



# STUDENT HANDBOOK

## 2019 - 2020

As a student at Circle in the Square Theatre School, you should be aware and mindful of the rules and policies. It is your responsibility to be respectful of the school, the theatre, and the program that you are now a part of. These policies were put in place for a reason.

### **THE THEATRE SCHOOL SPACE**

*While in the 1633 complex, as in any of the buildings used by Circle in the Square Theatre School, we request that our students behave in a manner that befits a professional program and Broadway environment.*

#### **BUILDING HOURS/STUDENT ID'S**

The main 1633 building is open 24 hours a day. However, during school terms, the 1633 building entrance into the school is limited to the hours of 8:30am to 6pm. **You are required to carry your student ID card with you for entry into the 1633 main Office building. There are no exceptions.** You must be out of the building by 6pm unless you have permission from the School.

When there is a Broadway show in our theatre, the Box Office lobby doors will open by 10am. During any matinee shows, the double doors leading to the concourse level of 1633 Broadway will be locked. When this happens, make all entrances into the space via the Box Office lobby and be prepared to show your student ID to the box office/ticket attendant.

The building is **not** available for use on the weekends.

**To get your ID Card you must put down a \$20 deposit in the office. You will get this back when you turn in your card at the end of your time at Circle.**

**If you lose your card, you forfeit your deposit. If you lose it twice, you must pay \$25 to replace it.**

#### **1633 BUILDING RULES**

Students are not allowed to wear roller blades or bring bicycles inside 1633 Broadway. This rule will not only be enforced by the School Administration, but also by the 1633 security force.

Students may not rehearse in the hallways of the Concourse level or use it as a lounge.

#### **EMERGENCY EVACUATION PROCEDURE**

In the event of an emergency, please exit the building via the box office entrance to Circle or one of the other emergency exits. Everyone should congregate on 50th Street in front of the building entrance, or if it is safer, across the street from our building entrance. We would then try to take roll to be able to determine that everyone has gotten out safely.

If you are in class with anyone at the time of the emergency who may have difficulty getting out in a timely manner, please help them up the stairs and out of the building. Remain calm and please take care of each other. In the event that there is darkness in the school, most of the classrooms have emergency flashlights. If the flashlight is not working, please use your cell phones to light the way.

#### **CLEANLINESS**

Students **MUST CLEAN UP** after themselves whenever they have used **any** space in the building for **any** purpose, be it lounging, eating or rehearsing.

Food props absolutely **MUST** be disposed of at the end of your scene...this includes the tea, which students usually put into bottles to suggest whiskey or beer, which will mold. Remember, we are already in a basement and mice and roaches could very easily become a major problem.

If you need a sink to wash dishes from scene work, please ask the office and we will direct you where to find one.

## **BEHAVIOR IN LOBBIES/HALLWAYS/STAIRWELLS**

Please maintain a **low volume level** in the lobbies, halls, and stairwells. Professional business is conducted here on a regular basis, and we wish to maintain a professional environment. Classes held in the Theatre (middle) lobby are disrupted by loud conversations in the School (lower) lobby.

The School's office is positioned near classrooms on the basement level. We ask that students, who are waiting to enter the classrooms, keep their conversational tone low, out of respect for the people working in the adjacent offices and classes.

The hallways are NOT to be used as rehearsal spaces at any time, including as an adjunct part of scene work. It is disruptive to the other classes.

Keep a clear a path in the hallway, so that traffic may pass freely.

Please do not sit in the stairwells as it is against fire code.

## **LOBBIES AS REHEARSAL/LOUNGE SPACE**

**The Lower Lobby (level by the restrooms)** is a general area for people to lounge in between classes. Please remember the theater offices take in a lot of calls and it is important that the atmosphere not be too chaotic. Also, with the classes going on in the lobby one flight up, it is important to keep your voices down. When things get loud in the lower lobby, the teachers and office staff can get testy.

**The Theatre (middle) lobby** may be used to rehearse quietly when it is not used for classes. Remember, the Box Office is doing business selling tickets to the public one floor above you so the general public can hear you. Please be respectful of this. There is no official sign-up for this space.

