

□ MIAMI CITY BALLET SCHOOL

Student Housing Handbook
The Tradewinds Apartments
2365 Pine Tree Drive
Miami Beach, FL 33139



2022/2023 Year-Round Program

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MCBS Optional Housing for 22/23 School Year at the Tradewinds Apartments

We would like to share with you all our plans related to COVID-19, as we know them at this time.

- As the ever-evolving pandemic continues, we may change our guidelines as offered and add testing requirements for anyone in our program. While we will strive to provide this information in advance, we must account for and adapt should changes be made in safety is our priority. **All parents/guardians will be financially responsible for any additional costs incurred due to COVID-19 testing, isolation, quarantine, and/or any related components that are now known or may become required.**
- We require students and staff to provide a negative PCR test taken 72hours prior to the start of our programs and submit voluntary proof of completed vaccination against COVID-19
- Should your child become ill, a parent or guardian must arrive **within 24 hours (48 hours for international students)** to secure quarantine/isolation. The Resident Staff will arrange immediate care until that time
- Should medical care be needed for your child, under quarantine, isolation or otherwise, you will be responsible for the cost
- Should your child require quarantine or isolation housing, you will be responsible for securing and paying for such cost

THE TRADEWINDS BUILDING

Welcome to the Tradewinds Apartments, located at 2365 Pine Tree Drive in Miami Beach. We occupy part of the main building of the Tradewinds Apartment Complex, just two blocks from the ocean and the Miami City Ballet.

Each one-bedroom apartment is approximately 750 square feet, featuring a large bedroom with two bunk beds, living room, bathroom, two large closets and an oversized kitchen.

Students are responsible for their own meals.

The apartments house four students and include the following:

- Sofa
- Four chairs
- Two flat screen HD televisions
- Two dressers
- Dining table
- Desk
- Refrigerator
- Electric range with oven
- Microwave
- JVC AM/FM Stereo with CD and iPod Dock
- Speakers
- Kitchen service for four (plates, bowls, utensils, mugs, and glasses)
- Pots and pans
- Kitchen utensils
- Coffee maker
- Linens/ Towels/ Pillows

Wireless Internet and basic cable are also included. A password for wireless internet may be obtained from the Housing Manager.

A checklist of these items will be provided at check-in. Please note that any items that are missing upon check out will be billed for replacements.

CHAPTER 1 – HOUSING FACILITIES

CONTACT INFORMATION

1. Miami City Ballet School 305-929-7007
2. Dean of Student Affairs and Housing Manager- Roslyn “Roz” Ruiz:
roslyn.ruiz@miamicityballet.org

KEYS

The Tradewinds complex uses a key card system, like what you find in most hotels. Upon check-in, you will be provided with a card key to your room. Should you lose your key or if your key does not function properly, please see the Tradewinds front desk for a replacement.

TRASH

Our building’s dumpster is located on the 24th Street side of the building, just east of Pine Tree Drive. To access, just slide the wooden door to the right. You are expected to take your trash out weekly as accumulated garbage can cause insect infestations.

LAUNDRY

The laundry room is located downstairs on the southeast corner of the building. Machines are \$2.00 to wash and \$2.00 to dry. The machines operate on a card system. You must load money onto your laundry card using the machine in the laundry room. These machines only accept cash.

COMMON AREAS

We expect our students to behave respectfully in all public areas. Food and beverages are allowed in the courtyard and pool areas, however, please make sure to clean up after yourself. While you are allowed in the common areas any time before curfew, remember that all housing policies apply for common areas as well.

The Tradewinds is in a residential neighborhood, therefore noise levels must be always kept at an acceptable level. Failure to comply will result in disciplinary action.

BUILDING ENTRANCES

Our building serves as the main building for the Tradewinds complex, and as such, the doors remain unlocked 24 hours a day. There is always a Tradewinds staff member stationed at the front desk 24/7. You should always enter the building through the main entrance on Pine Tree Drive.

Each apartment has a back door, which must be used *only in case of an emergency*. Students are not allowed to enter or exit their apartment through the back door, which must always remain locked. Students found using the back door will face disciplinary action.

OFF LIMITS AREAS

All common areas outside of the main building are off limits. Additionally, other apartments in the Tradewinds complex occupied by non-student residents are off limits to MCBS students.

