



"Home of the World Champion
& Olympian Chellsie Memmel!"

2020-2021 School Year Parent Handbook

262-789-6885
16760 W Victor Rd
New Berlin, WI 53151

Important Information about M&M Gymnastics

Address: 16760 W Victor Rd New Berlin, WI 53151	Email: mmgymnastics@sbcglobal.net
Phone: 262-789-6885	Website: www.mmgymnastics.com
Office Hours: Monday-Thursday 4:00-6:30pm Saturday 9:00am-11:00am	

School Year Session: August 31st 2020 -May 29th 2021

Closed Dates:	
No Classes September 4-7th Labor Day	No Classes April 2nd-4th Easter Break
No Classes November 24-29th Thanksgiving	No Classes May 22nd Spring Show (Tentative)
No Classes December 23rd-January 3rd Holiday Break	

Monthly Tuition Payment: Tuition is due on the first of the month (for the upcoming month). M&M requires every family to have valid credit card/E-Check. Account information on file. If you would like to pay by check/cash please do so BEFORE the 1st of the month to not have your CC/E-Check deducted. See Billing & Payments for additional details.

*To Set up your Automatic Payment ONLINE:

- 1) Update/Add your Payment Information through the Parent Portal.
- 2) Log into your account: Choose [Manage Payment Options](#) under payments (left hand side)
- 3) Choose your form of payment: Credit Card OR E-Check

Program Withdrawal: M&M Requires a written notice on or before the 20th of the month to withdraw for the coming month. See Program Withdrawal for additional information.

First Time Parent Log In:

- 1) Click create account & enter your email address (Verify you are over 18yrs)
- 2) Check your email for your validation code & enter your code & validate your email
- 3) Fill out all of your information, password, choose create account, acknowledge all policies
- 4) Add in your students information
- 5) Register for classes, camps, clinics

Backpack Policy

All students are required to bring their own drawstring/backpack to class with them.
Gym bags should include the following:

- Travel size hand sanitizer; M&M Has sanitizing stations throughout the lobby & gym, however we ask that each gymnast brings an individual size for convenience and less contact.
- Band Aids
- Filled water bottle; water only. Bubblers are closed off from drinking, are available to re-fill water bottles.
- Extra hair ties
- Socks
- X NO FOOD ALLOWED

M&M GUIDE TO RETURN TO CLASSES.



As M&M Gymnastics begins taking important steps towards a return to classes, we need your help. In order for us to provide a safe and healthy environment for our staff, our students, and all who visit M&M, we are asking you become our partners. We have implemented many new procedures specific to the safe resumption of instructional programming. Prior to returning to M&M please review the procedures below with the reminder that these necessary steps allow us to keep our doors open. Understand that these procedures will change and evolve over time following any new revised guidelines.

PICK UP AND DROP OFF

When possible Drop off/pick up is preferred. (1st grade+)

- If entering M&M is a must, we ask that you limit to one accompanying adult.
- All visitors will sanitize hands upon entering M&M.
- Arrive no sooner than 5 minutes prior to class time.
- Exit M&M immediately following class
- Parents are required to wear face coverings when entering the building and in viewing areas. Strongly suggested for all siblings and students ages 5 & older.
- Please enter/exit through front doors.

WELLNESS CHECKS

- Temperature checks of all students prior to coming to M&M if temp is above 99.5 please remain home.
- Any athlete/coach exhibiting flu-like symptoms will be sent home immediately.
- Athlete/Coach must be fever free (without medication) 36 hours prior to return.
- If any family member tests positive for COVID, please be sure to report to M&M, along with keeping your athlete home for 14 days.

CLEANING & CLASS TIME

- Please make sure your child is dressed appropriately for class prior to entering the building.
- Please have your child use the restroom prior to coming to the facility. (Bathroom use is allowed, we ask that it's limited)
- All students required to bring a backpack or drawstring bag with them : Filled with-Water bottle (water ONLY), socks, personal hand sanitizer preferred. Each student will bring their backpack with them to class. *NO Food allowed in bags*
- Students will sanitize hands/feet before/during and after class.
- Equipment will be cleaned frequently including prior/during/ending of classes.

