

EMPIRE GYMNASTICS



ACADEMY

DREAM • BELIEVE • ACHIEVE

2024

Gym Information: Rules & Policies

**Welcome Handbook & Guide for New
Families!**

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Welcome to the Empire Family!

Our Core Values

1. Transparent & Honest Communication
2. Cultivate a Community of Inclusivity & Collaboration
3. Seek Perpetual Growth & Personal Development
4. Act with Integrity, Authenticity, & Respect
5. Make a Positive Impact Everyday

Our Philosophy – We Believe In...

... Committing to Our Students:

- ◆ Providing students of all ages the opportunity to conquer the laws of physics in a high-quality and welcoming environment
- ◆ Creating a fun place for you to learn, grow, and thrive as you stretch your limits and come to realize what you're truly capable of achieving
- ◆ Helping students learn to believe in yourself and your abilities and that everyone has different strengths and weaknesses
- ◆ Supporting students as you discover the joy of learning and that part of the fun is working hard to improve as an athlete and a person
- ◆ Supplying the tools you need to build a strong and flexible body along with a confident spirit, self-esteem, determination, perseverance, teamwork, cooperation, sportsmanship, and more
- ◆ Teaching you the importance of goal setting, hard work, and effort through whatever level of activity you choose to do

... Providing Value & Transparency for Our Parents:

- ◆ Offering flexible services that take into consideration the unique needs of our families and community
- ◆ Providing clear, consistent communication so families understand their investment in their children's gymnastics experience
- ◆ Being available as another resource in the village that surrounds you as you raise your children

... Continuously Supporting & Training Our Staff:

- ◆ Helping all our coaches and office staff reach their highest goals both professionally and personally
- ◆ Creating a culture that's inspiring, motivating, and supportive
- ◆ Training our coaches in the latest safety and skill techniques for the highest quality instruction and safety of our students

- ◆ Serving as role models to ensure our interactions with students remain positive and encouraging

... Respecting the Art & Science of Learning:

- ◆ Infusing the art and science of movement and motor development into our program curriculums
- ◆ Coaching with the goal of multisensory and multidimensional development (physical, cognitive, emotional, mental, and social well-being)
- ◆ Embracing the Long-Term Athletic Development framework to provide students with a foundation of fitness that promotes a long-term commitment to physical activity and helps them reach their potential
- ◆ Adopting popular sports psychology and child counseling techniques to better connect with students on an emotional level and help them overcome personal obstacles
- ◆ Engaging in various teaching styles and approaches to coaching that cater to the individual needs of each student & their learning process

... Elevating the Sport of Gymnastics:

- ◆ Promoting the multidimensional benefits for youth and all ages that go beyond gymnastics participation
- ◆ Offering classes that emphasize proper skill development through a structured system of gymnastics
- ◆ Incorporating engaging activities within classes that challenge and motivate students to push themselves beyond their perceived limitations
- ◆ Learning from this sport's past to overcome traditional stereotypes so students can break through outdated expectations and appreciate themselves for who they are no matter what!

Our Mission – What We Do

- ◆ Provide value for our families with unique and flexible programs that respect the various needs of our community (especially regarding time and money!)
- ◆ Create a fun, supportive, and safe space where all students feel welcome and accepted no matter their background, age, or experience
- ◆ Nurture the developing minds and bodies of children with programs that balance the need for self-discovery and active play with structure and education
- ◆ Combine the art and science of movement with fun, interactive sports instruction for high-quality, responsible skill development
- ◆ Inspire our coaches and students in a way that fosters an optimal learning environment for students to safely defy the laws of gravity while enhancing movement development and building character
- ◆ Positively impact the lives of children through enriching experiences where they receive not just gymnastics instruction but are also equipped with the necessary tools for a life full of success!

Our Vision – Where We Want to Go

Dream | Believe | Achieve

We want to be seen as the place to go for quality gymnastics instruction and personal development.

We want to foster an environment where our students are not afraid to try and fail because they understand that mistakes are part of the learning process and that we only grow when we have the courage to get up and try again.

We want to shape well-rounded individuals who acknowledge that being an athlete is only one side of who they are, and that what they learn in gymnastics will allow them to overcome any obstacle life throws at them (inside and outside of the gym).

We want to inspire our students to dream big, empower them to believe in themselves, and mold their characters so they have the fortitude to achieve their goals!

General Safety Statement

While all of us here LOVE gymnastics and have dedicated our lives to offering kids of all ages the opportunity to defy gravity, it doesn't change the fact that gymnastics is an inherently dangerous sport. Speed, height, rotation, and landings during basic and advanced skills put our athletes at risk daily. All parents must be fully aware of the risks involved in the sport of gymnastics, even at the recreational level.

We at Empire acknowledge the innate danger of gymnastics and are very aware of the potential hazards. We make every effort to achieve and maintain a safe environment for our students at ALL levels of development. We also believe that emphasizing strength, flexibility, and proper technique is what keeps athletes as safe as possible. Thus, we employ well-planned progressions for teaching new skills and utilize spotting techniques, landing mats, and other training aids to protect our students while they participate in class. The rules of all our programs are written with the safety of our students as the primary concern!

