



Handbook for Students and Parents

As a condition of enrollment at Flip It Out Studios, students and their parents or guardians agree to abide by all the policies set forth by Flip It Out Studios, its director, faculty, and staff. Flip It Out Studios reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Welcome to Flip It Out!

This handbook will serve as your guide to Flip It Out Studios and its philosophy of gymnastic education. We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of gymnastics in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

Our mission is to have a meaningful and encouraging impact on your child's development not only in their gymnastics career, but also as individual person. We are not only dedicated to helping each child become the best gymnast they can be, but also to helping them develop into a happy, healthy, and responsible individual.

At Flip It Out Gymnastics, we encourage our students to have fun as they become confident and stronger in strength and coordination. Our studio engages children in diverse activities designed to promote both physical and emotional growth.

We believe that we have an immense accountability to our gymnasts. We promise to always keep their best interests in mind, and to treat each gymnast with the respect they deserve. We believe that it is fundamental to have a direct and honest communication between our gymnasts, their parents, and instructor for a positive relationship to occur.

Contact Information for Flip It Out

ADDRESS:

108 S Main Street
PO Box 492
La Crosse, VA 23950

FACEBOOK: <https://www.facebook.com/flipitout/?fref=ts>

EMAIL: flipitoutgym@gmail.com

TELEPHONE NUMBER: (434)757-1209

Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a group or class where he or she will feel confident, to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for gymnastics. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

Special Information for Parents of Preschool Students

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Flip It Out serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, spatial awareness, and developing imagination.

Parent Separation

The process of separating from the parent as the child attends gymnastics class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the gym class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the gym class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

It May Not Be the Right Time

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about gymnastics for a long time, which isn't good for anyone involved. Never force your child into the classroom.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Flip It Out. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the gymnastic experience will be for all involved. All information about our students is confidential.

Code of Conduct

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

Parents and students will dress and conduct themselves in an appropriate manner while at the studio and events in which Flip It Out is being represented. Proper respect for the staff and fellow students is expected of all students, parents/guardians, and siblings. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at Flip It Out, especially in our lobby. Parents who are continually negative will be asked not to wait in the lobby. Any parent/guardian or student who disrupts class or approaches a teacher, staff member, another student or parent with the intent to cause dissent or contravene the policies and procedures of Flip It Out will be dismissed immediately. Any inappropriate or slanderous remarks about Flip It Out or its staff members on any social media site will be cause for immediate dismissal from the program.

If you have questions or concerns about your child's gymnastic education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the gym. If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents

- Abuse of other children, staff, or property
- Inability of Flip It Out to meet the child's needs

Withdrawals

Payment must be received before the first day of each session. Each session is approximately eight weeks. If payment is not received by the first day of each session, then withdrawal from the class will ensue. Flip It Out must receive two-weeks' notice of withdrawal from session or tuition will be due for the upcoming session. **If a withdrawal is made after payment for tuition has been received, a \$50 fee will be added to account. If a student decides to reenroll back into the class later in a session, then a \$50 fee will be applied to the account.**

Staying Informed

We work hard to make the gymnastic experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Newsletters and important updates are emailed to you and posted on the bulletin board in the lobby, Flip It Out's' website and Facebook page. Text message reminder service is also used for important information. Please sign up for this reminder service. An email registration information for the text message service will be sent once classes begin.

If you have any questions regarding the information distributed, we encourage you to contact the office at (434) 757-1209.

We answer emails daily. Feel free to email questions to the office at flipitoutgym@gmail.com.

