, quietly leave the room, and close the door behind the last person.
- Pre-Ballet, Primary, and Enrichment teachers will bring their attendance books with them. The BAE front desk staff will bring the Pre-Professional attendance sheets and Adult Sign-In sheets with them when evacuating.
- Unless otherwise instructed, take the nearest exit (see Emergency Exit Guide below) out of BAE and proceed down the nearest stairwell and out of the building.
- Listen for directions to the emergency meeting area, which will be the lobby of Ruppert House. The address is 222 East 93rd Street, which is located on 93rd Street between 2nd and 3rd Avenues.
- The security desk for our building is located there.
- Once at Ruppert House, BAE staff will take a head count and wait calmly for further instructions.
- Do not use elevators.
- If you or someone in your group is physically challenged and needs assistance to leave the building, wait at the nearest stairwell for help.

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



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Follow us on:



Information in this handbook is subject to change,
and may be updated throughout the year.

Cover photo by Rosalie O'Connor