SafeSport & SafeSport Policies

The United States Center for SafeSport was created by the U.S. Olympic Committee in March 2017. It is an independent nonprofit organization committed to building a sports community where participants can work and learn together free of emotional, physical, and sexual abuse and misconduct. The SafeSport Policy is the foundation of rules, responsibilities, and best practices for coaches, parents, athletes, and youth and amateur sports organizations to create an environment that prioritizes athlete safety, well-being, and the prevention of abuse.

The U.S. Center for SafeSport's Minor Athlete Abuse Prevention Policies were created as part of the Center's federal mandate to develop policies that help prevent emotional, physical, and sexual abuse of athletes. The policies are designed to provide training requirements and limit one-on-one interactions between minors and adults.

Empire & SafeSport

Here at Empire, we strongly support and implement the SafeSport policies to facilitate a safe environment for all our students:

- ◆ Parents are prompted to stay and watch their children as they participate in class to increase transparency and decrease any opportunity for abuse to occur
- ◆ All one-on-one interactions between a student and an adult are observable and interruptible
- ◆ Parents must provide written consent for private lessons (Private Lesson Agreement) and are strongly encouraged to stay and observe the entire one-on-one session
- ◆ Program curriculums and class activities are designed with the consideration of student ages, physical developments, and safe progressions
- ◆ All staff are required to be SafeSport trained and understand appropriate forms of conduct between adults and students as well as between children

Programs Offered

Parents & Peanuts

Our Parents & Peanuts program is a parent and child curriculum designed to introduce physical, mental, and social challenges to little ones in a fun, engaging, and hands-on environment. Our goal is to promote gross and fine motor skills along with other important socialization skills like listening, following directions, waiting for turns, and interacting with new friends for true multisensory development.

Accompanying adults actively participate alongside their little ones to help motivate their young athletes as they enjoy learning, exploring, and discovering the world around them.

As an early development program, Parents & Peanuts classes follow age-appropriate themes that integrate active play with structured circuits to support physical, social, and emotional growth. Every activity includes various sensory, balance, and coordination tasks that nurture your little one's natural curiosity, instill confidence, and empower them for all of life's adventures!

Parents & Peanuts classes are tailored to the developmental needs of this age group and are a special time for parents and little ones alike to learn, bond, and grow together!

Preschool

While our Preschool curriculum builds off the concepts covered in our Parents & Peanuts classes, it is also a standalone program designed to introduce movement, sports, and gymnastics!

Our approach to Preschool is similar to Parents & Peanuts, in that we provide a fun and enriching environment where little athletes are physically, mentally, and socially challenged. Our goal is to encourage self-discovery and growth as students navigate obstacle courses and participate in structured learning via a progressions-based curriculum.

But don't worry! Classes aren't so rigid that kids feel stifled! All activities are tailored to the developmental needs of this age group & chosen to stimulate the imagination. We strive to blend themed, focused instruction with active play, so students can channel their energy while still learning body control and basic gymnastics skills.

Preschool classes are where children begin to learn independence. They get a jump start on building their fine and gross motor control abilities while also developing balance, coordination, flexibility, strength, and other critical social skills.

We aim to set our young athletes up for success, giving them the confidence they need to progress in gymnastics or whatever activity they choose!

Girls' & Boys' Developmental

Gymnastics is an excellent activity for all children as it teaches self-esteem, self-motivation, self-discipline, determination, perseverance, sportsmanship, respect for others, and so much more!

As such, our developmental programs for girls and boys provide the opportunity to learn these valuable life lessons in a fun, relaxed, yet challenging atmosphere as they discover and participate in the exciting sport of gymnastics!

Our developmental curriculum is designed to teach flexibility, strength, coordination, and body awareness using gymnastics skills and a positive approach to teaching. With an emphasis on character development, we focus on building up and inspiring our young participants to work hard and improve as an athlete and a person as they undertake this sport's physical and mental challenges.

Students learn gymnastics fundamentals in an energetic environment that acknowledges and celebrates their accomplishments (no matter how big or small) while building upon their underlying motor patterns for more advanced skills.

Students participate on all apparatuses; each week, classes focus on two different events:

Girls: Vault, Uneven Bars, Balance Beam, & Floor

Boys: Vault, High Bar, Parallel Bars, Rings, Pommel Horse, & Floor

All our developmental classes are divided by gender, age, and skill level to ensure the safest instruction and optimal learning conditions. As non-competitive programs, all classes follow a developmentally appropriate curriculum based on progressions

to help our young athletes achieve their dreams and reach their potential!

We thus offer Kinder Kids/Beginner, Intermediate, and Advanced classes for girls and boys to ensure all students continue to be challenged, moving up to the next level only when they are individually ready.

Co-Ed Tumbling

Our co-ed tumbling program is great for cheerleaders, divers, dancers, gymnasts, and anyone interested in learning to defy gravity! It provides a unique opportunity for girls and boys to focus on the floor exercise without using the other gymnastics apparatuses. Classes serve as a great introduction to the fundamentals of gymnastics with a focus on proper tumbling techniques!

Our tumbling curriculum is designed to teach strength, power, coordination, body awareness, and body control using tumbling and a positive approach to teaching. We emphasize character development and build up and inspire our young participants to work hard and improve as athletes and people! We give them the tools they need to successfully undertake sports' physical and mental challenges.

