



PARENT & ATTENDEE HANDBOOK

2021-2022

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

TABLE OF CONTENTS

INTRODUCTION	3
ATTENDEE RULES & POLICIES.....	3
DRESS REQUIREMENTS	4
WHAT TO PACK.....	7
CODE OF CONDUCT.....	9
PERSONAL ELECTRONIC DEVICES POLICY	14
LOCATION & CONTACT INFORMATION	15
ABOARD <i>AMBITION</i>	17
CHECK-IN PROCESS & SEQUENCE OF EVENTS	19
GRADUATION, EARLY DEPARTURE, & CHECK-OUT PROCESS	20
TRANSPORTATION	22
REFUND, CANCELLATION, & TRANSFER POLICIES	24

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, understanding, and abiding by all rules, regulations, and expectations before entering a program at the National Flight Academy (NFA). The NFA'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 NFA a rewarding place to live, study, and learn.

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

ATTENDEE RULES & POLICIES

STANDARDS & EXPECTATIONS

Attendees are expected to accept responsibility for their actions. Attendees are expected not to abuse any member of the NFA staff verbally or physically 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.

Attendees are expected to follow age and grade eligibility requirements for their registered program. No student can have graduated high school or be 18 years old to participate in any student program.

- 6-day Deployment: 11-17 years old and a rising 7th-12th grader
- 3-day Cruise, 1-day Adventure: 5th-12th grade (unless otherwise stated)

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) 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 always be worn, 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

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 floor 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. Vitamins, supplements, and other over-the-counter medications must also be in their original container and stored in a plastic zip lock bag.

DRESS CODE

Attendees are expected to come to NFA in clean and appropriate attire. Attendees whose personal attire or grooming distract 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.

DRESS REQUIREMENTS

-
- ***Attendees are encouraged to pack/wear coats, jackets, sweaters, or other appropriate outer garments 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 must be no shorter than 3 inches above the knee and may not be worn during graduation
- Jeans are allowed so 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 no shorter than 3 inches above 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
- 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, but are encouraged for use in the shower

EXAMPLES OF WHAT ATTENDEES SHOULD WEAR:



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, sweatpants, or any active wear or pants that are skin-tight
- Clothing exposing the torso or upper thighs such as translucent garments, spaghetti straps, mini-skirts, mini-dresses, halters, backless dresses or shirts, crop tops, tube tops, tank tops, bare midriff outfits, or shirts and blouses tied at the midriff
- Clothing that promotes inappropriate material, including sexually suggestive, obscene, offensive, or intimidating language or images; clothing or accessories associated with drugs, alcohol, tobacco, gangs, or violence
- Clothing not properly fastened
- Visible undergarments
- Accessories and/or clothing that may present potentially dangerous hazards including, but not limited to excessively large or form-fitting clothing, 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
- Excessively long t-shirts: the hem of a shirt shall not extend past the wearer's fingertips while standing
- Clothing or accessories associated with discrimination based on gender, gender identity, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability
- Undergarments worn as outer garments; this includes leggings
- Clothing that is disruptive to the order and discipline of the NFA
- Footwear that is deemed hazardous or dangerous to the health and safety of others, such as bedroom slippers, flip-flops, or sandals
- 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 are permitted for off-ship excursions but shall not be worn inside, except for prescription transitional glasses
- Head coverings/hats will not be permitted inside, except for *AMBITION* ball caps and those worn for religious purposes
- Other inappropriate or disruptive items as determined by staff

DOWNTIME DRESS CODE

- 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. Shoes must be worn outside of the stateroom, including when transitioning to the showers

PERSONAL GROOMING STANDARDS

- Personal grooming is the responsibility of the attendee
- Each attendee must shower daily 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

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 (e.g., vitamins, Tylenol, etc.) 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. Review the list below for suggested items.

