

# New Horizons Policy for Seasonal Programs with Paid Instructors

Dear Members

Some of our programs have become very popular; therefore, to improve program delivery, consistency, and fairness, we are asking for a commitment from members that they will participate in the programs they have signed up for.

**Pre-registration is a requirement**, as well as prepayment of \$10 per program. At this time, we are not able to accommodate drop-in attendance.

**The sponsored programs affected by this policy are: Tai Chi, Resilience Yoga, Gentle Yoga, Pilates, African Dance, Chair Qi Gong, Creative Writing and Rachel's Chair Yoga.**

## Policy for Sponsored Seasonal Programs with Paid Instructors

### 1. Program Registration

Pre-registration is required. Registrations will be accepted in person at the signup scheduled in September. It will also be accepted by email at the same time as the registration takes place at New Horizons for those unable to attend personally.

(Please note; we cannot accommodate drop-in attendance for classes.)

### 2. Program Payment

For sponsored programs with instructors, prepayment of \$10.00 per program will be required upon registration/sign-up. **Members will still need to register for year-round programs (Chair Yoga, Holistic Strength) and those without instructors will not need to prepay; just pay the usual program fee of \$1.00 when they attend.**

### 3. Attendance Data

One of the requirements for using gaming grants is to provide attendance numbers. To meet this necessity, we will require that instructors ensure attendance is taken at each class. As gaming grants also require attendance numbers for Zoom classes, instructors using Zoom are requested to submit those numbers at the end of each season.

Program attendees must have completed liability forms before attending classes. This also applies to all off-island programs. **Members who have already completed liability forms need not fill out new forms.**

Date Implemented: May 26, 2024 - By New Horizons Board Members