Students learn tumbling skills in an energetic environment that acknowledges and celebrates their accomplishments (no matter how big or small) while building upon their underlying motor patterns for more advanced skills.

All our tumbling classes are divided by age and skill level to ensure the safest instruction and optimal learning conditions. Additionally, all classes follow a developmentally appropriate curriculum based on progressions to help our young athletes achieve their dreams and reach their potential!

We thus offer Tumble Tots/Beginner, Intermediate, and Advanced classes to ensure all students continue to be challenged, moving up to the next level only when they are individually ready.

SPECTacular Gymnastics

SPECTacular Gymnastics is the newest addition to Empire's programs and is for our students on the Autism Spectrum who might need a smaller group, a quieter environment, and/or more direct attention to thrive! Beginner levels will focus on learning foundational gymnastics skills, strength building, and coordination exercises. Our intermediate level focuses on learning more advanced skills and participating in strength and coordination challenges while still having fun! Parents will be allowed on the gym floor if needed.

A structured 30-minute SPECTacular class is currently open to our preschool-aged students 3- and 4-year-olds. Structured beginner 45-minute SPECTacular classes are open to girls and boys between the ages of 5 years and 12 years old.

We also offer a 45-minute SPECTacular open gym, which is open to students 3- to 12-year-olds and operates on a drop-in basis.

All students in our SPECTacular Gymnastics program must first speak with and be approved by the Program Director to ensure proper placement.

Homeschool P.E.

Our Homeschool P.E. program is similar to our Developmental program but emphasizes physical education more. It is open to both girls and boys between 5- and 12 years old. Students participate in a structured class that keeps kids active with gymnastics-inspired movements, blending basic gymnastics skills while working on flexibility, building strength, and developing coordination. This 60-minute class also fulfills physical education requirements for many homeschool programs.

All Homeschool classes are held on Wednesday mornings and afternoons. Separate classes are available for students between the ages of 5- and 8 years old and 9- and 12 years old.

We also run concurrent 45-minute Homeschool Preschool classes for our younger students between the ages of 3- and 4 years old!

Adult Gymnastics

Whether you have always wanted to try gymnastics, seek something new, or get back into the sport you loved, Empire offers adult gymnastics to satisfy the child in all of us! This class is designed for anyone interested in improving their fitness levels in a fun and different way. Come increase strength and flexibility through basic gymnastics movements focusing on learning (or relearning) beginner through intermediate tumbling skills.

We currently offer a 60-minute tumbling class on Tuesday and Wednesday evenings and a 90-minute open gym session on Thursday nights. Both are drop-in classes and are open to individuals ages 16 years and up, all fitness levels, from beginner to advanced.

Girls' & Boys' Competitive Teams

We are proud to offer competitive gymnastics programs for both boys and girls, with several options depending on your athlete's current age, level, and goals!

Team participation is by invitation only; it requires a higher level of commitment and dedication than our developmental program.

Pre-Team

We have both boys' and girls' pre-team groups, which follow our team track and are designed to grow our competitive teams. The main goal of pre-team is to help young athletes develop the necessary strength, skills, and confidence needed for competition by building on their gymnastics foundations and emphasizing body awareness, form, technique, strength, and flexibility.

Competitive Boys

Our boys' team competes in levels 3 - 10 under USA Gymnastics (USAG).

Competitive Girls

Our girls' team competes under the National Gymnastics Association (NGA). They compete in levels 1 – 10, which also includes levels Bronze, Silver, Gold, Platinum, and Diamond.

Kids' Night Out (KNO)

We can all use a little more adult time on a Saturday night, so why not hire us as your babysitter? Because a night of fun in the gym for the kids means a "night out" for the adults!

Kids will have a blast playing games, maneuvering through obstacle courses, jumping on the trampoline, doing crafts, making new friends, and just enjoying overall gym time. We even take care of dinner (Pizza, of course!)

We're cheaper than a babysitter, and your kids get to be social and active while you get some much-deserved adult time!

KNO is held on select Saturdays each month- so be sure to check your email and our website for updates!

Kids' Night Out is for children ages 5 and older (although 3 - 4-year-olds may attend IF accompanied by an older sibling and they're FULLY potty trained)

Kids do NOT have to be enrolled in classes at Empire to participate! All non-member families wishing to attend must complete a waiver form upon drop-off.

Seasonal Camps

Empire is proud to host full- and half-day camps during the summer and winter seasons!

Our summer camp is always a **BIG** hit during June and July and offers a full summer's worth of fun-filled, age-appropriate activities for kids 3 years to 12 years old. Each week has a dedicated theme, complete with arts & crafts, bounce houses, water days, field trips, special shows, games, and, of course, gymnastics!

Our winter camp is also a much sought-after event during December, as we help families celebrate the season by providing a fun, safe space for kids to play (and learn gymnastics) during the holiday break.

For both camps (but especially summer camp), spaces are limited, and spots fill up FAST! So, be sure to check our website often for details and information about upcoming camps and when registrations open.

Birthday Parties

Birthday parties are BACK and are a fun, exciting, and special way to celebrate your child's big day!