Gymnastic Rules & Procedures

- Please arrive on time to your scheduled class. This is to ensure each student is warmed up properly.
- No jewelry is allowed while participating in class.
- No one is allowed in the gymnastic area before class without an instructor. Siblings and friends not enrolled in class must remain outside the gymnastic area during class times (even those supervised by a parent). When class is over, gymnasts must leave the gymnastic area.
- Girls **must** have their hair pulled back out of the face.
- NO jewelry is allowed except for stud earrings.
- Any contagious skin condition needs to be covered until the affected area has cleared.
- NO gum or candy is allowed in the gym
- Please respect our equipment. No playing on the gymnastic equipment or mats.
- No horseplay, running into or slamming yourself into the mats against the walls.
- No electronic devices or cell phones allowed in the gym.
- Only bottled water is allowed in the gymnastic studio.

Dress Code Requirements

Leotards are preferred, but girls may wear tucked in t-shirts and shorts. Shorts may be worn over leotards. Boys can wear tucked-in t-shirts and shorts. No buttons, belts, or zippers should be on shorts. If shirts are worn, please make sure the shirt is fitted enough to not flip over their heads when upside down. All students should be barefoot while in class. No socks can be worn in class. Hair should be pulled neatly and securely away from the face so that it stays up for the entire workout. No jewelry is allowed except for stud earrings.

Gymnastic Policies

- Students must be signed in by a parent or guardian upon arrival and signed out when leaving. Flip It Out is not responsible for children who are not signed in and out.
- Parents are not allowed on the gymnastic floors without permission from an instructor.
- Food is not allowed in the gym.
- No chewing gum is allowed anywhere in the gym.
- Gymnast must use the restroom before class. Leaving during class time is discouraged.
- Students must wear a cover-up to and from gymnastic class.
- Students must come to class in dress code.
- Parents must supervise all accompanying siblings in waiting areas.
- **Children cannot be left unattended.**
- Flip It Out staff is not responsible for providing care to students before or after class. If a student is left at the gym unattended for over 15 minutes, a fee of \$1 per minute after class ending time will be charged to your account. We understand that there could be extenuating circumstances that prevent you from coming on time. In that case, you must call the studio to inform us and avoid the charge.
- You must inform Flip It Out of ANY health issues of your child.
- No loitering or eating outside of the building.
- All children must remain inside the building while waiting to be picked up. Participants are not to be left unattended outside the building at any time.
- Any injury, no matter how minor in appearance, is to be immediately reported to instructor.
- If a student is under the care of a physician for an injury, it is required that a physician's release be submitted to allow the student to resume normal activity prior to the student returning to class.
- A \$50 re-enrollment fee will be assessed to any auto-pay payments that do not clear.

Tuition

Flip It Out Tuition

Flip It Out	Tuition Rate per Session
30 minutes per week	\$100
45 minutes per week	\$125
60 minutes per week	\$145
75 minutes per week	\$165
90 minutes per week	\$185

** Sessions are not prorated for any reason.*

** A 10% sibling discount will be given on lowest tuition rate.*

** If a student is enrolled in more than one class per session, the student will receive a 25% discount on lowest tuition rate.*

** A \$25 registration and session fee are due at time of registration. If you are enrolled in auto-pay or pay the year in full, you do not have to pay the registration fee. A \$50 re-enrollment will be assessed to any auto-pay that do not clear.*

Tuition Policy

- A \$25 registration and session fee are due at time of registration. If you are enrolled in auto-pay or pay the year in full, you do not have to pay the registration fee.
- If a student is enrolled in autopay and the credit/debit card is denied at time of payment, then the autopay account will be cancelled. The discount on tuition will also be replaced with the full amount for tuition. A \$50 re-enrollment fee will be assessed.
- Students are automatically enrolled in the next session unless they withdraw from the class.
- Tuition is due by the 1st day of the new session. Students will be withdrawn from the class if payment is not received by the first day of the new session.
- A late fee of \$15 **weekly** will be added when tuition is paid after the 1st day of the new session.
- If you are unable to attend class or if the studio is closed due to weather or holidays, please mail your payments to P.O. Box 492, La Crosse, VA 23950.
- No exceptions will be made for late tuition payments.
- Families of 2 or more will receive a 10% sibling discount. Discount is on each additional sibling with lowest tuition.
- A \$50 fee will be charged for any returned checks.
- The Waiver and Release from Liability form must be signed and returned to the studio prior to the first day of class.
- If terminating enrollment before the end of the session, a refund will not be given.

