

BRANCH GYMNASTICS OF KALAMAZOO / KIDSSPORTS USA

COVID-19 MITIGATION INFORMATION & PROGRAM INFORMATION



GUIDE TO RETURNING

Branch Gymnastics & KidsSports USA have been making important steps towards safely resuming programming. Please partner with us in ensuring the health and safety of all who enter our facility by reviewing our updated COVID-19 mitigation procedures and familiarizing yourself with what to expect upon entering Branch. Please understand these policies will change / evolve as guidelines are updated by the state of Michigan and USA Gymnastics.

PICK UP & DROP OFF

All athletes must enter the building at the main gym or lobby entrance during drop off and pick up.

- Check-in begins 10 minutes prior to your class' start time.
- Face coverings must be worn when entering the facility and in common areas (i.e. parent viewing room).
- Staff members will perform temperature checks on each person entering the building and scan athlete's QR codes.
- Check-in will occur at the front entry's welcome table.
- All athletes will wash their hands before entering the gym.
- Only one parent or guardian may stay for class. Siblings and extra guests can not be accommodated at this time.

WELLNESS CHECKS

Our entry screening and illness policy will be strictly enforced.

- Branch Gymnastics will perform temperature checks on each student, parent and staff member as they enter the building using a non-contact thermometer.
- Individuals with temperatures over 100.4 will not be permitted entry into the facility.
- All students entering the building must also scan in using a QR code. By scanning in each practice, you're agreeing that your child is well and COVID symptom-free.
- Any individual exhibiting flu-like symptoms will be sent home.

CLEANING & OTHER COVID PROTOCOLS

Please be aware of our COVID related policies.

- We have enhanced our cleaning protocols. In addition to daily cleaning of all common areas and high traffic in-gym areas, Branch Gymnastics & KidsSports USA will also be utilizing an electrostatic disinfectant throughout the week.
- Between classes, coaches will disinfect mats, props and other supplies touched by students to ensure they are as clean as possible prior to the next group's use.
- Before starting each class, students will be prompted to handwash to prevent the spread of germs. Athletes will also be required to wash hands prior to returning to class

anytime they leave the gym area (ex: going to the bathroom, talking with a parent, etc.).

- Hand sanitizer will be available for use around the facility.
- Chairs in the parent viewing areas have been reconfigured to allow for social distancing. Please do not alter this set up.
- **Please limit viewing to one parent per athlete** in order to allow for more effective social distancing. Due to social distancing requirements, **we will not be able to accommodate siblings or extra guests at this time.**

Find more information about Branch's COVID-19 mitigation plans at www.branchgymnastics.com

WHAT TO BRING

- All athletes should bring a **water bottle**, labeled with their name. To protect our athletes and families, drinking fountains will not be available for use.
- Athletes should wear **athletic clothes such as a leotard or fitted shorts/full-cover top**. Hair must be pulled back.
- For safety, athletes may not wear leotards with skirts, footed tights or midriff baring tops.
- Socks and shoes should be removed before entering the gym space.
- You must bring a paper copy or photograph of your **unique QR code**. QR codes **MUST** be scanned in order to join class.

POSITIVE TEST FOR COVID

Should exposure to a COVID-19 positive individual occur in your child's class, impacted parents will be notified directly.

FACE MASKS

- Wearing a face mask during entry and exit to the building and in the parent viewing area is required for **all individuals**.
- Athletes will not wear face masks while training, unless engaged in an activity that's unable to be distanced.
- Coaches will wear face masks if spotting is necessary.



BILLING, MAKEUPS & OTHER POLICIES

MONTHLY TUITION INFORMATION

Your monthly tuition is a set fee due on or before the 25th of each month, for the following month, to maintain your child's enrollment.

Our standard tuition rates cover an average of 4 classes per month. Some months you will have 5 classes. The 5th class will replace short months due to holiday breaks. We are able to pro-rate classes for those that join at any time during the tuition cycle. You are paying for your child's place in the class, not his or her attendance each month. Since we cannot be

responsible for your child's attendance, we do not refund or carry forward fees for missed classes.

- You must provide a credit or debit card authorization, which can be billed automatically the 25th of each month.
- You may pay in person or by phone before the 25th of each month (we will still require a credit card to be held on file). If your payment is not received on or before the 24th, we will charge the credit card on file on the 25th of the month.

Late Fee

A \$10 late fee will be added to your account balance if we are unable to process your payment or it is received after the 25th.

ABSENCES & MAKEUPS

COVID-19 Closure/Absence Information

In the instance that Branch Gymnastics should need to close to allow for staff isolation, facility disinfection, etc. due to positive COVID-19 exposure, no tuition credits or refunds for missed classes/events will be given.

- Preschool and or recreational families will receive a makeup token, which can be redeemed at their convenience as long as the student is actively enrolled with Branch Gymnastic, Momentum Dance and/or Legacy Cheer. Makeup tokens expire 30 days after they are issued.

Should your athlete or a family member test positive for COVID-19, resulting in your athlete needing to enter isolation, no tuition credits or refunds for missed classes/events will be given.

- Preschool and or recreational students will receive makeup tokens for missed class. These can be redeemed at your family's convenience as long as the student is actively enrolled with Branch Gymnastics, Legacy Cheer Academy or Momentum Dance.

General ("Non-COVID") Makeup Information

Missed a class for another reason? We offer makeups!

- Contingent on class availability & are not guaranteed
- Must be actively enrolled to schedule
- Makeup tokens expire 30 days after missed class date
- May schedule one per student, per program at a time
- No tuition credits or refund for missed classes

Find more information about Branch's absence & makeup policies at www.branchgymnastics.com

WITHDRAWAL PROCESS

If your child must withdraw, please put it in writing by the 15th of the month prior to your withdraw date to avoid being billed on the 25th.

- To un-enroll, please email: treichel.branchgym@gmail.com
- You are responsible for payment in full for your student's tuition, whether or not your student has attended class, until the front office has received written notification.
- If a student stops attending class without withdrawal notification, the account will still be charged for an additional 30 days. No refunds or credits are given.

WEATHER RELATED CLOSURES

If class is canceled due to weather or another unexpected situation, it will be announced on our social media pages, website, via email and over text (if subscribed). **Please remember that we are not affiliated with local schools and do not always follow school closings.** There are no refunds or credits for weather related / unexpected closures.

HOLIDAY CLOSURES

Labor Day - Closed 9/4 - 9/7

Thanksgiving - Closed 11/26 - 11/29

Winter Holidays - Closed 12/20 - 1/3

Easter

Closed 4/3 - 4/4

Memorial Day

Closed 5/29 - 5/31