



2025-2026 Membership Handbook

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Welcome to Balance Cheer and Gymnastics!

First and foremost, I would like to thank you for your interest in Balance Cheer and Gymnastics (BCAG). I am humbly honored to be given the opportunity to not only coach gymnastics and cheerleading but to also be a positive and inspirational role model to our participants. With over 20 years of gymnastics and cheerleading experience combined and over 10 years of coaching experience, I firsthand can relate to the strength, perseverance, and commitment the sport of both gymnastics and cheerleading entails. I hope to provide students with not only physical growth throughout our classes but also personal growth and achieving dreams outside of sporting realm. Please, feel free to contact me directly and/or BCAG with any concerns or questions. Welcome to the BCAG family!

Warmly,

Kanisha R. Rounsaville, Owner and Founder

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Balance Cheer and Gymnastics Mission

Balance Cheer and Gymnastics (BCAG), LLC seeks to implement the utmost quality gymnastics and cheerleading program to all individuals. BCAG is dedicated to providing students with a professional and inspirational athletic experience. Our mission is to allow participants to actively engage in a safe, limitless, and most importantly, a fun atmosphere while increasing perseverance, strength, self-esteem, and confidence that can surpass all obstacles. We strive to empower and increase “balance” in every participant through our athletic activities and assist individuals in achieving all goals and aspirations beyond our recreational program. We hope that our trained professionals and staff can provide you with more than a fulfilling gymnastics, tumbling and cheerleading experience, but also provide you with a loving and caring support system as well. Warmly, Balance Cheer and Gymnastics (BCAG)

BCAG Policies and Procedures

Registration

Currently, participants can register and secure class reservations via phone, email, or online only. Reservations must be placed in advanced to secure class slot. **Students can be registered at any time, however, tuition is based on class reservation not class attendance.**

Registration also requires that a BCAG waiver along with class tuition payment in full. It is expected that parents familiarize themselves with our website, handbook, and inquire on any questions or concerns prior to class participation. No exceptions.

Payment Procedures

Currently BCAG accepts credit/debit forms of payment. Please note, there is up to a 5% service charge for all electronic payments. **Tuition is due in full on or before the 1st of each month or 1st day of class, whichever comes first. Any split payment plan must have tuition completed before the 3rd call. Any weekly payment plan must have tuition completed prior to any participation on class day.** There is a \$40 late fee per student applied to any past due tuition. Re-enrollment fee also applicable to one or more non-continuous class sessions. No cash payments accepted currently. Private lesson will be forfeited and nonrefundable if cancelled within 24 hours of scheduled appointment. There is a 5% card processing fee for all card, apple pay, and cash app payments via invoice. **We do not offer refunds as all sales are final.** You may cancel your membership at any time.

Cancellation Policy

We require 30 days' notice for membership cancellation. You may cancel your membership at any time. All sales final.

Make-up Policy

We do not offer make up classes unless, unless there is a class closure due to inclement weather, power outages, our scheduling conflict, and etc. that is out of the owner's control.

Eating and Drinking Policy

We do not allow any food and/or drink(s) to be consumed on site except for birthday parties and/or special events. We have a water fountain on site for all customers.

Arrival and Departure Policy

Students must not arrive more than 5 min before their scheduled class. Any student departing more than 5 min after class had ended will be charged a \$25 late fee.

BCAG Policies and Procedures

Facility

- All classes are limited to 10:1 student-instructor ratio.
- Cash payments are not accepted.
- All classes require reservation. No walk ins available.
- All equipment to be cleaned and disinfected before and after each class.
- Hand washing or hand sanitization required before and after any class participation.

Members

- Limit one parent/guardian per student/pair for drop off/class spectating (please, no additional family/friends/etc).
- Front door drop off and pick up recommended for all students ages 5 and over in which coach will be available to assist during designated start and end class time (5 min before scheduled class).
- Please do not enter facility more than 5 minutes before scheduled class time.
- Parents/guardians must conduct assessment of child and not enter our facility if student is exhibiting flu-like symptoms or have been exposed to COVID-19.
- Tuition must be paid in full and all waivers must be completed prior to any class participation.

BCAG Video Recording and Photo Policy

- Due to the privacy and safety of our minor athletes, video recording and taking pictures are prohibited by parents/guardians during class.
- Parents/guardians are more than welcome to take videos and pictures of their children before and/or after class.

BCAG Schedule

Currently, BCAG offers memberships with four, eight, and unlimited monthly class plans on a four week schedule. However, there are some cases in which schedule will be adjusted accordingly to accommodate five week months, holidays, and etc.

- Monthly tuition varies depending on class, frequency, and duration.
- Private lessons, Group Lessons, Birthday Parties, and etc. are also available.
- Please check our website for up to date fees as well as class times and days.
- We are closed on select holidays: Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Years Day.
- All other holidays are subject to class schedule.

