

Hello Gymnasts and Parents!

We've written up some guidelines for how sign-ups will work for this 2023-2024 season to try and make the process smoother and answer any questions you may be having. As many of you who have been through the process before know, sign-ups are a very busy time, so to make your and our lives easier, please know and understand the following information:

- Sign-ups will be in person during the designated dates and times. If you are unable to come in person, you can fill out the forms and give them to someone else to turn in during sign-ups. If neither option will work for you, as a last resort, you can send in your documents via email to sabergymdance@gmail.com. However, we will not process your application until in person sign-ups have finished.
- Please come prepared with:
 1. **Contract** filled out. Only one is necessary per family. CONTRACTS ARE UPDATED EVERY SEASON. You must fill out and turn in a new one even if you were in our program a previous season.
 2. **Enrollment form** filled out. Please be prepared with some alternate class days and times in mind. If your first choice is full, we will offer you alternate classes if any are open.
 3. **Autopay form** filled out. You do not need to fill out a new one if you are already enrolled in autopay with us. Please be aware, we use a different system than other programs on base, so if you are enrolled in autopay elsewhere, that does not mean you are enrolled with us.
 4. **COPY of Sports Physical**. We will not be able to make copies during sign ups, so please make sure to make a copy ahead of time so you can keep the original. If you do not yet have a physical, you must turn one in no later than the first month of classes.
- If you choose **not** to enroll in Autopay, you must pay for classes by Thursday August 24th at the Community Center (Building 124, M-F 0900-1300, W-F 1500-1900) or your child's spot will be forfeited. After August, payment is due monthly no later than the 5th business day.
- If you arrive without your forms filled out, you will be asked to step aside while we help other parents.

Thank you and we look forward to having you all this season!

Class Descriptions RECREATIONAL:

Saber Gymnastics Recreational classes include a variety of classes that work on developing gymnastic skills, confidence, and progression in a fun environment. These classes incorporate all gymnastics events, and will include games to keep athletes engaged and eager to participate in classes.

Motion & Movement- These classes are for babies ages 4-18 months. The classes are parent-led with the purpose of socialization, and familiarity with equipment. Instructors are present to help set up age appropriate activities and ensure the safety of those present.

Parent & Me- These classes are for children 18 months to three years old, who can walk independently. Classes are parent-led with the purpose of familiarizing the children with gym equipment and the very basics of gymnastics movements. Instructors are there to guide parents in helping their littles and to ensure the children are safe. These classes aim to help with balance and coordination, and are great for developing gross motor skills.

PRE-K- These classes are for children ages 4-5. The classes teach children how to follow a structured class without the help of their parents. They begin to explore their limits and boundaries on the gymnastic equipment safely with the help of the instructor. Children begin to develop more physical gymnastics skills as well as independence, following directions, and taking turns.

LEVEL 1- These classes are for children 5+. In these classes athletes will begin to learn gymnastic terminology, and develop technique and strength needed for gymnastics as a sport. Athletes will be introduced to new skills as their instructor deems fit based on their technique and individual skill level.

BOYS- These classes are a combination of a parkour, and gymnastic skills class. They will learn proper men's gymnastics while learning technique, and form, as well as burn some energy on fun, fast paced obstacle courses.

CONDITIONING & FLEXIBILITY- Classes are designed to help strengthen the muscles necessary to perfect gymnastics skills and improve flexibility. Muscle strength and flexibility are vital components of gymnastics and are necessary for progression. This class is beneficial for beginner and advanced level gymnasts.

TUMBLING- These classes are strictly floor work. Athletes will work on drills to help them progress and perfect their cartwheels, round-offs, handstands, back bends, and walkovers. They will also learn the basics of advanced tumbling skills if the coach deems their technique and individual skill level is ready.

Class Description COMPETITIVE:

Saber Gymnastic competitive teams accommodate the equivalent of womens and mens USAG levels 1-3+. The team consists of level 1's, 2's, 3+, and boys class options. All of these classes participate in annual in house showcases/competitions, as well as other scheduled competitions with other gyms *pending availability*. These classes are for students who are committed to progression in gymnastics, strength, flexibility, and have a competitive drive. Class placements are through evaluation/tryout only.