**The Box Office (street level) lobby** is not available for rehearsal/lounging at any time.

\*\*\*Please avoid using lobbies as a dumping ground for your stuff between classes. Things have disappeared on occasion when people have left their belongings sitting in the lobby. We take no responsibility for lost or stolen property. Watch your stuff!

## **CLASSROOMS AND REHEARSAL SPACES**

***Students should restore these rooms to order as part of their rehearsal!*** Remember, you don't want to waste YOUR rehearsal or class time cleaning up after the people before you, so don't do it to the people after you. Call your rehearsal to a stop with time to clean the space for the people after you. If you are rehearsing from 3-4, stop at 3:55 to have a few minutes to neutralize the space after you are done.

KEEP THE THEATRE SCHOOL CLEAN!! Simply, clean up after yourself at every moment. At end of class, look around you and make sure you have taken all you brought with you, cleared all garbage, etc.

Please note that you are to be leaving the building at 6pm. If you have signed up to rehearse from 5-6 you must leave plenty of time to clean up and to exit the building. When we house a Broadway show, the theatre and show staff expect us to be gone by 6pm. Also, at the end of the day we are ready to go home. Do not make us chase you out of here.

## **PROPS/FURNITURE/CLEANING**

We have a limited supply of props and furniture, which are kept in the scene study studios, for students' use. Beyond that, students are responsible for providing their own props and costumes for scene work. Do not come to the School Office asking for things for your scene that day. ***Plan ahead.***

It might seem exciting and dramatic to punch walls and break furniture. This is a professional training environment. Act like professionals and be respectful of the space and property. *If you destroy something, there won't be a replacement.*

## **SPACE SIGN-UP**

Students who wish to rehearse may sign up for classroom space when it is not in official use. The sheet used to reserve rehearsal space is placed on the Main bulletin board on Monday mornings, just before the start of the School day (around 8:45-9am).

Space is assigned on a first-come, first-served basis; however, you are not allowed to sign up for more than one hour per week in the main scene study rooms (110 and 107). If we see students taking advantage of this rule, we will delete your name from some of the hours on the sign up sheet, and you will no longer be able to use the rehearsal spaces if you continue to break the rules. **Also, please don't sign up for multiple hours in ANY of the rooms until others have had a chance.**

\*\*\*There are RED/GREEN magnets on the doors of every rehearsal space. These are meant to help determine if the space is in use. RED means STOP. GREEN means GO. When you go into the room you have signed out flip the magnet to RED. That way, HOPEFULLY, you will not be disturbed during your rehearsal. Of course mistakes happen, but we are trying to be conscientious of each other.

\*\*\*\*There will also be class schedules posted on each door. This will help you know when rooms are free. BUT also, PLEASE if you can, designate a person in your section to flip the magnet from red to green and back in each room. This will keep the magnets accurate.

## **SMOKING/CANDLES**

**Students are not allowed to smoke cigarettes or light candles/incense anywhere in the building. There are absolutely no exceptions to this rule...not even for scene work.** Quite simply: It is against the law. Also, many people are allergic to smoke and the ventilation in the building does not allow the smoke to clear quickly. Smoke could set off the fire alarms and sprinklers – then **you** would have to pay for the ruined Broadway set in the Theatre.

Even if a Faculty member says it is ok, please note that your choice to use such items will be in violation of School policy.

If you are a smoker, we encourage you to quit as soon as possible. It is virtually impossible to take a smoke break with the busy schedules you all have, and you are not doing your instrument any good anyway.

## **BULLETIN BOARDS**

In the hallway that leads from the school lobby down to the classrooms, which makes up part of the theatre backstage area, there is a single bulletin board, placed just before the stairs to the downstairs classrooms. It is known as the Main Bulletin Board. This board is used for a great deal of the communication between the Administration and the student body. You are encouraged to check this bulletin board **every time you go by**, not only for official School information, but also emergency messages. If important information is left there for you, it is not our responsibility if you miss it. This information might include schedule changes, emergency phone calls, or even free tickets to shows that we are offered for the students.

