



BAX/Brooklyn Arts Exchange

**Youth Education Family Handbook**

A guide to BAX Youth Education policies and practices.  
2023/2024

BAX/Brooklyn Arts Exchange  
421 5<sup>th</sup> Ave.  
Brooklyn, NY 11215

Further questions please feel free to contact us!  
(718) 832.0018 | [info@bax.org](mailto:info@bax.org)  
[www.bax.org](http://www.bax.org)

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## About BAX

BAX/Brooklyn Arts Exchange is a multigenerational arts organization nurturing creative expression and artistic process through education, residencies, and performance at the intersection of arts and social justice.

BAX is dedicated to serving artists in progress, from children to professionals, at all ages and stages of development. The multi-faceted nature of BAX programs invite artists to embark on creative journeys to develop their unique and authentic creative voices. BAX honors the power of performing arts to connect and transform individuals and communities.

Three decades since its founding, BAX remains committed to intentionally creating a space for the arts that animates its constituency, promotes dialogue, and celebrates diversity.

BAX intentionally and purposefully supports the voices of underrepresented individuals and groups of all origins, ages, races, sexual orientations, immigration and disability status. All constituents are invited to join in our ongoing anti-racism, anti-oppression, and pro-inclusion work. The youth education programs, artist residencies, affordable rehearsal space, community engagement opportunities, mentorship, and performances, all center artists from historically marginalized backgrounds and prioritize lived and embodied experiences, and access, regardless of ability to pay.

## About BAX Youth Education

Taught by professional artist faculty, BAX's Education Department provides expert and nurturing instruction in dance, theater, and tumbling with an emphasis on cultivating creative expression. Our programs encompass five core values — skill-building, creative choice, collaboration, performance, and community — and include a broad range of youth classes, performances and festivals. We offer scholarship assistance (including sliding scale tiered tuition) for all of our education programs, and approximately 40% of the student population receives some level of financial assistance.

### How do I know what the best class is for my family?

Our classes are developmentally appropriate and ensure that each child is challenged and supported.

Our **Early Childhood (Child & Caregiver) Classes** (ages 2-3 years) operate on a flexible seasonal schedule and offer developing toddlers creative programming taught by professional and nurturing instructors. Drawing from dance, yoga, and gymnastics, BAX early childhood programming introduces children to body movement, group social dynamics, and creative choice-making. In Move & Groove

classes, families enjoy a more consistent class community and facilitated activities that build in sequence over time.

Our **Semester Youth Classes** (ages 3 – 18 years) offer students an extensive class experience with their teachers and peers. Our creative movement, dance, theater, and tumbling/acrodance tracks include various age ranges with increasing technical and creative skills as children age.

Please reference the class grades/ages when determining suitability for your child. Free trials are available (provided space is available in the class). Please feel free to reach out to the BAX Education Department for any questions about best class options for your child based on their age, interest, and/or experience. Some BAX classes require prerequisite experience. For additional guidance about how to navigate BAX classes, and to confirm if your child has the correct prerequisites, please visit [youth.bax.org/classes](https://youth.bax.org/classes) or contact us at [info@bax.org](mailto:info@bax.org).

Our progression of youth dance, theater and tumbling/acrodance classes culminate in a series of truly exceptional programs for our most motivated senior students (ages 9-18 years). Our **Dance Performance Workshop** (9+) and **AcroBAX** (9+) programs offer young artists opportunities to deepen their practice as performers, creators and collaborators in their chosen discipline and, uniquely, develop and direct original work for performance. These invitation-only programs require a full-year commitment and each culminates in a showcase of student-directed composition and performance work.

***Please contact the Education Department to learn more about how to navigate classes and/or levels and about the invitation/audition process for our advanced programs.***

## Health and Community Caretaking

The below information will serve as a guide of BAX's Health, safety, and COVID-19 protocols for the 2023/24 season. Please take the time to read through it in its entirety to help us keep you and all of our community members safe! BAX closely follows guidelines and mandates from the CDC, New York State, and the NYC Department of Health and Department of Education. Any updates to this information will be communicated to families via email. For the most up to date information, please visit: <https://www.bax.org/space/covid-updates/>

**If you or your child experience any of the following, please refrain from attending activities in the BAX Building: fever, muscle weakness, nausea, vomiting, diarrhea, new rashes/sores, swollen lymph nodes, sore throat, persistent cough, or other severe cold- or flu-like symptoms. Your care and attention to your own health is also care and attention to our community at large.**

## COVID-19 Community Care

BAX is pro-vaccination and also realizes that the scope and implementation of many public health policies leave much to be desired in terms of equity for communities of color and persons with disabilities, many of whom have been the first to be threatened and too often the last to be protected. We are doing our best to work at the intersection of equity and safety in adapting to the constantly evolving landscape of this (and future) pandemic(s). At this time, masks are optional at BAX and strongly encouraged during performances (with some exceptions in which they may be required).

