



National Flight Academy Parent Handbook

Dear Parents,

We are excited to welcome your student aboard *AMBITION* (CVT-11)! National Flight Academy (NFA) provides an exclusive learning adventure to enhance STEM exploration in rising 7th- 12th graders. We're here to show your child all they can accomplish when they believe in themselves.

Ensuring their stay at NFA is a positive one involves both preparation and planning. Please take the time to review the enclosed Parent Handbook with your student, and impress upon them the teamwork that is involved in making this experience safe and fun for all. We look forward to introducing your child to new friends and memories that will last a lifetime.

Our staff is trained, dedicated, and enthusiastic to provide an excursion that gives young minds the opportunity to learn and excel in a safe, caring environment. Thank you for your support as we invest in the next generation.

Sincerely,
Stephanie Pugh
Client Relations Director
spugh@nationalflightacademy.com

TABLE OF CONTENTS

PARENT RESPONSIBILITIES, STUDENT CODE OF ETHICS.....	2
STUDENT CODE OF CONDUCT, PERSONAL ELECTRONIC DEVICES POLICY.....	3
WHAT TO EXPECT, DRESS CODE, LANYARD & ACCESS CARDS.....	4
PROHIBITED ITEMS.....	5
PACKING CHECKLIST.....	6
STATEROOM GUIDELINES.....	7
SCHEDULE.....	8
STUDENT CONTACT, SPENDING MONEY.....	9
CHECK-IN PROCESS, MEDICAL SERVICES.....	10
GRADUATION, EARLY DEPARTURE, CHECK-OUT PROCESS.....	11
TRANSPORTATION.....	12
REFUND, CANCELLATION, & TRANSFER POLICIES.....	13
LOCATION & CONTACT INFORMATION.....	14

PARENT RESPONSIBILITIES

An authorized adult must register their student for program. ***Students are not permitted to register themselves.*** National Flight Academy staff will not communicate with students or unauthorized individuals.

PROGRAM REQUIREMENTS

- **Students must meet age and grade eligibility requirements for their registered program**
- **Student must be under age 18 and must not have graduated high school to participate**
 - 6-day *Deployment*: 11-17 years old and a rising 7th-12th grader
 - 3-day *Cruise*: 5th-12th grade (unless otherwise stated)
 - 1-day *Adventure*: 4th-12th grade (unless otherwise stated)

STUDENT CODE OF ETHICS

- I am a mature, young adult responsible for my own actions.
- I understand that program rules and regulations are followed for the benefit of all.
- I am responsible for complying and cooperating with program policies.
- I will demonstrate respect to my peers, staff, and leadership within NFA. I will participate and contribute to all activities with the best of my ability.
- I will not disrupt the program or intrude on other students' right to learn in any way.
- I will maintain courtesy, integrity, and good citizenship in my dealing with others.

STUDENT EXPECTATIONS

- Students are expected to respect themselves and those around them.
- Students are expected to behave in a trustworthy and honest manner.
- Students will be expected to behave responsibly when not under direct supervision.
- Students will maintain a positive groomed appearance during the entirety of their stay.
- Students are expected to not abuse any member of the NFA staff verbally or physically or any attendee.
- Students are expected to not engage in sexual activity, drink alcohol, or engage in any kind of substance abuse.

STUDENT CODE OF CONDUCT

DISCIPLINARY RULES

NFA expects reasonable behavior during the student's stay. Students who engage in the following are subject to dismissal from the National Flight Academy:

- Profanity & Obscene Language
- Disruption of Program
- Damage and/or Theft of Property
- Physical Assault
- Possessing Weapons & Instruments
- Tobacco & Alcohol, Narcotics & Drugs
- Insubordination of Leadership
- Bullying
- Inappropriate Dress

DISCIPLINE SYSTEM

In the event disciplinary actions are needed, they will be handled by NFA leadership. 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 student. Incidents and disciplinary actions will be documented. **It is the parent's responsibility to pick up their student in the event of dismissal.**

PUBLIC DISPLAYS OF AFFECTION OR AGGRESSION (PDA)

Open displays of affection or aggression are not permitted. Students that act or behave in such a way that could cause, or threaten to cause, discomfort to another person could be dismissed.

