

## Policies for The Gymnastics Connection

**Parents' Responsibilities:** Parents and children who arrive at the gym early are to remain in the waiting area until the instructor signals the beginning of class. Children are not to run around and cannot be on the equipment without a coach present. **Parents should accompany young children to the bathroom before class.** No one but the students enrolled in class will be allowed to be in the gym. Brothers and sisters not enrolled in the class are to remain with their parents. **Please leave the teaching to us.** Do not talk to your children and offer help. Your children count on you to get them to their class on time. Remember – the warm-up is a crucial element to the class. The learning process can be achieved easier through continuity. Please keep your commitment to your class day and time. If you know you will be late to pick up your child, have them sit in the waiting area. Do not ask them to wait outside. Please inform us if you will be late. This will ease their mind.

**Attire:** Please make sure your child is properly dressed. In gymnastics classes, girls should wear a body leotard with no skirt attached. They may also wear a t-shirt with shorts or leggings, but **not** with tights. Boys should wear a t-shirt tucked into stretch pants or shorts. Please do not wear any buckles, belts, jewelry, etc. This includes hair accessories. **Hair must be pulled away from the face.** Gum is not allowed.

**No Smoking:** Smoking is not allowed anywhere in the gym. The Kirkland Fire Department mandates this.

**Tuition:** Our tuition is based on a **6-week session**. Tuition is due the **first week** of every new session, **not the first of the month.** **You are automatically reenrolled and responsible for payment up until Gym Extravaganza unless you give the office a 1-week withdrawal notice.** Pick up a schedule at the front desk for beginning dates of new sessions. **THE ONLY TIME TUITION IS PRORATED IS WHEN A NEW STUDENT JOINS A CLASS AFTER THE SESSION HAS STARTED.**

We accept cash, checks, or credit card. **All credit card transactions have a flat \$5 fee attached.** Please make checks payable to The Gymnastics Connection. **Be sure to write you child's name, class day and time in the "memo" section of your check.** If your last name is different from your child's, please put your child's first and last name on the check. There will be a \$35.00 charge for all NSF checks. **TUITION AND REGISTRATION FEES ARE NOT REFUNDABLE.**

**Registration Fee:** Your **non-refundable registration fee** is due one time annually at the beginning of September. If you start during a later session we will prorate this fee accordingly.

**Non-Refundable Deposits:** Birthday Parties and Camps require a \$100 **non-refundable deposit.** Paying this guarantees your spot.

**Making up Missed Classes:** For the safety of your child, we cannot allow make-ups in other class levels, so all make-ups need to be in the same class level the student currently attends. We expect you to come to your regularly scheduled classes. You must call the gym prior to the missed class to qualify for a make-up. **You can only take two make-ups per 6-week session** and once made, it cannot be rescheduled. The make-up must be taken during the session missed or at the start of the session immediately following if class is missed during the final week of the session. A child must be currently enrolled to join a class for make-up. Call or email the gym to schedule make-ups.

- If your child's class falls on a holiday when the gym is closed (Labor Day, Halloween, Thanksgiving, Memorial Day, and the 4<sup>th</sup> of July weekend), it is your responsibility to schedule your make-up. Holiday misses do not count toward the two misses per 4-week session.
- It is your responsibility to schedule your make-up with our office. Call or Email us!
- **MISSED CLASSES CANNOT BE DEDUCTED FROM TUITION**

**Picking Up Your Child Late:** We are NOT a daycare so please pickup your child ON TIME. Otherwise we'll need to pay a coach to stay after class with your child. Please be considerate of this, as many of our coaches have children of their own that they need to attend to. **\$10 will be applied for every 15 minutes you're late.**

**Classes:** If only one student is in attendance, the class will end ten minutes early.

**Referral Program:** If a currently-enrolled student refers someone new to The Gymnastics Connection and the new customer registers for class, the student who made the referral will receive \$5.00 off the next session's tuition. If friends join any of our programs, you get money off your tuition. Pass on the word!

**Inclement Weather:** We almost never cancel class, but if you are in doubt please call the gym (425) 486-6887 and our voice mail will give the updated information one hour before your scheduled class. We will send a mass email to everyone enrolled in classes once we know if we closed and cancelled classes. We will post on our social media as well. If we close due to weather, make sure to schedule a makeup!

**Child's Illness:** Please inform us if your child has any physical problems or medical information that we should know about. Tell your child's coach if he or she has recently had an ear infection. It could hamper their balance, and we need that information.

