



# Flip n Fun Parent Handbook

# Welcome to Flip n Fun!



## **AT FLIP N FUN, OUR ENVIRONMENT IS FUN, BUT OUR PURPOSE IS SERIOUS.**

Based in District 1 Janabiya, Flip n Fun offers a safe place to learn and practice gymnastics. The center is divided into two zones; upstairs for toddlers, includes a variety of soft play equipment and smartly modified gymnastics apparatus that is unique, stimulating and entertaining to help develop imagination, enhance creativity and build confidence and downstairs is for older children; it includes state of the art gymnastics apparatus that meet the highest European safety standards and certifications.

Our mission is to develop children into healthy, disciplined and confident individuals through nurturing their independence and encouraging them to work hard, have fun and never, ever, give up on their dreams, whether it's related to gymnastics or not! We believe that each child requires a personalised approach tailored to their style to give them the best chance of achieving their goals. Our expert staff are trained to be flexible and use a wide variety of techniques in their training.

# The Owners



**Bushra**



**Amineh**

Bushra and Amineh are the Directors of Flip n Fun Gymnastics. They started Flip n Fun together in 2018 – opening the doors in January 2020 – and are passionate about movement, the sport of gymnastics and all of the benefits this sport brings, especially in today’s digital world.

With 4 children between them, Bushra and Amineh know first-hand how powerful the world of movement is and how gymnastics is the perfect stepping stone for developing confident, happy and active kids. With that in mind, they created a safe and friendly space where children can thrive.

# The Classes

We offer a range of activities for boys and girls from walking to teenagers. Each activity is tailored to help the attending children benefit from an active lifestyle. We believe that participating in organised sports provides a chance for young people to increase their activity and develop socially and physically. Our carefully selected activities have been chosen to provide one of the most comprehensive lifestyle exercise programs available to children, incorporating strength, flexibility, speed, balance, coordination, power, and discipline.

Our classes include:

- Recreational, Intermediate & Competitive Artistic & Rhythmic Gymnastics
- Trampolining
- Cheerleading
- Ninja Obstacles
- Toddlers
- Adult classes
- Private/Personal Training





# Toddlers

Our toddler classes known as GymFun are tailormade for children from the age of walking to 3 years (or until they are ready to enter the class independently.) It's never too early for your little one to start learning and have some serious fun. From infant to toddler, our classes promote early development and provide a strong foundation for your child's critical first three years. And since you're along for the ride, you'll be right there to celebrate every discovery with smiles, hugs and giggles!

These classes are designed to introduce students to explore foundational gymnastics movements alongside their parent or guardian, with the facilitation of a Flip n Fun Gymnastics coach. Students will enjoy with rolling, jumping, bouncing, and overall kinesthetic and spatial awareness in a safe, fun, and interactive environment.

In a GymFun class, our qualified coaches will lead and guide the class but the accompanying adult is actively involved in the child's movements and learning as this is the adult they trust the most. We encourage only one adult to enter the gym area to avoid overwhelming the other children.

# Gymnastics

**Recreational Gymnastics** - At Flip n Fun this is an entry level class where gymnasts will learn the fundamental skills on all main events. These include floor, beam, bars and vault as well as essential flexibility and strength skills which help with their progress in the more advanced levels. Students normally attend once a week, but we do offer discounts for children attending multiple times who want to progress faster.

**Intermediate Gymnastics** - This is a pre-competitive level, once the gymnasts master the fundamental skills needed and have demonstrated their abilities in the compulsory levels, they will be invited to join our intermediate classes. The duration of this class is longer and the children are encouraged to attend at least twice a week to prepare for competitive training.

**Competitive Gymnastics** - As the name suggests children will participate in competitions and challenged on a much higher level. Gymnasts must attend a minimum of 3 classes per week and commit to long term training.



# Other Classes

## **Ninja Obstacles**

Ninja classes are designed to teach your child and help them develop the skills they would need to complete obstacle courses. Ninja classes combine skills inspired by gymnastics, parkour and martial arts, they are high paced and start with a high-energy warm-up session, followed by true ninja-like strength, endurance, and flexibility-focused obstacle courses. Using gymnastics and martial arts skills, the boys and girls jump, flip, climb, and swing around barriers using our state of the art gymnastics apparatus.