PERSONAL & SEXUAL HARASSMENT POLICY

NFA does not tolerate harassment of individuals based on age, color, gender identity or expression, mental or physical disability, ethnicity, race, religion, sexual orientation, or based on any other condition or characteristic protected by federal, state, or local law. Harassment of any kind is considered misconduct and will be subject to disciplinary action, up to and including dismissal if warranted.

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 NFA leadership immediately. Any such complaints will be investigated thoroughly.

PERSONAL ELECTRONIC DEVICES POLICY

AMBITION is a personal electronic device (PED) free facility. If there is an emergency, parents may contact National Flight Academy at 850-458-7836. Upon check-in, students will surrender all electronic devices to NFA staff. Personal electronic devices will be returned to the student prior to check-out.

WHAT TO EXPECT

DRESS CODE

- Students whose personal attire or grooming distract the attention of other students and staff, or which may be hazardous to themselves or to others during NFA activities, shall be required to make the necessary alterations.
- Students who fail to meet the acceptable standards of cleanliness and appropriate attire, as determined by NFA, could be required to wear alternative clothing. Inappropriate attire or insignias are not permitted at any time.
- Students who fail to comply with the dress code will be required to change.

DRESS REQUIREMENTS

- Students are encouraged to pack jackets and/or sweaters- ***the temperature inside AMBITION can be quite cold.***
- Pants and shorts shall be worn properly fastened so the waistband is not below the top of the hipbone.
- Athletic wear with an elastic waist may be worn during the regular program but may not be worn during graduation.
- Jeans are allowed as long as they do not have holes or tears higher than six inches above the knee.
- ***Shorts or skirts must have hemlines or openings that are no shorter than 5 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. ***Crop tops are not permitted.***
- Sneakers or other closed-toe and closed-heel footwear must be worn during the instructional portion of the day. ***Croc's, flip-flops, beach shoes, or any other open-toed shoes are not permitted.*** (See packing list for shower shoe options)

LANYARD & ACCESS CARDS

- All students will be issued a color-coded lanyard corresponding with the student's assigned Carrier Air Group (CAG). The lanyard must be worn at all times.
- Students will receive a name and access card signifying their squadron. The access card will serve as a key to their stateroom and to other student-only accessible areas and is not to be exchanged with any other student.
- At program conclusion, students are required to return access cards to NFA staff.

PROHIBITED CLOTHING ITEMS

- 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 exposing the stomach/back
- Clothing containing or displaying political, sexually suggestive, obscene, or derogatory language or images; clothing or accessories associated with drugs, alcohol, tobacco, gangs, or violence
- Visible undergarments or clothing that exposes cleavage, groin, butt, and stomach
- ***Prohibited footwear during program: Crocs, bedroom slippers, flip-flops, or sandals***
- 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 those worn for religious purposes

PROHIBITED ITEMS

Any items found by NFA staff that are deemed inappropriate or illegal will be confiscated. Items will be held in a secure location and returned to the student at the completion of the program. The following listed items are strictly prohibited at NFA:

- Snacks containing nuts or nut butter; all snacks containing these items will be taken
- Gum
- Energy drinks
- Sporting goods (baseball bats, self-defense items, skateboards, etc.)
- Musical instruments
- Weapons
 - Firearms (this includes toys and replicas)
 - Any sharp object that can be used as a weapon (knives, box cutters, scissors, etc.)
- Alcohol, cigarettes, e-cigarettes, Vapes, chewing tobacco, unauthorized drugs, and items posing a fire hazard (including matches and lighters)
- Pornography
- Condoms

LUGGAGE

- ALL luggage will be brought into NFA and will be inspected by NFA staff as a part of the check-in process.
- Students will remove all medications from their luggage and give them to the nurse upon check-in. We REQUIRE all medications to be in the original dispensed container with the prescription information shown.
- Label everything with the student's first and last names. All luggage must also be tagged with the student's name.
- Bed linens, pillows, towels, and washcloths will be provided in the staterooms upon arrival.

