



BFDC 2022-2023 Policy and Procedure

Tuition

BFDC's 2022-2023 Season is a double semester of programs running 10 months in length from September 2022 to June 2023. Annual program tuition is calculated on a credit system (based on the number of hours a student is in class). Payment options are Full, 3 Payments or monthly. Monthly Tuition payment option is due the 1st of each month and \$15 late fees are assessed on the 7th to unpaid accounts. To reserve a spot in class the 1st month's tuition and \$30 registration fee are due at time of registration as space in class is limited. If you are enrolled in autopay it will process on the due date. A \$35 fee will be applied to any account that has a returned check. Tuition rates can be reviewed online.

Attendance/Closures

Class attendance is very important as all our youth programs are progressive. However, we do realize that emergencies happen. We ask that if students need to miss a class please contact our studio beforehand so we may inform their teacher. During the year when students are finishing class projects, an absence may require a teacher to alter their class syllabus for the day. **If your student will miss a class for whatever reason please inform our office so that your student's teacher can plan properly. Your child's attendance may affect their teacher's class plan.** Closures for holiday, spring break and more are listed on our website.

Cancellation: Classes must have a minimum of 4 students. BFDC reserves the right to cancel or combine classes due to lack of enrollment. Faculty/Substitutes: BFDC reserves the right to use company approved substitute teachers when needed during the season. Inclement weather Guidelines As we enter the season for inclement winter weather please be advised that our facility follows the following guidelines to determine campus closure. Our #1 priority is the safety of your family and our campus family.

*Campus Closure and class cancellation announcements happen via text message, our facebook and instagram pages. In the event of closures/cancellations information is posted by 4pm day of.

*Closure/Cancellation for inclement weather is determined by:
-Staff and Students ability to arrive and depart safely

- Commuting road conditions
- VB Public School closure and/or cancellation of after school activities
- Campus Director discretion

**** If you have decided to keep your student home from class while the campus remains open please let our office know. Your students' class attendance may affect their teacher's class plans.**