Why struggle to host? Let us do it for you! We strive to take the pressure off and make things as simple as possible so you can enjoy the day instead of stressing about it. Your private party is guided by a minimum of two trained Empire coaches who are there from beginning to end, organizing all gymnastics activities, assisting in the party room, and even cleaning up after the entertainment ends so you don't miss out on any important moments!

Coaches kick off the festivities by leading 60 minutes of non-stop running, jumping, bouncing, and swinging types of fun with a gym-wide obstacle course, trampoline and TumbITrak time, structured games, and supervised free play! Afterward, our staff directs all party-goers into the lobby and helps hand out pizza and cake (or any other refreshments of your choosing) for the remaining 30 minutes, helping guests celebrate everything that makes your child awesome!

Our gymnastics-themed birthday parties are perfect for kids aged 3 – 12 years old and are guaranteed fun for all! With a gymnastics party at Empire, your child will have the ultimate celebration experience and a birthday to remember for years to come.

Tuition & Enrollment Policies for Recreational Classes

Acceptable Payment Methods

Empire Gymnastics accepts all forms of major credit/debit cards, including Visa, Mastercard, Discover, and American Express. **This is the preferred method of payment** to ensure tuition is successfully processed and your student's gymnastics experience remains uninterrupted!

We also accept Apple Pay via our external card reader and, of course, cash payments are always welcome.

Please note that we can accept personal checks for class tuition ONLY; **we CANNOT accept check payments for seasonal camps, birthday parties, or KNO events.**

Registration & Membership

Upon students' initial enrollment, there is a **\$40.00 annual membership fee**. For families with two or more children enrolling in classes, the first student pays the regular \$40.00 rate, while **each subsequent child pays \$30.00 each**. Membership fees are good for 12 months beginning at the time of enrollment and automatically renew every 12 months if the student is active.

Tuition

Most of Empire's programs operate on a rolling basis, meaning classes run on a **month-to-month basis** instead of by semesters or even annually. Month-to-month memberships are more affordable, free you from stressful financial commitments, and provide greater flexibility for the busy families of our community!

All tuition is NON-REFUNDABLE and is due on the 1st of every month. Furthermore, monthly tuition is **ONLY** prorated if and when a student enrolls in a class mid-month.

Class tuition and annual membership fees are automatically drafted on the 1st of every month, which means that all families MUST put an active credit or debit card on file. You are responsible for informing the office of any changes to your credit card information. If you'd like to make a tuition payment in cash or by check, please stop by the office **BEFORE** the 1st of the month so that your account will accurately reflect payment and avoid double charges.

Parents & Peanuts	\$69.00 per month + \$40.00 annual membership fee
SPECTacular Preschool Structured Class	\$69.00 per month + \$40.00 annual membership fee
Preschool Gymnastics	\$79.00 per month + \$40.00 annual membership fee
Homeschool Preschool	\$79.00 per month + \$40.00 annual membership fee
SPECTacular Beginner Gymnastics Structured Class	\$79.00 per month + \$40.00 annual membership fee
Girls' & Boys' Developmental & Tumbling Beginner Level 1	\$89.00 per month + \$40.00 annual membership fee
Girls' & Boys' Developmental & Tumbling Intermediate Level 2	\$89.00 per month + \$40.00 annual membership fee
Co-Ed Homeschool P.E.	\$89.00 per month + \$40.00 annual membership fee
Girls' & Boys' Recreational & Tumbling Advanced Level 3	\$99.00 per month + \$40.00 annual membership fee

We also offer several classes that operate on a **drop-in basis**:

SPECTacular Gymnastics Open Gym	\$15.00 per drop-in class
Adult Gymnastics Tumbling Classes	\$20.00 per drop-in class
Adult Open Gym	\$20.00 per drop-in class

Late Fee Policy

All tuition is automatically drafted on the 1st of each month. However, if payment does not go through, you have until the 7th of the month to update your payment information with the office either online through our Parent Portal, over the phone, or in person.

If payment is not received by the 7th of the month, a \$20.00 late fee will be applied to your account. Additionally, students are NOT permitted to participate in their classes until tuition is paid in full.

Returned Check Policy

If you pay tuition with a personal check, and if that check bounces, a **\$30.00 NSF fee will be applied to your account**. We will notify you via phone and email that the check was returned to us.

You must pay the owed balance plus the NSF fee BEFORE your student is permitted to participate in their class or attend a camp or KNO event.

Discounts Offered

Empire offers discounts to families who enroll their child in multiple classes or who are enrolling multiple students:

- Second and/or third child: \$10 off membership fee
- Second child or second class: \$5 off monthly tuition
- Third child or third class: \$10 off monthly tuition

** Tuition and family discounts are subject to change*

30-Day Money-Back Guarantee

Every new student is eligible to try classes at Empire risk-free! There is no obligation upon registration to allow you and your young athlete to see our facility, meet our coaches, see how classes operate, and determine if gymnastics classes at Empire are right for them.

We understand that starting a new activity and joining a new class can be intimidating! The first day can be overwhelming as we are in a strange facility with people we've never met, trying to learn challenging skills that are both physically and mentally demanding. Oh boy! As a result, sometimes it takes a few classes for students to adjust, feel comfortable, and become excited about gymnastics.

