



KLAHHANE GYMNASTICS POLICIES AND PROCEDURES 2023-24 School Year

OUR MISSION STATEMENT AND PHILOSOPHY

Klahhane Gymnastics is dedicated to quality instruction while promoting self-esteem and confidence for each student through participation in and enjoyment of gymnastics. Klahhane is committed to providing an environment that is fun, safe and professional, but also captures the joy of childhood and the satisfaction of learning and achievement.

Klahhane Instructors use drills that introduce the skills in smaller, more achievable goals. Strength and flexibility challenges are presented as well as games and safety drills. Our preschool classes are designed to develop coordination for all sports as well as introduce the young child to basic skills in gymnastics. Children will experience a variety of challenges in order to develop basic motor skills, strength and flexibility. Circuits are designed to help children with Kindergarten readiness, and gymnastics skills while learning to follow multiple directions independently.

Klahhane will continue to adapt and make modifications to meet any current health department guidelines. We appreciate you having the confidence to enroll your child in our classes and we will do our best to take good care of them. Please help us insure the safest possible environment for your children by following the guidelines and procedures list below. We will use standard procedures for any communicable diseases as needed.

KLAHHANE GENERAL PROCEDURES & INFORMATION:

ATHLETE CLOTHING CHOICES:

Girls: One piece Leotard or Biketard. Spandex shorts or leggings may be worn over the leotard
Alternate choice: Spandex shorts/leggings or elastic waist track shorts with close fitting shirt which can be tucked in.

Boys: Track shorts or Cotton sweat pants with close fitting shirt tucked in.

Not allowed:

Bare midriff – i.e. shorts or leggings with sports bra or crop top.

Backless leotards

Dance/Skate leotards or costumes with skirts attached to or added to the leotard. These are a safety hazard.

Loose T-shirts/sweatshirts worn over leotard (safety hazard)

Socks or Tights with feet (Safety hazard)

Jeans or Jean shorts (inhibets movement, may damage equipment)

Costumes of any kind – i.e. princess dresses, animal costumes, super hero capes

ADDITIONAL REQUIREMENTS:

Children will come into the building dressed for class unless coming directly from school.

IAI long hair must be secured in a ponytail, braids or bun If your child needs help this should be done **before** coming into the building. **No Jewelry except one post earring in each ear.** This includes yarn/woven ankle bracelets.

Each child must bring a flip top or pull top water bottle with a tight seal. **NO BOTTLES THAT REQUIRE REMOVAL OF THE TOP TO DRINK.** Please put your child's name on the bottle. **No "commercial" bottled water or sports drinks. Klahhane will not provided a loaner water bottle on a regular basis.**

Each child needs a small backpack for shoes and water bottle – leave jackets and extra clothing with parent.

Children must wear shoes/flip flops to and from the parking lot – sharp rocks and mud when it rains!

Masks are not required at this time. This will change only if mandated by state health dept. regulations.

CLASS SCHEDULING & SIZE: Student teacher ratio varies by class. The range is 5:1 to 8:1 maximum. If enrollment drops to 3 or less a class may be cancelled with athletes re-assigned to a different class. If only one student shows up for any class it is considered a private lesson. Instruction will be for 30 minutes or 50% of the class time whichever is longer.

HOLIDAYS, CLOSURES, INCLEMENT WEATHER & EMERGENCY POLICIES:

Please see our tuition calendar for Session dates and closures. It is posted in the office and on the bulletin board.

For the safety of students and staff, Klahhane classes may be cancelled during severe weather, power outages or as ordered by the Health Department. Announcements will be made on Radio KONP and a message will be placed on the gym phone and Facebook page. Please check to be sure we are open before coming to the gym during severe weather. If a power outage occurs while classes are in progress, you will be notified by phone.

PLEASE CONTINUE TO NEXT PAGE FOR ADDITIONAL IMPORTANT INFORMATION

ARRIVAL AND DEPARTURE PROCEDURES:

The main entry door will be locked at all times to control random entry. The office door will be unlocked only during scheduled office hours.

Formal Check-in: Parents must stay on site until children are screened and admitted for class.

NO EARLY DROP OFF PLEASE.

Separate entry doors for Recreational Classes and Parents and Pre-School age kids. Doors will be clearly marked.

Children and parents will wait outside until the coach comes to the door for check-in

1. Recreational classes will enter through the door at the center of the building.
2. Parents with Pre-School children or Parents planning to observe class will enter through the main entrance.

All adults entering the building will be asked sign in at the check in table in the entry.

Adults must stay in the designated areas for observation unless unable to use the stairs.

3. Please pick up your child promptly at the end of class. To avoid congestion, parents observing class will exit the building through the main door at least 5 minutes before class ends. Children will be excused through the door that they entered.

OBSERVATION: A limited number of spectators are welcome on the upper mezzanine. Please refer to the information on the Parent Pledge Handout for detailed information.

KLAAHANE CLASS RULES: (Please review these expectations with your child)

Rule #1: LISTEN AND DO. Listen to your coaches and do what they ask you to do. We expect respectful behavior and a sincere effort to follow directions. "Time-outs" will be used for repeated mis-behavior. **Continuing incidents may require a parent conference and possible removal from class if the child cannot follow directions after a reasonable period of time.**

Rule #2: NO RUNNING AWAY FROM THE GROUP. **Students must stay with their group and coach at all times.**

Rule #3: LAND ON YOUR FEET. No crashing on purpose. We will fall many times when learning new skills, but we will learn to fall safely with the intention of landing correctly on our feet.

Rule #4: BE POLITE. Take turns, hands and feet to your self and only kind, helpful comments please.

Rule #5: HAVE FUN

KLAAHANE ENROLLMENT PROCEDURES & PAYMENT INFORMATION:

ENROLLMENT: Important Changes!

Enrollment periods have changed (Again!) to a 3 trimester format of varying lengths.

Dates and schedules may be revised and released seasonally if needed. The length of the trimester will change with corresponding adjustments in tuition based on the length of the session. Please refer to the tuition calendar and current schedule for trimester dates, class times & tuition rates. Priority registration for students in the current trimester will be during the priority registration week of the previous session. It is important to check the schedule since class days and times will have changes for each session.

REGISTRATION & TUITION:

Space is not held without payment of the membership/insurance fee due at the time of registration. The fee is not pro-rated during the school year. Klahhane is unable to offer sibling, military or low-income tuition discounts. Tuition is due in full at registration by cash/check or by a two or three payment credit card contract. The contract must be re-signed for each trimester to authorize the current tuition. **There is no divided cash/check option.** Any coupons or credits must be used at the time of registration. There is a \$20 returned check charge for checks returned for insufficient funds. Payment will be pro-rated only for late enrollment in the initial enrollment period. **Tuition is not prorated for personal absence.** Klahhane is unable to offer sibling, military or low-income tuition discounts. Make-up classes **are not** offered for personal absences.

Klahhane Gymnastics is a tobacco, alcohol and drug-free facility. Service animals only, no pets please. All food and drink except plain non-colored water in personal non-spill water bottles must be consumed in the kitchen area or on the mezzanine