Housing information, casting calls, summer auditions, job information, etc will be on the other bulletin boards.

If students wish to leave messages for each other, they should use the class assignment area on the other board. The main board is for School Office postings only. We have limited board space so please keep any postings you do on the other board to a reasonable size. If you post something and it is too big, we will ask you to make a smaller version of it.

**Please note: There is to be NO posting in the stairwells of the school beyond the class calendars that have been approved by the Director of the School.**

# SCHOOL OFFICE

**Please note: These services are made at the convenience of the School Office. Don't come rushing in expecting things to be done immediately. That rarely goes over well.**

## LIBRARY

Circle in the Square Theatre School has a small library of books that is available to students. These books can be obtained by requesting them at the School Office from a member of the School Administration.

The catalogue of books in our library is on the desk in the school office. We do not have a room you can wander into and browse through. Once you've found the books you need, please fill out your request with the following information:

<ul style="list-style-type: none"><li>❖ Your Name</li><li>❖ Section of Library<ul style="list-style-type: none"><li>○ (i.e. Individual Titles, Anthologies, Biography, Shakespeare Titles, Chekhov, etc.)</li></ul></li><li>❖ Title of Book</li><li>❖ Author<ul style="list-style-type: none"><li>○ If you don't put the author, the book will not be pulled for you</li></ul></li></ul>
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Library requests will be available **within 24 hours**. Please be sure we actually have the book you are requesting by checking the library catalogue.

Library books may be signed out for a maximum of **one week**. Books may be renewed by bringing the copy of the book into the School Office and asking to renew. Students **will be charged a fine** for each book a fine of **25¢ per day** it is overdue.

**\*\*\*DO NOT** leave a returned book on the desk without making certain it has been properly checked in either by work-study or administrative staff. If no one is in the office, should sign the book in, and leave a note with it saying that you've signed it in. **NOTE: If you check out a book and give it to your scene partner, your name is on the list and YOU are still responsible for it and any accrued fees.**

## MUSIC LIBRARY

Music is not available for sign out but for photocopies only. There is a catalogue available in the School Office of individual songs and score/selection books, of which a photocopy may be requested. **You may request a maximum of 6 songs to be copied at a time.** We keep note paper on the front desk for you to use for writing out requests. Please fill out your song request with the following information.

<ul style="list-style-type: none"><li>❖ Your Name</li><li>❖ Name of Song</li><li>❖ Section of the Library<ul style="list-style-type: none"><li>○ If the song is from a score/selection/anthology book, please note the name of the book the song is from.</li><li>○ If there are two songs with the same name or same song different keys specify which one</li></ul></li><li>❖ Number of Copies You Need</li></ul>
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These music requests will be available **within a 24 hours**. Don't expect immediate turnaround time.

## PRICING FOR PHOTOCOPIES, FAXING AND PRINTING

- Photocopies and Printing - **10¢ per page** for Black and White  
**25¢ per page** for color  
(The School will not copy entire scripts or music scores)
- Incoming Faxes - **25¢ per page**
- Outgoing U.S. Faxes - **25¢ per page**
- Outgoing International Faxes - **50¢ per page + applicable phone charges**

Printing from our computers is done on a very limited basis since we are constantly using the computers for theatre school business. The best way to get something printed is to email it to the theatre school office asking us to print it out. (admissions@circlesquare.org) As with photocopies, we need to be given some time to print for you as we are busy with the theatre office work. **Please do not email us something overnight and come in at 8:30 in the morning expecting to get it immediately.**

## **CELL PHONE SERVICE**

We do have cell service for most companies in the basement. HOWEVER, All phones must be turned off during classes.

The box office lobby is for conducting business. If we have a show in the theatre, please respect the box office space and take your phone calls outside.

Students **may not** use the phones in the School Office and should not give the School phone number to people for any purpose other than as an **emergency** number. The School Office will only bear responsibility for getting **emergency** messages to students.

