

# PAUL TAYLOR



# THE TAYLOR SCHOOL

New York, NY

## Policies Handbook

### Welcome Students and Parents

We hope this handbook will be helpful in answering your questions and clarifying our School Policies. This handbook is available at [www.ptdc.org/school](http://www.ptdc.org/school)

### School Contact Info

551 Grand Street  
New York, NY 10002  
646-214-5824  
[www.ptdc.org](http://www.ptdc.org)

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# **The Taylor School**

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## Introduction

**The Taylor School offers dance classes for youngsters, teenagers and adults at its studios located at 551 Grand Street on the Lower East Side of Manhattan.** The Taylor School teaches children and adults the astonishing artistry and athleticism for which the Taylor Company is known throughout the world. From the youngest mover (TaylorTots) to the most advanced level, Taylor students learn progressively more advanced modern technique in the Taylor style while continuing to develop their individual creative voices as dancemakers. New movers are accepted at all levels except Advanced Taylor Teen. Open level classes are offered for adults, and daily technique classes are offered at the professional level taught by current Company members as well as distinguished Taylor alumni. The Taylor School also offers Summer Camps for younger dancers, in addition to Summer and Winter Intensives geared for students from around the world interested in a more in-depth study of Taylor style and repertory.

## School Policies

- Students should arrive 15 minutes prior to class.
- The current Taylor School calendar can be found online at <http://ptdc.org/school/youths-adults/>
- Class cancellations due to weather follow the New York City Public School's decisions and will be posted on the website.
- Make-up classes for missed classes are available. Students may make up classes with advanced notice to the teacher.
- Students will be placed in classes based on their selections on the registration form. However, it may be necessary to reassign a student to a different class of a more appropriate level. The careful placement of each student is taken seriously and is very important to the safety and proper development of the student.
  - Level assignments are based on age and proficiency. As a student progresses through the program they may be required to repeat a level in order to ensure that they remain in an appropriate challenging classroom environment. Yearly progression through each level should not be the expectation. It is important that each student demonstrates proficiency before moving on. Most students spend a minimum of 2 years in one level before moving on.
- The Taylor School reserves the right to cancel any class with an enrollment of less than five students. In the event of class cancellation, we will contact you with a second option, or a full or pro-rated (if classes have been taken) refund will be given.
- Students enrolling in the Taylor Level 3 and 4 classes are strongly encouraged to take both classes offered per week. A discount rate is offered for enrolling in both classes.

## Registration

- The Children & Adult program is for students age 2+. We do not hold auditions except for the Taylor Teen Ensemble. Registration is accepted on a first-come first-served basis. Class size is limited.
- Classes are closed once capacity is reached. If the selected class reaches capacity, you will be unable to register online. You may choose a different class, or you may request to be added to the waiting list. No payment is required to be added to the waiting list. If and when a space becomes available in the class, you will be contacted via email.
- Online registration is strongly encouraged, although you can also register in person at the Paul Taylor Dance studios.
- Trial Classes are available throughout the school year. Students are allowed to attend one class as a trial for a \$20 fee. If the student registers for the class, the \$20 fee will be applied towards the total tuition due. Students must notify the School Administrator within 3 business days of the trial class whether or not they plan to register or their spot will be forfeited.
- Enrollment is open throughout the semester and is pro-rated.
- Registration for the spring semester generally begins in December.

## Tuition Policies

- **Tuition is non-refundable.**
- The Taylor School is a non-profit organization. Tuition policies are part of our effort and commitment to keep dance classes affordable.
- Tuition is due in full upon registration. Payment plan is available upon request. Please contact Raegan Wood for more information.
- Students who register after classes have begun will be prorated.
- We accept cash, checks, VISA, MasterCard, American Express, and Discover Card. Refer to the website to determine the amount of your payment.
- There is no sibling discount.
- Checks should be made payable to Paul Taylor Dance Foundation. A \$15 fee will be due for all checks returned for any reason. The fee must be paid in cash within one week from the time the owner of the account is notified.