- Personal electronic devices (PED), such as cell phones, smartphones, etc. to be used for travel purposes and to contact family in case of emergency
- Jackets/Sweaters, as *AMBITION* is kept quite cold

- Spending money for vending machines and souvenirs (\$50.00 is recommended)
 - The National Flight Academy, Museum Flight Deck Store, Ship Store, and Movie Theatre ONLY accepts credit, debit, and prepaid credit cards.
- Lock is required for personal stateroom locker (see pages 12-13)
- Toothbrush and toothpaste
- Disposable shaving razor
- Bath soap
- Deodorant
- Shampoo and conditioner
- Hairbrush or comb
- Shower shoes
- Hair dryer
- Other personal hygiene items, as needed
- Sleepwear
- Underwear and undergarments
- Casual clothing for the number of days your chosen program lasts
 - Pants
 - Shorts
 - Shirts
 - Dresses
 - Blouses
 - Skirts
- Socks and shoes (appropriate sneakers/closed-toe shoes required; open-toe or open-heel shoes permitted for shower use only)
- Bag for dirty laundry
- Personal pillow or blanket optional; linens and pillows are provided
- Ready-to-eat snacks (NO snacks with nuts or nut butter – *AMBITION* is a nut-free facility)

PROHIBITED ITEMS

The following listed items are strictly prohibited at NFA. Please keep in mind it is impossible to list every conceivable item and we ask attendees and their parent(s)/guardian(s) to exercise good judgment when packing for your stay at NFA. Any items found by the NFA staff that are deemed inappropriate or illegal will be confiscated and may be subject to disciplinary action. Items may be returned to parent(s)/guardian(s) at the time of luggage inspection during check-in

or be held by staff in a secure location and returned to the attendee at the completion of the program.

- Snacks containing nuts or nut butter
- Gum
- 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

CODE OF CONDUCT

RIGHTS & RESPONSIBILITIES

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

RULES OF CONDUCT

The following rules of conduct apply to all attendees participating in a program at the NFA, 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 operations 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 electronic, written, verbal or gestural means.

- Profanity & Obscene Language

An attendee shall not use profanity or obscene language to include electronic, 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.

PUBLIC DISPLAY OF AFFECTION OR AGGRESSION (PDA)

Attendees are reminded that PDA is not permitted and 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 based on 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 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 is embarrassing, uncomfortable, or if the staff member is involved in the allegation, the individual is encouraged to go directly to a Senior Chief. The NFA will take immediate action to investigate any such complaints thoroughly.

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.

Stateroom guidelines are to help attendees be considerate of others and to encourage attendees to use their time effectively. Following these guidelines makes our facility a better place to live and grow.

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 incense 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 and must be powered off in conjunction with lights out policy being enforced
- 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 NFA staff
- Change of room assignment is not permitted without direction of NFA staff
- 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, attendees' rooms 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, 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, blow dryers, curling irons and all other devices are to be unplugged and turned off

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, locks are available for purchase. 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.

ROOMMATE REQUESTS

There is no guarantee that NFA staff will be able to accommodate any roommate request. Requests should be made online at the 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 four weeks prior to your program start date. These late requests can be made via e-mail at info@nationalflightacademy.com.

LIGHTS OUT

Lights out will be observed around 22:30 CT (10:30 PM CT) each night. All attendees should be in their own staterooms and bunks with stateroom lights off. All noise producing activities shall cease and be enforced by RAs and security. Attendees may use headphones to quietly listen to music with a noncommunicative device so long as it does not disturb their bunkmates. NFA encourages attendees to sleep when lights out is called since wake up is at 06:30 AM CT each morning.

COUNSELING

Attendees should feel comfortable seeking help with personal problems by speaking with staff, RAs, 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, Program Manager, and, as a last resort, the Executive Director. All disciplinary actions, whether minor or major, will be communicated to the parent(s)/guardian(s) 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. Additionally, a government agency may investigate for further action. Incidents and disciplinary actions will be thoroughly documented.

Personal Electronic Devices Policy

Because NFA has a limited timeframe to demonstrate to your student(s) how Science, Technology, Engineering and Mathematics (STEM) can be fun, interesting and can lead to many lucrative careers, attendees will not have access to communicative Personal Electronic Devices (PED) during their Deployment or any other overnight NFA program. Attendees will be directed to turn in their PEDs upon check in. Examples of PEDs will include, but are not limited to cell phones, iPods, iPads, smartwatches, laptops, etc. All communicative electronic devices will be returned to attendees the evening prior to the program conclusion, so students may ensure their device(s) is/are fully charged for traveling the following day.

NFA will encourage attendees to inform their parent(s)/guardian(s) that they have arrived safely at NFA before turning in their PEDs. If there is an emergency, parent(s)/guardian(s) may contact NFA at 850-458-7836. This phone number is answered during normal working hours (0800-1600 CT) and is then transferred to a phone that is always with a staff member from 1600 – 0759 CT. Emergency phone calls will be returned as soon as possible.

