

October 2024

# GYMNASTICS PROGRAM GUIDELINES

## *Class Guidelines and Rules*

### **Attire**

We encourage you to come to class with whatever your child feels most comfortable in. Let the following serve as guideline for what to wear to class:

- Participants may wear a leotard or gym shorts and a t-shirt. Fitted clothes are recommended as participants will be going upside down. You do not want them trying to hold their shirt down when they should be focused on their form and the safe execution of the skill at hand.
- Hair should be pulled back away from the face and eyes
- No jewelry or clothing with zippers or buttons
- No food or drink

### **Drop Off**

Parents/guardians must accompany their child into Carver Recreation Center and check in with the instructor. Parents/guardians must remain in the facility throughout the duration of the class. Parents/guardians must also accompany their child when exiting the building.

Please arrive at least 5 minutes before class starts. Proper stretching is critical to the safety of participants. Participants that arrive more than 10 minutes late to class and miss stretching forfeit their opportunity to participate in class that day.

Please ensure that your child has used the restroom at home before coming to class or please be available and prepared to take your child to the restroom during class in an emergency situation (for children under 8 years old).

### **Parent Observation**

Parents/guardians are welcome to view classes from the viewing area provided. Please be considerate of the teaching process and refrain from any comments or coaching of your child during their class. Any interruption could result in injury and is a distraction to the instructor and other participants.

For safety purposes, parents are not allowed in the gym area. Siblings who come to watch class must remain in the viewing area and cannot be left unsupervised. Please do not allow siblings to bang on the glass during class time to get the attention of another sibling that is in class. It is far louder inside of the classroom and a distraction to the class.

During the last 5 minutes of a class, the instructor may allow for a "Show and Share" time. This means that parents may come into the gym area so their child can share what they learned in class that day. Anyone not registered in that particular class will not be allowed on the equipment during this time and should refrain from doing so.



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## **Parent & Me Classes and Tumble Time Drop-In**

- Adult participants must always actively participate and supervise their child.
- Only one adult per child on the floor.
- If you have an infant, they must be in a carrier. Holding an infant is a safety risk as you cannot assist the child participating in the class.
- Adults in class must stay within arm's length of their child for safety.
- Non-registered siblings are not allowed in class. They must remain in the viewing area with a parent/guardian.

## **Discipline**

If a situation continues to be an ongoing problem, instructors may ask the advice of the parent to correct the issue. Any time the behavior jeopardizes the safety of your child, other students or staff, we will ask that the child be removed from the class. We use time out to encourage good behavior. Charlottesville Parks & Recreation reserves the right to refuse participation or dismiss any student from the program.

## **Sick Children**

We want to ensure the safety and health of all participants and instructors. Your cooperation on this issue is extremely important. Sick children expose all children and staff members who they come in contact with. If your child exhibits any symptoms of a contagious illness, please keep him/her home. Such symptoms could include fever, diarrhea, unexplainable rash, lice, upset stomach, and vomiting.

## ***Inclusion***

### **How to Request Accommodations**

Individuals with disabilities are encouraged to register for general recreation programs. With your registration, please email [adaptive@charlottesville.gov](mailto:adaptive@charlottesville.gov) information regarding your disability and accommodation needed. A two-week notice is requested in order for the Department to make reasonable accommodations based on individual needs for successful inclusion.

### **Minimum Requirements for Successful Inclusion**

The basic eligibility requirements for all programs, camps, classes, and events are listed below. These basic requirements apply to all participants, regardless of the ability level. There may be additional requirements for each program, camp, or class.

The capacity for each program is based on ratio and logistics. If the maximum enrollment for a program has been met, a participant may be unable to enroll or placed on a wait list.

Payment is due upon registration. Payment must be received before admission into any program.

All participants are required to follow the rules of conduct outlined in the program guidelines. An individual with a disability may be removed from a program if after interventions and accommodations their behavior is a direct threat to others.



Office: 434.970.3260



P.O. Box 911  
Charlottesville, VA 22902



[www.charlottesville.org/parksandrec](http://www.charlottesville.org/parksandrec)

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Must be able to maintain personal care without support from P&R staff or volunteers.

Participants should be willing to actively participate in the program the majority of the time.  
Ability to function with or without assistance as a member of a larger group (10 or more people).

Please call the Adaptive Recreation Manager for more information on disability accommodations and inclusion services at 434-970-3264.

## ***Program Cancellations***

### **Inclement Weather**

The Parks & Recreation Department reserves the right to cancel programs and close facilities should weather conditions warrant. You will be notified of any cancellations as soon as possible. Follow us on social media for updates or call Carver Rec Center at (434) 970-3053.

### **Instructor Cancellations**

If your instructor is unable to attend a scheduled class due to an emergency or illness, you will be notified as soon as possible. Please verify that your WebTrac account info is up to date with correct contact information and subscribe for text alerts.

### **Make-Up Classes**

One or two weeks are provided at the end of the session for makeup classes because of cancellations due to inclement weather or instructor illness. Every effort will be made to reschedule cancelled programs. Scheduling of makeup dates will be provided at the next regularly scheduled class session. Should makeup programs not be scheduled, you will receive a prorated refund.

Makeup classes are not provided to participants missing classes due to personal obligations, illness, school functions or travel. Our classes and staff schedule are designed based on student to instructor ratio.

## ***Refund Policy***

A customer may request to cancel a class at any time. Refunds for cancellations vary depending on when the request is made per the program refund policy below.

1. If the registered program is cancelled by Parks & Recreation, a refund for the FULL amount will be issued via the customer's choice of refund options.
2. If an individual chooses to cancel his/her enrollment in a program, the following rules shall apply (unless otherwise noted below):
  - a. If the cancellation is requested fifteen (15) calendar or more days before the first class date, a refund for the full amount will be issued via the customer's choice of refund options.
  - b. If the cancellation is requested fourteen (14) calendar days or fewer before the first class date, a 75% refund of the registration fee will be issued via the customer's choice of refund options.

No refunds will be issued after the class begins

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### **Injury/Illness**

If a customer is unable to attend a registered program due to an injury/illness, they may cancel and receive a full or pro-rated refund (if after class has begun). Medical documentation may be required.

### **Refund Options**

1. Check Refund – If the customer paid by cash, check, or household credit and would like a check issued from the City Finance Department, a check will be issued within three weeks.
2. Credit Card Refund – If the customer paid by credit card, he/she can have the refund applied to the credit card that was used during the registration. Credits may take three to five business days to appear on the customer's statements after processing.



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