



**NATIONAL
FLIGHT
ACADEMY**

PARENT & ATTENDEE HANDBOOK

2017-2018

The National Flight Academy, a program of the Naval Aviation Museum Foundation, Inc., is authorized but not endorsed by the U.S. Navy or the U.S. Government

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INTRODUCTION

Dear Parents, Guardians, and AMBITION Attendees,

We urge you to read this handbook carefully with your attendee(s). Each attendee is personally responsible for reading and understanding all rules, regulations, and expectations before entering a program at NFA. The National Flight Academy's mission is to provide a fully immersive, fun, and safe environment for all attendees. To achieve this mission all attendees must adhere to the rules and regulations listed in this document. Your role as a parent, guardian or an AMBITION attendee is as important as any of our enthusiastic staff members' in making the National Flight Academy (NFA) a rewarding place to live, study, and learn.

We look forward to sharing a great adventure with you onboard NFA AMBITION (CVT-11)!

ATTENDEE RULES & POLICIES

Please review this section with your attendee(s) as they are expected to understand the rules and policies upon arriving at NFA.

STANDARDS & EXPECTATIONS

Attendees are expected to accept responsibility for their actions. Attendees are expected not to verbally or physically abuse any member of the NFA staff or any attendee, engage in sexual activity, drink alcohol or engage in any kind of substance abuse. Attendees are expected to behave in a trustworthy and honest manner; consequently, attendees will be expected to behave responsibly when not under direct faculty supervision.

NFA-ISSUED LANYARD & ACCESS CARDS

- ✦ All attendees will be issued a color-coded lanyard that will correspond with the attendees assigned Carrier Air Group (CAG) color designation and will hold a name and access card that signifies their squadron. The access card will serve as a key to his/her stateroom and to other areas accessible to attendees.
- ✦ If an attendee loses the access card or lanyard, another will be issued as soon as possible.

- ✦ The lanyard shall be worn at all times, especially during academic classes, meals and off-ship excursions (field trips) to readily identify the CAG and squadron to which each attendee is assigned.
- ✦ Each access card is specifically issued to one attendee and is not to be exchanged with other attendees. At the end of the program, attendees are to return access cards to NFA staff. Lanyards and name cards may be taken home by the attendees.

DRESS CODE

Attendees are expected to come to NFA in clean and appropriate attire. Attendees whose personal attire or grooming distracts the attention of other attendees and instructors, or which may be hazardous to themselves or to others during NFA activities, shall be required to make the necessary alterations. Attendees who fail to meet the minimum acceptable standards of cleanliness and appropriate attire, as determined by NFA, shall be subject to appropriate measures, up to and including removal from the NFA program. Gang attire or insignias are not permitted at any time at NFA. Students who fail to comply with the dress code will be asked to change.

LUGGAGE

Luggage will be brought into NFA along with the attendees and will be inspected by security as a part of the check-in process. Pack lightly, as attendees will be responsible for carrying their luggage to their assigned stateroom, located on the third or fourth floor. Attendees must remove all medications from their luggage and provide them to the nurse at check-in. Prescription medications must be in the original dispensed container with the prescription information shown and over-the-counter medications must also be in their original container and stored in a plastic zip lock bag.

DRESS REQUIREMENTS

- ✦ ***Attendees are encouraged to wear coats, jackets, sweaters or other appropriate outer garments when necessary due to inclement weather or temperature conditions, including temperature inside AMBITION.***
- ✦ Pants and shorts shall be worn properly fastened so the waistband is not below the top of the hipbone.
- ✦ Pant hems shall not be tattered or extend beyond the heel of the shoe. Shorts must be no shorter than 3 inches above the knee.

- ♣ Athletic wear with an elastic waist may be worn, but only during free time and not during academics.
- ♣ Jeans are allowed as long as they do not have holes or tears higher than three inches above the knee.
- ♣ Skirts, dresses, or shorts must have hemlines or openings that are at least long enough to reach the top of the knee when either sitting or standing.
- ♣ Shirts, t-shirts and blouses shall be of appropriate size and length to cover the waistband while sitting and standing.
- ♣ Undergarments will be worn always, including while sleeping.
- ♣ Caps, hats, hoods, scarves and other head coverings shall not be worn in any building, except those worn for religious or medical purposes.
- ♣ Overalls or any bibbed garment may be worn with an appropriate shirt or blouse underneath and all straps and buttons shall be securely fastened.
- ♣ Sneakers or other closed-toe and closed-heel footwear will be worn during the instructional portion of the day. Flip-flops, croc's, beach shoes or any other open-toed shoes are not allowed for daily use, except in the shower.