EMAIL

If you would like to send emails to your attendee, login to your UltraCamp account to access “Additional Options” and “Email a Camper” from the drop-down menu. Emails are printed and delivered daily. NFA staff will encourage, but not require, your attendee to write a handwritten response to you. Should your attendee choose to reply, NFA staff will ensure that your student’s handwritten response is emailed back to you within 24 hours of the student’s receipt of your message. Emails are \$2.00 each. Please do not send attachments with

an email as NFA will not be able to download them. Again, please note that NFA staff will encourage, but not require, students to respond.

MAIL

Traditional mail and packages will not be accepted, as attendees only have a limited timeframe aboard *AMBITION*. Instead, please refer to the email option and emergency phone to correspond with your attendee, as appropriate. Please note that any traditional mail NFA receives will be returned to sender unread. Parents may, however, deliver letters during check-in for NFA staff to deliver during mail call throughout the week.

LOCATION & CONTACT INFORMATION

WHERE WE ARE LOCATED

All individuals are expected to follow current base access and security guidelines. The base is currently only open to Military and DOD ID cardholders. For updated guidelines, please call (850) 458-7836. 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). When using GPS, please enter 1878 S. Blue Angel Parkway, Pensacola FL 32507 to navigate to the West Gate entrance.

DRIVING DIRECTIONS – WEST GATE

Parents/Guardians should only arrive at NFA if they have received prior instruction from the Registration Team. If you and your attendee(s) are driving to NFA, you are expected to follow current base access and security guidelines. These are subject to change at any given time. Please call (850) 458-7836 or email info@nationalflightacademy.com for updated policies.

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 International Airport

Depart Pensacola International 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 1878 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 the West Gate, the Museum is three miles ahead on the 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

NAS Pensacola operates under access restrictions given by base Chain of Command. Base access restrictions are subject to change at any given time. All visitors are expected to abide by current base access security guidelines. For updated guidelines, please call (850) 458-7836. The base is currently only open to Military and DOD ID cardholders. Visitors must have appropriate forms of government issued forms of identification. Ride share services such as Lyft, Uber, etc. are not permitted on base. Those visitors riding motorcycles will not be allowed to be on base unless they are wearing a long sleeve shirt, long pants, helmet, gloves, and hard-soled shoes.

NFA PARKING & ENTRANCES

All individuals are expected to follow current base access security guidelines. The base is currently only open to Military and DOD ID cardholders. For information regarding your student's Check-In process, please call (850) 458-7836. Only parents/guardians that have received instruction to check-in or out at NFA should access the NFA parking and entrance areas. 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 NFA, follow the signs to the appropriate entrance for check-in and check-out.

CONTACT INFORMATION

- **Phone Number:**
(850) 458-7836
- **Toll Free Number:**
(877) 552-3632
- **Email:** info@nationalflightacademy.com
- **Address:**
National Flight Academy
1 Fetterman Way
NAS Pensacola, FL 32508

ABOARD AMBITION

SCHEDULE

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

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	Off Ship 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		
10:30pm	2230	Lights Out		

SHIP'S STORE

Attendees are not permitted to leave the NFA facility to purchase items from external stores. However, attendees may purchase merchandise from the ship's store including NFA logo merchandise and souvenirs. The NFA ship store only accepts credit/debit cards. Credit cards/prepaid credit cards are the only payment options used for in person purchase merchandise from the ship's store. Attendees may also shop at the museum gift shop when visiting the museum using a credit card/prepaid card.

SPENDING MONEY

Attendees benefit from having a prepaid credit card to make purchases at the NFA ship's store, museum store or for use in select vending machines. A minimum of \$50.00 is recommended during their stay. The museum Flight Deck Store and NFA ship's store only accepts credit/debit cards and/or prepaid credit cards. Safekeeping of credit, debit/ prepaid cards is the attendees' responsibility, and they are encouraged to keep them secured in their personal lockers.

SPECIAL DIETARY REQUIREMENTS

The NFA accommodates attendees with health-related, religious, and other dietary restrictions and requirements when it is disclosed on the online registration form that parent(s)/guardian(s) fill out on the Health Form when registering an attendee. NFA will contact parent(s)/guardian(s) with any relevant questions prior to the start of program to settle arrangements for attendees' dietary needs. Do not send meals to NFA with the attendee without prior approval from NFA staff.

To discuss any dietary restrictions with NFA staff, please contact us at (850) 458-7836, or e-mail us at info@nationalflightacademy.com.

