

We developed the following guidelines to make sure that all our students have a great experience at WFT@BU. We expect that our students will learn a lot, be safe, and have a great time at WFT@BU! Thanks for reviewing this document with your child and indicating your agreement by signing the consent form on the preceding page.

**REGISTRATION CONFIRMATION/RECEIPT.** Online registrants should receive automatic confirmation via email. For those who register with a paper form, a confirmation email will be sent within five business days. If you have any questions about registration please email a member of our education team at [WFTed@BU.edu](mailto:WFTed@BU.edu)

**REFUNDS.** Your full payment will be refunded when a class is already full or cancelled due to low enrollment. If the scheduled time or location of a class is changed after payment has been received, a full refund will be issued upon written request. Otherwise requests for refunds must be made four weeks before the start of the class. To request a refund, email [WFTED@bu.edu](mailto:WFTED@bu.edu)

**RETURNED CHECKS.** There will be a \$30 fee for any check returned by the bank.

**SCHOLARSHIPS.** Full and partial scholarships are available and awarded on the basis of financial need. Please contact our education team at 617-353-2994 or [WFTed@BU.edu](mailto:WFTed@BU.edu) to receive more information.

**ACCESS & INCLUSION.** WFT@BU makes every possible effort to accommodate students with special needs and physical or cognitive disabilities. An Education Support Specialist can serve as a helpful liaison between these students and the class to help ensure a positive experience for all. Families are encouraged to provide WFT@BU with any necessary information during registration to help us assess such needs.

**ENROLLMENT & CLASS AGES.** All programs (except August intensives, which are audition based) enroll on a first-come-first-served basis. Programs are limited in size and contingent upon adequate enrollment. Advertised age/ grade brackets are strictly upheld per class. Students who fall outside of a class's age/grade bracket will be waitlisted and considered for enrollment only if circumstances allow.

**CLASS GUESTS.** We ask that parents not attend classes with their children. It is our experience that children do best if unaccompanied. All classes are participatory, and observation by non-participants can be inhibiting. Friends and family are invited to attend demonstrations and presentations on the final day of class.

**LIABILITY.** We expect that students will stay on the premises in designated, supervised areas. We accept responsibility for your child only when enrolled as a student during specified class times. WFT@BU is not liable for the well-being and safety of children who are around any of our facilities before a program begins or after a program ends.

**CODE OF CONDUCT.** We expect that students will behave appropriately and respectfully. If a student exhibits behavior that disrupts the class, including verbal abuse and vandalism, we'll first speak with the student. If the behavior is repeated, we'll contact you. And, if the behavior is repeated a third time, we'll need to dismiss the student from the program without a refund. We expect that students will be considerate of others, physically and verbally, at all times and will refrain from running and rough-housing.

**ATTENDANCE.** It is expected that students enrolled in our programs take their commitment seriously. Attendance is expected for every class meeting. We ask that parents call WFT@BU at 617-353-2994 if a child is unable to attend a class or rehearsal and that the child be absent only in the case of emergency or illness.

**LATE PICK-UP.** Please pick up your child on time. Parents will be assessed a \$10 fee per half-hour if more than 15 minutes late.

**APPROPRIATE DRESS.** Our classes are physical and involve movement, so students should wear comfortable clothes and appropriate footwear. (Bare feet, flip-flops, Crocs, etc., are unsafe and not appropriate.)

**NUT-FREE PROGRAM.** What you send for snacks is limited only by your imagination—and our nut-free policy. No tree nuts or peanuts, please!

**INCLEMENT WEATHER.** Please call WFT at 617.353.2994 to find out if classes will be held.

**MAKE-UP POLICY.** WFT@BU does not guarantee that classes cancelled due to circumstances beyond our control (i.e. weather, power outage) will be made up; no refunds will be issued. We do not offer make-up classes due to a child's inability to attend.

**DROP OFF AND PICK UP.** For weekend programs, drop off and pick up both occur in the theatre lobby where students will be signed in upon arrival and signed-out at dismissal by a staff person. For vacation week and summer programs, drop off and pick up occur along Pilgrim Road behind the theatre. Please refer to additional instructions in welcome emails sent prior to the start of each program.