BCAG Guidelines and Expectations

Expectations for Athletes

- Athletes are expected to have a positive attitude and do their best.
- Athletes are expected to come to practice ready to participate and with proper attire such as leotards (preferred), unitard, and no socks. Hair is expected to be out of face and free from interference of class participation. No jeans, jewelry, or gum.
- Athletes are expected to always inform instructor when leaving the practice area such as to go to the restroom, water break, and etc.
- Athletes are expected to treat fellow classmates with respect. BCAG has a ZERO tolerance for bullying, inappropriate remarks, gestures, etc.

Expectations for Parents

- Parents are expected to pay tuition and fees on the 1st of each month or 1st day of class, whichever comes first. There will be no class participation until tuition is paid in full.
- Parents are expected to provide round trip transportation for participants to classes in a timely manner and to not enter facility more than 5 minutes early than scheduled class time. There is a \$25 fee per child that is picked up 5 minutes after scheduled class end time
- Parents are expected to be encouraging to participants and are not permitted in the athletic area unless a child's behavior becomes a distraction to class.
- Parents are expected to demonstrate positive attitudes and appropriate behavior in all circumstances.
- Parents are expected to contact BCAG staff for any questions and concerns and to notify staff regarding updates such as phone numbers, address, etc.

BCAG Safety and Emergency Protocol

Safety

- All parents must be fully aware of the risk involved in the sport of gymnastics, cheerleading, tumbling, and etc. in which participants can potentially life-threatening situations may arrive due to speed, height, motion, and difficulty.
- BCAG is knowledgeable of the potential danger each participant faces and will make every effort to achieve and maintain a safe environment for our athletes.
- We believe in conditioning, strength, and flexibility to keep our athletes as safe as possible.

Emergency Procedure.

- In the rare event of a medical emergency, there will be an emergency procedure.
- Emergency First Aid will be administered, including requesting of emergency medical technicians and an ambulance if needed.
- If you are at the gym when an injury occurs, please do not come onto floor until the coach/staff members gives you the appropriate signal.
- If you are not at the gym, you will be contacted using the emergency contact information located on your registration cards.
- From that point on, your instructions will be followed.
- In the event where we are unable to make contact with a parent, guardian, etc. then we will make arrangements to contact the medical staff and hospital closest to the facility.

Concussion Protocol (emergency situation)

- 1) If it is suspected that an athlete has a suspected concussion, a Balance Cheer and Gymnastics staff member will immediately pause the current class and remove the athlete from the activity.
- 2) Balance Cheer and Gymnastics staff will not try to judge the severity of the injury in which while the athlete is being monitored or immediately following the suspected concussion, if the athlete loses consciousness, shows signs of neurological deficits, mental status changes, and etc, 911 is to be called immediately.
- 3) Balance Cheer and Gymnastics staff member will inform the athlete's parent/guardian of the suspected concussion and inform of 911 call.

- 4) Balance Cheer and Gymnastics staff member will request the parent/ guardian to bring documentation from the evaluating medical professional with diagnosis and information on the athlete's restrictions after their visit.
- 5) Balance Cheer and Gymnastics staff member will absolutely not allow the athlete to return to play without documentation from the evaluating medical professional stating that the athlete is cleared to begin participating in the activity.
- . 6) Even with a note, if an athlete still complains of symptoms, Balance Cheer and Gymnastics staff member will hold the athlete out of all activity. Balance Cheer and Gymnastics staff member will speak to the parent/guardian and have the athlete re-visit their health care provider.
- . 7) Balance Cheer and Gymnastics will keep the medical professional documented clearance on file and organized.

Concussion Protocol (non-emergency situation)

- . 1) If it is suspected that an athlete has a concussion, a Balance Cheer and Gymnastics staff member will immediately pause the current class and remove the athlete from the activity.
- . 2) Balance Cheer and Gymnastics staff will not try to judge the severity of the injury in which staff will keep the athlete out of activity involvement on the day of the injury and monitor for symptoms such as altered mental status, dizziness, lethargy, confusion, and etc.
- . 3) Balance Cheer and Gymnastics staff member will inform the athlete's parent/guardian of the suspected concussion. Balance Cheer and Gymnastics staff member will instruct the parent/guardian to have their child evaluated by a medical professional for concussion evaluation and treatment.
- . 4) Balance Cheer and Gymnastics staff member will also ask the parent/ guardian to bring documentation from the evaluating medical professional with diagnosis and information on the athlete's restrictions after their visit
- 5) Balance Cheer and Gymnastics staff member will absolutely not allow the athlete to return to play without documentation from the evaluating medical professional stating that the athlete is cleared to begin participating in the activity.
- . 6) Even with a note, if an athlete still complains of symptoms, Balance Cheer and Gymnastics staff member will hold the athlete out of all activity. Balance Cheer and

Gymnastics staff member will speak to the parent/guardian and have the athlete re-visit their health care provider.

7) Balance Cheer and Gymnastics will keep the medical professional documented clearance on file and organized.

Balance Cheer and Gymnastics handbook, prices, and website are subject to change.