PROHIBITED CLOTHING ITEMS

- ♣ Leggings, jeggings, and tights, or any tight pants shall only be worn under appropriate length shorts, skirts, or skorts and not on their own or to supplement otherwise prohibited pants or shorts.
- ♣ Yoga pants, cycling pants, sweat pants, or any active wear or pants that are skin tight are prohibited.
- ♣ Clothing exposing the torso or upper thighs such as translucent garments, spaghetti straps, mini-skirts, mini-dresses, halters, backless dresses or shirts, tube tops, tank tops, bare midriff outfits or shirts and blouses tied at the midriff.
- ♣ Clothing that promotes sexually suggestive or other inappropriate material.
- ♣ Clothing not properly fastened.
- ♣ Visible undergarments.
- ♣ Accessories that may present potentially dangerous hazards including, but not limited to, long necklaces and bracelets, spiked arm bands,

spiked necklaces, heavy chains, studded garments or accessories or other objects deemed a possible hazard by the NFA staff on a case-by-case basis.

- ♣ Crop tops are prohibited. Excessively long t-shirts are not permitted; the hem of a shirt shall not extend past the wearer's fingertips while standing.
- ♣ Clothing or accessories associated with gangs or any garment with obscene, offensive or intimidating language or images relating to gangs or violence.
- ♣ Clothing or accessories that reference the use of drugs, alcohol, tobacco or violence.
- ♣ Clothing or accessories associated with discrimination on the basis of gender, gender identity, age, race, religious creed, color, sexual orientation, marital status, national origin or disability.
- ♣ Undergarments worn as outer garments, this includes leggings.
- ♣ Excessively large or form-fitting clothing that is disruptive to the order and discipline of the NFA setting or constitutes a safety hazard to the attendee(s).
- ♣ Footwear that is deemed hazardous or dangerous to the health and safety of others, such as bedroom slippers, flip-flops or sandals, are not authorized in the simulations area. Only closed-toed and closed-heel footwear is permitted.
- ♣ Clothing that exposes private body areas including cleavage, groin, buttocks, navel and midriff.
- ♣ Garments with rips, holes or fraying beyond ordinary wear and tear as determined by NFA.
- ♣ Sunglasses shall not be worn inside the building other than prescription transitional glasses.
- ♣ Other inappropriate or disruptive items as determined by NFA staff.

DOWNTIME DRESS CODE

- ♣ While in staterooms, attendees will wear undergarments at all times and may relax in the stateroom in appropriate lounging pants or shorts and a shirt. All undergarments must be covered when in common areas.

- ✦ While in the lounge, game room or when transiting to the showers (this includes all areas outside of the attendees' staterooms), appropriate clothing will be worn. No towels will be worn as the only cover up to transit between the staterooms and showers.

PERSONAL GROOMING STANDARDS

- ✦ Personal grooming is the responsibility of the attendee.
- ✦ Each attendee must shower every day, in either the morning or evening, to ensure hair and skin cleanliness and to prevent body odor.
- ✦ Tattoos that can be perceived by staff to be offensive shall be covered up by clothing or bandages and shall remain covered throughout the entire program.

CODE OF CONDUCT

RIGHTS & RESPONSIBILITIES

Attendees at the National Flight Academy are protected under the rights of the constitution and are held responsible for adhering to state and federal law. NFA expects reasonable behavior from attendees. The following rules and regulations are to be abided by during the entirety of the attendee's stay at NFA.

RULES OF CONDUCT

The following rules of conduct apply to all attendees participating in a program at the National Flight Academy, especially while involved in off-ship NFA-related activities and during transportation to and from the NFA.

- ✦ Disruption of Training
An attendee shall not by use of violence, force, coercion or threat cause material disruption or obstruction to the carrying on of a normal day. Attendees also will neither advocate nor incite others to cause disruption of the training process or to violate NFA rules.
- ✦ Damage & Theft of Property
An attendee shall not cause or attempt damage or thievery of NFA or personal property or coerce others to commit the same.
- ✦ Assault (Physical & Menacing)

An attendee shall not act or behave in such a way as could cause, or threaten to cause, physical injury to another person.

♣ Dangerous Weapons & Instruments

An attendee shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence capable of harming another person.

♣ Tobacco & Alcohol

An attendee shall not possess, use, transmit, distribute, conceal or be under the influence of tobacco or alcohol.

♣ Narcotics & Drugs

An attendee shall not possess, use, transmit, conceal or be under the influence of narcotics, drugs or similar substances.