## **INTERNET/COMPUTERS**

The School **does not provide Internet or computer access for students.** The Internet access in the School Office is for School use only. Please do not come in and ask to update your resume, check your email or research something for class. There is a Staples on 8<sup>th</sup> Avenue between 48<sup>th</sup> and 47<sup>th</sup> Street as well as a Kinko's at 56<sup>th</sup> Street and 8<sup>th</sup> Avenue. Again, printing can be done by emailing us what you need printed. Printed pages are \$0.10 per page for Black and White and \$0.25 a page for Color.

## **LOCKERS**

The lockers on the School Office lobby level, when not in use by theatre patrons, may be used by students to store their belongings, scripts, hand props, coats, etc for the day only. Please take your belongings with you every evening. Circle in the Square Theatre School will not be held responsible for lost or stolen items. **If a show is running, all students must also empty the lockers on Wednesday during the matinee unless they are willing to pay for the space.** Audience members use these lockers to store their coats, and the space must be made available for them.

# **SCHOOL POLICIES**

## **ATTENDANCE POLICY: READ CAREFULLY**

An absence **cannot** be excused by a Faculty member. Students who must be absent from a class for ANY reason must report that absence to the school office.

To report an absence, the student must fill out an absence excuse form in the Office -- remember this RECORDS the absence, it DOES NOT excuse it.

You must then present the absence form to the school administration for Mr. O'Leary to sign and review, along with any supporting documentation (i.e. a doctor's note). **Mr. O'Leary is the only person who can deem an absence excused.**

**Check back in the office the next day** - If the absence is deemed excused you will be given a form to present back to your instructors.

Examples of possible absences which have been excused in the past are illness with doctor's note or prescription, hospitalization, or a death in family. Examples of unexcused absences are illness without a doctor's note or prescription, headshots, or auditions.

Lateness is recorded by the Faculty and is reported to the school office. Repeated lateness is taken into consideration when your progress is being reviewed. **Three latenesses equals one absence and will need to be reported to the office.**

In a term when a student has accumulated **three unexcused absences** or has had **nine unexcused latenesses**, s/he will automatically be considered on probation. The student will be scheduled by the administration to meet with Mr. O'Leary and possibly to arrange a time to defend themselves before a Faculty board. If a student on probation continues to have problems, it will be considered grounds for disciplinary action, including **exclusion from student performance projects and/or dismissal from the program** at the discretion of Mr. O'Leary and the Faculty.

Teachers also have the right at any time to request that a student meet with Mr. O'Leary regarding lateness or absences. We often do this to try to find out what a particular problem might be, such as difficult work shifts, mental health issues, etc.

## **PROGRESS REVIEW**

Individual teachers continually critique students' classroom participation. This critique is an integral component of the program and is the process by which each student is kept fully informed of his or her progress in each classroom exercise or setting. The Director of the School, E. Colin O'Leary, is available for consultation and counseling, along with the rest of the administrative staff.

Circle in the Square does not use a letter grade format, however, the Administration holds a minimum of four formal meetings with the Faculty over the course of the School year to discuss each student's progress. Students periodically have individual meetings with the Director of the School to discuss the Faculty's written evaluations of the student's work and to express any concerns either the student or the Administration may have. At these conferences, mid-year warnings and/or probation may be issued to those students whose work or behavior is not satisfactory. The Student Affairs Coordinator has office hours available to help counsel students on their responses to these conferences

Re-admission to the Second Year of either program is based on a review of individual progress and motivation at the end of the First Year.

Participation in Scene Showcase, Musical Showcase presentations and Performance Projects are by invitation only (codified by an audition process) and dependent on the student making satisfactory progress.

All students who have successfully completed all the requirements of their specified program will be awarded a Certificate of Completion.

## **RE-ADMISSION AND COMPLETION**

Re-admission to the Second Year of either program is based on a review of individual progress and motivation at the end of the First Year. Participation in Scene Night, Cabaret presentations and Performance Projects is dependent on the student making satisfactory progress.

All students who have successfully completed all the requirements of their specified program will be awarded a Certificate of Completion.