## **Trampoline**

Trampoline class is a 30 minute full body workout that allows you to jump, fly, and spin while strengthening your core, toning your muscles and burning calories, Trampoline raises the heart rate and gives the children an excellent cardio workout!

The class focuses on mastering basic skills and positions in tumbling, while practicing the fundamentals necessary to learn more advanced skills on trampoline that can transfer to other sports such as diving, skiing, cheerleading, and extreme sports.

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## **Cheerleading**

Cheerleading is an activity in which the participants cheer for their team as a form of encouragement. It can range from chanting slogans to intense physical activity. It can be performed to motivate sports teams, to entertain the audience, or for competition.

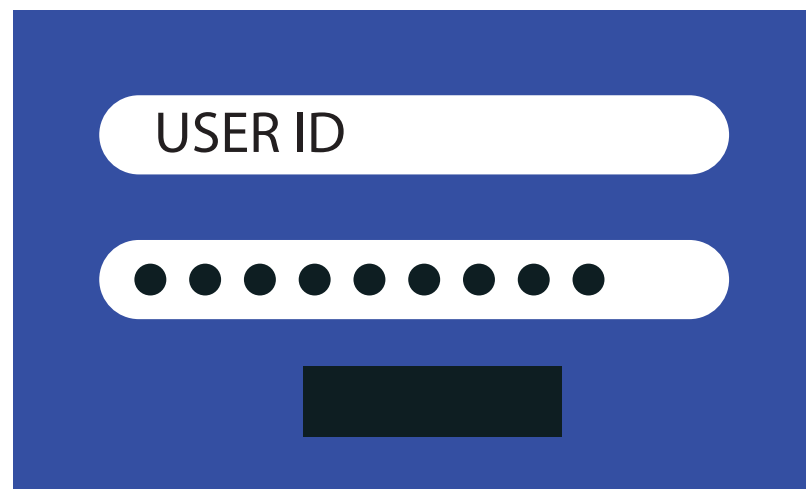
This program is designed to provide cheerleading teams for beginners, and for the athletes who are not yet ready to commit to the rigor of the competitive program.

# Registration Procedure

After selecting the perfect class for your child, you'll be asked to fill out an online registration form - this is known as the parent portal. You can access this as anytime to check your child's classes or book them for new classes.

Once your child is enrolled in a class, you will receive an automated invoice. We accept payments through BenefitPay on IBAN BH52AUBB00010267633001 or by card/cash (BHD) at the center. You will received an automated receipt on the email you have provided at the time of registration.

Registration priority is always given to current students.



USER ID

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# Registration Policy

- A legal guardian must fill the online registration form as you will need to agree to the terms and conditions listed on the form.
- Cheques are not accepted.
- Payments are non-refundable & non-transferrable unless they meet the criteria mentioned under "Credits, Refunds & Make-up Classes".
- Fees should be made in full within 5 days of reserving a space before the term and 3 days once the term starts, spaces will not be reserved longer than the mentioned deadline.
- Discounts are only given to siblings or multiday bookings.
- In case the term has already started, fees will be calculated on a pro-rata basis. You will not pay for the missed classes.
- Free or paid trial classes are not available unless advertised.
- Management reserves the right to change the fee structure before starting a new term.



# Class Placement

Flip n Fun is committed to offer what is best for each child in order for him/her to grow and feel successful! Safety is our first priority, so coaches will assess the best class level to match your child's ability and age.

The recommendation will provide a safe learning environment as well as an appropriate amount of challenge for your gymnast. Each class level has a set list of skills that must be mastered before a coach recommends him/her to advance to the next level.

If your child is especially eager to advance, you have the option to enroll in more than one class per week which will speed up their progress. Also, coaches offer private lessons within the gym to help gymnasts perfect a certain skill that might be preventing placement in a more advanced class.

We are unable to accept requests to move up levels without the recommendation from the coaches.