♣ Insubordination

An attendee shall not disregard or refuse to obey reasonable directions or commands given by NFA personnel or those individuals vested with NFA authority.

♣ Frightening, Degrading, & Disgraceful Acts

An attendee shall not engage in any act that frightens, degrades or disgraces other persons by written, verbal or gestural means.

♣ Profanity & Obscene Language

An attendee shall not use profanity or obscene language to include written, verbal gestures, signs, pictures or publications.

♣ Inappropriate Dress

An attendee shall not dress or appear in a fashion deemed inappropriate under the NFA dress code policy.

♣ Electronic Devices

No electronic devices of any kind are ever permitted in the shower areas.

PUBLIC DISPLAY OF AFFECTION OR AGGRESSION (PDA)

Attendees are reminded that public displays of affection, outside of family members, are not authorized. Additionally, attendees are reminded that they

are not to act or behave in such a way as could cause, or threaten to cause, physical injury to another person.

PERSONAL & SEXUAL HARASSMENT POLICY

NFA is committed to maintaining an environment for all members of the facility that is free from all forms of harassment. NFA does not tolerate harassment of individuals based on age, color, gender identity or expression, genetic information, mental or physical disability, national origin, race, religion, sex, sexual orientation or on the basis of any other condition or characteristic protected by federal, state or local law. Harassment of any member of NFA is considered misconduct and will be subject to disciplinary action, up to and including dismissal if warranted. Conduct that has the purpose or effect of interfering with an individual's academic or work performance, which creates an intimidating, hostile or offensive learning or living environment is prohibited.

Any individual who believes they have been harassed in violation of this policy has the responsibility to discuss it immediately with any NFA staff member. All discussions will be kept confidential.

Allegations of any harassment brought to a staff member's attention will be reported by that staff member to a Senior Chief immediately. It is much easier to discuss, investigate, and resolve such matters while the facts are still fresh in one's mind. If discussion of the subject with the staff member would be embarrassing, uncomfortable, or if the staff member is involved in the allegation, the individual is encouraged to go directly to a Senior Chief. NFA will take immediate action to investigate any such complaints thoroughly.

USE OF ELECTRONIC EQUIPMENT

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of NFA. We have created this policy to govern the possession and use of personal electronic devices on the facility's premises.

- ♣ Attendees shall be personally and solely responsible for the security of their personal electronic devices brought to the Academy. NFA shall not assume responsibility for theft, loss, damage or unauthorized calls or texts made with a personal electronic device.

- ♣ Attendees may possess and use personal electronic devices. At no time, may electronic devices be used in restrooms or showers areas. Attendees may use personal electronic devices appropriately before and after daily instruction and missions.

Personal electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates NFA-related individuals including attendees, instructors, employees and visitors; or violates local, state or federal law. This includes the intent to annoy, alarm, intimidate, offend, abuse, threaten, harass, frighten or disrupt the electronic communication of another. It is prohibited for any individual to record, display or forward any material that could be considered pornographic, lewd or inappropriate.

STATEROOM LIVING

Attendees will share a stateroom with 1-5 other attendees of approximately the same age; therefore, it is important for each attendee to be courteous of other roommates. The condition of your room is a reflection on you as a person and your sense of responsibility.

Stateroom guidelines attempt to help you be considerate of others and to encourage you to use your time effectively. Following these guidelines makes our facility a better place to live and grow. Other standards are dictated by the nature of our facilities and to preserve the safety of all attendees. In the event that you are asked to complete an action or modify your behavior by a staff member, please remember that staff will only ask you to do something if it is in yours and the other students' best interests. Staff member will never target one student individually, but will address concerns that affect the well-being of other students.

STATEROOM GUIDELINES

- ♣ No modifications of any kind will be made to the staterooms.
- ♣ Due to fire precautions, no irons, toasters, hot plates, microwave ovens, coffee makers, rice cookers, sun lamps, halogen studying lights or heating appliances are allowed in staterooms. Smoking, use of candles or incenses or any type of activity causing a fire hazard in the stateroom is strictly prohibited and considered a major infraction.
- ♣ Radios and stereo equipment will only be used with consideration of the rights of other stateroom occupants.

- ♣ Stateroom doors automatically lock and can only be unlocked by residents of that stateroom. Attendees may not prop stateroom doors open unless instructed by a staff member.
- ♣ An attendee may not, under any circumstances, visit the staterooms of the opposite gender.
- ♣ No person(s) from outside the NFA facility may visit staterooms unless specifically authorized by the staff or resident assistant.
- ♣ You may not change assigned rooms without direction of NFA staff.
- ♣ No pets of any kind are allowed in attendees' rooms.
- ♣ When attendees leave NFA, they are responsible for their own belongings. NFA will take no responsibility for items left behind.
- ♣ All medications must be submitted to the nurse to be administered. Attendees are not to have over-the-counter medications in their rooms without the nurse's permission.