NON-STUDENT RESIDENTS

You are not allowed any more than essential interaction with any non-student residents. This ensures the safety of our students and minimizes any potential conflicts that may arise. If you have an issue with a non-student resident, please contact the On Duty-Resident Staff immediately and do not attempt to resolve the issue on your own.

SECURITY

Our building serves as the lobby for the entire Tradewinds complex and is staffed by a Tradewinds employee at the front desk 24/7. The building also has closed-circuit security cameras in all common areas and hallways, as well as building entrances. While the On Duty-Resident Staff should be your immediate contact in case of any issue or emergency, front desk staff can also help when needed. Keep in mind that you cannot check in or out with the front desk staff as this procedure is managed entirely by the Resident Staff (s).

HOUSEKEEPING AND LINENS

Tradewinds does provide a weekly cleaning service (Tuesday Mornings), however students are responsible for cleaning up after themselves, cleaning their rooms, washing their own dishes, and for washing the linens that are provided by Tradewinds. The apartments do not come equipped with cleaning supplies, so we recommend that students purchase basic supplies to ensure a sanitary living space. Suggested cleaning supplies: *multi-purpose spray, disinfecting wipes, broom and dustpan/Swiffer, and dish soap*. South Florida is characterized by a hot and humid climate prone to insects such as mosquitoes, ants, and cockroaches. Clean, garbage-free, and cool apartments will prevent infestations from occurring.

MCBS Staff reserves the right to enter your room at any time to ensure that it is clean. If a room is found to be unsanitary, all students residing in said apartment will be prohibited from leaving until the apartment is clean.

ROOM INSPECTIONS

The Resident Staff (s) will conduct room inspections twice per week. During inspection, you are expected to have completed the following:

MIAMI CITY BALLET STUDENT HOUSING HANDBOOK

- Beds made
- Floors swept and cleaned
- Bathroom cleaned; fixtures and mirrors cleaned
- All tables, counters and countertops cleaned
- Microwaves, stovetops, and oven cleaned
- All garbage removed; trash must be taken out
- Shower supplies cleaned and organized
- All cabinets cleaned and organized
- All clothes stored neatly either in laundry hampers or dressers
- All towels clean and neatly folded
- Entertainment center/Living Room cleaned and organized
- All dishes, glasses, pots, pans, and flatware cleaned and stored neatly

If any of these areas are deficient during the inspection, the room will fail the inspection and all student residents will not be allowed to check out for the upcoming Saturday evening. If inspection failures become frequent, the Miami City Ballet School will take disciplinary action.

MAINTENANCE

If you have any problems with your apartment, such as a leaky faucet, a key that does not work, a broken appliance or light bulb, and/or faulty furniture, please notify the Resident Staff (s). The Resident Staff (s) will manage the situation with the Tradewinds staff to take care of the problem and fix it as soon as possible.

PROHIBITED ITEMS

The following items are not permitted in Miami City Ballet School Student Housing:

- Alcoholic beverages
- Illegal drugs/drug paraphernalia; Tobacco products
- Prescription drugs for which you do not have a prescription
- Firearms or weapons of any kind
- Forged identification cards
- Pets
- Incendiary devices including lighters, firecrackers, sparklers, etc.

If any of these items are found, disciplinary action will be taken, and if any illegal items are found, students will be immediately expelled from the program.

EMERGENCY PROCEDURES

When you get to your room, please take a moment to familiarize yourself with the nearest fire extinguisher and fire exit. If we are forced to evacuate the building due to fire, or any other

immediate safety concern, all students are to report to the parking section directly across 24th Street. Once all students are accounted for, we will then proceed to walk to the Miami City Ballet studios to await further instructions.

In the event of a hurricane, all students must vacate the dormitories and return home. This determination will be made once a hurricane watch is issued.

CHAPTER 2 - MOVING IN, MOVING OUT

MOVE-IN PROCEDURES

Check in: Monday, September 5, 2022, starting at 3:00pm

Upon arrival, please inform the front desk that you are checking in for the Miami City Ballet School. You will need to present a photo identification to receive a key. The front desk staff will provide you with pertinent information, including numerical code for pool access.

