



# **2026 August Intensive Handbook**

## Welcome Letter

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Welcome to the 2026 August Intensive at Manhattan Youth Ballet!

We look forward to this year's program and thank you in advance for choosing MYB for your summer training program. We remain committed to serving the needs of every young dancer now and in the future.

The faculty and staff at Manhattan Youth Ballet know that our dancers maintain a rigorous training schedule. Our students have high expectations of themselves in class and on the stage.

The goal of MYB is to provide an open, supportive and nurturing environment in which our students may comfortably balance their self-expression with what is expected of them.

New students will notice the level of intensity of our training program and also begin to appreciate the structure of our schedule and how it creates an environment conducive to the highest level of improvement and growth. This does not mean that our faculty, staff and students do not enjoy spontaneity and change. We are all interested in keeping spirits high and stress levels low. To do this, we must maintain flexibility, tolerance, patience, understanding and mutual respect among students, faculty and parents. The codes of conduct, guidelines and policies set forth in this Handbook have been written to help accomplish these goals. We ask that you take the time to carefully read through the entire Handbook.

Sincerely,

Rose Caiola  
Executive Artistic Director

## **Manhattan Youth Ballet Mission**

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Manhattan Youth Ballet (MYB) is a world-class academy dedicated to preparing aspiring young dancers for professional careers at the regional, national, and international level. MYB achieves its mission by offering a comprehensive curriculum and ballet pedagogy based upon the European classical tradition honoring precision, artistry and discipline combined with the American ethos celebrating individuality and versatility.

Serving the needs of New York City's diverse dance community, MYB's accomplished faculty strive to create an environment where each student achieves their personal goals while developing a lifelong love for dance.

## **General Information**

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### **Communication**

Email is the primary form of communication for Manhattan Youth Ballet. The email addresses listed on your registration form must be working and checked often. Any emails received by our faculty should be read in full and not ignored.

If you would like an email address to be added or removed from our list, please contact [vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org).

### **Inclement Weather / School Closings**

Manhattan Youth Ballet will email any school closings at least 2 hours prior to the start of classes. MYB generally bases these decisions on the NYC Department of Education school closures. The school is not responsible for classes canceled due to weather or other unforeseeable circumstances.

### **Lost and Found**

For your convenience, there is a Lost and Found located at the front desk of both Manhattan Movement & Arts Center and Studio Maestro. Manhattan Youth Ballet, Manhattan Movement & Arts Center, and Studio Maestro assume no responsibility for lost items. Both front desks will hold on to Lost and Found items for approximately one month before donating them to a charitable organization.

### **Lockers**

Locker rentals will be available on a limited basis. Please email David Cruz at [D.Cruz@manhattanmovement.com](mailto:D.Cruz@manhattanmovement.com) for more information.

### **Use of Social Media**

Use of Facebook, Instagram, Twitter, LinkedIn, blogging, and other social media outlets is commonplace. This policy is intended to provide MYB parents, guardians, and students with guidelines for the use of social media.

You do not have permission to reveal any information that compromises MYB. By that we mean the sharing of personal information about the director, staff, students, and/or their families, or any proprietary and/or confidential information is strictly prohibited.

Students and parents should neither claim nor imply that they are speaking on behalf of MYB.

Use discretion when posting pictures, including those of other students at MYB. Obey copyright laws. Never post anything that could compromise the self-esteem of students attending MYB.

Bullying of any kind, including cyber bullying, is grounds for dismissal from the school.

Do not post videos of classes, rehearsals, or performances without receiving prior consent by emailing your proposed content to MYB.

Respect the law, including those laws governing defamation, discrimination, harassment, copyright, and fair use. Parents, guardians, and students should never post negative comments about other schools, teachers, or events including performances.

Chatting with a faculty member through text message, or any social media messaging system is strictly prohibited. If you need to communicate with a faculty member you should always email [admin@manhattanyouthballet.org](mailto:admin@manhattanyouthballet.org).

### **Faculty Interaction**

MYB encourages an open line of communication with all students at all times. If you would like to meet with the faculty for any reason, you may set up a meeting by contacting Vincent Paradiso at [vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org). Parents, guardians, and/or students are not permitted to enter the Manhattan Youth Ballet offices unannounced for ANY reason.

## **Student Information, Expectations & Guidelines**

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### **Attendance**

An email must be sent stating the student's name, exact date(s) & time(s) of the absence, and reason for the absence, to the MYB office at [vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org)

Absences without prior written consent or stated reason will automatically be recorded as unexcused. The reason for the absence must be stated in the email and will be determined as excused or unexcused by the MYB Faculty & Staff. Sending an email does not automatically excuse an absence.

### **Class Participation**

Participation in all classes for each level is mandatory unless a prior arrangement has been made or a detailed email regarding an absence has been sent.

Classes begin promptly and students are expected to be in the studio and prepared at that time. Students who arrive more than 15 minutes after a class has begun will be asked to sit and observe to prevent injury and avoid disrupting the class.

All students must request the teacher's permission to leave class for any reason.