Each day, prior to going to breakfast, your room must be in the following condition:

- ♣ Bed made neatly and completely.
- ♣ All clothes are to be properly stored either on hangers in the closet or wardrobe, in folded in dresser drawers or in a laundry bag.
- ♣ Shoes stored in closet or wardrobe.
- ♣ Personal items on the desk or in closet arranged in an orderly fashion.
- ♣ Desk and drawers closed with the chair placed by desk.
- ♣ Floors clean and all trash in waste container and the waste container placed outside stateroom by the door.
- ♣ Lights, radios, stereos, etc. turned off.
- ♣ Blow dryers, curling irons and electronic device chargers are to be unplugged.

LIGHTS OUT

Lights out will be observed around 10:30PM CT every night. At this time, all attendees should be in their own staterooms and bunks with stateroom lights off. Attendees may use headphones to quietly listen to music as long as it does not disturb bunkmates. We highly encourage attendees to sleep when lights

out is called since they will wake up at 6:30AM CT every morning. All noise producing activities (talking etc.) will cease and be enforced by RA's and security.

LEAVING THE FACILITY

The program at NFA is an immersive experience portraying an aircraft carrier at sea. The AMBITION CVT-11 will get underway on the first day of the program and will arrive back in port on the last day prior to graduation, to support this experience, leaving the facility is prohibited. Exceptions will be made for emergencies and on a case-by-case basis.

COUNSELING

Attendees should feel comfortable to seek help with personal problems by speaking with staff, resident assistants, or administrators. Conversations with staff may be confidential; however, any issue involving potentially harmful or criminal activities will be brought to the attention of the appropriate authorities. Conversations with the nurse on health-related issues are also confidential.

DISCIPLINE SYSTEM

In the event disciplinary actions are needed, they will be handled by the senior NFA staff in the order of Senior Chief, Ships Captain, Program Manager, and, as a last resort, the Director of Education. All disciplinary actions, whether minor or major, will be communicated to the parent in a timely manner. Each offense will be addressed on a case-by-case basis depending on the severity of the incident and may result in possible dismissal of the attendee. Incidents and disciplinary actions will be thoroughly documented.

WHAT TO PACK

Clearly label everything with at least the attendee's first and last names. We recommend packing items in a suitcase or duffle bag that is easy for the attendee to manage. Please remember that attendees will be responsible for carrying their luggage to the third or fourth floor, so pack lightly. All luggage must be tagged with the attendee's name. Bed linens, pillows, towels and washcloths will be provided in the staterooms upon arrival.

PACKING CHECKLIST

Prescription and over-the-counter medications will be collected and dispensed by the nursing staff for all programs and must be in the original dispensed container with the prescription information shown in a sealed, plastic zip lock

bag. As you are packing check off the list below to ensure you have everything you need while you are here aboard Ambition.

- Jacket or sweater (The ship is quite cold, and one of these is highly recommended)*
- Spending money for vending machines and souvenirs (at least \$25.00 is recommended)
- Lock for personal stateroom locker (see Stateroom Lockers)
- Toothbrush and toothpaste
- Disposable shaving razor
- Bath soap
- Deodorant
- Shampoo and conditioner
- Hair brush or comb (those with long hair will need hair ties to hold back hair when using the simulators)
- Shower shoes
- Hair dryer
- Other personal hygiene items, as needed
- Sleepwear
- Underwear and undergarments
- Casual clothing for however many days your chosen program lasts
 - Pants
 - Shorts
 - Shirts
 - Dresses
 - Blouses
 - Skirts
 - Shoes
 - Socks

- ❑ Exercise attire, if desired for downtime (exercise attire is not to be worn during class time)
- ❑ Socks and shoes (appropriate sneakers or comfortable shoes are permitted, but open-toe or open-heel shoes are prohibited)
- ❑ Bag for dirty laundry
- ❑ Personal electronic devices, such as a cell phone, smartphone, PDA, laptop, digital camera, gaming devices, etc.
- ❑ Optional personal pillow or blanket (bed linens and pillows will be provided)
- ❑ Snacks (NO snacks with peanuts or peanut butter)

PROHIBITED ITEMS

The following listed items are strictly prohibited and are not allowed at NFA. Please keep in mind it is impossible to list every conceivable item and we ask attendees and their parent(s) and/or guardian(s) to exercise good judgment when packing items for your stay with us. Any items found by security personnel or by the NFA staff that are deemed inappropriate, will be confiscated and either returned to the parent(s) and/or guardian(s) at the time of luggage inspection at check-in or will be held by staff in a secure location and returned to the attendee at the completion of the program.