Attendance/Classes

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students.

Classes begin promptly as scheduled. Please have your child properly attired and ready for class. Please make sure that your child uses the restroom (especially preschool) before class begins, as class interruptions are distracting to all participants.

- Any missed class may be made up in a similar level within **two** weeks of the missed class and the student must be an active student.
- There must be at least four students in a class for that class to be held. If a class falls below the four students during the year, it may be cancelled at any time throughout the year.
- The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. In the unlikely event that a substitute cannot be arranged, any cancelled classes will be made up.
- Flip It Out reserves the right to change teachers at any time during the season. Refunds or credits will not be given due to a change in class instructor.
- Please do not let your child enter the gymnastic studio until the teacher calls them in for class.
- Teachers are responsible for students during class time only.
- Regular attendance is vital to student progress.

- Parent Observation is allowed in December and April. Please see calendar of events for dates.
- Inclement weather policy: Please check the voicemail, Facebook page, emails and local radio stations for weather closing. We DO NOT follow Mecklenburg County school closings. Makeup classes will be scheduled for all weather closings.
- Holiday Closings: Our class schedule does not follow the school calendar. Lessons will not be held on Halloween, Memorial Day, 4th of July, Labor Day, Thanksgiving, December 24th – Jan 5th and week for Spring Break.
- Flip It Out LLC reserves the right to terminate any classes or any student at any time without notice. In such a case, a refund for any unused lessons will be given. **Flip It Out LLC reserves the right to change policies as needed.** Students and Parents will be notified of changes when they occur.

Emergency Procedures

Parents are not permitted to pick up their children during an emergency evacuation (whether it is a drill or real emergency). Teachers must exit the building with their class roster and will be responsible for keeping track of all students. Children can be picked up once all are accounted. Parents are free to accompany their children to the evacuation area; however, will not be permitted to take their child until instructors and/or a staff member has accounted for all students in their class.

Injuries/Insurance

Students must have a completed and signed liability release turned in BEFORE beginning any lessons. Flip It Out LLC does not carry medical insurance for its students. It is required that all dance students be covered by their own insurance policies. If injury occurs, it is understood the student's own policy is the only source of reimbursement.

Discipline Policy

To maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and gym property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Emergency Evacuation

Although we have never experienced an emergency evacuation at the gym, we are prepared for such a circumstance. Teachers must exit the building with their class roster and will be responsible for keeping track of all students. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

Parents are not permitted to pick up their children during an emergency evacuation (whether it is a drill or real emergency). Children can be picked up once all are accounted. Parents are free to accompany their children to the evacuation area. However, parents will not be permitted to take their child until instructors and/or a staff member has accounted for all students in their class.

Snacks

Snacks and drinks are available for purchase at the studio. Snacks are not allowed on the studio floor. A snack card can be purchased for \$5.00 at the studio.

Injuries/Insurance

Students must have a completed and signed liability release turned in BEFORE beginning any lessons. Flip It Out LLC does not carry medical insurance for its students. It is required that all dance students be covered by their own insurance policies. If injury occurs, it is understood the student's own policy is the only source of reimbursement.

Sessions

Sessions	Dates
Session 1	September 10 th – November 3 rd
Session 2	November 5 th – January 12 th
Session 3	January 14 th – March 9 th
Session 4	March 11 th – May 11 th

Holidays closings can be made up when scheduled at the front desk.

Meet

The meet is scheduled for May 18th and May 19th. Times of each individual meet will be announced in March 2019. The gymnasts will perform routines on each apparatus. A meet fee of \$75.00 will be required for each participant. The fee will cover leotard and participant's entry fee. The fee will be due on December 7, 2018. A participation form will need to be signed and returned by November 30, 2018. If registering after December 7, 2018, a late fee of \$25.00 will be added for expediting the order. Although we encourage everyone to participate, this is an optional event.