**Staff:** The Gymnastics Connection is very fortunate to have such a qualified staff. The staff will try to maintain the same schedule throughout the year; however, your child may occasionally have a different coach. All the staff utilizes the same lesson plans and curriculum sheets, but every coach has their own style of teaching. Please help your child adjust to a new coach if this occurs. Our enthusiastic staff is well trained through Kimberly Smothermon's own teacher-training program and mentoring system. Many of the staff members are USAG Safety Certified, American Red Cross First Aid & CPR Certified. Our office staff is always here to help you.

**Practicing at Home:** Gymnastics takes practice and positive consistency, as does any education or physical skill. Exercise with you children at home and ask them periodically what they are doing in class. Encourage safe home exercising, stretching and strength building exercises. You will see faster results if they exercise at home.

**Safety:** Safety is foremost at The Gymnastics Connection. Please read the enclosed safety handout to your children. Make sure they understand all parts of it. We go through it with them in class, but your reinforcement of the rules at home is essential.

1. Drive **very** slowly when picking up and dropping off children.
2. **Please** use extreme caution because a child could dart out of the building at any time.

**Arriving on Time:** A child arriving late for class 15 minutes or more will not be able to participate due to safety. You can call to let us know you will be 15 minutes late, so we can let the coaches know and schedule a makeup.

**Gym Address:** Please keep our gym's phone number and address on record at home. Our address is 11611 N.E. 116<sup>th</sup> Street, Kirkland, WA 98034. Our phone number is (425) 486-6887.

#### **Parking:**

We understand that parking can be difficult. (Subject to change due to construction.)

##### **1. Please Do Not Park...**

In front of Evergreen Building Products's (before 4) or Kitchen Plus's Garage Doors (between 8 am and 5 pm);  
Evergreen Building Products' Stage Area (the fenced off ramp in front of their building);  
Spots blocked off by cones;  
Any spots with signs saying "Reserved" in front of the other businesses or "Do Not Park" because of construction.

##### **2. Areas to Park:**

In front of Gymnastics Connections (do not park too close to the front doors since they swing both way);  
In front of our Garage Door;  
Along the fence (if there is no sign saying "Do Not Park" because of construction) after 3:30;  
Any spots that are not Reserved after said time;  
Around the side of the building down by the dumpsters.

**If an Injury Occurs:** Make sure you leave an emergency phone number with our office. Please leave your pager number and cellular number if you leave the gym. If your child is injured and you are not at home, we will call your designated emergency contact. If you have any questions about scrapes/injuries that may have occurred during class, please call the office.

**Privates:** Privates are only allowed if the child is taking classes, and we charge \$60 for every hour you do for privates. Coaches normally do not offer privates for children under six years old, with some exceptions. You can always email or ask one of our coaches if they do privates, and you will need to schedule a day/time with a coach in order to do a private.

#### **Communication:**

**A.** We hope that when you watch your child's class, you look for overall improvement. Be sure to compliment your child often! Whether your child becomes an Olympian is of little importance to us. Our goal is to make them feel good about themselves, learn some gymnastics and have fun! Our coaches are trained to know when to introduce new material to our students. Children learn through repetition. Their muscles must also learn through repetition. When a child is prepared both physically and mentally, she will progress safely and happily. We thank you for your faith in our decisions.

**B.** Communication between the parent and the teacher is encouraged. Get to know your child's coach and ask for their help. Suggestions from parents are directly responsible for changes at The Gymnastics Connection. We not only encourage you, but we implore you to use our suggestion box and/or call Kim anytime. You are the most important part of this business. Our customer service slogan is "Give the customer what they expect and more." We can only do that by you letting us know what that is.

**Student Assessment (Performance Cards):** Students who are in first grade or above (Jumper/Boys Level 1 and Up) receive a Performance Card at the end of each session. This is an assessment to see where the student has progressed in his or her skills. Once he or she has acquired all the skills needed, they will be able to move up to the next level. Communicate with the coaches on which skills need to be accomplished to move to the next level if not distinguished on the Performance Card. If you are not here for Performance Card week, you can find their Performance Card in their Blue Folders by the Front Desk.