SPECIAL NEEDS ACCOMMODATIONS

NFA requires advance notice on the health form if an attendee has restrictions or special needs. The facility is designed in compliance with the Americans with Disabilities Act. Every effort is made to accommodate individuals with special needs, including privacy concerns, hearing or visual impairments, individuals in wheelchairs or special dietary requirements. All accommodation requests must be made at least four weeks prior to your program start date. To learn more, please contact us at (850) 458-7836, or e-mail us at info@nationalflightacademy.com.

VISTING THE ATTENDEES

NFA does not allow visits while the program is in session so all attendees may have a truly immersive experience. When applicable, NFA encourages parent(s)/guardian(s) to attend graduation ceremonies and the following tour of the facility with the attendees. In case of emergency, please contact NFA's staff at info@nationalflightacademy.com or (850) 458-7836.

CHECK-IN PROCESS & SEQUENCE OF EVENTS

Please note times may vary for all programs; refer to registration confirmation information to verify all check-in times. Based on group size, check-in times are subject to change.

CHECK-IN

All parent(s)/guardian(s) are expected to follow NFA proper check-in procedures that align with current base access security guidelines. Check-in information for any parent/guardian transporting attendees to their NFA program will be communicated via your UltraCamp account closer to your program start date. This will include information regarding your check-in time and location. For an estimated timeframe for program check-in, please see the "*Check-In Timeframes for AMITION Programs*" below. Please note, in the event an attendee is utilizing NFA's airport transportation service, a member of NFA staff will serve as the individual to check in your attendee. The Airport Shuttle Request form should be completed at the registration deadline, at least four weeks prior to the program start date. Attendees should eat prior to checking into NFA, as lunch is not provided unless otherwise stated.

The registered nurse will collect all prescriptions 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.

After attendees are checked in, parents, guardians, and family are to depart from their check-in location to allow attendees to begin their orientation and fully immersive experience.

Check-In Timeframes for AMBITION Programs

- 6-day Deployment: 10:00 AM – 12:00 PM CST
- 3-day Cruise: *Dependent on Program*
- 1-day Adventure: *Dependent on Program*

MEDICAL SERVICES (SICK BAY)

The NFA will provide basic sick call services and medication management (prescriptions, over-the-counter medications, vitamins, etc.) through a full-time registered nurse (RN) hired and employed by Ascension Sacred Heart Hospital Pensacola. 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. Parent(s)/Guardian(s) will be notified of any health service that requires treatment consultation outside of NFA for their student(s).

Contagious and Infectious Diseases

The NFA follows strict protocol if a student is suspected of having a contagious or infectious disease or is bleeding or has expelled bodily fluids. According to the NFA Safety protocol, staff will quickly contact the duty Nurse, who will then notify the Program Manager. The nurse on duty will evaluate the student(s) and determine what necessary medical steps need to be taken. NFA will also contact the parent/guardian of the student(s) regarding procedures taken, and next steps.

Any questions regarding these procedures should be directed to the NFA Executive Director.

MUSEUM

The museum opens at 10:00 AM CT. Following current base access policy, the museum is currently only open to military, DOD ID cardholders, and their guests. Attendees and their family members may

tour the museum prior to check-in. Enjoy the museum and its world-class aircraft exhibits. Luggage is not permitted inside the museum; leave it in your car until the designated check-in time.

GRADUATION, EARLY DEPARTURE, & CHECK-OUT PROCESS

GRADUATION

All attendees who have successfully completed the program may participate in a graduation ceremony on the final day of the program if a graduation ceremony is scheduled for your program. All graduations are livestreamed (unless otherwise stated) via the NFA Facebook account. Information regarding the livestream will be communicated via UltraCamp prior to Graduation Day.

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 during the program timeframe is prohibited.

EARLY DEPARTURE

Early departures are highly discouraged; students who leave a Deployment prior to Friday morning will not receive graduation materials presented for course completion at the graduation ceremony. Early departures are not permitted without prior written authorization from NFA and must be submitted no later than 16:00 CT (4:00 PM CT) Thursday (day before graduation).