By providing a 30-day, risk-free period, your young athlete has approximately **four** opportunities to try the class. The goal is by then, kids make friends and realize how much FUN they can have learning gymnastics.

However, within your first 30 days of enrollment, if your child truly does not enjoy his/her class enough to continue, you will be given a FULL refund for both the registration fee and the month's tuition. (But hopefully, they end up loving it!)

Cancellation Policy

If at any time you'd like to take a break or discontinue participation, please contact the office so your student is properly dropped from his/her class, and you do not continue to be charged for tuition. It is important to **provide the office with a minimum of one week's notice BEFORE the 1st of the month.**

There are NO refunds given if you request to drop your child after missing multiple classes without proper communication with the office.

Additionally, if you do not show up for class 3 consecutive weeks in a row with NO notification or communication with the office, your child will be automatically dropped from his/her class.

Paused Enrollment Policy

We can pause a student's class enrollment for **ONE MONTH ONLY**. Accounts will be charged a **\$20 hold fee** to keep their student's spot in their class for that month.

Considering most classes have extensive waitlists, you must pay full tuition if you wish to keep your child's spot in the class after the one-month pause. Otherwise, your student will be dropped to make room for the next child on the waitlist.

Late Arrival Policy

All classes start promptly at their scheduled times! If you are running late to bring your child to class, please contact the office ahead of time to let us know. Our classes (and the entire gym) follow a specific rotation schedule to ensure efficiency and that every group gets to where they need to go each day.

For their own safety and the overall structure of the class, if your child is more than 15 minutes late, they CANNOT join the class. By arriving 15 minutes or later after the start of class, your child misses the warm-up and instructions for the first rotation. Missing the warm-up increases the risk of injury. Furthermore, joining a class after the first rotation begins disrupts the flow of the class and serves as a distraction to the other students.

If your child is not permitted to join their class due to a late arrival, you can speak with the office to schedule a make-up class!

Make-Up Classes

Tuition pays for your child's spot in a class and includes make-up classes should your child have to miss. **If your child is missing their class for any reason, please notify the office via phone or email to let us know!** In doing so, we mark that absence as excused, which also helps us keep track of owed make-ups and prevents a system drop, which occurs after consecutive missed classes with no communication.

We try to limit the number of make-ups students schedule per month, but we understand situations arise and are flexible to allow our families the best experience possible. However, please do NOT abuse the ability to schedule make-ups! If we notice that a student never makes it to their registered class and only attends make-ups in a more desired class time/date, you will no longer be permitted to schedule make-up classes.

Make-ups are offered when and where it does not interrupt the safety or quality of class for the students enrolled.

Make-ups also depend on safety, space, equipment, and teaching ratios.

You MUST call or email the office IN ADVANCE to schedule a make-up class! You can also request a make-up class online via our Parent Portal.

Drop Off & Pick Up Policies

Once students enter the gym, they become our responsibility! As such, **all parents MUST walk their students into the building for their classes AND be inside the building to pick them up when class is over.** No child is permitted to exit our facility by themselves, even if they know their parents are sitting in their cars in the parking lot. Not only does this ensure that all students leave with the correct adult, but it keeps them physically safe- Jefferson Highway is SUPER close!

Additionally, if any student must leave class early, you **MUST** inform either the office staff, their coach, or both! It is our duty to always know where every child is at all times when they are here. So, if you know that your student is leaving early or you must pull them out of class early due to unforeseen circumstances, please flag down a coach to let us know.

Communications & Important Announcements

While we call our families when there is an immediate concern about the individual student or account, Empire Gymnastics' main method of communication is email. Additionally, any important announcements and reminders are sent via email, including monthly updates, new services or offerings, camp registration dates, and notifications about class waitlist openings.

Please double-check that:

1. **you have your correct email address on file,**
2. **that it is an email account you regularly check,**
3. **and that you save Empire's office email to your contacts to ensure you receive all important communications**

General Gym Rules & Expectations

Please carefully review our rules and policies and help us enforce them by sharing these rules and expectations with your child. Remember – our policies exist so your family can have the safest, most enriching gymnastics experience possible!

Student Expectations

- ◆ Always show respect for others, yourself, and the gym! This includes your coach, your fellow classmates, the other students and staff in the gym, and the equipment
- ◆ There is no place for displays of anger or disgust or talking back to coaches or other adults
- ◆ Do NOT pick at the foam, scratch mats with your nails, or misuse equipment, especially in a way that damages its functionality (gymnastics mats are expensive!)
- ◆ Always listen to your coach and pay attention to directions so you can get the most out of your class
- ◆ Always let your coach know if you have to go to the bathroom or need a drink of water. It is important that your coach knows where you are at ALL times!

- ◆ If you need to leave in the middle of class, whether it's for a water break, bathroom break, or seeing your parent, **always pay attention to what's happening around you** and **always walk AROUND the floor and beams!** There are A LOT of kids in the gym at many different events, and we don't want anyone to get hurt! Never run across the floor or go in between the balance beams to ensure your safety and the safety of the other students
- ◆ **There is a ZERO tolerance policy for bullying.** This includes unwanted teasing, threats, taunts, and intimidation through words and/or gestures, physical violence, and/or attacks
- ◆ We encourage and support one another because gymnastics is hard and we're all learning it together!