## **DISCIPLINE AND DISMISSAL**

Students are expected to familiarize themselves and to comply with the rules and regulations, standards of conduct, attendance and satisfactory progress of Circle in the Square Theatre School. If pursuant to such rules, regulations and standards, the withdrawal of a student is required before the end of the term, a refund will be made according to the standard schedule for refunds.

If a student's work or conduct has fallen below the prescribed standards, he or she may be placed on probation for the upcoming term or the remainder of the current term. A student is placed on probation by the School Administration upon the recommendation of the Faculty. Students who are placed on probation meet with the School Director, where reasons for their probation are discussed. At that time, the student may be required to appear before a panel of the Faculty where they are given guidelines for the requested changes in class work and/or behavior, as well as the amount of time these changes must be maintained before they are taken off probation. During the time a student is on probation, if he or she does not maintain the requested changes, it will be considered grounds for dismissal.

The Faculty and Administration reserve the right to dismiss any individual student after a thorough evaluation of the student's progress or lack thereof. In the event of a student's dismissal, the reasons for the dismissal and the criteria used are fully explained to the student in a personal interview with the School Director. If the student wishes to appeal his or her case, they may do so, in writing to the School Director. After a review period in which the Director further consults the Faculty, the student will be notified as to the disposition of their appeal.

## **DISCLAIMER NOTICES**

Circle in the Square Theatre School reserves the right to refuse to continue to honor the contract signed by Mr. O'Leary if the student is found to be in violation of any state or federal law concerning the possession or distribution of controlled substances.

Circle in the Square Theatre School reserves the right to refuse to continue to honor the contract signed by Mr. O'Leary if the student is found to be in violation of the attendance policy as stated in this handbook.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

Federal Student Loans come with repayment rights and responsibilities. To learn more before borrowing a loan, please read The Student Guide created by the U.S. Department of Education, available online at <http://studentaid.ed.gov/guide>.

### Rights

1. All Professional and Musical Workshop students have the right to be considered for aid.
2. Those students who qualify for the Federal Pell Grant have the right to receive the full amount as determined by index and enrollment status.
3. Students have the right to complete information regarding financial aid awarded, aid credited to tuition and any obligation such aid may entail.
4. Students have the right to receive detailed truth-in-lending information.
5. All students have the right to receive detailed information in regards to:
  - \*The School's accreditation;
  - \*The School's program, faculty and facilities;
  - \*Cost of attendance and refund policy;
  - \*Financial aid procedures, deadlines and selection of recipients;
  - \*How financial need is determined and how much has been met;
  - \*Procedure for review of aid if circumstances have been changed;
  - \*How satisfactory progress is determined.

### Responsibilities

1. To continue to receive aid the student must file the FAFSA or renewal FAFSA by the appropriate deadline each year.
2. Aid recipients must notify the Financial Aid Director if they do not plan to continue study at the earliest possible date.
3. Federal Loan recipients must have an Entrance Interview and an exit interview prior to leaving the School.
4. Aid recipients must maintain satisfactory academic progress in the program.
5. All students receiving aid from Federally-funded programs must:
  - \*Complete the verification process within the deadline given in order to receive aid;
  - \*Notify the School if any information has changed since financial aid application was made.
6. All recipients are expected to research, read and understand all financial aid policies and procedures.

If the student owes a refund of Federally-funded aid received at the School, no additional funds may be disbursed until that amount is repaid. Students who have received cash disbursement of Federally-funded aid and who withdraw may be required to repay a portion thereof to the Federal program. These amounts are determined by Federal regulations. Please see below for these regulations.

## REFUNDS, REPAYMENT, AND COMPLAINTS

### REFUNDS

In order to officially withdraw from the Certificate Program, you must state your intentions in writing to the School Director. Additionally, you must contact the Bursar Office to clear up any outstanding debts and the Financial Aid Office staff to put all financial aid papers in order.