CHECK-OUT

The safety of every attendee is NFA's top priority. All NFA check-out procedures will follow current NAS Pensacola access and security guidelines. To ensure this safety during the check-out process, all parent(s)/guardian(s) must have a picture ID to match an authorized pick-up list provided during registration in UltraCamp, and report to their designated check-out location communicated to parent(s)/guardian(s) through UltraCamp. Parents/Guardians will receive Check-Out procedures prior to the start of the program, and before the final day of the program. Attendees may not leave the care of NFA staff until they are properly signed out. Additionally, attendees must proceed from the graduation ceremony to the NFA

unaccompanied by parent(s)/guardian(s) to be properly signed out. If your student is departing via airplane, please contact NFA to ensure proper Pick-Up Authorization information is updated in your account. Prior to departing *AMBITION*, it is your responsibility to retrieve all medicine from the nurse. Any medications left behind will be properly disposed of at the end of the day. The NFA will not ship accidentally left medications.

Check-Out Timeframes for AMBITION Programs

- 6-day Deployment: 1:30 PM – 3:30 PM CST
- 3-day Cruise: *Dependent on Program*
- 1-day Adventure: *Dependent on Program*

TRANSPORTATION

PERSONAL VEHICLES

Parent(s)/Guardian(s) are required to transport attendees arriving by car, and are encouraged to stay for check-in. Parents/Guardians are also required to attend check-out for students departing by car. It is prohibited for attendees, even high school attendees with a valid driver's license, to drive themselves to the facility. Please ensure that those checking your student(s) out are on the Authorized Pick-Up list in UltraCamp, including any coordinators for group transportation.

PENSACOLA INTERNATIONAL AIRPORT PICK-UP & DROP-OFF

The NFA operates a transportation service which aligns with travel itineraries provided by parents/legal guardians during registration. This service is only for students attending NFA, as parents will not be permitted in the vehicle. Transportation will be provided between Pensacola International Airport (PNS) and NFA for an additional fee each way. Arrangements must be made four weeks in advance directly with the NFA staff and it is therefore the responsibility of the parent(s)/guardian(s) to contact NFA to request this service. For Deployments, it is recommended that you book a flight arriving at PNS no later than 10:30 AM CT on Sunday morning. Departure flights should occur on Friday afternoon after 17:00 CT (5:00 PM CT). Please note that the service is not continuous; it is based upon individual flight schedules and operates on an as-needed basis.

TRAVEL ITINERARIES

Parent(s)/Guardian(s) are responsible for providing NFA with a detailed travel itinerary to include the airline flight numbers and arrival and departure information through the Airport Shuttle Request Form by the program registration deadline, at least four weeks prior to program start date.

LATE SCHEDULING

Any changes to transportation arrangements must be coordinated with NFA staff at least four weeks prior to the attendee's program. Each individual change to flight itinerary will incur a \$50 late scheduling fee, per child. Involuntary itinerary changes made by airlines (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

Parent(s)/Guardian(s) are responsible for notifying NFA if an attendee is traveling 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. For Deployments, it is recommended that you book a flight arriving at PNS no later than 10:30 AM CT on Sunday morning. Departure flights should occur on Friday afternoon after 17:00 CT (5:00 PM CT). Do not make flight arrangements for the last flight of the day into or out of the local area in case of delays.

INTERNATIONAL ATTENDEES

All individuals are expected to abide by current base access security guidelines and follow proper NFA check-in and check-out procedures. The base is currently only open to Military and DOD ID cardholders. Due to our facility's location on a U.S. Navy base, any international individuals who may accompany an attendee must possess a valid passport and ID to gain entry onto base. To learn more about what you may need to do, please call our staff at (850) 458-7836, or e-mail us at info@nationalflightacademy.com.

EARLY ARRIVAL & LATE DEPARTURE

Early/late overnight accommodations are available as needed for an additional fee. Contact NFA for details if you require early arrival or late departure. This information must be submitted at least four weeks prior to the program start date.

AIRLINE CONTACT INFORMATION

Please note these numbers are correct as of August 6, 2021 and are subject to change. For an updated directory please contact the Airport Info Desk at (850) 436-5000.

- **Delta Air Lines**
(800) 221-1212
- **American Airlines**
(800) 433-7300
- **United Airlines**
(800) 864-8331
- **Boutique Air**
(855) 268-8478
- **Silver Airways**
(801) 401-9100
- **Southwest Airlines**
(800) 435-9792
- **US Airways**
(800) 433-7300
- **Frontier Airlines**
(801) 401-9000

TRAVELING TIPS

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. Check with the airlines prior to booking for their UM policy and procedures. Ensure your attendee arrives at PNS no later than 10:30 AM CT on the Sunday 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, merchandise, 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 session.

- In the case of illness during the 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 at least four weeks prior to the 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 four 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 the 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 session. 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.