

BFS Studio Policies {Effective 8/1/2020-12/1/2020}

Please read these policies carefully as many have changed from last semester.

FALL SEMESTER DATES

Our Fall Semester starts the week of Tuesday, September 8th after Labor Day {extra Saturday Classes offered for Monday students at the end of September to make up for first class missed} No other holidays will be observed. Typically, we end our Fall Semester with "Bring A Parent To Class" Week where students perform a short combo and show parents what they have been working on. Due to Covid-19 regulations, we will revisit the possibility of this further into the semester.

Tuesday, September 8th-Saturday, September 12th First Week of Fall Semester
Monday, November 16th-Saturday, November 21st Last Week of Fall Semester

MONTHLY TUITION and PAYMENTS

Monthly Tuition for the Fall Semester is calculated according to the number of classes per month, and divided into equal payments, with the exception of November, which is prorated to reflect 3/4th of a month. Monthly Tuition is the amount you owe for 1 class a week for the entire month per student.

Class Length	Monthly Tuition
30 Minutes	\$44
45 Minutes	\$48

Class Length	Monthly Tuition
1 Hour	\$52
2 Hour	\$98

You are registering for and committing to a complete semester. In order for your registration to be complete, your 1st month tuition and a once-per-semester registration fee must be paid, AND enrolling in auto-pay for the remaining two monthly tuition charges must set up. You can enroll in auto-pay with a debit or credit card. Tuition will be charged on the 4th day of each remaining month. An administrator will reach out in the event of a declined charge, and if not corrected within 5 days, there will be a \$10 fee added to the account.

WITHDRAWAL FROM CLASS

Upon registration, I commit my student to a one month minimum for all lessons. To withdraw your student(s) from a class, contact us by the 25th of the month prior to your exit. Automatic charges will be cancelled for the next month.

WE RESERVE THE RIGHT TO DROP STUDENTS UPON THE FOLLOWING CONDITIONS:

- **NON PAYMENT-** Defined as the automatic payment charge being declined twice consecutively, after which we reach out to request a correction, and within a 14 day period of the first attempt with no communication or effort made to correct the issue.
- **STUDENT READINESS-** Defined as the student unable to engage with the materials and curriculum of the class and/or teacher's direction, or unable to remain within that student's personally assigned socially distanced space within the dance class. You will be contacted after the first class if the session was unsuccessful and you will be given the option to drop and try again in a future semester, or try one more week after discussion. If after the second week the teacher recommends waiting for further readiness skills, the student may complete their paid month via the online-class from their home.

RESCHEDULING, TEACHER and CLASS SUBSTITUTION

- BFS reserves the right to reschedule, combine classes or cancel a class due to low enrollment.
- BFS reserves the right to provide a substitute or replacement teacher as BFS may deem necessary.
- BFS reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to: weather, teacher absence, or governmental advisory.

REFUNDS/CREDIT ON ACCOUNT

- Tuition, registration fees, and costume fees are not refundable for any reason. Refunds are only issued when BFS cancels a class due to low enrollment and an alternative cannot be met.
- If you register for a class and it ends up not being a good fit, please reach out to us right away and we will work with you to find a class that would work better. If no class is found, a credit will be applied to your account to use for a future semester or transferred to a sibling if applicable.

ATTENDANCE

- If you know you're going to miss a class, either due to illness, travel, or other reasons, please use our portal system to give us a heads up. To report an absence, login to your parent portal and click on "Attendance" then "Report Absence".
- Make up classes for this semester will consist of online materials. Contact us at the time of your absence to gain access to these resources.

DRESS CODE

- Each class has shoe and dress requirements specific to their style. Check out the "What to Wear" document in your portal. Please send your child(ren) with a water bottle with their name on it. Water filtration system is closed.
- We always recommend marking name or initials inside your child's shoes/on water bottles before their first class.