Parent/Guardian Expectations

- ◆ The **parents are responsible for paying tuition on time!** Our office sets up automatic tuition drafts on the 1st of each month to make this a seamless process. However, in the event a payment does NOT successfully go through, parents must update their payment information ASAP to avoid incurring a late fee and interfering with their child's gymnastics experience. **Students are NOT permitted to attend class until the month's tuition has been paid in full.**
- ◆ **Parents MUST walk children into the building for classes.** Please do not drop off your child outside and leave/remain in your vehicle. Sometimes, we need to speak with parents prior to the start of class, and if we cannot reach you, your child will NOT be allowed to participate in class that day
- ◆ ALL children, including siblings who are not enrolled and enrolled students who are not in class, must ALWAYS be supervised by a parent or guardian
- ◆ While waiting for class to begin, all students (as well as adults and siblings) must **wait in the area by the stairs BEHIND THE BLUE GATE.** Please make sure your child is NOT climbing on or over the gate, playing on the mats, or swinging on the bars while they're waiting for a coach/class to start
- ◆ Parents must bring their children to class **on time!** If a student arrives 15 minutes or later to their scheduled class, they will not be permitted to join and a make-up class must be scheduled
- ◆ For safety and liability reasons, parents are NOT permitted to enter the gym and walk on the floor during classes **unless** accompanied by an Empire staff member
- ◆ Adults and children are strictly prohibited from touching or walking on gymnastics mats or equipment while waiting. Even actively enrolled students who are waiting on siblings in class can NOT touch the equipment or enter the gym if they are NOT in class at that time
- ◆ **Parents MUST be in the building and ready to pick up their children at the end of class.** The parking lot can be a very dangerous place, especially with the proximity of Jefferson Highway. Please make sure your child joins his or her coach at the beginning of class, and do not ask your young children to run out to the car after class is over
- ◆ Parents are welcome to stay and watch! However, you are NOT required to stay at the gym during your child's class. If you do stay, parents, guardians, siblings, etc., must remain either in the waiting room or in our designated viewing areas while waiting for a child to finish

- ◆ Parents are expected to **respect the coach-athlete relationship** and NOT interrupt classes by yelling from the upstairs viewing area or walking onto the gym floor to talk to their child. Not only does this distract the students, creating a safety hazard, but it undermines the coach's authority, making class instruction more challenging and less productive. **If you need to talk to your student while they are in class, you must talk to the office staff, and they will bring your child to you**

Viewing Areas & Study Room

Inside the gym, we have an upstairs viewing area/observation deck for parents, guardians, siblings, etc., to watch their child while he/she is in class! Since honesty and transparency are part of our core values, it is important for us to provide a dedicated space for family members to observe what happens during classes. Our upstairs viewing area offers a bird's-eye view of the entire gym, which is perfect for witnessing the progress your child makes week after week!

If stairs are not quite your thing, we also have ample space (and chairs) downstairs in the gym right behind the blue gate. Although this area is where our students wait to be called to class, it is also an ideal place for parents to watch their child, especially if one experiences difficulty climbing stairs or has other mobility impairments. (Please let us know if you or a family member is interested in observing classes and requires any additional accommodations due to mobility challenges!)

We also have a study room upstairs (the first door on the right at the top of the stairs). While this room is used mostly during camps for crafts, nap time, or aftercare, many of our older students use it throughout the year to do homework before or after class. Furthermore, even though there are a couple of games and toys in there, the study room is meant to be a **quiet area** for anyone to make use of when they need to get work done without interruptions.

Please remember:

- ◆ Children under the age of 12 years old may NOT be left unattended in the upstairs viewing area or study room
- ◆ Please CLEAN UP after you and/or your child both in the viewing area AND study room
- ◆ Do NOT allow your children to play on the stairs or in the walkway
- ◆ Do NOT set your young children or toddlers on the railing
- ◆ Please keep all personal belongings (and children's toys) off the railings
- ◆ Please DO NOT attempt to talk to, yell at, or coach your child while he or she is in class

Food & Drink

Food and drink are permitted in our lobby areas ONLY. Please dispose of food and wrappers properly and clean up after your child.

Food and drink are NOT allowed anywhere in the gym, viewing area, or upstairs study room. Please help us keep our facility clean, as food crumbs and wrappers attract unwanted pests!

Photography/Videography

We understand that you may occasionally want to take pictures and/or videos of your child during his/her gymnastics class, and we WANT you to have pictures of your gymnast in action! However, **there is absolutely NO flash photography inside a gymnastics facility**, as this presents a HUGE safety issue. This is a **nationwide safety precaution**, as the bright light is very distracting and can impair vision as athletes attempt dangerous skills on the equipment.

Please make sure you TURN OFF YOUR FLASH before taking any pictures or videos!

Bringing Friends

Empire does not allow friends or visiting relatives to “drop in” and participate in your child’s gymnastics class. If your child has a friend or family member who is interested in joining the class, please refer that child’s parents to us and/or have them reach out to the office for arrangements.