- Pits/Slides are temporarily closed to classes.
- Tot class coaches will be wearing face coverings.
- All parent child parents, we are asking that you also wear face coverings during your child's class.
- Instructors and students to maintain 6' distancing whenever possible; instruction may require interaction (i.e. spotting)
- Lesson plans will be modified to omit partner activities.
- Lesson plans will be modified to limit use of props. Props will be sanitized after each individual students use.
- Stations & activities will be modified to allow safe distance between children.

PHYSICAL DISTANCING

- Locker rooms have been blocked off for the time being.
- Viewing areas are very limited at this time.
- We have two areas of grass, in the front of the building & in the back. (If staying during class time, we encourage you to use our green areas)
- Instructors and students to keep 6' distancing whenever possible.
- Limit belongings brought into M&M.
- No High Fives, Hugs, or Handshakes (Temporarily)

WHERE TO MEET YOUR TEACHER

- Tot/Mini Mites Classes: Please go directly upstairs to the viewing area to meet your class teacher
- Rec /Mighty/Super Mites Classes: Please wait for your coach by the red fence.
- Boys/Ninja/T&T Classes: Please meet your coach in the new entrance by the big M.

*ALL Class Families will be **required** to create an online account through ICLASSPRO Parent Portal, to accept our NEW Policies & Procedures. (If you already have an account created, you will need to log on to accept the new policies.) *THIS policy will **NEED to be Read, and accepted, prior to your son/daughter returning to M&M Gymnastics practice.** Below is a LINK to create your account/renew policies. <https://app.iclasspro.com/portal/mmgymdance>



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Gym & Class Policies

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DROP OFF-PICKUP: Please arrive 5 minutes before class begins so your child has time to use the bathroom, put up hair neatly, and cover any warts or cuts. Children should wait quietly on the white tile lobby area. Running & Gymnastics in the waiting area is NOT allowed. ALL Children in the waiting area should be supervised at all times. Please meet your child promptly in the lobby at the end of their class. Children may never wait or play outside with out a supervisor of at least 18 years of age. If you are going to be late picking up, please call M&M to let us know.

When possible Drop off/pick up is preferred. (1st grade+) If entering M&M is a must, we ask that you limit to one accompanying adult.

Parking Lot: Please do NOT speed in parking lot, please turn around in the back of gym by dumpsters to avoid any accidents. Please do NOT park in the lot next door. (Violators may be ticketed)

OBSERVATION: Parents & siblings may observe from the waiting area only. Please do NOT "coach" your child from the sidelines. Comments made by parents distract all of the students in the class. Coaches are NOT able to assist children in the rest room during class time. Viewing areas are very limited at this time. Parents are required to wear face coverings when entering the building and in viewing areas. Strongly suggested for all siblings and students ages 5 & older.

HEALTH: Cuts must be covered with a bandage and athletic tape before class. A bandage alone does not stay on. Warts must be covered with athletic tape or duct tape before coming to M&M. Any child with a contagious illness is asked to stay home.

-Temperature checks of all students prior to coming to M&M if temp is above 99.5 please remain home.

-Any athlete/coach exhibiting flu-like symptoms will be sent home immediately.

-Athlete/Coach must be fever free (without medication) 36 hours prior to return.

-If any family member tests positive for COVID, please be sure to report to M&M, along with keeping your athlete home for 14 days.

MAKE UPS: Ideally it is best for your child to attend every class. However M&M understands due to illness classes may be missed, please call the office to schedule your makeup class. (Makeups are for excused absences only)

CLASS CHANGES: M&M allows day and time changes at any time as long as there is an opening in the class. Request a class change by contacting the office or by logging into the parent portal, call or stop by the front desk to change your class day and time.

WEATHER: Inclement weather closings are posted on the M&M website, Facebook Page & TMJ4. There are NO make ups or credits for inclement weather closings.

SCHEDULING: M&M reserves the right to change, combine, or cancel classes based on enrollment and coaching availability. We will contact you if this situation should arise and work with you to find another class for your child.

ADVANCEMENT PROCEDURE: M&M students will receive a "Advancement Notification Sheet" from his/her coach. The advancement notification sheets will be handed out in Dec and May, to those students who have attained their skills to pass their current class level, and who are ready to move up into the next level.