Birthday Parties

We offer several birthday party options for both boys and girls. Most birthday parties are scheduled for Saturday afternoons or on Sundays. Please contact the office for a complete brochure or visit our website for details.

Summer Program and Camps

Each summer Flip It Out offers summer programs and camps for both current and new students. Summer activities are for children ages 3 to 16. A complete brochure of all summer programs will

be distributed in December. We suggest early registration as these programs do sell out, especially the camps.

Event Dates for Flip It Out Studios:

- September 10th – Classes start!
- October 29th – October 30th - Annual Haunted House Fundraiser at Dance It Out
- October 31st – Closed for Halloween.
- November 22nd – 24th – Closed for Thanksgiving.
- December 2nd – South Hill Christmas Parade – Gymnasts will ride the float.
- December 10th – 15th – Parent Observation Week
- December 14th – Christmas Party will be at Dance It Out. Bring a dish to share. Bring your family for fun, food, and games!
- December 15th – Gymnasts and Santa pictures will be at Dance It Out. Come to Santa's Winter Wonderland and have your picture taken! Cost is \$10 for (2) 5X7 photos. Milk and cookies will be provided. Volunteers needed.
- December 24th – Jan 5th – Closed for Winter Break
- March 11th – 16th - Wear green week for St. Patrick's Day.
- April 15th – April 19th – Studio will be closed for Spring Break.
- April 22nd – 27th – Parent Appreciation Week and Observation Week - Progress reports will be handed out.
- April 28th – Meet Pictures
- April 29th – May 4th – Spirit Week
- May 6th - May 11th – Gymnast Appreciation Week
- May 18th & 19th – Meet at Flip It Out

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

As the parent or legal guardian of the above listed student I hereby consent to the above-named person participating in the programs offered by Dance It Out, LLC/Flip It Out. I recognize that potentially severe injuries, including sprains, strains, broken bones, permanent paralysis, or death, can occur in any activity involving height or motion, including gymnastics. I UNDERSTAND AND ACCEPT THAT RISK. I have additionally communicated these risks to my child.

I further understand that while the payment of tuition constitutes a part of the consideration due to Flip It Out Studios, an additional and important part of this consideration due to Flip It Out is this signed release form.

Therefore, in consideration for allowing my child to use the Flip It Out Studio's equipment and facilities. I hereby release Dance It Out, LLC/Flip It Out's owners, employees, and instructors from all liability for all damage and injuries suffered by my child while under the instruction, supervision, or control of Flip It Out Studio, its owners, employees, or instructors.

As a parent or legal guardian of the aforementioned person, I hereby agree to individually protect the possible future medical expenses which may be incurred by my child as a result of injury sustained while training at, for, or under the direction of Dance It Out, LLC/Flip It Out. In addition, I confirm that my child has been examined by a physician who has cleared/him/her for unrestricted participation of these activities.

This acknowledgement of risk of waiver liability, having been read thoroughly and understood completely, is signed voluntarily as to its content and intent.

Signature

Date

Printed Name

I, _____ (your printed name), understand that by signing the below I am confirming that I have read Flip It Out's policies and procedures in full and hereby agree to the terms and conditions as presented.

Key Notes (which are explained in the full text of Flip It Out's Studio Policies and Procedures which have been provided separately):

- Tuition is due by 1st day of each new session. Students will be withdrawn from the class if payment is not received by the first day of the new session.
- Flip It Out must have a signed liability release to begin classes.
- Students cannot be left unattended before/after class.
- Students must be signed in and out by a parent or guardian.
- Flip It Out must be informed of student's health issues.
- Students are automatically enrolled in the next session unless they withdraw from the class.

Signature: _____ **Date:** _____