You may apply to the Finance Office for a refund in the following cases:

- An official withdrawal\* or enrollment status change, as certified by the Registrar
- Cancellation of a course or program without offering an appropriate substitution and/or replacement
- Errors in billing

## REFUNDS (CONT.)

Upon official withdrawal, tuition for the **Fall and Spring terms** of enrollment is refunded according to the following schedule **less and administrative fee of \$100:**

<u>IF A STUDENT WITHDRAWS:</u>	<u>PERCENT OF TUITION REFUNDED:</u>
Before classes begin .....	100%
Within the first calendar week from opening date .....	85%
Within the second calendar week from opening date .....	70%
Within the third calendar week from opening date .....	55%
After the third week .....	NONE

**Early Withdrawal Regulations and the Return of Federal Aid:** Should a student withdraw for any reason before completing 60% of the term, a portion of the Federal Aid awarded to the student must be returned in proportion to the number of days in the semester that the student has completed. However, should a student withdraw after completing 60%, no aid is required to be returned.

$$\text{Percentage of Earned Aid} = \frac{\text{Number of School Days Completed in the Term}}{\text{Total Number of Days in the Term Including Weekends}}$$

To keep 100% of the aid awarded, this calculation must equal 61%.

## COMPLAINTS

The Circle in the Square Theatre School believes that students, faculty members, or any other person who believes they have been aggrieved by the School, has the right to file a written complaint to the School Director.

The School endeavors to resolve all complaints within a reasonable and appropriate time frame necessary for the investigation of a complaint. Final determination of a complaint will be made by staff members not directly involved in the alleged complaint. Regardless of the outcome, no adverse action will be taken against a complainant.

The School will maintain adequate documentation about each formal complaint and its disposition for a period of at least six years after final disposition of the complaint.

Under New York State Law, any person who believes he or she had been aggrieved by an institution may file a written complaint with the New York State Education Department. For information and guidance on how and under what circumstances enrolled and prospective students may file a formal complaint, please visit **the New York State Office of College and University Evaluation** (<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>)

For complaints regarding our accreditation please see the guidelines found in the **NAST Handbook** at the **National Association of Schools of Theatre** Website (<https://nast.arts-accredit.org/>)

## **AREA INFORMATION**

Circle in the Square Theatre, located in Midtown, and more specifically, Times Square/Theatre District. This area can be very exciting, as it is always full of activity and tourists. Unfortunately, it is also considered dangerous because it is always full of activity and tourists. Please be aware of yourself and the people around you, as you come and go in this neighborhood. Another word of advice, eating lunch in this area on a daily basis can be a strain on someone on a tight budget: if you can swing it, bring your own lunch. There is a small refrigerator in the Xerox room for students who have special dietary needs such as lactose intolerance or as a place to store diabetic materials.

## TRANSPORTATION

There are multiple subway stops that are directly adjacent to 1633 Broadway. Those are the 1 train that stops at 50th Street & Broadway and the C & E stops at 50th Street and 8th Avenue. The B, D, E at 53<sup>rd</sup> street and Broadway or 7<sup>th</sup> Avenue (7<sup>th</sup> Avenue Stop). Also, the N, R, Q, W train stops at 7th Ave. and 49th street. The M104, M10 and M27 buses also stop in the area of 50th Street and Broadway.

## **AREA FOOD**

Our block and the surrounding area has a lot of food offerings, however it can be expensive. If you can swing it, bring your own lunch and snacks.

We do not have the space for everyone to keep their lunch in our small refrigerator, so please bring an icepack if you need to keep your lunch cool. Microwaves are available for use with permission from the school office. You must ask permission anytime you need to use the microwave because it is in the faculty lounge, and it is not always available for student use.

The lobby of the 1633 office building has access to the rather expensive Milano restaurant and also has a small store where you can purchase snacks, soup, sandwiches, and drinks. Across the street from Circle there is a Subway sandwich shop and the Thalia Kitchen which sells gourmet salads, soups, etc. for reasonable prices (well, reasonable for NYC anyway!). Another option is the Food Emporium Grocery Store, which is located at 48<sup>th</sup> Street and 8<sup>th</sup> Avenue. Food Emporium is a normal grocery store, but it also has an area upstairs where you can buy soups, salads, entrees, snacks, etc. If you walk over to 9<sup>th</sup> Avenue, a.k.a. the Hell's Kitchen neighborhood, there are a multitude of restaurants and it is a little bit cheaper than eating in any of the sit-down restaurants right in Times Square.