- ♣ Any sharp object that can be used as a weapon (knives, pocketknives, box cutters, scissors, etc.)
- ♣ Sporting goods (baseball bats, bows, arrows, pool cues, martial arts, self-defense items, skateboards, etc.)
- ♣ Musical instruments (guitars, violins, clarinets, etc.)
- ♣ Guns and firearms (pistols, rifles, BB guns, starter pistols, toy guns and replicas, ammunition, gun powder, etc.)
- ♣ Tools of any kind (excluding those needed for adjustments to medical equipment)
- ♣ Explosive and flammable materials and disabling chemicals
- ♣ Pets of any kind, excluding previously approved service animals
- ♣ All contraband materials such as alcoholic beverages, cigarettes, chewing tobacco, pornography, unauthorized drugs, items posing a fire hazard

(including matches and lighters) and weapons will be confiscated and the attendee(s) will face disciplinary consequences.

LOCATION & CONTACT INFORMATION

WHERE WE ARE LOCATED

The NFA is located at 1 Fetterman Way aboard the Naval Air Station (NAS) in Pensacola, Florida, adjacent to the National Naval Aviation Museum (museum).

DRIVING DIRECTIONS – WEST GATE

From I-10 East or West:

Take Exit 7 onto Pine Forest Road, State Route 297. Drive south about 1.5 miles to Blue Angel Parkway. Turn right and drive about 12 miles to the west gate of NAS Pensacola. The Museum is three miles ahead on left. After passing by the entrance lane to the Museum, merge into the left lane to turn left onto Taylor Road. Immediately turn left after the median onto Fetterman Way.

From Pensacola Airport

Depart Pensacola Airport and continue straight on Airport Boulevard until it ends at W Street. Turn left on W Street and drive 0.6 miles until you reach Beverly Parkway. Turn right and follow Beverly Parkway which transitions into Michigan Avenue and then to Saufley Field Road. After four miles, turn left on to Blue Angel Parkway and drive about 10 miles to the west gate of NAS Pensacola. The Museum is three miles ahead on left. After passing by the entrance lane to the Museum, merge into the left lane to turn left onto Taylor Road. Immediately turn left after the median onto Fetterman Way.

Around Town Directions

For those of you that are driving to NAS Pensacola and are not coming from the highway or airport type in 4432 S Blue Angel Parkway, Pensacola, FL, 32507 into your GPS, PLEASE NOTE, this is an arbitrary point on the road leading into the gate, and not the address of the National Flight Academy. After entering through the West Gate, the Museum is three miles ahead on left. After passing by the entrance lane to the Museum, merge into the left lane to turn left onto Taylor Road. Immediately turn left after the median onto Fetterman Way.

NAS PENSACOLA ACCESS

All visitors who do not possess a valid DOD ID card must use the west gate on South Blue Angel Parkway where they will accept most government issued forms of identification. Those visitors riding motorcycles will not be allowed on base unless they are wearing a long sleeve shirt, long pants, helmet, gloves, and hard-soled shoes.

PARKING & ENTRANCES

The main parking lot is located across from the NFA building off 1 Fetterman Way. Parking spaces for those with disabilities are available in front of the entrance. Signs are posted inside the main and west gate entrances of the base directing visitors to NFA. Follow the signs directing all visitors to 1 Fetterman Way. When you arrive at the building follow the signs for enter the building, drop attendees off and picking them up.

CONTACT INFORMATION

📍 Address:

National Flight Academy
1 Fetterman Way
NAS Pensacola, FL 32508

📞 Phone Number:

(850) 458-7836

📞 Toll Free Number:

(877) 552-3632

✉ Email:

info@NationalFlightAcademy.com

ABOARD AMBITION

SCHEDULE

The below schedule only represents a general template for our daily routine and the events and times therein are subject to change and may not reflect actual schedule. These times and schedule are kept vague so that the program is not ruined for the students. It also adds an element of mystery to the program.

