



Bristol FCGymnastics Class Handbook

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bristolfcgymnastics.com

Points of Contact:

Erika Renehan- Program Director, fcgymnastics@bbgc.org

Contact for all recreational class and skills club correspondence

Jessica Morelli - Director of Operations , CT AAU Sport District Chair & Head Competitive Coach, jmorelli@bbgc.org.

Contact for all competitive team, birthday inquiries, and sliding scale applications

Program Updates & Social Media:

We provide updates primarily through email and our social media pages. Please read our Fun Weeks and Monthly Newsletter for more information and the exciting class agenda!

*Please like us on Facebook, *Bristol FCGymnastics*, and follow us on Instagram, *bristolfcgymnastics*! Please note all programs are subject to change. Any changes will be communicated.

Important Emails: In attempt to *Go Green*, all handouts/notices will be emailed, please check your email frequently to stay up to date. Please add us to your contacts to make sure that FCG's emails are not going into your spam folder! For any questions or concerns about recreational classes please contact our program director, Erika Renehan at fcgymnastics@bbgc.org.

Attire: Comfortable, tight fitted clothing or leotard, no jewelry, and hair tied back out of the face. *Rising Stars is our pre--competitive class, it is expected that these participants wear a leotard to gymnastics each week.*

What to bring to class: FCG does not have a water fountain, please bring your own water bottle to class. FCG does have water bottles for sale at the front desk for \$1. The only beverage allowed inside of the gym area is water. Athletes should also bring a bag for their belongings that they will put in cubbies when entering for their class.

Athlete Pick Up: A staff member will dismiss athletes at the blue side door by the white gates. Spectators in the lobby will exit out the main door at pick-up. Staff will direct children to their parents safely. Jr. Gymstars and Tiny Twister classes will be dismissed in the lobby after each class.

Spectators In Lobby: Athletes are allowed two (2) spectators in the lobby every week,. Parents can also wait in their car, go for a walk, or leave and return to the gym for pick-up.

***Tot Twisters:** The Tot Twisters program is a parent-tot style class. One (1) parent/guardian must assist their athlete with class. The instructors will guide children, and encourage them to go on the equipment.

Progress Reports: Athletes receive a report card at the end of each session, which determine placement for the next session (except summer session). It is important to remember that athletes learn and perform at different rates and may master certain skills quicker than others. It is normal for athletes to stay in the same class level multiple sessions prior to moving to the next level



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Registration Fee: All Participants must pay a registration fee to participate in FCG programs. (Except for FCG's summer program.) If you are already a member of the Bristol BGC, this registration fee is waived. Registration fees of \$30 per athlete are collected once a year and expire on August of each year.

Parking: FCG has two parking lots, the front lot is mainly for dropping off, handicap, parents with infants, and staff parking. The second parking lot is in the back of FCG, located off of Myrtle Street. This pathway is fully lit and under 24-hour surveillance. There is no street parking allowed. Parking on the street may result in a ticket from the BPD. You can find our parking map on our website. **The through-way/main entrance is a ONE-WAY area with traffic moving from West St toward Myrtle St to exit.**

Please do not block the driveway or handicap parking area near the entrance door. Athlete drop off is allowed in this area as long as the athlete can quickly and safely exit the car and enter the building. Please be sure to keep a safe speed while entering and moving around the facility's parking lots to ensure the safety of athletes and parents entering and exiting class.

Smoke Free Zone: Bristol FCGymnastics is a Smoke Free Zone. Smoking on the premises is prohibited.

Registration: Registration typically opens 4 to 5 weeks prior to the start of the session. Due to the high call volume and inquiries during registration time, all registration will only be taken **IN PERSON** for the first two weeks after registration opens. There will be no phone or email registration until after the two week mark. FCG will then resume taking phone or email registration. Your child's spot is NOT guaranteed until we have payment. Payments with credit cards must be Visa or Mastercard only.

Coupon Policy

If you are using the 10% coupon when registering, your coupon must be shown physically or printed in order for it to be applied to your tuition cost. Coupons cannot be applied after a transaction has been completed.

Balances & Payment Plans: All outstanding balances need to be paid prior to registering for the next session. Payments in full, or the first installment of a payment plan must be made at the time of registration in order to secure a spot in classes. If you would like to pay in installments, a payment agreement must be completed at the time of registration. A credit card has to be on file. If the second installments is not paid by the due date, FCG will charge the card listed on the agreement for the balance. The card listed on the plan will be charged for the second payment on the Friday of week 4. A **\$10 late fee** will be applied for any payments declined. Please note in order to utilize a payment plan a card must be on file. Bristol FCGymnastics reserves the right to refuse the use of payment plans if they are not being utilized appropriately. Payment installments come out on week 4 and 8 of each session.



Discontinuation of Class Participation: If for any reason your participant cannot continue in FCG's programs, please notify Erika Renehan as soon as possible. Without proper notification to FCG, all balances on any reserved spots in classes or skills clubs will be due. Also, if a gymnast misses two or more classes consecutively without notifying FCG, that participant is at risk for losing their spot in the class, and the balances will still be due on that class. All outstanding balances are subject to be sent to a credit agency. Please stay in contact with us! We love to accommodate and work with our FCG families. We will call and email if we notice your child has missed two or more classes.

Tiny Twisters classes: All athletes registered for the Tiny Twisters classes for ages 3 and 4 must be potty trained to join the class. The parents must remain in the lobby for the duration of the class. Athletes will come out to the lobby to get a drink, therefore parents must stay in the lobby. If a child need help going to the bathroom, the parent must take the child to the restroom.

Credits & Refunds: All payments for classes are **non-refundable**. Credits are provided on a case by case basis. If credits are provided, they can only be used toward class programming. Credits are not accepted for private lessons or yearly registration fees.

Refunds are only provided when an injury has occurred or if the participant has moved out of the surrounding area of the facility. Proof may be required in order to obtain refund.

Make-up classes: Make-up class will be scheduled if FCG cancels or closes unexpectedly (max 2). Please check your email, our website, or Facebook page for cancellations. If your gymnast misses class, email Erika to set up a make up class (if possible). If Bristol FCGymnastics closes, it will be communicated via email. We will also have updates on our Instagram and Facebook pages.

COVID & Mask Protocol: Masks are no longer be mandatory, it will be the parents/athletes choice. We will still enforce COVID quarantines for exposed and positive individuals, it is imperative you report all exposure or positive cases to Jessica or Erika via email. Hand washing and sanitizing will remain a part of our policy as well as extra disinfecting of the gym. FCG reserves the right to reinstate the mask policy at any time or send home children that come to FCG sick or ill.

Feeling Sick: If your child or anyone in your household is not feeling well, please do not send your child to class.

If your athlete tests positive for Covid, they must remain out of the gym for 5 days and mask for an additional 5 days upon return.

General Precautions: FCG will be conducting frequent cleaning and sanitizing procedures throughout the day as well as cleaning all class areas after closing by our cleaning crew.