



## POLICIES & PROCEDURES

**MEMBERSHIP:** In order to register for classes, your child must enroll as a member of NBAA. All minor children must have a current *Enrollment Agreement* on file which is signed by the child's parent or guardian. Annual gymnastic membership dues are \$60.00 for one child or \$90.00 for the entire family. Non-gymnastic only memberships (Hip-Hop, Capoeira, fitness, etc.) are \$30.00 for one individual and \$45.00 for two or more persons in the same family. Cheer \$60.00. Any member who enrolls in a gymnastic membership may take as many non-gymnastic classes as they wish without paying any additional membership dues, provided they have paid the current session tuition for each class. All memberships expire one calendar year after the date of the current *Enrollment Agreement*. Members must renew their membership with NBAA on or before its expiration date by completing a new *Enrollment Agreement* and paying the appropriate annual membership dues. Each member is solely responsible for ensuring their membership with NBAA is current and their personal information is accurate. **No one may participate in any class without a current completed, signed, and dated *Enrollment Agreement* and payment of all session fees.**

**CLASS REGISTRATION:** Each child must be pre-registered for the session # they will be attending. Class space is limited to a specified maximum number of students. Classes are filled on a first-come, first-serve basis. Registration begins two weeks preceding the start of each session and ends on the last day of the current session. If you show up on the first class day of the new session to pay your registration fee(s), the class you want may already be full. **Please register early to avoid losing your spot in a class.**

**TUITION:** The tuition for each gymnastics and non-gymnastics class is listed on NBAA's current class schedule, in addition to the days and times each class is offered. Copies of the class schedule are located in the literature rack by the front door. It is the member's responsibility to attend all classes for which they have registered and to arrive for each class on time. If a member misses a class, they will be offered the opportunity to make-up the missed class in accordance with NBAA's make-up policy as described below. **However, in no event will session tuition fees be refunded or pro-rated due to missed classes, for any reason whatsoever.**

**DISCOUNTS:** NBAA offers a variety of discounts and credits to help defray the costs of tuition.

**Siblings** – 1<sup>st</sup> child's tuition (highest) is paid in full. All other siblings receive a 10% discount off of the current fee schedule for each class they are registered in.

**Multiple classes** – 1<sup>st</sup> tuition (highest) is paid in full. For each additional class in which the child registers, they receive a 10% discount off of the current fee schedule.

**Referral credit** - Monthly tuition is reduced by \$10 per month or \$15 per session for each new member you refer to NBAA for as

long as they continue to register for classes and pay their full tuition. This credit becomes \$25 per month or \$40 per session for each person you refer who joins or advances to a team level (levels 4 through 10, inclusive). Referral credits are posted to a members account in the month or session following your

referral's

initial month or session. Referral credits are prorated in cases where the referred member joins NBAA in month or mid-session and pays only a portion of the normal tuition.

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**Multi-program** – A member registered in any gymnastics class will receive a 50% discount off of the current fee schedule for each non-gymnastics class they register for. The 50% discount also applies to a gymnast's sibling or parent who register for a non-gymnastics class, provided they enroll as a family membership. The Sibling or Multiple class discounts can not be used in conjunction with the Multi-program discount.

**CLASS CHECK-IN:** If your child is 6 years old or younger, **you must check them in and out at the front office.** All other members must check themselves in at the front desk before their class begins.

**CANCELLATION:** Please notify the front office at least one week in advance if you will not be registering for classes the following session. This notification helps us schedule each session's

classes and serves as a courtesy to those members who may be waiting for an opening in the class your child is currently attending.

**ATTENDANCE:** Each child should arrive for class a few minutes early. Allow extra time if they have to change into their workout clothing. For safety reasons, no gymnast may be more than 15 min. late for an hour long class, or 10 min. late for a 45 min. class. **Anyone who exceeds these limits will not be allowed to participate in class that day.** The first 10 to 15 minutes of each class period is used for warm-up. If a gymnast misses the warm-up period and goes directly into a rigorous workout, they are more likely to strain or pull a muscle and injure themselves.

Coaches keep daily attendance and tardiness on a roll sheet. If they notice your child is frequently late, they may suggest moving them to a different class time that is more convenient for your schedule. If your child has been absent repeatedly, the coach may call you and check on how your child is doing.

**MAKE-UP CLASSES:** If your child misses a class, you may schedule a make-up class with the front office. All make-up classes must be scheduled at least 24 hours in advance (**unscheduled drop-ins are not allowed**) and must take place within the 6wk session. Please be aware that, due to full classes, all days and times on our schedule may not be available for make-ups. If your child attends class once a week, we will allow 1 make-up per session. If your child attends class twice a week, we will allow 2 make-ups per session. If your child's class meets at only one specific time per week, we may offer a make-up class in a comparable or lower class level. Although we will use our best effort to accommodate your request for a make-up class, we offer no guarantees that we will be able to schedule any make-up classes. In the event we are unable to schedule a make-up class, you will not be entitled to a refund or credit for a missed class. Further, we reserve the right to refuse a make-up class to anyone who we feel is abusing this privilege.

**WORKOUT ATTIRE:** Female gymnasts - Long hair must be secured in a ponytail and out of the child's face. Short hair should be pulled back away from the face. No jewelry (necklaces, bracelets, rings, or hanging earrings - studs are okay) should be worn. No stockings or tights covering the feet, as these can be very slippery. Absolutely no jeans or pants with buttons or zippers. Children should wear comfortable clothing (not baggy) that allows them to move freely. Preferred dress is a gymnastic leotard although dance or workout clothes are acceptable.

Male gymnasts - Sweat shorts or pants without buttons or zippers and a T-shirt are sufficient. T-shirts must be tucked in so as not to come out and over the head and block the student's vision. No socks or shoes are allowed, as these can be slippery and cause a loss of footing.

**Food, drinks, candy and chewing gum are not allowed in the exercise area. Any student with gum or candy in their mouth will be asked to remove it prior to participating in class, as this presents a serious choking hazard.**

**ADVANCEMENT & PROGRESS REPORTS:** Our coaches keep track of each child's progress on skill sheets. These sheets list all of the skills your child needs to master before they can move up to the next level. Once your child has demonstrated they can consistently perform a skill well, that skill will be "checked off" on their skill sheet. After they have mastered all or most of the skills for their level, your child will be advanced to the next level. Coaches are required to keep you updated on your child's progress by sending home a progress report every other month. The progress report will show the skills your child has mastered and possibly include a brief note commenting on how they are doing overall.

**COACH CONFERENCES:** Our coaches are available briefly between classes to discuss your child's progress or behavior. Feel free to approach your child's coach before or after class. However, please understand that your child's coach may have other classes scheduled and may only be able to talk for a minute or two. If you would like to discuss an issue with him or her in more detail, please set up a conference with them at a time convenient for both of you.

**STAFF:** Our staff will try to answer any questions you may have or refer you to our in-house specialist, if more information is required. Julie, our Office Manager, handles all administrative matters and class scheduling and is knowledgeable about most aspects of the gym. Feel free to express any

suggestions, comments, or complaints to Angelica or SaraJane or directly to one of our Program Directors. Jennifer Williams is our Recreational Program Director, and Susie Goodmanson is our Competitive Program Director.