BAX/Brooklyn Arts Exchange

Youth Education Family Handbook

A guide to BAX Youth Education policies and practices

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Brooklyn, NY 11215
&
Annex at 80 Hanson Place

For any further questions, please feel free to contact us!

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www.bax.org

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ABOUT BAX/BROOKLYN ARTS EXCHANGE

Mission
BAX/Brooklyn Arts Exchange, founded in 1991, is a multigenerational arts organization nurturing creative expression and artistic process through education, residencies, and performance at the intersection of arts and social justice.

Our Work
For over three decades, BAX has honored the power of performing arts to connect and transform individuals and communities. As an arts incubator, we support artists of all ages and stages of development—from young children to award-winning professionals—through communities of learning. Our artist residencies, affordable rehearsal studios, practice lab, and youth education programs annually invite over 10,000 students, parents, families, artists, and audiences to engage in shared creative journeys. We focus on embodied practices such as dance, movement, theater, and multidisciplinary performance, prioritizing experimentation, process, collaboration, and mentorship. BAX commits to building equity and access across all programs. Our ultimate goal is to build collective power, advance cultural and racial justice, and encourage vibrant, interconnected networks to thrive.

BAX Community Guidelines
We strive to foster a brave space where open and meaningful dialogue among all of our participants can take place. We embrace and encourage diverse perspectives and believe the arts can spark meaningful conversations that build bridges across these differences, cultivating a strong and inclusive community. **To keep this spirit alive together, we share here our BAX Community Guidelines:**

1. **Celebrate Creative Process and Exploration**
   Art has the ability to move culture forward by experimentation. Support others in their process and lead with loving curiosity.

2. **Be Open to Challenges**
   Growth often happens outside your comfort zone. Disagreements or discomfort can spark meaningful learning—when approached with care.

3. **Be Kind and Respectful**
   We hold multiple communities. Approach difference with compassion, respect personal boundaries, and keep the space free from discriminatory language or actions.

4. **Encourage Everyone's Full Participation**
   We strive to create a culture of belonging. Be mindful of different accessibility needs, pronouns, identities, experiences, and points of view.

5. **Take Responsibility**
   Mistakes happen—it's how we handle them that matters. If we mess up, we own it, apologize, and work to make it right.

6. **Extend Grace**
   When someone owns a mistake or there is disagreement, offer the grace you'd want in return to the extent that you are personally able. Growth happens in accountable spaces where we learn without fear of trying again.

7. **Respect Communal Resources**
   We are all caretakers of this space. Follow health and safety guidelines, care for the equipment, and keep noise levels in check so everyone can enjoy their time here.

Let's make BAX a place where creativity thrives and we all feel valued. Thanks for being part of our community!

ABOUT BAX YOUTH EDUCATION

BAX welcomes all kinds of learners and encourages peer-mentorship and community. BAX arts education centers community, creative choice, collaboration, skill building, performance, and reflection.

BAX Studio Classes are taught by a diverse cohort of professional performing artists and educators who draw upon their own embodied experiences, artistic lineages, and inspirations while engaging in BAX's core educational values to generate a unique and nurturing instruction in dance, theater, and tumbling.

Our programs include a broad range of youth studio classes, school breaks programming, public school residencies, and festivals. As part of our commitment to accessible arts programming, we offer sliding scale tiered tuition that is available to everyone, as well as additional scholarship assistance for all of our education programs. Approximately 40% of the BAX 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, ensuring that each child is challenged and supported. Our Youth Classes 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.

Please feel free to reach out to the BAX Education Department at education@bax.org for any questions about the best class options for your child based on their age, interest, and/or experience.

About BAX Performance Workshop Program
BAX Performance Workshop Ensembles offer committed students a rigorous yet

joyful space to take bold creative leadership, develop their choreographic voices, and create original work within a nurturing collaborative ensemble setting.

These youth and teen ensembles merge contemporary dance with inverted movement practices—including weight-sharing, acrobatics, and partner work—providing a dynamic environment where students challenge themselves physically and creatively as they shape and refine their individual and collective choreographic language.

Organized by age and developmental stage, these ensembles share a deep commitment to original composition, ensemble collaboration, and performance-making. Classes are led by experienced artist-educators who bring their own performance practices and creative direction to the studio. Students may also work with guest choreographers and visiting artists, gaining exposure to a wide range of artistic perspectives and mentorship styles.

Throughout the year, ensemble members perform in BAX's end-of-year shared showcase, as well as at additional BAX and off-site events, enriching their live performance experience and supporting their pre-professional growth.