## Class Attendance, Absences, and Illness

### Attendance Policies

We expect steady and regular attendance to classes. **However, if your child is sick – for example, has a fever, been exposed to COVID-19, or head lice, etc. – we appreciate your consideration of the rest of the class and BAX community and kindly ask that you please keep your child home until they are no longer contagious and/or for the recommended quarantine period.**

- If a child begins to feel unwell (and in particular if they have a fever) during their time at BAX, we will contact the parent/guardian so that the child can be picked up immediately. We will have the child wait in a safe isolated, supervised space at the BAX Building until they are picked up.

We will be happy to work with you to arrange a make-up class for any absence. While it is not required to report a student's absence, we appreciate advance notice of absences. **BAX will follow up with families after 2 consecutive absences, and drop a student from a class after 4 consecutive absences if there is no family communication.**

Students are expected to arrive on time for class and stay for the full class duration. This supports the development of a strong class ensemble and ensures that students will have the best possible experience.

### Drop Off & Pick Up Procedures

- **Drop Off:** When students arrive to BAX for a class they must check in at the Front Desk. Our Front Desk staff and teachers both track class attendance so that we can keep an accurate record of who is in the building during classes.
- **Pick Up:** At the end of class, parents/caregivers should pick up their student at the door to their class studio. Unless a student has permission to self-dismiss, a parent/caregiver will need to check their student out before they leave the building. BAX teacher will confirm that each student has been picked up or that they have permission to self-dismiss. Our Front Desk

staff will call the listed parent/guardians for any children who are not picked up on time to follow up.

## Student Supervision Outside of Class

There is no formal supervision for unaccompanied students in the BAX Building. While an admin staff member is always at reception, education staff members may not always be in the building. **Every student must be picked up, on time, by a parent/caregiver.** Additionally, it is our expectation that no student will leave the BAX Building between their time of arrival and the start of their class, unless specific permission has been given. **Notification is expected if a parent/caregiver is running late to pick-up a student, or if a student has parental permission to travel independently or leave the BAX building before class for any reason (such as purchasing a snack).**

## Registration

You can register:

- ONLINE: [www.bax.org/classes/youth](http://www.bax.org/classes/youth)
- IN PERSON: BAX 421 Fifth Ave. Brooklyn (between 7<sup>th</sup>-8<sup>th</sup> streets)

Classes are closed once capacity is reached. If your selected class is full, you may choose a different class, or you may request to be added to the **waitlist** for which you will receive a “Waitlist Confirmation Email.” No payment is required to be added to a waitlist. If a space becomes available in the class, you will be contacted via phone.

Currently enrolled Fall semester students are encouraged to re-register for the following Spring Semester during **Priority Registration** periods. Toward the end of the Fall semester, a period of time is set aside for Priority Registration allowing families currently enrolled in classes an opportunity to secure their same slot for the upcoming term. If families wish to register in a class they are not currently enrolled in, they may do so with permission from the Education Department only if the class was not at capacity in the current term. If the class was full, they may register after the Priority Registration period is over and registration is open to the public, assuming there are slots available in the class.

## Rolling Registration

Space permitting, rolling registration may be possible after the 5th week of each term. Call the Front Desk or email [info@bax.org](mailto:info@bax.org) for more information.

## Payments & Policies

### Semester (3 – 18 years)

A payment of at least 1/2 tuition is required to reserve a spot in any semester youth class. The remainder of the tuition is due by the 5<sup>th</sup> week of the semester (unless an

alternative payment plan has been arranged).

### **Early Childhood (2-3 years)**

A payment of at least 1/2 tuition is required to reserve a spot in any early childhood class. The remainder of the tuition is due by the 3<sup>rd</sup> week of the term (unless an alternative payment plan has been arranged).

### **Full Year Classes**

Full Year commitment classes (Dance Performance Workshop/DPW and AcroBAX) operate on their own payment structure. For more information, you may call (718) 832.0018 or email [info@bax.org](mailto:info@bax.org).