Classes offered:

Level 1 $\frac{5}{6}$

Level 1 $\frac{7}{8}$

Level 1 9+

Beginner Level 2

Advanced Level 2

Level 3+

Advanced Boys

Gymnastics Enrollment Form 2023-2024

Child's Name: _____ Age/Birthday: _____

Parent's Name(s): _____

Email: _____ Primary Phone: _____

Already enrolled in Autopay Yes No

Motion & Movement (4-18 Months)

Monday 1030-1100

Parent & Me (18 Months-3 Years)

- Monday 0900-0930
- Tuesday 1700-1730
- Tuesday 1730-1800
- Wednesday 1500-1530
- Thursday 0900-0930

Pre-K (4/5 Years Old)

- Monday 0940-1020
- Tuesday 1610-1650
- Wednesday 1410-1450
- Thursday 0940-1020

Boys 5-7

Wednesday 1400-1450

Boys 8+

Tuesday 1550-1640

Level 1 5/6

- Monday 1810-1900
- Thursday 1600-1650

Level 1 7/8

- Tuesday 1450-1540
- Tuesday 1750-1840
- Thursday 1450-1540

Level 1 9+

- Tuesday 1800-1850
- Wednesday 1500-1550

Tumbling 5-7

Wednesday 1600-1650

Tumbling 7+

Monday 1450-1540

Conditioning & Flexibility

Tuesday 1630-1720

DO NOT FILL OUT. Staff will fill out when turned in.

Confirmed class(es)	Day	Time	Staff signature: _____
			Parent signature: _____

SPANGDAHLEM AIR FORCE BASE
2023-2024 PARENT/ INSTRUCTIONAL
CONTRACT AGREEMENT

CHILD'S NAME	AGE	BIRTHDATE	DATE OF SPORTS PHYSICAL

Name of Sponsor: _____ Rank/Grade/Deros: _____
 Organization: _____ Home/Cell Phone: _____
 Duty Phone: _____ Email Address: _____

Name of Spouse: _____ Rank/Grade/Deros: _____
 Organization: _____ Home/Cell Phone: _____
 Duty Phone: _____ Email Address: _____

Emergency Contact Information: **(This must be filled out; please do not use your own information. List a family member or friend that we can contact if we can't reach you.)**
 Name: _____ Duty Phone: _____
 Mobile Phone: _____

Please list any special needs requirements such as but not limited to: asthma, allergies, visual or physical modification.

****Fees for Instructional Programs:**

FEES FOR ALL CLASSES:
 30-40 minute class = \$13/class
 45-55 minute class = \$15/class
 60-80 minute class = \$17/class

TUITION FOR ADVANCED:
 Level 2 Beginner = \$20/class
 Level 2 Advanced = \$15 (2x/week)
 Team = \$25 (2x/week)

****Refer to 8 and 14 on next pages****

PRIVATE LESSONS*:

\$65 for 1 hour of instruction, 1 child
 \$80 for 1 hour of semi-private instruction, 2 children (can split the cost with another family)
 *These must be scheduled at least one week in advance with both the instructor, and the Eifel Community Center.
 Payment must be submitted prior to the lesson, at the Eifel Community Center.

****Supplementary fees may be required throughout the program year for supplemental classes, performance week schedules, and/or additional performance wear. Parents will be notified in advance of these fees, if required.**

READ and INITIAL each statement, confirming your understanding of each policy.
You and your child(ren) will be held to the following rules and expectations.

_____ 1. First payment is due before entrance to the FIRST class.

Payment Options (Please initial)

_____ A. Monthly payments will be made in person and will be due by the 5th business day of each month.

_____ B. Monthly payments will be charged automatically. If payment is declined, you have 5 business days from notification by email to update information.

Additional Fees are as followed:

Late fees: \$5.00 per day up to \$20.00 if payment is made after the 5th business day of the month.

Dropped: Students will be dropped if payment has not been received within 4 business days after the 5th of the month. Certain circumstances such as emergency leave, short-notice PCS, etc., will be taken into consideration with appropriate documentation. Those dropped must go back to the waiting list and wait for an open slot.

_____ 2. Parents and/or children are responsible for signing in class each day. Should there be any type of disciplinary issues the parents will be required to remain in the facility through the duration of the class.