PACKING CHECKLIST

Review the list below for suggested items:

- ✓ Prescription and over-the-counter medications (vitamins, Tylenol, etc.) will be collected and dispensed by the nursing staff.
- ✓ Students may pack personal electronic devices (PED), such as cell phones, tablets, etc. to be used for travel purposes only. ***(Please see PED policy)***
- ✓ Jackets/Sweaters
- ✓ Spending money for souvenirs
 - **We ONLY accept credit, debit, and prepaid credit cards.**
 - Vending machines are the *ONLY* opportunity to use cash while onboard *AMBITION*. Do not send more than \$50 cash. Please send small bills or change.
- ✓ Lock is encouraged for personal stateroom locker
- ✓ Toothbrush and toothpaste
- ✓ Bath soap
- ✓ Deodorant
- ✓ Shampoo and conditioner
- ✓ Hairbrush or comb
- ✓ Shower shoes (flip flops or crocs; not to be worn during daily activities)
- ✓ Hair dryer
- ✓ Other personal hygiene items, as needed
- ✓ Sleepwear
- ✓ Underwear
- ✓ Casual clothing for the number of days your chosen program lasts.
- ✓ Pants, shorts, shirts, socks
- ✓ Shoes (closed-toe shoes required)
- ✓ Bag for dirty laundry
- ✓ Pillow or blanket optional; linens and pillows are provided
- ✓ Snacks (NO snacks with nuts or nut butter – *AMBITION* is a nut-free facility)

STATEROOM GUIDELINES

Students will share a stateroom with 1-5 other students of approximately the same age. It is important for each student to be courteous of other roommates. Stateroom guidelines are to help students be considerate of others and to encourage students to use their time effectively.

- No modifications of any kind will be made to the staterooms
- Radios and stereo equipment will only be used with consideration of other stateroom occupants and must be powered off in conjunction with lights out policy
- Stateroom doors automatically lock and can only be unlocked by residents of that stateroom and staff members.
- An attendee may not visit the staterooms of the opposite gender
- Change of room assignment is not permitted without direction of NFA staff
- While in the lounge, or when transitioning to the showers, appropriate clothing will be worn.
- No towels will be worn as the only cover up to transition between the staterooms and showers.
- Shoes must be worn outside of the stateroom, including when transitioning to the showers.
- When students leave NFA, they are responsible for their own belongings.
- NFA is not responsible for any personal items left behind

Each day, prior to breakfast, students' 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, folded in dresser drawers or in a laundry bag
- Shoes stored in closet
- Personal items on the desk or in closet arranged in an orderly fashion
- Lights, blow dryers, curling irons and all other devices are to be unplugged and turned off

STATEROOM LOCKERS

All students will be assigned a locker in their assigned staterooms. Students are encouraged 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 students' visit.** Each student is encouraged to bring a lock to place on the locker (locks are available for purchase in our Ship's Store).

To ensure the student's safety, NFA staff reserves the right to conduct a search of a student's stateroom, lockers, or belongings at any time during program.

ROOMMATE REQUESTS

There is no guarantee that NFA staff will be able to accommodate any roommate request. Requests should be made during registration and are subject to availability and the age and gender of requested students. Requests that are not made through UltraCamp must be made no later than four weeks prior to your program start date. Late requests can be made via e-mail at registration@nationalflightacademy.com.

LIGHTS OUT

Lights out will be observed around 22:30 CT (10:30 PM CT) each night. All students must be in their own staterooms and bunks with stateroom lights off. All noise producing activities shall cease and will be enforced by staff and security.