**Discipline:** We expect good manners and a good attitude from the children, not gymnastics expertise. If a child is disruptive or disrespectful to a coach or other students, they will be given time out to decide if they want to participate. They will always be given a second chance. We are committed to treating all children with respect, and in turn expect them to respect other students, our staff, and our facility. Please keep an eye on siblings watching classes. They are YOUR responsibility.

**Change of Address/Phone:** If you move to a new location or change your phone number, please inform our office staff. If you get a new cell phone number, please let us know in case we need you if there is ever an emergency.

**Food/Drink Policy:** Please remember we have many people coming in and if you want to enjoy snacks and drinks please keep it neat. We want the gym to say clean. ***We offer a punch card for snacks and drinks. The cost is \$15.00.***

**Facility Cleanliness:** We pride ourselves in our gym, its bright colors, excellent equipment, and its cleanliness. Please watch your children so we can work together to keep the gym a safe, clean place for you.

**The Gymnastics Connection and USA Gymnastics believes** *"The mission of USA Gymnastics is to encourage participation and pursue excellence in all aspects of gymnastics."*

**IF YOU LIKE US, TELL OTHERS! IF YOU DON'T, TELL US!**

## LET'S TALK SAFETY IN THE GYM...

Here at The Gymnastics Connection we strive to teach your children gymnastics in a fun and safe environment. However, there are some things that you can help with too. We will talk to the children daily about staying safe, but we also want you to talk to them if you see things they are doing that look unsafe. Children are our world's greatest asset. We all should work to keep them safe.

Listed below are some particular things we want the children to think about while they are here at the gym. Three or four times a year we set aside a few minutes to remind them of these rules. Please read these to your children.

### I. Proper Attire

- A. Having the correct clothes can be a safety rule.
- B. All girls must have their hair tied away from their face and no jewelry.
- C. All girls should wear a body leotard, no tights. They can also wear leggings and T-shirt.
- D. All boys should wear a T-shirt tucked into stretch shorts or pants.

### II. Before Class

- A. Talk to your child at home about staying in line, not talking in class and listening carefully to the instructor.
- B. Arrive for class 5 – 10 minutes early.
- C. A student arriving late for class 15 minutes or more will not be able to participate due to safety.
- D. Keep all brothers and sisters off the equipment and watch for other students running or "playing" on the equipment.
- E. All parents are required to stay in the observation area.
- F. Tell your child to tell the teacher if they have to go to the bathroom (parents should accompany young children to the bathroom if possible).

MOMS and DADS...Take your child to the bathroom before class.

### III. During Class

- A. There must be an instructor present to be on the equipment.
- B. Absolutely no horseplay or running around the equipment.
- C. Only one person on the equipment at a time.
- D. Look around before you cross in front of other groups.
- E. The children should tell the teacher if they are feeling sick or faint.
- F. If only one person is in the class, the class will end ten minutes early.
- G. Parents can leave to run errands but are required to be back **before** the end of class.

### IV. Special Equipment Precautions

- A. Bars
  - 1. No hanging on supports
  - 2. Swing in the middle of the rails, not the ends.
  - 3. Never touch the spin locks or cables.
  - 4. Remember, "You won't fall off unless you let go!"
  
- B. Beam
  - 1. Remember, "If you feel like falling...jump off."
  - 2. Bend knees on landing.
  - 3. Tell the instructor if you are afraid of the high beam.

- C. Trampoline
1. Always approach from the end.
  2. Never step on or near the side.
  3. Always jump and stay in the middle.
  4. Don't follow too closely to the student ahead of you.
  5. Tumble down the middle of the trampoline bed.
  6. Never go on without a teacher present.

V. Warning of Risk to Participant & Insurance

The Gymnastics Connection is not responsible for providing medical accident injury insurance for students. Parents are advised to provide adequate accident and medical insurance for the child enrolled in classes at The Gymnastics Connection. This company shall not be held responsible for treatment or losses due to participation in activities before, during, or after classes or due to activity connected with the center.

Please be advised that any activity involving motion or height creates the possibility of accidental injury. Parents and participants should be aware that injury is possible in connection with this or any athletic activity.

Parents assume all responsibility for any injury due to participation in this activity.

### **THE GYMNASTICS CONNECTION REFERRAL POLICY**

When you tell someone about The Gymnastics Connection, LLC and they enroll in any of our programs, you will receive \$5.00 off your next pay period.

Just tell your friends to enter you name where the enrollment form asks, "How did you hear about us?" and you win!

Remember... **If you like us, tell others!**  
**If you don't, tell us!**