TYPICAL DAILY ROUTINE

Time	Military Time	Squadron 1	Squadron 2	Squadron 3
6:30am	0630	Reveille		
6:45am-7:30am	0645-0730	Hygiene		

7:30am-8:30am	0730-0830	Breakfast
8:30am-9:30am	0830-0930	Team Building Exercises
9:30am-12pm	0930-1200	Shore Excursions
12pm-1pm	1200-1300	Lunch
1pm-6pm	1300-1800	Program & Missions
6pm-7pm	1800-1900	Dinner
7pm-7:30pm	1900-1930	Squadron Time
7:30pm-8pm	1930-2000	Program & Missions
8pm-9pm	2000-2100	Team Building Exercises
9pm-10pm	2100-2200	Hygiene
10pm	2200	Lights Out

SHIP STORE

Attendees are not permitted to leave the NFA facility to purchase items from external stores. However, attendees may purchase merchandise from the ship store including NFA logo merchandise and souvenirs. Cash is recommended to purchase merchandise from the ship store. Prepaid credit cards are discouraged but will be excepted. Attendees can shop at the museum gift shop, when visiting the museum.

STATEROOM LOCKERS

All attendees will choose a locker in their assigned staterooms. Attendees will be required to keep their valuables locked up if left in their rooms. Nothing of value should be left out. NFA is not responsible for missing or stolen items at any time during the attendees' visit. Each attendee is required to bring a lock to place on the chosen locker to properly secure valuables. If a lock is forgotten, a small number of them are kept on site for purchase from NFA.

Due to NFA's location on a military base, there is no expectation of privacy, even when using a privately-owned lock. At any time, NFA Staff or the military police can conduct a drug and contraband sweep using working dogs. If drugs or contraband are suspected, the locker(s) will be opened for further inspection.

SPECIAL DIETARY REQUIREMENTS

The National Flight Academy accommodates attendees with health-related dietary restrictions and requirements when it is disclosed on the online

registration form that parents or guardians fill out when registering a student. If the dietary requirements exceed our capabilities, NFA will contact you a minimum of 1-week out to settle arrangements for their dietary needs. Do not send meals to NFA with the attendee unless you have made arrangements with NFA staff.

To notify our staff to discuss any health-related dietary restrictions, please contact us at (850) 458-7836, or e-mail us at info@NationalFlightAcademy.com.

SPECIAL NEEDS ACCOMMODATIONS

Every effort is made to accommodate individuals with special needs, including privacy concerns, hearing or visual impairments, individuals in wheelchairs or special dietary requirements. To learn more about our capabilities, please call our staff at (850) 458-7836, or e-mail us at info@NationalFlightAcademy.com. We require advance notice on our health form if an attendee has restrictions or special needs. The facility is designed in compliance with the Americans with Disabilities Act.

COMMUNICATIONS

During the time attendees are at NFA, they will be engaged in an immersive experience. The staff asks that you support this experience during their stay on board AMBITION by limiting communications with your attendee, however attendees are not prohibited from calling home.

PHONE CALLS

Since attendees are authorized to have their cell phones with them, we ask that phone calls only be made before or after the academic program of the day. There will be scheduled free time every day, both early in the morning between 6:30 AM and 7:30 AM CT as well as late in the evening before lights out between 9:30PM and 10:30 PM CT. Any exceptions must be approved by the resident assistant (RA) or chief on a case by case basis.

SENDING MAIL

Incoming mail services are not available to the attendees at NFA due to the short length of their stay; however, provisions can be made for outgoing mail to family, guardians and friends.

ROOMMATE REQUESTS

Roommate requests should be made online at time of registration and are subject to availability and the age and gender of requested attendees.

Requests that are not made online during registration must be made no later than three weeks prior to your program session's start date. These late requests can be made via e-mail at info@NationalFlightAcademy.com. NFA staff will attempt to accommodate requests; however, there is no guarantee.

VISTING THE ATTENDEES

We discourage visits while the program is in session so your attendee and others may have a truly immersed experience. We encourage parents to attend graduation ceremonies and the following tour of the facility with the attendees. Please contact our administrative staff at info@NationalFlightAcademy.com in case of emergency.

SPENDING MONEY

Attendees benefit from having cash to make purchases at the NFA ship store, museum store or for use in select vending machines at our facility. A minimum of \$25.00 is recommended during their stay. For use in the vending machines, dollar bills are suggested. The Ship Store will accept cash (US Currency), credit cards as well as prepaid credit cards. Safekeeping of cash and cards are the attendees' responsibility and they are encouraged to keep them secured in their personal lockers.

MEDICAL SERVICES (SICK BAY)

The NFA will provide basic sick call services through a full-time registered nurse (RN) hired and employed by Sacred Heart Health System. Our Sick Bay provides medical storage, including refrigeration and secured facilities, for attendees requiring specialized medicines. Safety and medical care are based on requirements set by the American Camp Association.

