



Sessions Policies 2018

Dear Parents,

At this time, recreation gymnastics and Taekwondo Junior Ninja Turtles are all run on session's format. Below are the procedures for registering and/or transferring for each session. ***You must register for each session or your child will not be enrolled in the next session's class.*** Keep the attached session dates for your records and please make sure you know all the dates for priority registrations, transfer dates, and breaks.

CYC no longer makes phone calls reminding parents to sign up for the next session. Mass email reminders will be sent out with upcoming dates. If you currently do not get CYC emails but have an email on file please check your spam filter or contact membership to verify the correct email is on file. If you would like to add an email at anytime you can contact the office by calling (925) 671-7070.

Session classes require participants to attend 75% of a session to have your registration validated for the next session. If a participant does not attend 75% of the current session they forfeit their priority registration spot for the next session. To continue in the next session you must try to re-enroll during open enrollment.

How to Priority Register (Re-enroll)

Your tuition must be up to date to register!

Instructions for Registration

You can only register for the class that your child is currently enrolled in

1. Log into <https://cyc.clubautomation.com>
 2. Select **Register for Classes** from the Tool Bar on the left
 3. Select the name of the class your child is currently enrolled in
 4. Select **Sign Up** (located to the right of the class)
 5. Select your child's **name** and then **Add to Cart**
 6. Select **View Cart** (located at the top right)
 7. Select **Continue, to Check Out**
 8. Select **Looks right, CONTINUE** (confirms transaction)
 9. Select **I agree, CONTINUE** (Acknowledges agreement to terms of waiver)
 10. Once it says **Thank you**, registration is complete
- 1) You will get an email confirming your registration.

**** If you do not register during the priority registration period your child will not be added into the next session. You will have to try to enroll during open enrollment. CYC is not responsible for monitoring your payments. If you fail to priority register you must call in to cancel your membership. No refunds will be given if you do not.***



How to Transfer from One Class to Another:

- 1) You will need to register for your current class during the Priority Registration Period. You want to have your current class reserved just in case there is not an opening for you to transfer. If your child gets transferred we will drop them from the current class for you.
- 2) Look on the calendar to find the Class Transfer Day. You can only transfer to another class for the next session during the Class Transfer Period.
- 3) To transfer you can:
 - a. Gymnastics: Email Nicki Gwizdak, Ngwizdak@cycmail.org with your child's name and 3 class selections you would like your child to transfer to.
 - b. Taekwondo: Email Kristen VanDenBaard, Kvandenbaard@cycmail.org with your child's name and 3 class selections you would like your child to transfer to.
 - c. If you have not received a reply in 48 hours please contact the registration desk at (925) 671-7070 ext.210
- 4) You will get an email confirming your registration in the transferred class.

Remember transfers are done on a first come first serve basis.

New Session Enrollment:

- 1) New enrollees may enroll for session classes during the Open Enrollment Day ONLY.
- 2) Enrollment will begin at 9am on the first day of open enrollment and will continue until all classes are full.
- 3) Enrollment is first come first serve; you must be present to register.
- 4) New members must fill out release form at the time of registration.
- 5) Membership dues for the first month will be due at the time of registration.
- 6) CYC does not issue refund for membership dues, once the open enrollment has closed.



Gymnastics Class Policies

ABSENCES

- Session classes require participants to attend 75% of a session to have your registration validated for the next session. This means in an eight week session your child can not miss more than two classes. In a four week session your child can not miss more than one class.
- If a participant does not attend 75% of the current session they forfeit their priority registration spot for the next session. To continue in the next session you must try to re-enroll during open enrollment.
- Excusing missed classes is still not required.

ATTIRE

- Students are required to wear uniforms to class. The gymnastics uniform consists of a leotard for girls and a plain white shirt and cotton shorts for boys. Leotards can be purchased at the CYC main office.
- All uniforms must fit snugly and should not impede the gymnast's movement.
- Hair must be pulled back and away from face.
- Jewelry of any kind is not permitted.
- All participants must also adhere to the CYC general attire guidelines.
- Remember shoes must be worn at all times at CYC except while a student is actively participating in class.

REMINDER:

All children must be potty trained to attend the class. No pull ups or diapers of any kind are allowed.



2018 Sessions

*PLEASE BE ADVISED THIS SCHEDULE MAY BE SUBJECT TO CHANGE

January 8 th	Session 1 begins Priority Registration for Session 2 begins
February 2 nd	Priority Registration for Session 2 ends
February 5 th	Transfer Day for Session 2
February 12 th	Open Enrollment for Session 2
March 3 rd	Session 1 ends
March 5 th	Session 2 begins Priority Registration for Session 3 begins
March 30 th	Priority Registration for Session 3 ends
April 2 nd -7 th	Spring Session Break-NO SESSION CLASSES
April 2 nd -6 th	Spring Camp
April 9 th	Transfer Day for Session 3
April 16 th	Open Enrollment for Session 3
May 5 th	Session 2 ends
May 7 th	Session 3 begins Priority Registration for Session 4 begins
June 1 st	Priority Registration for Session 4 ends
June 4 th	Transfer Day for Session 4
June 11 th	Open Enrollment for Session 4
June 30 th	Session 3 ends
July 2 nd -7 th	Summer Session Break-NO SESSION CLASSES
July 9 th	Session 4 begins Priority Registration for Session 5 begins
August 3 rd	Priority Registration for Session 5 ends
August 6 th	Transfer Day for Session 5
August 13 th	Open Enrollment for Session 5
September 1 st	Session 4 ends
September 4 th	Session 5 begins Priority Registration for Session 6 begins
September 28 th	Priority Registration for Session 6 ends
October 1 st	Transfer Day for Session 6
October 8 th	Open Enrollment for Session 6
October 27 th	Session 5 ends
October 29 th	Session 6 begins Priority Registration for Session 1 begins
November 30 th	Priority Registration for Session 1 ends
December 3 rd	Transfer Day for Session 1
December 10 th	Open Enrollment for Session 1
December 22 nd	Session 6 ends
December 24 th -Jan 6 th	Winter Session Break-NO SESSION CLASSES
December 26 th -28 th	Winter Camp 1
January 2 nd -4 th	Winter Camp 2

