



# Pilates Handbook

Rockwell Collins Recreation Center

Bonnie Benesh, Pilates Program Manager

[bonnie.benesh@rockwellcollins.com](mailto:bonnie.benesh@rockwellcollins.com)

319.295.0066

## How to Get Started

1. All new students must complete two private introductory sessions. These must be scheduled through Bonnie, ([bonnie.benesh@rockwellcollins.com](mailto:bonnie.benesh@rockwellcollins.com), or 319-295-2552). Personal Training rates apply. (See Personal Training brochure for pricing information.)
2. Students may "Try It Out" first by signing up for our free classes, offered on Mondays at 12:00 PM or Tuesdays at 4:00 PM. If those times don't work, students may set up a Pilates orientation appointment at the front desk with a Pilates Instructor.
3. After Intro sessions have been completed, student can then pay and enroll in classes.

## Class Payment Options (3 ways to pay)

1. **VIPilates** - automatic bank withdrawal from a checking or savings account. This allows you to "reserve" a spot in up to 4 classes per week without having to sign up each time.
  - a. 4 classes per month - \$24 plus tax
  - b. 8 classes per month - \$40 plus tax
  - c. 12 classes per month - \$60 plus tax
  - d. 16 classes per month - \$80 plus tax

Accounts will get billed around the 1st of each month. To cancel payment - A cancellation form must be filled out at the front desk.

Paperwork must be filled out at the front desk to set up VIPilates payment method. Spots are based on class availability.

*Check with Bonnie, if there are questions as to the appropriate level class or class availability.*

2. **Punch cards** - purchase at front desk. Punch cards will be kept in Pilates Studio B and punched when students attend class.
  - a. 5 classes - \$35 plus tax
  - b. 10 classes - \$70 plus tax
  - c. 20 classes - \$140 plus tax

All punch cards expire one year from date of purchase.

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3. **Pay as You Go** - \$8 plus tax per class. Students can pay at the desk before or after class. This option is good for only one class at a time. Recommended for visiting students.

## Class Enrollment

### VIPILATES

1. How to sign up for VIPilates automatic payments
  - a. Enrollments taking place before the 17th of the month - Students pay the prorated amount of the current month up front and their automatic payment will start on the 1st of the following month.

*Example: Enroll on Oct 15 - Pay what is left of Oct and autopay will start Nov 1st.*

- b. Enrollments taking place after the 17th of the month - Students will pay the prorated amount of the current month, plus the next month up front. Automatic payments will start the following month.

*Example: Enroll on Oct 20 - Pay what is left of October and November up front, autopay will start December 1st.*

2. Once a student has set up a payment method, they can "hold" a spot in up to four classes per week (pending availability). This means, VIP students do not have to call in to sign up for classes, once they are enrolled in a certain class. We do ask that students notify the front desk if they will be missing a class so that spot is available to another student.
3. All VIPilates enrollments are good through the calendar month. For example, if a student enrolls in eight classes per month, they have from the first to the last day of the month to attend eight classes.
  - a. Any classes that are not attended, will NOT be carried over into the next month.
  - b. Any excess classes that are attended will be billed to the student's Rec Center account at the rate of \$8 per class.
4. To change their VIP class enrollment status, all students must fill out a Change of Class form at the front desk.

- a. This is for changing the number of classes per month. (Example: increase from 4 to 8 classes or reduce from 8 to 4 classes.) All payment changes will go into effect the following calendar month.
5. To cancel VIPilates Payments, a cancellation form must be filled out at the front desk.
  6. Holding a spot in a class is a privilege and we strongly ask that students notify the front desk if they are going to miss class, to allow that spot to be taken by another student. The program does not work without everyone's cooperation.
    - a. If we find a student has been missing class for more than four weeks and has not cancelled out, they will be removed from that class list so their spot can be given to someone else. \*\* Their payment will still be in effect until said student fills out a payment cancellation form\*\*

## VIPilates Questions:

1. Can I pay VIPilates for one class and also have a punch card to attend other classes?

Absolutely! This is strongly encouraged. This allows you to "hold" a spot in a class you intend to attend the most, yet have the freedom to try out a variety of other classes that the Pilates program has to offer.

2. Do I have to set up an autopay to "hold" a spot in a class?

No. We also have an option to pay either 6 or 12 months cash up front to "hold" a spot in a specific class.

3. If I am a VIPilates student and will be gone for an extended period of time, can I hold my spot in a class during my absence?

You have two options:

1. To continue to hold your spot in your current classes, you can continue to pay during the time you are gone and your spot will be there for you when you return.
2. You may cancel your payment. Doing so will remove your name from all classes and you may then re-enroll when you return. Space will be determined by availability at that time.

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## Punch Cards

1. Any student can purchase a punch card to attend any Pilates equipment class on the schedule.
2. Students must sign up at the front desk. Stop by or call 295-2552. (Pending class availability.)
3. Students with punch cards may sign up for classes at any time. Class sign up is usually available up to three weeks ahead.
4. A punch card does not allow you to "hold" a spot in a specific class for an extended period of time. Students will have to sign up each time they plan to attend a class.
5. Attendance will be tracked in class by the Pilates instructor. See Instructor as to how many punches you have remaining.
6. All punch cards expire one year from date of purchase.

## Pay as you Go

You can just sign up at the front desk to attend a class and pay \$8 plus tax per class to attend any of our Pilates equipment classes.

## Looking for more? What are your options?

We offer private, buddy and small group Pilates sessions with any of our qualified instructors. These sessions are scheduled around instructor and student availability. Personal Training rates apply. (See Personal Training brochure for pricing information.)

## Free Classes

### Mat Pilates

Our Mat Pilates classes are complimentary with your Rec Center membership. Intro to Pilates sessions are not required before attending any of our Mat Pilates classes. We have mats available for use or students are welcome to bring their own.

\*\* If you are brand new to Pilates or have any physical restrictions; pain in neck, back, knees (hard time getting on and off floor), we strongly recommend setting up Introductory sessions and beginning in our Pilates equipment classes, where we are better suited and able to modify exercises to fit all students needs. \*\*

### Barre

We offer three types of Barre classes, all complimentary with your Rec Center membership and NO sign up is required.

Body Barre - 45 minute full body workout utilizing the Barre, center floor and weights. Good for all levels.

Power Barre - 25 minute condensed format. Great for those looking a get a great lower body body workout.

Balance Barre - Geared toward our Active Seniors. Class focuses on balance while working on increasing foot, ankle and leg strength.

## Instructor Training

The Rockwell Collins Rec Center is an authorized training site for Balanced Body Pilates and Barre teacher education. Courses held yearly in Mat Pilates, Reformer Pilates and Barre. CEC's available. For more information please contact: Bonnie Benesh, Balanced Body Master Instructor at [BBPilatesCR@gmail.com](mailto:BBPilatesCR@gmail.com).



Bonnie Benesh, Pilates Program Manager  
Pilates Method Alliance, Certified Pilates Teacher and  
*Balanced Body® Pilates and Barre MASTER INSTRUCTOR*  
319.295.0066  
[bonnie.benesh@rockwellcollins.com](mailto:bonnie.benesh@rockwellcollins.com)