To learn more about BAX's Performance Workshop Program and our Current Season Ensembles, please visit our website or email artistprograms@bax.org!

HEALTH AND COMMUNITY CARETAKING

Generally, BAX follows NYC Department of Health and Department of Education recommendations and procedures. Thank you for your attention to these practices and helping us to keep BAX a healthy space for all students.

If your child(ren) is experiencing any of the following symptoms, we ask that you please keep them home or pick them up from BAX. We may, likewise, reach out if we observe any such symptoms developing while your child(ren) is participating in BAX programs.

- Fever (within the past 24-hours)
- Muscle weakness
- Nausea or vomiting
- Diarrhea
- New rashes or sores
- Swollen lymph nodes
- Sore throat
- Persistent cough
- Any flu-, cold- or covid-like symptoms
- Head lice

Vaccination Requirement
Brooklyn Arts Exchange (BAX) is committed to providing a safe and healthy environment for all participants, staff, and community members. In alignment with NYC Department of Education standards, **we require documentation of Measles, Mumps, and Rubella (MMR) vaccination or a valid exemption.**

If your child has a medical exemption from these vaccines, we will require documentation of this exemption. We do not accept religious exemptions.

Peanut And Nut-Free Policy
All Brooklyn Arts Exchange Youth Education Programs are **peanut and nut-free**.

In response to the level of food allergies among our students, faculty, and staff, BAX has a strict peanut and nut-free policy to cultivate the safest possible environment for our community.

For all BAX Education programs, students may **NOT** bring snacks that contain any peanuts or tree nuts, including but not limited to:

- Nutella or other nut-based spreads
- KIND or Clif Bars
- Trail mix
- Bamba Peanut Butter Puffs

Snacks that are processed in facilities where cross-contamination may occur but do not list peanuts or tree nuts as ingredients **are permitted**, but these snacks **should not be shared between students.**

Suggested nut-free snack brands and alternatives:

- Sunbutter (sunflower seed spread)
- Made Good
- Enjoy Life
- Kinnikinnick
- Homefree
- Brothers All Natural
- 88 Acres
- Appleways

For the most up-to-date general health safety policies, please visit our Health and Community Caretaking online. Thank you for your partnership in our collective caretaking of the BAX community.

CLASS ATTENDANCE, ABSENCES, AND ILLNESS

Attendance Policies
Regular and consistent attendance supports each student's experience and the

development of a strong class community.

While not required, we appreciate advance notice of absences by emailing info@bax.org. BAX will follow up with families in the case of consecutive, unreported absences. We are always happy to work with families to schedule a make-up class for any missed session.

Students are expected to arrive on time and stay for the full duration of class. This supports group cohesion and ensures a positive and focused class environment.

DROP OFF & PICK UP PROCEDURES

Drop Off:
When students arrive for class, they must check in at the BAX Front Desk. Both Front Desk staff and teaching faculty track attendance. Unless enrolled in the BAX School Pick-Up program, there is no formal supervision for unaccompanied students before their scheduled class. Caregivers must remain with their students until class begins.

We ask that students remain in the building once they arrive and do not leave before class begins unless a parent or guardian has given specific permission. **Please notify us if your child will be traveling independently or needs to leave the building before class—for example, to purchase a snack—or if you anticipate being late for pick-up.**

Pick Up:
At the end of class, parents or caregivers should meet their child at the door to their classroom studio. Unless a student has written permission to self-dismiss, a parent or caregiver must be present to check the student out.

All students must be picked up promptly by an authorized pick-up person. If a student is not picked up on time, Front Desk staff will contact the listed parent/guardian. To authorize an additional adult for pick up, please email info@bax.org so we can update your child's registration notes accordingly.

REGISTRATION

Families can register **ONLINE at BAX Youth Education** **or IN PERSON:** BAX, 421 Fifth Ave., Brooklyn (between 7th & 8th Streets)

Classes close once capacity is reached. If your preferred class is full, you may select another class or add your name to the waitlist through our registration platform, Amilia. There is no fee to join the waitlist. If a spot becomes available, you will be contacted via email.

During **Priority Registration**, currently enrolled fall families may reserve their same class slot for the upcoming spring term. If a family would like to register for a different class, they must wait until **Open Registration** begins.

All families are asked to upload a photo of their child during registration. This helps our team quickly identify students on the first day of class and throughout the term.

Rolling Registration
Space permitting, rolling registration may be available after the 5th week of each term. For more information, please call the Front Desk or email info@bax.org.