Special Preschooler Concerns

Though it is usually never mandated that you stay inside the facility for the duration of your child’s class, we DO ask that you remain at Empire, either in the waiting room or viewing area **IF your child:**

- ◆ Is NOT potty-trained
- ◆ Is *newly* potty-trained
- ◆ Needs assistance in the restroom

Keep in mind that even children who have been potty-trained for some time often need help getting in and out of a leotard. Remind your child that when using the gym restrooms, always flush, wash their hands with soap and water, and properly dispose of paper towels.

Dress Code/Appropriate Attire

Girls:

- ◆ Athletic clothes/tighter-fitting workout apparel (leggings, shorts, a T-shirt, tank top, etc.)
- ◆ Leotards (with or without shorts)
- ◆ Tights that go over the feet, dresses, and skirts are NOT acceptable and present a safety concern

Boys:

- ◆ Athletic shorts and a T-shirt
- ◆ Shirts should be tucked in

- ◆ Clothes should be soft and NOT too baggy

ALL Students:

- ◆ **All hair longer than SHOULDER-HEIGHT should be securely tied back** (we have hair ties in the office!)
- ◆ **All jewelry MUST be removed before entering the gym**
- ◆ Socks are HIGHLY discouraged because they increase the chances of slipping
- ◆ No students are permitted to wear shoes on the gym floor
- ◆ Make sure any and all clothing is free of pockets and zippers to prevent students from scratching themselves or others when participating in class and snagging on the mats
- ◆ Avoid baggy clothes- when upside-down, shirts should not flip over a student's head to cover the eyes and shorts should never fall down
- ◆ **Two-piece outfits are NOT acceptable attire.** Often, coaches use an athlete's leotard or shirt to help spot certain skills. In the absence of material, spotting becomes more challenging and dangerous because there is nothing to grab in the case of an emergency, and coaches/students can slip more easily due to sweat.

Lost & Found

If you lose an item at Empire, please ask the office about it as soon as possible! Items that have been left behind are moved into our Lost & Found cabinet at the end of every day, including water bottles, jackets, toys, books, etc. However, any socks, undergarments, or other personal items are disposed of immediately.

We will temporarily hold bigger items, such as school uniforms or backpacks, in the office. If left unclaimed, they will then be moved to our Lost & Found area the following business day. If more expensive items are found, such as jewelry, tablets, keys, etc., we will keep them stored in the office until claimed.

The Lost & Found is located in the front lobby area across from the office. It is a small, black cabinet labeled "Lost & Found" and remains unlocked!

***Please note that we purge all items from our Lost & Found cabinet at the end of EVERY month!**

Hurricane Policy

Emergency closings of the gym typically coincide with emergency closings of Orleans and Jefferson Parish schools. If we must close the gym due to impending inclement weather, we will email and post an announcement on our website and social media pages. We'll also have it stated on our phone welcome message.

Make-up classes will be permitted under these circumstances.

Personal Information

Please notify the office if there are any important changes to your personal information on file, such as updates to your name, address, phone number, email, emergency contacts, or information about who is (or is not) allowed to pick up your child from class. Additionally, please notify us if there are any newly discovered health issues your child's coach should be aware of that could affect their class experience.

You can also update your information online via our Parent Portal.

Your personal information is confidential and always kept private. It is only shared with your child's individual coach and with your explicit permission.

Medical History

You must inform us about any medical, allergy, behavioral, emotional, or developmental matters your child experiences. Please be as specific as possible on the "Medical/Additional Important Information" portion of the registration form, and let us know if your child has ever suffered from severe reactions of any kind, such as seizures, anaphylaxis, etc. This information is vital for us to ensure the best experience possible for your family, and it helps our coaches to provide the best instruction possible for your child by making necessary provisions for your student's safety and learning benefit.

Team/Pre-Team/Special Training

If your student is not enrolled in one of our recreational programs but is instead part of a pre-team or competitive team group, then the monthly tuition rates and schedule will differ from those outlined in this guide. You will receive a **separate team handbook** from the head coach/director of the competitive program that delineates the unique rules and policies concerning tuition, attendance, practice requirements, etc. for your student's particular group.