NFA staff are trained and certified in American Heart Association Basic Life Support (BLS), which includes CPR, First Aid, Professional Rescuer/First Responder and Automatic Electronic Defibrillator (AED) training. NAS Pensacola provides 24/7 paramedic and ambulance response for any emergency situations. Clerical responsibilities of the RN will include maintaining the signed HIPAA forms and the medical history forms, storing and dispensing the attendees' medications and providing basic sick call and first responder coverage for health care issues.

CONQUERING HOME SICKNESS

The key to dealing with homesickness is to prepare the attendee in advance:

- ✦ Do not tell attendee(s) you will rescue them if they do not like the program.
- ✦ Do not go into great detail about what your attendee may be missing at home.
- ✦ Do ask a close friend or relative to register for the same session your attendee is attending.
- ✦ Do have your attendee spend the night with friends or relatives.
- ✦ Do discuss what the program will be like before your attendee leaves home, addressing any concerns.
- ✦ Do assure your attendee of your love.
- ✦ Do send along a favorite stuffed animal.

If, despite all efforts, your attendee does become homesick while at NFA:

- ✦ Do not mention how much you miss your attendee.
- ✦ Do acknowledge your attendee's feelings.
- ✦ Do reassure your attendee the program is an opportunity for attendees to grow, mature and gain independence.

CHECK-IN PROCESS & SEQUENCE OF EVENTS

Please note, times may vary for all programs. Please look at your registration information to verify all check-in times for all Deployments, Cruises, and Adventures.

CHECK-IN

An authorized individual (listed during your registration process) must check-in each attendee. During check-in, they will be asked to verify that the emergency contact and attendee release information previously submitted is correct. If your attendee(s) will be coming to the NFA without an authorized individual, please contact us ahead of time at (850) 458-7836, or e-mail us at info@nationalflightacademy.com and follow the guidelines listed in Transportation. Please note, in the event an attendee is utilizing NFA's airport transportation service, a member of our staff will serve as the authorized individual. Please feed your student before checking them in to NFA, students need to have a meal before they arrive at the National Flight Academy.

The nurse will collect all prescription and over-the-counter medications during check-in. Maintaining attendee privacy is of high priority, so please be advised that the check-in line may overflow outside our building during peak times. Keep this in mind and try to arrive as early in the check-in process as possible. Based on group size, check-in times are subject to change.

After attendees are checked in, we ask the parents, guardians, and family to depart *AMBITION* to allow attendees to begin their immersed experience and fully concentrate on orientation.

MUSEUM

The museum opens at 9:00 AM and attendees and their family members may tour the museum prior to drop-off. On your way to locating the *AMBITION* portal, enjoy the museum and its world-class aircraft exhibits. Luggage is not permitted inside the museum, you must leave it in your car until the designated check-in time.

GRADUATION & CHECK-OUT PROCESS

GRADUATION

If a graduation ceremony is scheduled for your event, all attendees participate in a graduation ceremony on the final day of the event. Graduations will be in the Blue Angel Atrium inside the museum unless otherwise stated. Family, guardians, and friends are encouraged to be present at the graduation ceremony. Following graduation, attendees are encouraged to take friends and family on a tour of *AMBITION* and share the exciting experiences from the program. The ship will remain open for approximately one hour after the graduation ceremony.

CHECK-OUT

The safety of every attendee is NFA's top priority. To ensure this safety during the check-out process, we ask that all parents/guardians have a picture ID to match an authorized pick up list provided during registration. Attendees may not leave the care of NFA staff until they are properly signed out. Additionally, attendees must proceed from the National Naval Aviation Museum to the National Flight Academy unaccompanied by parents or guardians for a final check-out roll call prior to leaving the NFA facilities. Prior to departing *AMBITION*, it is your responsibility to retrieve all medicine from the nurse. Any medications left after the program will be properly disposed of at the end of

the day. The National Flight Academy will not ship accidentally left medications.

TRANSPORTATION

PERSONAL VEHICLES

A parent or guardian is required at check-in and check-out and should transport attendees arriving by car. Due to safety and liability issues, high school attendees with a valid driver's license who are attending NFA are permitted to drive themselves to the facility, on a case-by-case bases. Parents must notify NFA when they register if their student is driving themselves.

AIRPORT PICK-UP & DROP-OFF

Shuttle service will be provided between Pensacola International Airport (PNS) and NFA for an additional fee each way. Arrangements must be made 4 weeks in advance directly with the NFA staff, and is therefore the responsibility of the parent, guardian, or registered account owner to contact NFA to request this service. A prepaid fee will be assessed if this service is necessary. It is recommended that you book a flight arriving at PNS no later than 10:30CT on Sunday morning.