### **Dress Code**

Proper dress code (see Uniform Requirements below) is required at all times. Students not in dress code will not be permitted to take class. We ask that you limit the amount of warm ups and jewelry worn in class and remove them when the teacher asks.

### **Studio Etiquette**

Eating and drinking in the studios, theater, and dressing rooms is prohibited with the exception of bottled water. Gum chewing is not allowed.

Students must clean up after themselves in all areas of both Manhattan Movement & Arts Center and Studio Maestro (lobby, hallways, café, studios, dressing rooms, bathrooms, etc.).

### **Cell Phone Policy**

Cell phones and other electronic devices are not to be used during class or rehearsal for any reason. MYB Faculty & Staff reserve the right to confiscate student cell phones and other electronic devices for the remainder of a class and/or rehearsal period at any time.

## **Illegal Substance Policy**

Student use of e-cigarettes, cigarettes, drugs, and alcohol is strictly prohibited in or around any Manhattan Youth Ballet facility. Failure to comply with this policy can result in immediate dismissal by MYB Faculty & Staff.

## **Consideration for Others**

All students are expected to behave with respect and consideration for all faculty, staff, studio employees, parents/guardians, visitors, and other students at all times. Bullying, including cyber bullying, or any kind of physical or verbal abuse will not be tolerated.

All public areas of both Manhattan Movement & Arts Center and Studio Maestro (lobby, hallways, café, etc.) should be kept clear of personal belongings and students should refrain from stretching in these areas. Not only is it disrespectful to others, it is a fire hazard.

While Manhattan Movement & Arts Center and Studio Maestro are the home studios of Manhattan Youth Ballet, both spaces are used for various events, rentals, classes, etc. throughout the year. All students must obey all instructions given by and act with respect for faculty, staff, and studio employees at both spaces.

## **Physical Therapy**

MYB has a list of recommended doctors, physical therapists and rehabilitation specialists available. Please contact Vincent at [vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org) for access.

## **Injury Policy**

All injuries must be reported to Vincent at [vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org). Please keep us updated throughout the duration of your injury so that we can best support you. We strongly recommend seeing a doctor for any injury and getting a comprehensive treatment plan.

Please reach out to any faculty member for guidance on modifying class for an injury or as you return from injury.

In the case of an injury which requires a student to temporarily refrain from dancing, it is up to the student to decide if they wish to continue attending class to observe, or remain home, or a combination of the two. We understand that physical injuries are challenging mentally as well, and observing class is not always the best option.

As you return from injury to classes, MYB faculty will suggest a plan-to-return, which may include classes at a lower level.

## **Mental Health Day Policy**

Mental health days are allowed to our students with a no-questions-asked policy.

All we ask is that you inform us of your absence and that you will be taking a mental health day.

This is only to ensure that we know where you are and that you are safe.

If you need to leave in the middle of a class or between classes you may either:

-Stop by the office and let Vincent or another faculty member know (this is ideal if possible for you in the moment)

-Email Vincent through [vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org) as soon as you are able

## **Final Performance**

Open to students attending all three weeks of the Summer Intensive or who have received special permission to participate.

Each level will have a piece choreographed on them demonstrating the work they have done over the summer and showcasing the skills of their level.

Additional pieces from classes including theater, jazz, and hip hop may be created for students as well, depending on level and our most advanced students will have the opportunity to learn classical repertoire.

This performance will take place in the MMAC Theatre on August 20th, 2026.

## **Tuition & Payments**

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### **Tuition**

Tuition is due at registration

- 1 Week \$800
- 2 Weeks \$1500
- 3 Weeks \$2100

Performance Fee \$100

### **Financial Aid Availability**

Financial Need-Based Scholarships are available for promising and deserving students in all levels. In order to apply, please select “I would like to apply for financial aid” on the registration form and pay the \$50 fee. We will email you the application form when reviewing submissions.

Those requesting a Financial Need-Based Scholarship must complete the Financial Need-Based Scholarship application along with the latest earnings statement(s) and tax return(s) of the parent/guardian.

All applications will be reviewed by the Scholarship Committee and applicants will be informed of the results via email.

### **Scholarship Committee**

The Manhattan Youth Ballet Scholarship Committee is composed of Founder & Executive Artistic Director, Rose Caiola, and various members of the MYB Board of Directors & MYB Faculty. Liability & Privacy Statements

## **Withdrawal, Disciplinary Action, and Dismissal**

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### **Withdrawal Due to Injury or Illness**

Should a student become unable to attend class due to a long-term injury or illness, tuition will be prorated for the time of the student's attendance and a refund will be issued. A signed doctor's note is required for a tuition refund.

### **Withdrawal for Personal Reasons**

Should a student choose to leave the school for personal reasons tuition will not be refunded.

### **Disciplinary Action**

Manhattan Youth Ballet reserves the right to discipline students for any violations of the policies outlined in this Student and Parent Handbook or on any other documents distributed throughout the year. MYB Faculty & Staff may give a "Disciplinary Action Form," to be signed by both the student and parent/guardian, for any infraction. If a student receives a "Disciplinary Action Form," it must be returned to the MYB office before the student will be allowed to return to class.

