



## **BFDC 2021-2022 Policies**

### **Tuition**

BFDC's 2021-2022 Season is a double semester of programs running 10 months in length from September 2021 to June 2022. Monthly tuition is calculated on a credit system (based on the number of hours a student is in class). Tuition 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 \$20 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.**

## **Facility lobby Operations**

BFDC lobby will be open only for registered students during the upcoming season. Administrative staff can serve parents/students through phone and drive up car service. We ask that if payments can be made online/cash app please do so. Please contact us if other arrangements are needed.

## **Seperate entrance/exits for students and teachers**

Example: Students who have class in Studio B will use that studio's independent entrance to enter and exit class to avoid lobby use and assure proper social distancing from other classes. (Studio assignments will be emailed to students and posted on website)

-Parents be prepared to bring your student(dressed for class) to their studio door and release them to their teacher. Students will be able to change their shoes upon arrival in their classroom.

### **Social distancing in class**

-Students(Drama club, Vocal & Dance) will use “placement dots” to designate their spaces and ensure social distancing while in class.

-Students(Sew/Design, Fashion & Journalism) will have individual desks available to designate their spaces and ensure social distancing while in class.

-We ask that students wear masks for entering and exiting the building but they will not be required during exercise.

### **Cleaning, Sanitation & Bathroom use**

We will limit public bathroom access this season so that we may continue our cleaning schedules and they remain available for registered students and staff to use them.

Our facility will continue to be regularly cleaned and sanitized between classes. Each classroom will be equipped with its own cleaning supplies and hand sanitizer.

### **Students with special needs**

10 students will be admitted per class to allow for the space of buddies/therapists that attend with them. RSVP will be required via our website or phone

“Placement dots” will be used for social distancing and to designate their spots

We look forward to continuing to navigate current times both safely and transparently with you. Please feel free to reach out to us with any questions or concerns at 757-328-3151