## **Tiered Tuition and Payment Plans**

BAX is committed to offering high-quality and accessible arts programs for all. As such, each term's tuition is priced at three tiers, which includes sliding scale tuition of up to approx. 40% subsidy so that each family can assess the tuition price that works best for their household. This is based on an honor system of your-expressed-need (we do not require financial documentation). By paying what you are able, you help us better meet the needs of other families. There is no programmatic difference based on the tier you select.

For families who are in need of tuition subsidy beyond 40%, scholarships are available through an application process. Scholarship Payment Plan installments are due on the 1<sup>st</sup> or the 15<sup>th</sup> of the month, with the final payment due before the completion of the semester or early childhood seasonal term. Our Education team will work with you to develop a plan that is sustainable for your family. BAX's Financial Assistance subsidies and payment plans are based on an honor system of your self-expressed need. We do not require financial documentation. If your family would benefit from a payment plan, please reach out to our Education Assistant.

## **Refunds**

Prior to the 5<sup>th</sup> class of a semester and the 3<sup>rd</sup> class of an early childhood seasonal term, class tuition is refundable minus the number of classes taken/reserved. **Drops must occur 48 hours prior to the reserved class to be refunded.** There are no refunds after the 5<sup>th</sup> class of a semester and the 3<sup>rd</sup> class of an early childhood seasonal term. A credit may be applied to a future registration.

## **Make-Up Classes**

Due to absences or late registration, each student is allowed to take 4 make-up classes each semester or 2 make-up classes each early childhood seasonal term within the same term in an equivalent, age appropriate class (space permitting). Make-ups must be scheduled in advance through BAX reception.

**Please note: make-ups are not permitted during final concert or sharing**

**rehearsals or performance/sharing weeks and classes at capacity may not be able to accommodate make-up students.**

## **Trial Classes**

A free trial class is available to new students until the class reaches capacity or registration for that particular class is closed. . Trials must be scheduled in advance.

Please note also that for our semester classes, students will be dropped off for trials. Parents/Guardians are encouraged to participate in Family Classes and Class Sharings to learn more about the class, but will not be permitted to attend a trial with their child unless discussed with the Education Department in advance.

Upon registration, the cost of the trial class will be included in the tuition. Trial registrations do not hold permanent spots in a class for the term. To book at trial, please email [info@bax.org](mailto:info@bax.org).

## **Financial Assistance**

BAX is committed to ensuring that all students have access to quality arts education regardless of means. We offer scholarship assistance for all of our education programs, and approximately 30% of the student population receives some level of financial assistance. This aid is based on an **honor system of self-expressed need**; we do not require financial documentation. Families interested in financial assistance may download an application form from the website or submit a form online at [www.youth.bax.org/financial-aid](http://www.youth.bax.org/financial-aid).

Financial Aid applications for studio classes must be submitted annually. If families wish to continue their Financial Assistance in the Spring Semester after receiving Financial Aid in the Fall Semester, they must submit a Financial Aid Extension Form. Year-long classes such as Dance Performance Workshop and AcroBAX students apply annually, and do not need to renew for the Spring. If a family needs to change their level of support from the Fall to Spring semester, they should submit a new application. From time to time, families receiving financial assistance are asked to volunteer for projects and special events, if they're available to do so. There are separate Financial Aid applications for all School Breaks programs.

## **School Pick-Up**

BAX is an intergenerational space that provides performing arts youth studio classes Monday-Thursday following school hours and Saturdays. We provide School Pick up services to select local schools and schools with whom we have longstanding arts partnerships; we are not a full service after school program.



A member of the BAX School Pick Up Team (made up of trained BAX staff, faculty, and interns) will meet your child at dismissal time at their school and escort them to the BAX Building for their after school studio class(es). Upon arrival at BAX, we provide supervised space for children to wait for their BAX studio class to begin. BAX provides a number of games, activities, and coloring/drawing materials for this time and students are encouraged to do their homework, read quietly, and/or participate in these activities. Students are also encouraged to pack a snack to eat before their class begins. BAX can provide simple snacks such as fruit bars if a student does not bring their own from home. Students must be picked up promptly at the end of their last studio class.

See our website for more information:

<https://www.bax.org/classes/youth/school-pick-up/>

**If a student is sick or absent and does not require BAX School Pick-Up, BAX must be contacted, at the latest, by 12PM the day of the pick-up. Please call 718.832.0018 or email [info@bax.org](mailto:info@bax.org)**

## Dress Code and Dressing Rooms

Students are expected to wear comfortable clothing that they are able to move in - for example, leggings, sweats, yoga pants, etc. If a student is wearing a skirt or dress, we strongly recommend leggings or shorts underneath during their class. Students will be asked to take shoes and socks off in the studio as a safety precaution. Some teachers may have additional requests regarding appropriate class attire (i.e. a ballet class *may* be asked to wear ballet slippers).