## **LOCAL RESOURCES**

### **Capezio:**

1650 Broadway,  
(entrance on 51st Street between Bwy & 7th Avenue;  
(212) 245-2130.  
*Carries a large selection of dance clothes and shoes.  
Student discounts with your student ID.*

### **FedEx Office (Kinko's):**

303 West 56<sup>th</sup> Street (at the NW corner of 8<sup>th</sup> Avenue);  
212-245-2324.  
*Copies, computers, printing, and Fed Ex shipping are  
all available here. Generally open 7am-9pm.*

**Sansha:** 888 Eighth Avenue (@ West 53rd Street);  
212-246-6212.

*Has alternative and less expensive dance togs and  
shoes. Discount with Student ID.*

**Theatre Circle:** 268 West 44<sup>th</sup> St  
(between 8<sup>th</sup> Avenue & Brwy);  
212-391-7075.

*A bit touristy, but the prices are reasonable and an  
alternate source for finding scripts and music.*

### **New York Public Library for the Performing Arts:**

40 Lincoln Center Plaza,  
(adjacent to the Metropolitan Opera House);  
(212) 870-1630.  
[www.nypl.org](http://www.nypl.org).

*This branch contains plays, recorded and sheet music and  
video taped performances. You do not need a card to  
use it, only to check out materials.*

*To get a card, you must prove residency with either a NYC  
Driver's License or a bill/piece of mail addressed to you at  
an NYC residence.*

The hours for this branch currently are:  
Monday & Thursday 12-8  
Tuesday, Wednesday & Friday 12-6  
Saturday 12-6  
Sunday CLOSED

Note: some of their materials are housed offsite, and  
require 24 hours advance notice for retrieval

## HELPFUL NUMBERS

### Circle in the Square Theatre School

1633 Broadway (at 50th Street) New York, NY 10019  
Ph: (212) 307-0388 Fax: (212) 307-0257  
Email: admissions@circlesquare.org  
Web: www.circlesquare.org

### Clinton Cameo Studios

307 west 43<sup>rd</sup> Street, Basement  
(Between 8<sup>th</sup> Ave and 9<sup>th</sup> Ave)  
New York, NY 10019

### Studios 353

353 West 48<sup>th</sup> Street, 2<sup>nd</sup> Floor  
(between 8<sup>th</sup> and 9<sup>th</sup> Avenues)  
New York, NY 10019  
(212) 757-2539

### NYC Transit Information

(718) 330-1234  
<http://www.mta.info/>

### NYU/ Miller Health Care Institute for Performing Artists

355 West 52<sup>nd</sup> Street, 7<sup>th</sup> Floor  
New York, NY 10019  
(646) 778-5550  
info@millerinstitute.org

### Ryan Chelsea-Clinton Community Health Center

651 Tenth Avenue (@ West 46<sup>th</sup> Street)  
New York, NY 10036  
(212) 265-4500  
www.ryancenter.org

### Dr. Irene Shapiro – General Practitioner/Clinic

65 Central Park West (at 66<sup>th</sup> Street)  
(212) 246-8772  
Tell her you were referred by Circle.

### Dean Calakos - Chiropractor

454 W. 58<sup>th</sup> Street #1C  
(212) 712-2195; (212) 757-9080  
Recommended to us by Larry Crabtree, former Circle  
dance teacher

### Walk -in GYN Care

200 W 57<sup>th</sup> St #1104,  
New York, NY 10019  
(917) 410-6905

### City MD

315 W 57<sup>th</sup> St,  
New York, NY 10019  
(212) 315-2330

### Dr. Lauren Vigna – General Practitioner

Continuum Center for Health and Healing  
245 Fifth Avenue (@ 28<sup>th</sup>), 2<sup>nd</sup> Floor  
(646) 935-2220  
www.healthandhealingny.org  
Tell her you were referred by Circle.

### Dr. Marc Liechtung – Dentist

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