PAYMENTS & POLICIES

Semester Classes (Ages 3–18)
To reserve a spot in any semester-long youth class, a minimum payment of 50% of the total tuition is required at the time of registration. The remaining balance is due by the 5th week of the semester unless a payment plan has been arranged.

Full-Year Classes
Full-year commitment classes, such as the *Performance Workshop Ensembles,* operate on a separate payment schedule. For details, please contact the BAX Front Desk at (718) 832–0018 or email info@bax.org.

Tiered Tuition & 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 include a sliding scale tuition of up to approximately 25% subsidy, allowing each family to 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.

Financial Assistance
For families needing tuition support beyond the 25% sliding scale, a limited number of scholarships are available through an application process. Scholarship payment plans are typically set on a monthly schedule, with installments due on the 1st or 15th of the month and the final payment due by the end of the semester or seasonal term.

BAX's financial aid system is also based on an honor system; no documentation is required. Our Education team will work with you to create a payment plan that is manageable for your family. If you are interested in financial assistance, you can find the application at bax.org/scholarships or email info@bax.org.

Financial aid applications for studio classes must be submitted **for each semester. A separate application** is required for *School Break Programs*.

Non-Refundable Registration Fee
Each family will be charged a non-refundable $40 ANNUAL registration fee. This fee is a flat rate, regardless of the number of classes, programs, or students the family enrolls in that term, and covers the costs BAX incurs for providing online registration. The registration fee is valid for 12 months from the date of purchase.

Family Value Discount (Multi-Person/Multi-Class)
Families who register for multiple classes, and/or multiple children in the same transaction, receive $15 off their purchase. This discount will only be applied **when multiple classes occur within the same transaction**. This discount is applied automatically at checkout. Please note, this is only for Studio Classes, not School Break or Summer Arts Program.

Refunds
Cancellations that occur before the 5th week of class will receive a prorated refund, provided 48 hours' notice is given before that week's class. **After the 5th week of the term, refunds will no longer be issued.** If circumstances require a family to drop a class after the 5th week, a prorated credit for future programming will be issued. The Annual Registration Fee is non-refundable.

Prorated Tuition
Provided space is available in the class, prorated tuition may be available to families joining later than 5 weeks into the term. To inquire about joining a class after the term has begun, please email info@bax.org.

Make-Up Classes
Each student is allowed up to **two (2)** make-up classes per semester.
Make-ups must be scheduled in advance by emailing info@bax.org and are contingent on space availability in an age-appropriate equivalent class.
Make-ups are not allowed during final concert/sharing rehearsals or performance weeks.

Trial Classes
Free trials are available during the first 5 weeks of the term, provided space is available in the class. To schedule a free trial, email info@bax.org or call BAX's Front Desk at 718-832-0018. Please note that a trial does not guarantee a spot in the class

Bad Weather Days / Class Cancellations
Classes may be canceled due to severe weather conditions. BAX follows the NYC Department of Education's closure schedule for inclement weather. In the event of a weather-related cancellation, families will be notified via email. You may also call the BAX Front Desk at (718) 832–0018 for updates.

While missed classes due to weather will not be rescheduled, families may request a make-up class during the same term in an age-appropriate equivalent class, space permitting. All make-up requests must be pre-approved.

SCHOOL PICK-UP

While we provide School Pick-Up services for select local schools and long-standing partner schools, please note that BAX is **not a full-service afterschool program**.

- A member of the BAX School Pick Up Team (made up of trained BAX staff and faculty) will meet your child(ren) at dismissal time at their school and escort them to the BAX Building for their after school studio class(es).
- 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 until class begins.
- Families are encouraged to pack a snack for their child to eat before their class begins. BAX can provide simple snacks (e.g., fruit bars) if a child forgets theirs, but this is intended as an occasional courtesy, not a substitute for a packed snack.
- Students must be picked up promptly at the end of their last studio class. Teachers are not responsible for staying after class, and while our building is staffed by facilities administrators, there is no official caretaker following classes.
- BAX does NOT pick up before the regularly scheduled school dismissal time (early dismissal days, parent/teacher conferences).
- We follow the Department of Education's calendar, including holidays, school breaks, etc.
- If your child is sick or absent and will not need pick-up, you must notify us **as soon as possible and no later than 12:00 PM** on the day of scheduled pick-up. Please contact us at (718) 832–0018 or email info@bax.org.

For more information, visit our School Pick Up page.