SCHEDULE

The schedule below only represents a general template of a daily routine; the events and times are subject to change. The schedule is 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-9pm	1930-2000	Program & Missions		
9pm-10pm	2100-2200	Hygiene		
10:30pm	2230	Lights Out		

STUDENT CONTACT

Photos and videos are a great way to see the activities of the week. We post as often as possible to our National Flight Academy Facebook and Instagram page. We make great effort to include every child as often as possible. We do not "tag" students to protect their identity. Parents can enjoy sharing these posts with family and friends.

EMAIL

Students enjoy receiving letters from home! Emails are printed and distributed at mail call following dinner each night. We will encourage, not require, your child to write a handwritten response back to you. Should your child choose to reply, we will send their scanned letter back to you the following day. *Emails are only distributed Monday through Wednesday evening.*

Send Email to AXP@nationalflightacademy.com with your student's full name in the subject line.

MAIL

Traditional mail and packages will not be accepted. Please refer to the email option to correspond with your student. 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.

VISTING THE STUDENTS

NFA does not allow visitors while program is in session to ensure all students have a truly immersive experience. NFA encourages family and friends to attend their student's graduation ceremony.

ABOARD AMBITION

SHIP'S STORE

Students may purchase souvenirs from the Ship's Store. **Please note that NFA is a cashless facility.** The Ship's Store only accepts credit or debit cards. During off-ship excursions, students may shop in the Museum gift shop using a credit card or debit card.

SPENDING MONEY

Safekeeping of all money is the student's responsibility, and they are encouraged to keep their funds secured in their personal lockers. NFA is not responsible for lost money.

SPECIAL NEEDS ACCOMMODATIONS

Please advise 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. All accommodation requests must be made prior to your program start date.

STUDENT CHECK-IN

Check-in information for transporting students to their NFA program will be communicated through your UltraCamp account closer to your program start date. This will include information regarding your check-in time and location. All communication will be sent to the primary email address on file.

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

Check-In Timeframes for AMBITION Programs

- 6-day *Deployment*: 9:30 a.m. to 11 a.m.
- 3-day *Cruise*: 12 p.m. to 2 p.m.
- 1-day *Adventure*: 8 to 9:30 a.m.

MEDICAL SERVICES (SICK BAY)

The NFA will provide basic medical services and medication management for all overnight programs through a full-time registered nurse (RN) provided by Ascension Sacred Heart Hospital Pensacola. Safety and medical care are based on requirements set by the American Camp Association. Parents will be notified of any health service that requires treatment. Please be advised, parents are responsible for the cost of any medical services outside of normal nursing care at NFA.

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.

CONTAGIOUS & INFECTIOUS DISEASES

NFA follows strict protocol if a student is suspected of having a contagious or infectious disease or is bleeding or has expelled bodily fluids. 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 of the student(s) regarding procedures taken, and next steps. In the case of positive contagious disease evaluation, parent is responsible for immediate pickup of student.

SPECIAL DIETARY REQUIREMENTS

NFA accommodates students with health-related, religious, and other dietary restrictions when it is disclosed in the UltraCamp Health Form during registration. NFA will contact parents with any questions prior to the start of program to make arrangements for students' dietary needs.

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

GRADUATION, EARLY DEPARTURE, & CHECK-OUT PROCESS

GRADUATION

Deployment and *Cruise* graduations will be hosted at the National Naval Aviation Museum.

All students who have successfully completed the program may participate in a graduation ceremony on the final day of the program. All graduations are livestreamed via the National Flight Academy Facebook page. All Information regarding graduation times will be communicated via UltraCamp prior to graduation day.

EARLY DEPARTURE

Early departures are highly discouraged; students who leave a *Deployment* or *Cruise* prior to the final morning may not receive graduation materials presented for course completion at the graduation ceremony.

