

# PRETEAM PROGRAM AT BRANCH GYMNASTICS

## 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 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.
- 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.
- All athletes will wash their hands before entering the gym.

#### 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](http://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.
- Women's program athletes should wear a **leotard without a skirt**. Hair must be pulled back.
- Men's program athletes should wear **shorts and a Tshirt or form-fitted top**. If long enough, hair must be pulled back.
- Preteam athletes must bring their **training equipment bag**.
- A **face mask** to wear.
- 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.

# PRETEAM PROGRAM AT BRANCH GYMNASTICS

## COVID-19 MITIGATION INFORMATION & PROGRAM INFORMATION



## BILLING, MAKEUPS & OTHER POLICIES

### MONTHLY TUITION INFORMATION

Your monthly tuition is a set fee due on or before the 25<sup>th</sup> 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 5<sup>th</sup> 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 25<sup>th</sup> of each month.
- You may pay in person or by phone before the 25<sup>th</sup> 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 24<sup>th</sup>, we will charge the credit card on file on the 25<sup>th</sup> of the month.

#### Late Fee

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

### ABSENCES & MAKEUPS

#### COVID-19 Closure/Absence Information for Team

In the instance that Branch Gymnastics, Momentum Dance or Legacy Cheer Academy 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 team classes/events will be given.

- Team gymnastics, dance and Legacy Cheer Academy athletes will have a practice for their training group, scheduled at a future date.

Should your team 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 team classes/events will be given.

- Team gymnastics, dance and Legacy Cheer Academy

athletes will be handled on a case-by-case basis.

#### General Makeup Information for Team

Missing team practice days for vacations, family activities, school functions, general illness, etc. is not penalized. However, there are no tuition credits or refund for missed classes. Tuition fees are calculated based on the group you are placed in, rather than attendance. Since we cannot be responsible for your child's attendance, we do not refund or carry forward fees for missed classes.

Find More Information  
About Branch's Absence &  
Makeup Policies at  
[www.branchgymnastics.com](http://www.branchgymnastics.com)

### WITHDRAWAL PROCESS

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

- To un-enroll, please email: [treichel.branchgym@gmail.com](mailto: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