



1217-19 No. Monroe - Papillion 68046-2045 – 402.339.4009

WELCOME TO *KiDS body shop!*

NEW STUDENT: _____
CLASS DAYTIME: _____

Listed below are the policies and other important information that KiDS body shop follows. Please take the time to read them and feel free to ask any questions.

PARENT VIEWING: Parents are welcome to stay in our lobby and view classes through our viewing window. To avoid distractions for students, parents will not be permitted to enter the pool to view classes.

ATTIRE: Swim suit and towel is all that is needed for Levels 1-4 swimmers. Goggles are not recommended or preferred, however, they can be worn if necessary and not a distraction to the child. A swim diaper is required for our "Tiny Toots". We do have swim diapers for sale at our front counter. PLEASE, NO REGULAR DISPOSABLE DIAPERS.

ARRIVALS-DEPARTURES: Our "KiDS" like to arrive on time or earlier for class because they want to be a part of the group. Please be punctual for your child's well being. Parents are to stay with their child(ren) until class begins. You may leave the building once class is in session but we ask that you sign-out on the Sign-Out Sheet located on the lobby desk. Please note that you may be charged for the instructor's time if you do not pick your child up on time and an instructor is required to stay after hours to wait with them. A majority of our students are little and easily hidden behind a car so for the safety of your child, please walk them into the pool area before class and come inside the pool area to pick them up at the end of class.

PARENT INSTRUCTIONS

- 1. All students are to shower with soap before entering pool area.
2. Have your child go potty before class.
3. Long hair needs to be in a pony tail.
4. No parent will be permitted in pool area while lessons are in progress unless requested to do so by the teacher.
5. Please discuss any matters with teachers before or after lessons. Teachers need their full attention to be focused on students and their safety during lessons.
6. Place child's towel on bench in pool area. All other clothing in restroom area.
7. KiDS body shop does not provide supervision for sibling. Non-student siblings attending classes with parents of Tiny Toots must be able to remain on the pool bench at all times or remain in lobby with another supervising adult.
8. IF YOU SEE A DANGEROUS SITUATION IN THE POOL AREA, PLEASE RING THE BUZZER ABOVE VIEWING WINDOW TO ALERT TEACHER.

PARENT PORTAL AND SKILL CHECKLIST: Parent Portal will give you access to view your current enrollments, update personal information, make online payments, and sign up for automatic withdrawals. Please access our website for information on using this feature. You can also use this tool to access information about your child's progress. To check your child's skill level:

- 1. Log in to Parent Portal.
2. Click on the Evaluations tab.
3. Click on "View Skill Tree" button next to the student whose skills you want to see.
4. You will see a summary of the levels for which your child has been evaluated.
5. Click on any individual level to expand it and see how your child has been evaluated on the individual skills.
6. You can also expand each individual skill to see any comments the instructor might have left.

REGISTRATION FEE: This fee is payable when a student first begins classes at KiDS and is \$30/student per year. Fees are renewable on an annual basis in whichever month of the year the student(s) began class(es) and are NOT refundable.

FAMILY DISCOUNT: If more than one family member is involved in swimming or gymnastic classes at KiDS and/or Omaha Gymnastics Academy (OGA), we do offer a discount on the total class fee due per month/session. Discounts apply only to full months/sessions of tuition. A second child (or more) receives a \$5 discount (per additional child).

ENDING YOUR ENROLLMENT/REFUNDS: Credits will only be given for lengthy illnesses or injuries. There is a \$5 per student processing fee for any refunds prior to a class starting, but no refunds will be given once classes for the session have started.

Registration fees are non-refundable.

MAKE-UP CLASSES: Make-up classes are offered as a courtesy to our customers. **You must notify the office at least 2 hours in advance of your child's absence from class in order to be eligible for a make-up class.** It is necessary to call our office to schedule a make-up class so that we do not overload any other classes. **Notices via e-mail at *kidsbodyshop.com* must be posted a minimum of 24 hours prior to your absence.** Make-up classes are to be completed within your session date. Please note, make-ups will be scheduled on an availability basis to current students only, are not guaranteed, and may not be rescheduled. You also have the option of taking a Make-Up Open to Public coupon in lieu of a make-up class.

INCLEMENT WEATHER/CANCELLED CLASSES: All a.m. activities at *KIDS body shop* will automatically be cancelled when the Papillion/LaVista School District cancels their regular school-hour classes due to inclement weather conditions. For closings regarding activities during the p.m., a determination will be made and announcements will be posted by 1:00 p.m. that same day on our website, Facebook, and a recording on our voice mail. A determination regarding Saturday classes will be made by 6:30 a.m. that same day. In the case of thunder/lightning storms, students will exit the pool when lightning strikes are within 6 miles of our facility. Students may re-enter the pool ½ hour after the last sighting of a lightning strike. Make-up classes will be offered if more than 15 minutes of class instruction time is missed outside of "play time". You also have the option of taking a Make-Up Open to Public coupon in lieu of a make-up class.

SAFETY PRECAUTIONS: There are clearly marked exits directly to the outside from all instructional areas in the facility in case of fire. During a tornado warning, the students will be directed to the smaller safety pit located at Omaha Gymnastics Academy and mats will be pulled over them.

OPEN TO PUBLIC ACTIVITIES & CURRENT OFFICE HOURS
Please visit our website, www.kidsbodyshop.com, for information