DRESS CODE, DRESSING ROOMS & SPACE USAGE

Students should wear comfortable clothing that allows for ease of movement—examples include leggings, sweatpants, or yoga pants. If a student chooses to wear a skirt or dress, we strongly recommend wearing leggings or shorts underneath.

Students must be barefoot, no shoes or socks in the studio during class. Some teachers may have additional attire requirements (e.g., clean sneakers for hip hop). These will be communicated by the instructor or BAX Education staff.

BAX is an inclusive space that affirms all gender identities. Our restrooms on both the second and third floors are single-stall for comfort and ease for all genders. These single-stalls can also be used as private changing areas.

An alcove on the second floor is available for storing personal items, like backpacks, coats, and shoes. BAX is **not responsible** for lost or stolen items. A Lost & Found bin is located in the coat nook on the second floor near the Front Desk.

Please note that food is not allowed in bathroom stalls or changing areas. All students are expected to clean up after themselves and dispose of trash and recycling properly. Everyone shares responsibility for keeping common areas clean and respectful.

Students may wait in the designated areas on the second and third floors before class begins. However, noise and physical play must be kept to a minimum to respect other classes and staff working nearby.

FAMILY COMMUNICATION

Most communication with families will be sent via email from the BAX Education Staff (becca@bax.org or education@bax.org) and Front Desk (info@bax.org). Please make sure BAX email addresses are unblocked and check your inbox regularly for updates, including:

- Holiday reminders and weather-related cancellations
- Performance and sharing schedules
- Registration reminders and community opportunities

Please notify us if your contact information changes to ensure you continue to receive important updates.

ACCESSIBILITY AND INCLUSION

BAX's Youth Education Programs are typically housed at the 421 5th Ave location on the second and third floors of a building that currently has no elevator or ramp access. As such, this location is not wheelchair accessible. We recognize the limitation this places on participation and are committed to a long-term vision of making this site fully accessible. The BAX Annex (80 Hanson Place) is located on the ground floor of a wheelchair-accessible building, with elevator access and ADA-compliant restrooms. This space supports BAX's expanded programming and reflects our commitment to increasing physical accessibility for our community.

We aim to host as many public programs as possible at this location to ensure greater access and inclusion.

Education & Disability Justice
BAX's youth education programming is shaped in collaboration with disabled artists and specialists, centering equitable learning for children with varied needs and abilities. Our teaching artists receive ongoing professional development in disability justice, antiracist pedagogy, trauma-informed practice, and culturally responsive facilitation.

We believe in collective caretaking—supporting not only each child but also their family—while building community-centered experiences that affirm difference and belonging.

Open and proactive communication with parents and caregivers is key to helping us meet students where they are. We encourage families to share any access needs, learning styles, or accommodations that would help their child feel supported in our programs.

While BAX classes are intentionally kept small to allow for more personalized attention, we are not equipped to provide consistent 1:1 support (such as the support a SEIT or paraprofessional might offer). In some cases, Education staff may reach out to discuss how best to support your child within our capacity.

If we determine that we are unable to provide the staffing or accommodations a student requires, we reserve the right to issue a credit or refund for any remaining tuition.

OPEN STUDIO VISITS

Each semester, BAX hosts *Open Studio* classes for parents/caregivers to observe and, in some cases, participate. These sessions provide an opportunity to see first-hand what the students are working on, as well as get to know the teacher, students, and more of the BAX community.

Dates and details will be given at the beginning of each semester.

STUDENT CONCERTS / END-OF-TERM SHARINGS

Each semester concludes with either an *in-class share* (Fall semester) or a *Student Concert* showcasing several BAX classes (Spring Semester). Students will present what they've explored and created during the term. Our early childhood classes, such as Tumble Jumble and Creative Movement, will have class shares in the final class of both semesters.

Additional details will be shared with families throughout the semester.

Our *Teen and Youth Performance Workshop* programs culminate in independently produced performances that highlight original student choreography and creative work developed throughout the year.

BAX CONTACTS

BAX Education staff typically work Monday-Friday during regular business hours. The Education Assistant works Saturdays during class time. To reach them with any questions or concerns, please send an email to the following people, and you will receive a timely response.

Contact List
General inquiries to info@bax.org or 718-832-0018 to reach a BAX administrative assistant.

BAX Building is typically open from 9AM-10PM daily, Monday through Sunday

Lucia Scheckner, Co-Executive Director, Education (lucia@bax.org)

Becca Kenigsberg, Education Programs Manager (becca@bax.org)

Kami Zimmer, Education Programs Assistant (education@bax.org)