TRAVEL ITINERARIES

Parents and guardians are responsible for providing NFA with a detailed travel itinerary to include the airline flight numbers and arrival and departure information at least four weeks prior to program start date.

LATE SCHEDULING

Any changes to transportation arrangements must be coordinated with NFA staff at least one week prior to the attendee's deployment. Any later flight itinerary changes or new transportation requests will incur a \$50 late scheduling fee. Involuntary itinerary changes made by air lines (i.e. delayed flights and cancellations) should be forwarded to NFA staff, and will not be subject to the late scheduling fee.

UNACCOMPANIED MINOR (UM) REQUIREMENTS

Parents and guardians are responsible for notifying NFA if an attendee is travelling as an UM with an airline. The airline requires the NFA staff to remain with the UM through security, boarding, and take-off; therefore, additional

time and staff will need to be planned accordingly prior to the attendee's departure. Do not make flight arrangements for the last flight of the day into the area in case of delays.

INTERNATIONAL ATTENDEES

Due to our facility's location on a U.S. Navy base, any international attendee (a foreign citizen who does not possess a valid US passport) will have to contact NFA after registering, so that we can help parents and attendees get entry onto base. To learn more about what you will need to do, please call our staff at (850) 458-7836, or e-mail us at info@NationalFlightAcademy.com.

EARLY ARRIVAL & LATE DEPARTURE

Contact NFA for details if you require early arrival or late departure. This information must be submitted at least four weeks prior to program start date.

AIRLINE CONTACT INFORMATION

Please note these numbers are correct as of October 25th, 2017 and are subject to change. For an updated info that comes along please contact the Airport Info Desk Number at (850) 436-500.

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|---|--|
| ✦ Delta Airlines (800) 221-1212 | ✦ Silver Airways (801) 401-9100 |
| ✦ American Airlines (800) 433-7300 | ✦ Southwest Airlines (800) 435-9792 |
| ✦ United Airlines (800) 241-6522 | ✦ US Airways (800) 428-4322 |

TRAVELING TIPS

Review your airline's snack and beverage policy before traveling. Notify the airline if your attendee has any allergies. Purchase snacks and drinks in the terminal before departure. Provide your attendee with a cell phone pre-programmed with your phone number and that of NFA in the unlikely event of a problem. Check with the airlines prior to booking for their unaccompanied minor's policy and procedures. Ensure your attendee arrives in Pensacola PNS no later than 10:30CT on the Sunday morning your program convenes.

REFUND, CANCELLATION, & TRANSFER POLICIES

GENERAL CANCELLATIONS

- ✦ Individual cancellations must be submitted in writing by mail, e-mail or fax at least 31 days prior to program start date. Full tuition (not including the non-refundable fee) will be refunded in the same manner payment was made. *
 - If attendee fails to show or provide notification within 31 days, the full tuition will be forfeited along with any additional fees collected, such as for transportation, early arrival, or late departure.
- ✦ In the case of illness or accident, prior to program session and past the 31-day window, NFA requires written documentation by a physician. Upon receipt of verification, the NFA will either move the attendee into another program free of charge or offer a credit for the attendee to attend another season. *
- ✦ In the case of homesickness or illness during program, NFA will not issue a refund but may offer a discount for another program.

TRANSFER REQUESTS

The NFA will allow for one transfer free of charge, if requested three weeks prior to program start date. A fee of \$25.00 will be charged for all subsequent transfers. This will only be waived in the case of illness or accident prior to program start date with written documentation by a physician. Transfer requests will not be accepted inside three weeks prior to the registered program start date.

PROGRAM CANCELLATION

The National Flight Academy reserves the right to cancel a program under the following circumstances:

- ✦ A program may be cancelled if attendee enrollment is insufficient to support the program. In this case, a full refund will be issued or another week can be chosen without charge. * Cancellation notifications will be made thirty-one days prior to program start date.
- ✦ A weather-related threat, such as a hurricane, is imminent and the projected path includes the Pensacola area. The National Flight Academy will offer to transfer the attendee to another week without charge or

provide a credit to be used for another season. * In case of such weather issues, cancellation notifications may be made with little notice.

- ♣ Program dates are subject to cancellation or rescheduling in the event of base closure or restricted access to NAS Pensacola. Attendees will be transferred to another week without charge or issued a full refund.

*In the event of a sponsored group's cancellation or early termination of program, NFA will renegotiate agreements with applicable sponsors.