MOVE-OUT PROCEDURES

Check out: Monday June 5, 2023, by 11:00am

When you move out you will be required to return your room key to the front desk. Your room will be inspected prior to and after all students have checked out, using the move in/move out checklist as a reference. ALL students residing in the apartment are expected to clean the apartment, as well as remove all trash and personal items from their room before checking out. Regardless of the time/date of your departure, all students living in the apartment will be responsible for the move-out condition of the apartment.

WHAT TO BRING

You will be sharing a room with three other students, so limit your personal items to what is necessary. Here are some *suggested* items:

- Alarm clock
- Additional bedspread/blanket
- Additional pillows/pillowcases
- Beach towel
- Bathing suit
- Sunglasses and sunscreen
- Insect repellent
- Laundry bag
- Foldable storage cubes
- Hair dryer

- Hangers
- Toiletries
- Journal to record class combinations
- Umbrella
- Pilates/Yoga mat or large towel (mandatory for classes)
- Thera Band (mandatory for classes)
- Sewing Kit
- Laptop/tablet
- Cash for physical therapy and medical appointments
- Photo ID
- Any medications prescribed to you

PERSONAL BELONGINGS

You are always responsible for your own valuables, so please be cautious about where you place them. We suggest you avoid bringing expensive jewelry and electronics, as well as large amounts of cash. All possessions, including clothes, dancewear, toiletries, and kitchen items should be clearly marked with your name. MCBS is not liable for any lost or stolen items, and you are responsible for collecting any items you share with other students. Miami City Ballet School staff will not intervene in disputes over loaned items.

CHAPTER 3 – RESIDENT LIFE

MEETINGS

From time to time, the Resident Staff(s) will hold hall meetings to cover various topics, give announcements, and build community. We do not have a set schedule, but you will be notified in advance when you are required to attend. Failure to attend a hall meeting will result in disciplinary action.

ACTIVITIES

Students will have the opportunity to engage in various social activities at Tradewinds to build community with each other in the evenings. There will be movie nights, and game nights, arts and crafts, a pool party and much more! These events are optional, but we encourage all students to participate.

INJURIES AND ILLNESSES

Students are expected to attend daily classes at MCBS. Nevertheless, if you are ill or injured, please notify the On-Duty Resident Staff immediately for further evaluation. When a student is unable to attend class, they are expected to remain in their room to rest all day and are not

allowed to check out. The On-Duty Resident Staff is available to assist students with picking up prescriptions or food, if necessary.

MEDICAL APPOINTMENTS AND TRANSPORTATION

If a student has an acute illness or injury that requires immediate attention, the On-Duty Resident Staff will transport the student to an urgent care facility or hospital emergency room, depending on the situation. For non-emergencies, the Resident Staff(s) will aid with making medical appointments and will accompany students to these appointments. Students must have sufficient funds to cover transportation (UBER/ LYFT) and medical expenses, including insurance copays. Please ensure that you always keep your cash and debit card in a safe place.

For non-emergency illnesses, students will be taken to Baptist Health Urgent Care.

For emergency illnesses and injuries, students will be taken to Mount Sinai Medical Center.

PHYSICAL THERAPY

Nicklaus Children's Hospital Health Care provider can refer students to offsite Dance Physical Therapists.

PRESCRIPTIONS

Students are responsible for administering, maintaining, and picking up their own medications. We suggest all students residing at Tradewinds to either drop off or phone in their prescriptions to the following Walgreen's location:

2300 Collins Avenue
Miami Beach, FL 33139
(305) 604-8722

If a student is too ill to pick up a prescription, the Resident Staff (s) is available for assistance. Students are always responsible for the cost of their medications.

TRANSPORTATION

Buses – Several bus lines go through Miami Beach. The most used line is the South Beach Local, which runs throughout South Beach about every 15 minutes and costs \$2.25 cents.

A map of the bus routes: <http://www.miamidade.gov/transit/library/routes/123.pdf>

You can pick up the South Beach local right behind Miami City Ballet on 23rd Street. Other buses may be picked up at 24th Street and Collins Ave., just east of Tradewinds.

Uber – Please refer to the Pre-Professional Handbook for Policies and Procedures on page 21

CHAPTER 4 - HOUSING RULES

CHECKING OUT

When signing out, each student must sign out in person on the sign out sheet; write where you are going and what time you expect to return.