STUDENT CHECK-OUT

To ensure the safety of your student during the check-out process, all authorized pickups must have a picture ID to match the authorized pick-up list provided during registration in UltraCamp. Parents will receive check-out procedures prior to the start of the program, and before the final day of the program. Students may not leave the care of NFA staff until they are properly signed out. Students must be checked out from the National Flight Academy.

If your student is departing via airplane, please ensure proper Pick-Up Authorization information is updated in your account. Prior to departing *AMBITION*, it is the student's responsibility to retrieve all medicine from the nurse. Any medications left behind will be disposed of.

Check-Out Timeframes for AMBITION Programs

- 6-day *Deployment*: 1:00 PM – 1:30 PM CST
- 3-day *Cruise*: 11:30 AM CST (*unless otherwise stated*)
- 1-day *Adventure*: 3:00 PM CST (*unless otherwise stated*)

TRANSPORTATION

PENSACOLA INTERNATIONAL AIRPORT PICK-UP & DROP-OFF

NFA offers transportation service for our *Deployment* program. 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 to your student's *Deployment* and is the responsibility of the parent 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 by 5:30 CT (5:30 PM CT). All flights must be a confirmed ticket, as NFA cannot accommodate standby flights. There are no exceptions. Please note that the service is not continuous; it is based upon individual flight schedules and operates on an as-needed basis.

TRAVEL ITINERARIES

Parents 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. Your student's request form must be completed at least four weeks prior to the 6-day *Deployment* program start date.

LATE SCHEDULING

Any changes to transportation arrangements must be coordinated with NFA staff at least four weeks prior to the student's program. Each individual change to the flight itinerary could incur a \$50 late scheduling fee, per child. Involuntary itinerary changes made by airlines (i.e., delayed flights and cancellations) should be immediately forwarded to NFA staff.

UNACCOMPANIED MINOR (UM) REQUIREMENTS

Parents are responsible for notifying NFA if an attendee is traveling as an Unaccompanied Minor (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 by 18:00 CT (6:00 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.**

REFUND, CANCELLATION, & TRANSFER POLICIES

GENERAL CANCELLATIONS

- Individual cancellations must be submitted in writing at least 31 days prior to program start date. Full tuition (not including the non-refundable fee) will be refunded via check if the cancellation was prior to the cancellation deadline.
 - If attendee fails to show or provide notification within the cancellation deadline, the full tuition will be forfeited along with any additional fees collected, such as transportation fees or merchandise.
- 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 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.

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 \$50.00 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.

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. Students will be transferred to another week without charge or issued a full refund.

LOCATION & BASE ACCESS INFORMATION

LOCATION

All individuals are expected to follow current base access and security guidelines. The base is currently only open to Military and Department of Defense (DoD) ID cardholders. For updated guidelines, please click [here](#). National Flight Academy is located at **1 Fetterman Way, NAS Pensacola, 32508** aboard Naval Air Station (NAS) in Pensacola, Florida, adjacent to the National Naval Aviation Museum. Parents that do not have a Military or DoD ID will need to report to an alternate check-in and check-out location off base.

- Parents should only arrive at NFA if they have received prior instruction from the Registration Team. If you and are driving to NFA, you are expected to follow current base access and security guidelines. These are subject to change at any given time. Parents that do not have Military or DoD ID access will receive alternate check-in and check-out location information for their program via email.

NAS PENSACOLA ACCESS

NAS Pensacola operates under access restrictions given by Navy 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. NAS Pensacola is 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

Only parents that have received instruction to check-in or out at NFA should access the NFA parking and entrance areas. **Parents that do not have Military or DoD ID access will receive alternate location information for check-in and check-out.** 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. Student and parent access is available at the rear of the building.

National Flight Academy

1 Fetterman Way

NAS Pensacola, FL 32508

850-458-7836

registration@nationalflightacademy.com

nationalflightacademy.com