# Dress Code



## GIRLS:

- A leotard or unitard with no skirts attached allow for the best instruction possible. Shorts or leggings can be worn for modesty.
  - If a leotard is not available, a form-fitting t-shirt and shorts/leggings will work.
  - No jewelry/watches allowed (stud earrings are permitted), and any removable dental appliance should be taken out.
  - Hair should be tied back in a secure ponytail, braids or bun prior to every class.
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## BOYS:

- Shorts and a t-shirt/tank top allow for the best instruction possible.
- Clothes should be free of zippers and multiple buttons and should be tight-fitting.
- Baggy clothes will get in the way and prevent coaches from being able to adequately spot skills and can cause injuries.
- Long hair must be tied back.
- No watches/jewelry allowed.

Note: Gymnasts are not permitted to wear jeans, skirts, dresses, or pants with zippers, buttons, or snaps. No shoes are allowed on the gym floor. All street clothes and belongings should be left in the cubbies provided at the entrance to the gym. Valuables should be left at home. Flip n Fun is not responsible for lost or stolen items. Write your child's name in every article of clothing!

# Arrival, Departure & Waiting area

In order to ensure your child is warmed up properly, please arrive on time. Students can arrive up to 5 minutes before their lesson. Anyone arriving after the warmup has ended may be refused entry.

Parents of students under the age of 5 are asked to remain on site during their child's lesson. Parents of students 5 years and older do not need to stay on site as long as their child is confident enough to be alone.

Siblings are permitted to watch the classes as long as they do not cause any distractions.

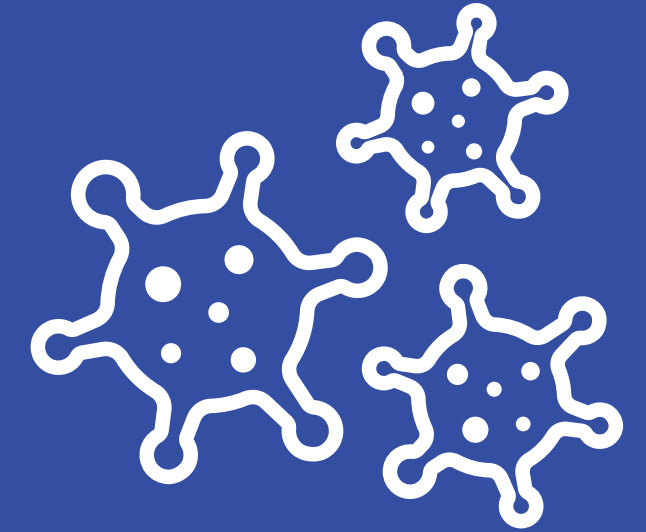
A contact number must be on file if you do leave so we can easily reach you.

Once the class has ended, prompt pickup from the entrance is encouraged. Our staff are not responsible for walking students to and from the car park nor supervising them after their class has ended. While we make every attempt to supervise the children until picked up, if a child leaves the center unsupervised Flip n Fun cannot be held responsible.

Tumbling, climbing, and gymnastics skills of any kind are not allowed in the waiting area. Children and adults are expected to conduct themselves in an appropriate manner at all times.



# COVID-19 Procedures



- We follow a strict NO MASK NO ENTRY policy that applies to everyone above the age of 3 years.
- Temperature checks will be done for everyone entering Flip n Fun
- Electronic payments (BenefitPay) & online registrations are strongly encouraged.
- All equipment is thoroughly sanitised after each class.
- Toilets are cleaned after each use.
- Children are asked to sanitise their hands regularly during the class, especially when changing stations.
- Water dispensers are removed for your safety. Please bring a FULL water bottle to class.
- Parents must avoid moving the seating and maintain a safe social distance.
- Only one accompanying adult will be allowed in the centre at any time
- Please arrive no earlier than 5 minutes before your schedule class and leave as soon as it ends in order to allow sufficient cleaning time.
- If your child or a family member has any flu-like symptoms please let us know as soon as possible and do not attend classes.
- Everyone must sign a COVID waiver form on their first class (we will need your and your child's CPR numbers)
- Accompanying adults must present their Vaccination Certificate or Recovery Status on the BeAware app before entering - entry will be denied to those who cannot present the mentioned and classes will not be compensated.