## **Classroom Etiquette and Dress Code**

- It is not necessary to report a student's absence. However, anticipated absences of several classes should be reported to the School Administrator.
- Students must arrive on time for class properly dressed and ready to dance. A student arriving more than 15 minutes late may be asked to observe class. Important warm-up exercises take place in the beginning of class and a student who is not properly warmed risks being injured. Late arrivals are also disruptive to the class.
- Students should remember to use the bathroom before class begins to minimize interruptions. If it is necessary to use the bathroom during class, the student should ask the teacher for permission and return to class promptly.
- Students must conduct themselves quietly and politely while in class and while waiting for class in the lobbies and bathrooms.
- Students who are disruptive will be given a warning. If they continue to be disruptive, they will be asked to observe the class. All such problems will be discussed with parents.
- Long hair must be pulled back in either a bun or ponytail; short hair must be pulled back away from the face.
- Students should wear appropriate dance attire. No street clothes allowed.
  - No shoes are necessary and bare feet are required.
  - Girls: Leotard or tight fitting shirt; tights or pants (jazz/yoga)
    - No costumes (tutus), no shorts, hair pulled back
  - Boys: Leotard or tight fitting shirt; long pants
    - No shorts
- The Paul Taylor Dance Foundation is not responsible for lost or stolen items.
- Each student must properly dispose of his/her trash and recycling. It is everyone's responsibility to keep our dance center clean for everyone to enjoy.
- Doors to the studios are kept closed while classes are in session. Parents are asked to remain outside the studio for the duration of the class. Parents can wait in the hallway.
- Parents waiting with children are asked to supervise their children and make every effort to keep the noise level down.

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

- Classes may be cancelled due to severe weather conditions. The School follows the NYC Dept. of Education closing schedule for inclement weather. Please check the website for class cancellations. Parents may also call the School at 646-214-5826 for updates.
- Missed classes due to weather will be made up by the end of the semester.

### **Drop-Off and Pick-Up**

- Students should be dropped off 15 minutes prior to class time in order to change and prepare for class. Please do not drop students off more than 30 minutes prior to class.
- Students must be picked up on time.

### **For Parents/Guardians**

- Twice per year is the Parent Observation Day for each class. This is an opportunity for parents/guardians to see what your child has been working on throughout the semester. A list of specific days and times is included in the School Calendar <http://ptdc.org/school/youths-adults/>
- All School communication will be sent via email. Please make sure to unblock all PTDC email addresses and be sure to check your email regularly.
- If you have questions or concerns, please direct them to Raegan Wood, School Director [raegan@ptdc.org](mailto:raegan@ptdc.org).
- Contact the school director to make sure your email/ mailing address is current. Let us know if your contact information has changed.
- If you need to notify instructors of any difficulties your child may have, please contact the school director.
- Please review this handbook with your child.
- Parents are required to sign the medical release and photo release waiver forms. These forms are available on our website <http://ptdc.org/school/youths-adults/school-policies-forms/> or at The Paul Taylor Dance Studios front desk.

### **Paul Taylor Teen Ensemble**

- The Teen Ensemble is a touring youth company performing excerpts of the Paul Taylor Repertoire. Acceptance into the Ensemble is by audition only. The audition is held annually and if selected the commitment is for one year. Students chosen to participate are required to attend weekly classes and rehearsals at the Paul Taylor Dance Studios.
- Teen Ensemble registration can be paid by semester or in full for the entire year.
- For more information, Please contact Raegan Wood, director by email at [raegan@ptdc.org](mailto:raegan@ptdc.org).

## **School Forms**

- There are two forms: a Medical Release Form and a Photo Release Waiver. Parents should fill out the forms so that we may have them on file.

## **Classes for Adults at The Paul Taylor Dance Studios**

- In addition to our Younger Student offerings, The Taylor School offers the following adult classes for varied ages and abilities:
  - Open Level Modern                      Thursdays 6:00 - 7:30pm
  - Advanced Professional Classes        Monday – Friday 10:00-11:30am.