



## The BareFacts: Fall 2020

### **Calendar:**

Fall Term begins on Monday, September 14 and continues through Friday, February 5.

No classes: Monday, September 28, Friday – Monday, October 9 –12, Wednesday, November 11, Monday – Friday, November 23 – 27, Monday – Friday, December 21 – January 4, Friday – Monday, January 15 – 18.

### **Zoom Instructions: (Class links may be found in your account and email).**

To join meeting via computer

1. Open the email or calendar event that contains the meeting information.
2. First time users will be prompted to click on the zoom.exe link, while existing users will need to click Yes to open external application.
3. If prompted, select Run.
4. If prompted, enter your name as you would like it to appear.

Choose audio

1. When meeting first opens you will be given the option to Join Audio or test before joining.
2. At any point mouse over bottom left: click microphone icon to mute/unmute or click Audio for more options.
3. Select Test Mic & Speaker to test or select alternate audio options.

Turn webcam on / off

1. By default, Zoom will turn your webcam on.
2. To turn camera off, mouse over the bottom left and click the camera icon.

Other controls

Change View:

1. Mouse over top of screen and select Gallery View / Speaker View to change alignment of video feeds. Enter / Exit

Full Screen Mode:

1. Mouse over top right of screen and select button with 4 blue arrows.

Enter Chat Message:

1. Mouse over bottom of screen and select the Chat button.

Quick tips

- Mute your microphone during class unless you need to speak.
- Be cognizant of your surroundings - background images, background noise, etc.
- Turn off all computer notifications (emails, texts, etc.) to keep distractions and interruptions at bay.
- Find a good spot for your computer so we can preferably see your entire body. Of course, if you prefer to turn your video off, just let us know.

### **Starting and ending classes:**

- Zoom meetings start 5 minutes prior to class time. Please log in with enough time to connect before class starts as late arrivals require teachers to admit students from the waiting room while teaching.
- Parents of young child/ren, please be nearby in case your child needs help with the computer.

**Sick Days:** Please contact the studio if your child will be absent. This courtesy helps with class planning.

**Snow Days:** Decisions are made two hours prior to class time. You will receive a group email message if there is a snow day. Snow closings are also listed on cancellations.com, Instagram and Facebook. You may also opt in for texts on your account. With online learning, we will be limiting snow days.

### **Payment Policies:**

- Registration fee is per semester.
- Class spaces cannot be held without payment.
- Multiple class discounts (for individuals taking more than one class): 2nd class: \$15 discount, 3rd class: \$25 discount, etc.
- Monthly payment plans are available. Add \$20 (per family) to semester fees. Payments are due the first class of the month.
- We don't offer pay-per-class arrangements for children. You are signing up for, and therefore agreeing to pay for, the full semester whether or not your child stays in class.
- Late payment fee (initial payments received after first class & monthly payments received after the 7<sup>th</sup> of the month): \$10.
- Late pick-up fee: If you are more than 10 minutes late to pick up your child, there will be a charge of \$10 for every 10 minutes (with a minimum of \$10).
- Returned check fee: \$30.
- No refunds, transfers or hidden costs.