# Expectations of Parents/Guardians



- If parents feel the need to share any concerns, they can ask for a call back from the relevant staff member, which will be arranged outside lesson timings. Coaches will not be available to discuss progress or behavior issues before or after classes unless arranged in advance.
- We believe in teamwork and would like our parents to be involved in their child's training too as parents play a huge role in the development of successful athletes.
- Please be courteous to others in the waiting area, avoid loud conversations or excessive movements of the chairs.
- Please do not take photos that include other children without asking for consent from their guardian.
- If you need to get an urgent message to your child during practice, please talk to the receptionist and they will relay the message - avoid shouting out.
- If your child is not paying attention or listening to the coaches, we realize it can be tempting to get involved however, this is the job of the coaches. If they need your assistance they'll let you know.
- Parents are not permitted on the gym floor and must refrain from coaching or commenting during any training session.
- We encourage parents to watch classes a few times a month to observe progress and work ethic. It is also important to let your gymnast practice without you present (where possible) to allow them to completely focus on the instruction from their coach.
- Please avoid contacting coaches directly through social media or on their personal numbers, they are happy to give you a call back in their free time when necessary. You can arrange this with the receptionist.

# Health & Safety



All our staff are trained and certified pediatric first aiders. In case of an emergency, the guardian will be contacted as soon as possible but unless instructed otherwise in writing, it is deemed that you authorise Flip n Fun and medical professionals to perform any necessary emergency treatment.

Due to the nature of the activities in Gymnastics, we must inform you that the risk of injury does exist. At Flip n Fun we follow a strict health & safety policy in order to help minimise the potential risks involved, coaches and admin staff will take all precautions necessary to prevent accidents from occurring and will therefore not be held responsible for any injuries.

By registering your child at Flip n Fun, you understand and accept all risks associated with participation and you are agreeing that the participant is fit and able to engage in such activities. All medical conditions must be communicated with us and recorded in the registration form.

It is crucial that for their own safety as well as other, all gymnasts follow the instructions of the coaches. If a child fails to follow instructions, uses the equipment unattended or misuses the apparatus, he/she may be asked to leave the class without compensation.



Date and time:	
Incident location:	
Staff involved:	
Student(s) involved:	
Description of incident:	
Action taken:	
Any other information:	
Reporter Information:	
Parent signature:	

Management use only:

Received by:	
Action Taken:	
Further information:	

# Incident reports

In case of an incident at Flip n Fun, no matter how minor, should be reported using our 'incident report' form - this is available at the reception desk.

Please make sure you fill as many details in the incident report as possible in order to help management better understand what happened and follow up with you after the incident if needed.

All incident reports, including those filed by staff, are kept on file for training and future reference.

# Credits, Refunds & Make-up Classes

**Refunds** are ONLY issued to families leaving Bahrain, or in case of a permanent injury where the child is unable to return to the gym in the foreseeable future.

**Make-up classes** are dependent on availability, if the makeup schedule does not suit the child, we are unable to reschedule it.

**Credit Notes** are added to a customer's account and can be redeemed with a FULL package booking in the coming terms. Expiry dates will be communicated to you in advance and must be adhered to.

In the event where Flip n Fun is responsible for a missed/canceled class, a make-up session will be scheduled; however, in the event a make-up cannot be scheduled, the member shall be issued a Credit Note for the portion missed.

In the event where classes are cancelled out of our control (such as unplanned government holidays, weather, pandemic regulations, etc...) we will make every attempt to schedule make-up classes or issue credit notes; however this is not guaranteed and will be communicated directly to parents.

As of 16 May 2021, all accompanying adults must be vaccinated and present their vaccination certificate or recovery status on the BeAware app. Children under the age of 5 will not be allowed in the centre alone and therefore the class will be missed with no make-up, credit or refund option.



# Credits, Refunds & Make-up Classes

In the event a member above the age of 7 years misses a class due to no fault of Flip n Fun:

- Gymnasts can miss ONE class during the term due to **minor** medical conditions, the centre must be informed before the lesson and based on availability a make-up class may be offered - if there's no availability in other classes, a credit note will NOT be issued.
- If the gymnast misses MORE THAN ONE class, the center must be informed before the lesson. In this case make-up classes (based on availability) or credit notes will be issued ONLY if supported by a medical certificate.
- Traveling, change of plans, social commitments are not eligible for make-up classes or credit notes.