### **Dismissal**

Students can be dismissed for reasons determined by the MYB Faculty & Staff including but not limited to inappropriate or illegal behavior within or outside of the school, excessive absences, or failure to comply with any of the guidelines stated here or on any other Manhattan Youth Ballet documents distributed throughout the year. Should a student be dismissed from the school for any reason, tuition will not be refunded.

## **Liability Statement**

Students and parent(s)/guardian(s) must be aware of all physical risks involved in connection with dance instruction, rehearsal, and training at Manhattan Youth Ballet.

Manhattan Youth Ballet, Manhattan Movement & Arts Center, and Studio Maestro assume no responsibility for bodily injury occurring as a result of contact with other students, instructors, walls, equipment, floors, and other objects located in the studios, lobbies, hallways, café, offices, and all other areas of the facilities.

Students and parent(s)/guardian(s) are invited to contact MYB Faculty & Staff at (212) 787-1178 to discuss these potential risks.

## **Photo & Video Statement**

Periodically, photographers and/or film crews will be present to shoot Manhattan Youth Ballet classes and/or rehearsals. By signing the "Handbook Affirmation," permission for resulting photographs and/or film footage that include both students and/or their parent(s)/guardian(s) is assumed to be granted in perpetuity for promotional purposes on television, magazines, and/or any other media.

## **Security of Personal Information**

Manhattan Youth Ballet is committed to the security of your personal information and will strive to protect any information given to the school from unauthorized access, use, or disclosure.

## **Notice of Nondiscriminatory Policy As To Students**

Manhattan Youth Ballet admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and the athletic and other school administered programs.

## **Student Reporting Policy**

Our school values the safety and wellbeing of our students and is committed to providing a safe and secure learning environment for all. In line with this commitment, we have developed a policy for students who experience or witness inappropriate behavior or harassment from a teacher or staff member.

Definition: Inappropriate behavior or harassment can be defined as any behavior that causes physical, emotional or psychological harm or discomfort to a student. This includes but is not limited to physical abuse, verbal abuse, sexual harassment, discrimination, bullying, and intimidation.

Reporting Procedure: If a student experiences or witnesses inappropriate behavior or harassment from a teacher or staff member, they should report it immediately to Rose Caiola at [rcaiola@manhattanmovement.com](mailto:rcaiola@manhattanmovement.com)

Investigation Process: Once a report has been made, the school will investigate the incident. This will include interviewing the student who reported the incident, as well as any witnesses or staff members who may have information relevant to the incident. The teacher or staff member accused of inappropriate behavior or harassment will also be interviewed.

The school will take all reports of inappropriate behavior or harassment seriously and will handle them with confidentiality and sensitivity. If the allegations are found to be true, appropriate disciplinary action will be taken, which may include termination of employment or legal action.

Support for the Student: The school will provide support and counseling services for any student who has experienced inappropriate behavior or harassment from a teacher or staff member. This includes emotional support, counseling services, and referrals to outside resources if necessary.

Conclusion: We take the safety and wellbeing of our students seriously, and we are committed to creating a safe and secure learning environment for all. We encourage students to report any incidents of inappropriate behavior or harassment from a teacher or staff member, and we will handle these reports with confidentiality and sensitivity while taking appropriate action to ensure the safety and wellbeing of our students.

## **Uniform Requirements**

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### **Female Students**

Leotard – Solid color leotard

Tights – Ballet pink or skin tone

Ballet shoes – Ballet pink or skin tone

Pointe shoes – Pink or skin tone / if currently dancing on pointe

Beginner Pointe – Pink or skin tone / flat shoes or pointe shoes as applicable

Hair – Secured neatly in a bun

### **Male Students**

T-Shirt – White or black (form fitting)

Tights – Black

Ballet shoes – White or black

Hair – Long hair must be secured

### **Contemporary/ Hip Hop**

Uniform leotard. Black tights or shorts may be worn

## Directory

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Rose Caiola, Founder & Executive Artistic Director  
[rcaiola@manhattanmovement.com](mailto:rcaiola@manhattanmovement.com)

Ann Layendecker, Business Manager  
[a.layendecker@manhattanmovement.com](mailto:a.layendecker@manhattanmovement.com)

Vincent Paradiso, Administrative Director  
[vsp@manhattanyouthballet.org](mailto:vsp@manhattanyouthballet.org)

David Cruz  
[D.Cruz@manhattanmovement.com](mailto:D.Cruz@manhattanmovement.com)

Manhattan Movement & Arts Center  
248 W. 60th St.  
New York, NY 10023  
(212) 787-1178

Studio Maestro  
48 W. 68th St.  
New York, NY 10023 (212) 787-1584

Manhattan Youth Ballet Website  
[www.manhattanyouthballet.org](http://www.manhattanyouthballet.org)

Facebook  
Manhattan-Youth-Ballet

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[@manhattanyouthballet](https://www.instagram.com/manhattanyouthballet)