For your safety, students under the age of 18 must check out with one other MCBS student. Students are also allowed to be checked out by an adult 21 years of age or older with prior parental permission. This can be a local relative, family friend, MCB school parent, etc. Parents must indicate the specific people - including name, address, email, phone number, and relationship to student – on the visitation consent form provided in the housing documents.

If the person is not indicated on the permission form and parents would like to make additional requests parents must email the Housing Manager. Please specify whether this is a one-time outing or if you would like to add this person permanently on the permission form. Weekend permissions must be received by 5:00pm on Thursday.

Upon the authorized person's arrival at Tradewinds, the student and authorized person must check out in person with the On-Duty Resident Staff. For the safety of the students, we will require photo identification of anyone attempting to check out an MCBS student. The student must be returned to Tradewinds by curfew. The staff of Miami City Ballet School relies on the parents to ensure that their children abide by the rules.

CHECKING OUT OVERNIGHT

For overnight checkouts, parents/legal guardians must seek prior approval from the Resident Staff (s).

CHECKING IN

You must check back in by the time you stated you would return when you signed out. If you assess that you will not make it back by the time you specified, please call the Housing Manager at least 30 min before the time you specified. It is the student's responsibility to notify the Housing Manager about any changes or delays. If you have not returned by the revised time, the Housing Manager will call you and inquire as to your whereabouts. Provided you are back before curfew, there will not be any consequences if you call in advance.

CURFEW

Sunday through Friday

Students All Ages – Curfew 9:00 p.m. inside the building, 10:00 p.m. inside your apartment.

Saturday & evening before a Holiday

Students All Ages – Curfew 10:00 p.m. inside the building, 11:00 p.m. inside your apartment

Students must check in with the Housing Manager at curfew in her apartment. “*Inside the building*” means inside the Tradewinds building where the student housing is located. If a student is not back before curfew, disciplinary action will be taken.

ROOM CHECKS

The Resident Staff(s) will make sure all students are in the building at the specified curfew time. Subsequently a room check will be conducted, and all students must be in their assigned rooms at that time. MCBS staff reserves the right to conduct impromptu room checks after curfew as well.

VISITORS

All visitors must check in with the Resident Staff on duty upon arriving at Tradewinds. Parents and other family members please email the school and Dean of Student Affairs when you plan to visit Tradewinds. Other MCBS students, who do not live at Tradewinds, are allowed inside the apartments with prior approval from the Resident Staff on duty. All visitors must be gone by the first curfew. No overnight guests are allowed at Tradewinds, including other MCBS students.

Opposite-sex room visitation is allowed among student residents with prior approval of the Resident Staff (s), only if all roommates give consent, and only prior to curfew hours.

POLICIES AND PROCEDURE PRE-PROFESSIONAL HANDBOOK

Please log in to the Parent Portal to review and acknowledge our Children's Division and Student Division Handbook.

All handbooks MUST be signed in order to be able to participate in classes. Please do the following steps to sign your Student Handbook:

1. Log in to the parent portal: <https://www.mcbsadmin.org/portal/>
2. Select "My Students"
3. Select the green arrow next to "Available Forms"
4. Select the "Pencil" to digitally sign the forms
5. When complete, a green checkmark will show in lieu of the pencil

POLICY INFRACTIONS

All our rules are created for the safety and welfare of our students. Disciplinary action because of a rule infraction will depend on the severity and frequency of the violation. Potential consequences include:

- Verbal Warning
- Warning letter
- Confinement to the dormitory
- Meeting with MCBS Administration
- Call to parents
- Expulsion from housing

Please note that if a student is expelled from the program for any reason, no refunds for housing or tuition will be issued.

Acknowledgment and Receipt

The Miami City Ballet School reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, rules, policies, admission, and discipline.

The information included in this handbook is intended exclusively for MCBS students and parents of enrolled students. It may not be distributed, cited, or republished in part or in whole in any format or medium without the consent of MCBS.

I have received, read, and understood all contents of the Miami City Ballet School Student Housing Handbook. I agree to abide by its rules and regulations and am aware of the consequences if I fail to do so. *I understand that this document must be signed and returned to the Miami City Ballet School prior to check-in. My student will not be allowed to check in if this form has not been received.*

Printed Name of Student

Date

Signature of Student

Printed Name of Parent/Guardian

Signature of Parent/Guardian