WHAT TO WEAR: Girls~Leotard Boys~tucked in t-shirt. NO chewing gum or dangling jewelry. Hair should be pulled neatly and securely away from the face so that it stays up for the entire workout. NO BOWS.

Personal items: Should be left with parents. Jewelry should not be worn during classes. PLEASE LEAVE JEWELRY at HOME. This facility staff will not be responsible for ANY items that may be lost or stolen. Be sure your students personal items are marked with their names. NO Cell phones/iPads available out on the floor. M&M is NOT responsible for any lost or stolen items.

Photography & Videos: M&M Gymnastics periodically takes photos & videos of the gymnasts during classes, special events & birthday parties for use in publicity and advertising. Unless you opt out as specified below, you hereby authorize M&M Gymnastics to retain the right to use any photographs, videos & motion picture recordings or any other record of the participants at M&M Gymnastics for publicity, advertising or any legitimate purpose. If you do not want your child's image used by M&M Gymnastics please contact our office.



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Billiing & Payments

ANNUAL MEMBERSHIP FEE: An annual membership fee of \$30 per child or \$50 per family is due upon registration and is non-refundable. The membership fee is pro-rated in January, March and Summer. The membership runs from September 1st-August 31st. M&M carries excess medical and liability insurance for all members. Your own carrier is your primary insurance.

* Online Registration : PLEASE ADD THE MEMBERSHIP FEE CLASS TO YOUR CART WHEN CHOOSING YOUR CLASSES THROUGH THE PORTAL. Choose: FILTER YOUR CLASS LOOK UP then PROGRAMS then MEMBERSHIP FEES

DISCOUNTS: Apply's to Classes ONLY* ~Second Sibling 10% off ~Third Sibling 20% off ~ Second class for same child: 15% discount

MONTHLY BILLING: Class tuition is monthly, based on four classes per billing cycle. Please note that you are paying for a time slot in a class whether your child attends or not. Pro-rating due to missed classes is NOT allowed. The four classes may not necessarily occur in the same month. Occasionally, due to holidays or special events, there are 3-5 weeks in a billing cycle. M&M assumes that once your child is enrolled, they will attend through the last class in June. However, you are not required to attend the entire year. Your participation is at your discretion. No Refunds
**February Tuition* will be increased to reflect your son/daughters Spring Show Outfit. EVERYONE will pay & receive an outfit.

DUE DATE: Tuition is due on the first of the month (for the upcoming month). If opting out of automatic withdrawal: Payments may be paid in person during office hours, postmarked on or before the due date, or paid online on or before the due date.

MONTHLY STATEMENTS: Billing Statements are emailed on the 21st of each month. Billing statements are generated monthly in an effort to be "green." *PLEASE ADD mmgymnastics@sbcglobal.net TO YOUR CONTACT LIST TO ENSURE YOU RECEIVE EMAILS & STATEMENTS FROM M&M*

LATE FEE: At the start of business day on the 6th, a \$25 late fee will be added to unpaid accounts. All credit card information must be current to avoid late fee.

AUTO-PAYMENT: For your convenience, M&M Gymnastics offers Automatic Withdrawal option. Your tuition will be automatically charged to the card number or E-check provided on the 1st of each month. M&M strongly suggests every family to have valid credit card or checking information on file.

FAILURE TO PAY: A reminder statement will be emailed on the 6th of the month. Your child will be removed from the class on the 8th of the month if your account is unpaid. Your account will be liable for the current month's tuition, and will be charged a \$25 late withdrawal fee. Non-payment accounts will be subject to collections. Special arrangements can be made if necessary

PROGRAM WITHDRAWAL: A class spot is automatically held for your child while you are enrolled at M&M. Before withdrawing we suggest talking to your instructor to help better your experience.

- 1) Notification of withdrawal is required by the 20th of the month to withdraw for the upcoming month.
- 2) A parent must notify the office in person, via phone, via email & Fill out the Withdrawal Form.
- 3) The final class date is the last date in the current month's billing cycle.
- 4) Drops received from the 21st-31st will be honored, minus a \$25 late withdrawal fee.
- 5) Drops received from the 1st-20th will apply to the following month.