SAFER STUDIO POLICY

BFS requires all staff and students to stay home when they are ill. In order to reduce community spread of Coronavirus, we follow best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing!® and Youth Protection Advocates in Dance. BFS focuses on a hierarchy of safety measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular and facility adaptations to minimize contact and mingling where possible. All studio classes are backed up on an online learning platform. In the event a class is unable to be held at the studio, classes will convert to an online learning platform until in-studio classes can resume.

*Please refer to "BFS Covid-19 Policies for Re-Opening" for more details

PARENT COMMUNICATION

BFS works to keep you informed and up to date on regular studio happenings:

- Frequent emails/texts
- Add no-reply@dancestudio-pro.com to your email contacts. All emails that are sent via our studio software will be sent from the email address above. By adding this email to your contacts, emails will have less risk of being sent to your junk folder.
- You can be sent a text/called directly from our studio number {760-280-2288} and/or can be sent a text from our studio software. We use our studio software to send out mass texts when needed. You can only respond to our studio number {760-280-2288}.
 - Follow @blessedfeetstudios on Facebook and Instagram
- Reach out to us with any questions you might have before or during our semester via call/text and/or email Cas@blessedfeetstudios.com

PARENT PORTAL

As a parent you can register for classes, view information sent out, submit an absence, set up autopay, get access to live Zoom and more.

- PORTAL PHOTO: Please take a minute and upload a current CLOSE UP picture of your kiddo(s) in your portal. Teachers can see this photo when they take attendance and it helps teachers get to know their students. >> Login to portal >> Click on "Manage Students" >> Click on camera icon and add photo
- AUTO-PAY: In order to complete registration, you will need to set up auto-pay for the semester. It is recommended to login to your portal and set this up PRIOR to registering to save time (If registering close to the time registration goes live for the first time). >> Login to portal >> Click on "Enroll in Autopay" found on the main page or click on "Settings" found under "Quick Links" and click on "Automatic Payments" to the left. If you are already enrolled in autopay and want to change cards you can do so by following the last set of instructions to get to "Automatic Payments".

PARENT OBSERVATION

Due to the current lobby closures, parents will be permitted to bring their own chairs and observe outdoor classes in socially distanced viewing areas. Other observations are at the teacher's discretion. We ask that you observe quietly, that cell phones be silenced, and that siblings are monitored and quiet during observations. Parents are not required to stay and watch. You can stay in your car, take a walk or run a quick errand. We recommend parents of younger children to stick close by for the first few classes just in case.

RAIN POLICY {FOR OUTDOOR STUDIO SPACES}

In the event of rain, outdoor studio spaces will switch to classes on Zoom for that particular day. An email/text message will be sent out to notify families.

LOST and FOUND

A lost and found basket is located in the lobby. Please check the lost and found basket regularly as all lost and found items are donated to Goodwill at the end of each month.

- BFS is not responsible for any lost or stolen items. Please do not leave belongings unattended.
- Dancers are directed to keep dance bags/personal belongings with them.

Facilities

We are located inside Summit Church, across the street from CSUSM. We have adapted our facilities to accommodate county mandates. We will utilize 3 studio spaces:

1. Back Lot Studio- This space will be a semi-permanent outdoor studio located in the white gate parking lot between Summit's building and the large black gated parking lot. The area will be shaded and have a custom deck covered with marley floor.
2. Front Lot Studio- This space will be under a large tent in Summit's front parking lot. This area will be used for classes that do not require a dance floor. Tumbling, Fitness and a few other classes will utilize this space.
3. Main Studio Space- Our main studio space will operate with the large roll up door open.

PARKING

- Please park in the large black gated parking lot located behind Summit's building. This lot will be labeled with large blue Summit Church banners.
- For the duration of the semester, Summit's front parking lot will be closed to parking. It will consist of tent(s) to accommodate outside spaces for Summit, BFS and the charter school that rents space from the church.
- Please leave enough time to park and walk your student to their studio space.