_____ 3. **Instructional programs are teacher-directed activities. Instructional programs are not day care and parents of children under the age of 10 must remain in the building while classes are being taught. If parents and siblings stay and watch the class, the parents are required to supervise their children closely so that they do not disrupt instruction or cause distraction. Children not attending a class must stay off the gymnasium floor for the safety of the instructors and students.**

_____ 4. If your child exhibits disruptive behavior, does not listen to the instructor, hits, bites, or displays other unacceptable behaviors, you will be asked to remove your child from the class for that day. Fees will not be prorated or reimbursed for children who have to be picked up or cannot attend due to behavioral issues. Continued disruptive or deemed unacceptable behavior may result in removal from the program.

_____ 5. Students are responsible for bringing any and all supplies needed during the class, including hair ties, water, sports tape, etc. If they arrive unprepared, coaches can ask them to sit out for the class, and no refund will be given for that class.

_____ 6. By participating in this program, you give permission to have your child's photograph published on the Saber Gymnastics Center social media accounts such as Facebook or Instagram.

_____ 7. Sports Physicals/Physicals/Well Child Checks are a requirement to participate in the program. As gymnastics is a high risk activity the physical must be current, renewed on an annual basis and remain current in order to participate in the class(es).

_____ 8. **If you choose to withdraw a student from class, a 2-week written notification is required. If a student withdraws and a notice of less than 2 weeks is provided, you will be**

charged for the full 2 weeks. Certain circumstances such as emergency leave, short-notice PCS, etc., will be taken into consideration with appropriate documentation.

____ 9. Injuries: If your child happens to get injured while participating in one of our programs we will write an accident report and have you sign it. In the event it is an injury that needs to be looked at by a medical professional (base clinic, Wittlich hospital, Bitburg Hospital, etc.) then you need to provide a letter of clearance from a medical professional in order to resume participation in the program.

____ 10. Inclement Weather: If road conditions go to ROADCON Red at any point on or off base, all classes will be canceled. Make up classes will be held if possible. **If not possible, your account will be credited for the following month.**

____ 11. Approved back-up instructors may be available to lead instruction if necessary. Should classes be canceled due to instructor unavailability, every effort will be made to contact parents via email and the 52d FSS Saber Gymnastics Facebook page.

____ 12. **Make Up Classes.** If for some reason a class has to be canceled due to instructor unavailability, weather, or holiday, we will make every attempt to schedule a make-up class within the same month. If a make-up class is scheduled, it will be treated like a regular class and you are responsible for attending. FRIDAYS are make-up days. If a class cannot be made up within the same month, you will be credited for that class the following month.

____ 13. **Hands-On Instruction:** Gymnastics classes are hands-on instructional classes. By initialing, you understand that your child may be appropriately touched during correction/instruction of techniques and/or skills. All instructors have valid background checks and have gone through training that is required when working with minors.

____ 14. **Refunds:** We do not issue refunds if your child cannot attend class for any reason other than injury. If your child cannot physically participate in our program, we must have the Doctor's note stating the dates they must sit out. You are not responsible for payment for the classes that fall within those dates. Sickness/illness without a doctor's note or vacations do not constitute a refund, and spots will not be held without payment.

Sponsor or Parent's Signature

Date

I have reviewed this contract with the sponsor: _____
Program Representatives Signature

Privacy Act Statement: Authority: 10.U.S.C. 8013. Purpose: To obtain personal information concerning participation in Spangdahlem Instructional Program. **Routine Uses:** For internal use only except as permitted by federal law. **Disclosure:** Disclosure of the requested information is voluntary. Non Disclosure may prevent your child from participating in the Spangdahlem Instructional Program.

Credit Card Recurring Payment Authorization Form

Schedule your payments to be automatically charged to your credit card.

Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa or MasterCard. You will be charged each billing period for the total amount due for that period. A receipt will be emailed to you and the charge will appear on your credit card statement. You agree that no prior-notification will be provided if the total payment is under the amount authorized below.

Please complete the information below:

I, _____ authorize Spangdahlem Community Center to charge my credit card.
(Full Name)

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Name child enrolled _____ Class Day / Time: _____

Name child enrolled _____ Class Day / Time: _____

Name child enrolled _____ Class Day / Time: _____

Name child enrolled _____ Class Day / Time: _____

Name child enrolled _____ Class Day / Time: _____

SIGNATURE _____ DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

This first page will stay on file until you cancel auto-payment in writing. The secondary page, with the Credit Card information, will be destroyed after your card information is input into our payment system.

Account Type: Visa MasterCard American Express

Cardholder Name _____

Card Number _____

Expiration Date _____