BAX has one dressing room on the 2nd Floor, one Private and One Semi-Private. The dressing room is Studio B and can be used by any student. In addition to the storage alcove on the 2nd floor, this Dressing room can be used as an overflow space to store belongings. BAX Faculty and Admin will help facilitate this process as needed. Students may also change in the private stall bathrooms on the 2nd and 3rd floors. BAX is an inclusive space that welcomes all gender identities and supports students in self-determining which space to use according to their comfort level. Food is not allowed in either dressing room.

## Space Usage

- Students are required to be barefoot in the studio.
- Each student must properly dispose of their trash and recycling. It is everyone's responsibility to keep the waiting areas clean.
- BAX is not responsible for lost or stolen items. There is a Lost & Found bin located in the coat nook on the second floor past the front desk.
- Prior to class, students are welcome to wait in the waiting areas on

the 2<sup>nd</sup> and 3<sup>rd</sup> floors. However, noise and play must be kept to a minimum to respect classes taking place and staff working in the office.

- There is no formal BAX staff supervision prior to or after classes unless you are enrolled in School Pick-Up.
- Parents are expected to pick up their child immediately at the conclusion of their BAX class.

## **Bad Weather Days/Class Cancellation**

Classes may be canceled due to severe weather conditions. BAX follows the NYC Department of Education closing schedule for inclement weather. An email will be sent with notification. You may also call BAX at (718) 832.0018 for updates. BAX Education Department will attempt to communicate any unexpected schedule changes with as much advance notice as possible.

Missed classes due to weather will not be re-scheduled. However, families can arrange to take a make-up class during the term in an equivalent, age appropriate class (space permitting). This request must be preapproved.

## **Family Communication**

- Most family communication will be sent via email from BAX Education Staff and the BAX front desk ([info@bax.org](mailto:info@bax.org)). Please make sure to unblock all BAX email addresses and be sure to check your email regularly. We will send email reminders about holiday cancellations, performance/exchange schedules, opportunities, and more.
- Please contact BAX to make sure your email/ mailing address is current. Let us know if your contact information has changed.

## **Accessibility and Inclusion**

**BAX/Brooklyn Arts Exchange Education Programs are committed to fostering an accessible environment through antiracist, pro-inclusion, and trauma-informed teaching and learning practices. BAX teachers receive annual expert professional development support to this end and ongoing support from BAX's Education Department staff.**

Communication with parents and caregivers before and during our programs is a critical means by which our staff are able to meet children where they are and support the needs of individual students while caring for the full community. In this spirit of collective caretaking, we ask that families communicate with us regarding any access needs or accommodations for their child. BAX classes are kept at a purposefully small size (14 students max for Drama/Dance, 8 students max for Tumbling, and 10 students max for Caregiver/Child and Early Childhood) which means that while students receive individualized and small group attention

throughout the class, we are not able to provide consistent 1:1 support (such as a SEIT or Paraprofessional could provide) to our students. BAX Education Department staff may follow up to discuss this information with you further in an effort to ensure the most quality experience for your child within our capacity, and you are always welcome to reach out to us. BAX reserves the right to refund or credit registration tuition in such instances where we deem we are unable to provide the necessary staffing support that a child needs.

## **Open Studios/Family Observation Week**

Family Classes and Open Studios are scheduled during the Fall and Spring term for all drop-off semester classes. Families are invited to observe their child's class and see what the students have been working on. Please see the Education Calendar addendum to this Handbook for season specific dates.

## **Student Concerts/End of Term Sharings**

BAX Student Concerts are informal sharings during which each drop-off class shares what it has worked on over the term. Additional information about Student Concerts will be shared over the course of the term.

Additionally, the Dance Performance Workshop and AcroBAX programs conclude the year with an independent performance showcasing original student choreography and performance.

## **BAX Education Contact List**

- Lucia Scheckner, Director of Education & Artist Programs ([lucia@bax.org](mailto:lucia@bax.org))
- Ashley Thaxton-Stevenson, Senior Manager of Education Programs ([ashley@bax.org](mailto:ashley@bax.org))
- Lydia Funke, Education Programs Associate ([lydia@bax.org](mailto:lydia@bax.org))