In the event a member under the age of 7 years misses a class due to no fault of Flip n Fun:

- Gymnasts can miss ONE class during the term due to minor medical conditions, the centre must be informed before the lesson and based on availability a make-up class may be offered within the first 3 weeks of term only - if there's no availability in other classes or the 3 week window has passed, a credit note will be issued.
- If the gymnast misses MORE THAN ONE class, the center must be informed before the lesson. In this case make-up classes (based on availability within the first 3 weeks of term) or credit notes will be issued ONLY if supported by a medical certificate.
- Traveling, change of plans, social commitments are not eligible for makeup classes or credit notes.

# Privacy

It has always been Flip n Fun's priority to safeguard any information provided by our members. We are committed to meeting, and where possible, exceeding, the requirements of all applicable privacy legislation that relates to Flip n Fun (the "privacy legislation"). To ensure Flip n Fun is performing to the highest standards available and is complying with our legal obligations, Flip n Fun has created its own Privacy Policy. Our Privacy Policy applies to all of our members and addresses how we handle the personal information we have about our members which is necessary to provide service to you, administer your account, communicate with you and allow you to participate in Flip n Fun as a member. At Flip n Fun, member information is maintained as strictly confidential. Unless you authorize us to release it, or release is required or permitted by law, we will not disclose information about you to any third parties this is included but not limited to children's progress, schools and personal information. We never sell, lease or trade information about you or your accounts to other parties, unless you authorize us to do so, or unless required or permitted by privacy legislation. Finally, Flip n Fun may ask the member for use of their picture or that of their child for promotional purposes.

# Lost or Stolen Property

Flip n Fun is not responsible for lost or stolen property, please leave all valuables at home or in your vehicle. At the end of each day any items left behind are placed in our Lost & Found box in the main waiting area. We donate items remaining in the Lost & Found box at the end of each term so please make sure you check the box regularly.

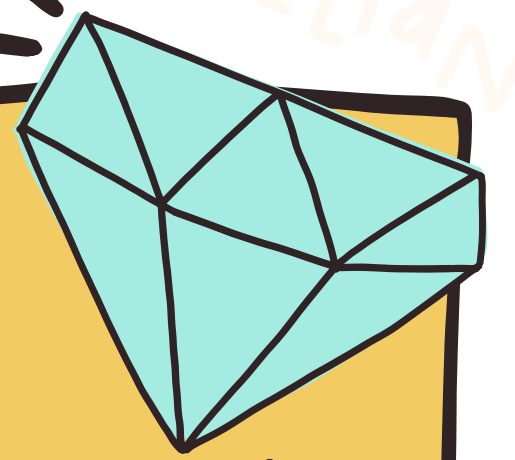
# o-fish-al rules



We LISTEN  
to others,  
be KIND &  
RESPECTFUL

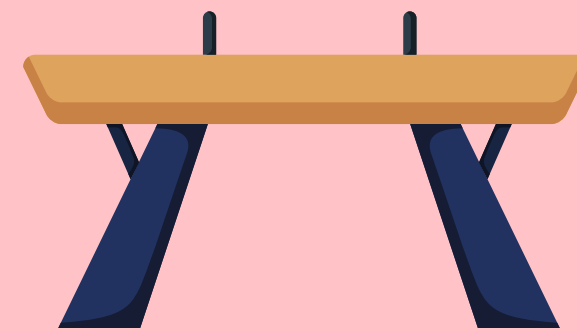


We DO  
our best  
to BE our  
best



We keep our <sup>we</sup>  
hands & words  
to ourselves

Be SAFE - we  
always wait for  
the coach



# O-fish-al rules

We are always on time, warm up is so important



We Dress for the gym! NO Jewellery or skirts



Parents remain seated and watch us be AMAZING. Please limit conversations with us so we don't get distracted!

Gymnasts that fail to follow the o-fish-al rules may be asked to leave the class early.

# Contact Information

Administrator - Heba  
info@flipnfun.net  
3889 4111

Owner/Director - Amineh  
admin@flipnfun.net



# Location

District 1  
Shop 23, Road 7901,  
Block 579 - Al Janabiya  
Kingdom of Bahrain

# Let's Connect