Class Schedule

PROGRAM & CLASS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PARENTS & PEANUTS (18 months – 2 years)	3:30 – 4:00p 4:50 – 5:20p	3:20 – 3:50p 4:00 – 4:30p	3:00 – 3:30p 4:50 – 5:20p 5:30 – 6:00p	10:35 – 11:05a 3:20 – 3:50p	3:40 – 4:10p 6:50 – 7:20p	8:30 – 9:00a 11:35 – 12:05p
PRESCHOOL GYMNASTICS (3 – 4 years)	2:40 – 3:25p 4:00 – 4:45p 5:25 – 6:10p 6:15 – 7:00p	2:30 – 3:15p 4:35 – 5:20p 5:25 – 6:10p 6:15 – 7:00p	4:00 – 4:45p 6:05 – 6:50p 6:55 – 7:40p	9:40 – 10:25a 11:15 – 12:00p 4:00 – 4:45p 4:50 – 5:35p 5:40 – 6:25p 6:30 – 7:15p	2:50 – 3:35p 4:15 – 5:00p 5:05 – 5:50p 6:00 – 6:45p	9:05 – 9:50a 9:55 – 10:40a 10:45 – 11:30a
HOMESCHOOL PRESCHOOL (3 – 4 years)	---	---	10:30 – 11:15a 11:30 – 12:15a	---	---	---
CO-ED HOMESCHOOL P.E.: (5 – 12 years)	---	---	10:30 – 11:30a (5 – 8-years) 11:30 – 12:30p (9 – 12-years)	---	---	---
SPECTACULAR GYMNASTICS: Co-Ed OPEN GYM (3 – 12 years)	---	---	---	---	---	1:30 – 2:15p
SPECTACULAR GYMNASTICS: Co-Ed Structured Classes (3 – 4 years preschool) (5 – 10 years beginner)	---	---	---	---	---	1:00 – 1:30p (Preschool) 2:15 – 3:00p (Beginner)
GIRLS' KINDER KIDS (5 – 6 years)	4:00 – 5:00p	---	6:10 – 7:10p	4:00 – 5:00p 6:10 – 7:10p	---	8:00 – 9:00a 9:05 – 10:05a 11:15 – 12:15p
GIRLS' BEGINNER LEVEL 1: (7 – 12 years)	---	5:05 – 6:05p	4:00 – 5:00p	---	6:25 – 7:25p	8:00 – 9:00a 9:05 – 10:05a 11:15 – 12:15p
GIRLS' INTERMEDIATE LEVEL 2: (7 – 12 years)	5:05 – 6:05p	4:00 – 5:00p 6:10 – 7:10p	5:05 – 6:05p	5:05 – 6:05p	5:20 – 6:20p	10:10 – 11:10a
GIRLS' ADVANCED LEVEL 3: (7 – 12 years)	6:10 – 7:25p	---	---	---	4:00 – 5:15p	---
BOYS' KINDER KIDS (5 – 6 years)	4:00 – 5:00p 6:10 – 7:10p	---	---	5:05 – 6:05p	---	8:00 – 9:00a 9:05 – 10:05a 11:15 – 12:15p
BOYS' BEGINNER LEVEL 1: (7 – 12 years)	---	4:00 – 5:00p 6:10 – 7:10p	4:00 – 5:00p	---	4:00 – 5:00p 5:05 – 6:05p 6:10 – 7:10p	9:05 – 10:05a
BOYS' INTERMEDIATE LEVEL 2: (7 – 12 years)	5:05 – 6:05p	5:05 – 6:05p	5:05 – 6:05p	4:00 – 5:00p	---	10:10 – 11:10a
BOYS' ADVANCED LEVEL 3: (7 – 12 years)	---	---	6:10 – 7:25p	6:10 – 7:25p	---	---
CO-ED TUMBLE TOTS (5 – 6 years)	---	---	---	---	---	9:05 – 10:05a
CO-ED TUMBLING BEGINNER LEVEL 1: (7 – 12 years)	---	---	4:00 – 5:00p	---	---	---
CO-ED TUMBLING INTERMEDIATE LEVEL 2: (7 – 12 years)	---	---	5:05 – 6:05p	---	---	10:10 – 11:10a
CO-ED TUMBLING ADVANCED LEVEL 3: (7 – 12 years)	---	---	6:10 – 7:25p	---	---	---
ADULT DROP-IN CLASSES (16+ years)	---	8:00 – 9:00p (Tumbling)	8:00 – 9:00p (Tumbling)	8:00 – 9:30p (Open Gym)	---	---

NOTE: Class schedule and class openings are subject to change based on instructor availability and waitlist progress.

Certain classes are only available September through May and pause during the summer, including Homeschool, SPECTacular Gymnastics, and morning Parents & Peanuts and Preschool classes

Gym Calendar: Holiday/Break Closures

2024

January 15 th , 2024 (Monday)	Martin Luther King Jr. Day	(Call the office to schedule a make-up)
February 8 th – February 14 th , 2024 (Thursday – Wednesday)	Mardi Gras Holiday Break	(NO make-ups available)
March 27 th – April 2 nd , 2024 (Wednesday – Tuesday)	Spring / Easter Break	(NO make-ups available)
May 25 th – May 27 th , 2024 (Saturday – Monday)	Memorial Day Weekend	(Call the office to schedule a make-up)
July 1 st – July 6 th , 2024 (Monday – Saturday)	Summer / 4 th of July Break	(NO make-ups available)
August 31 st – September 2 nd , 2024 (Saturday – Monday)	Labor Day Weekend	(Call the office to schedule a make-up)
October 31 st , 2024 (Thursday)	Halloween	(Call the office to schedule a make-up)
November 25 th – November 30 th , 2024 (Monday – Saturday)	Fall / Thanksgiving Break	(NO make-ups available)
December 20 th , 2024 – January 2 nd , 2025 (Friday – Thursday)	Winter / Holiday Break	(NO make-ups available)

*** A NOTE ON CLOSURES & MAKEUPS:

Empire Gymnastics reserves the right to modify gym closures, and these dates are subject to change. All changes to the gym closure schedule will be communicated via email & on our website/ social media pages

Most months have at least 4 weeks of classes. During extended breaks, tuition is NOT prorated because even though there may be only 3 scheduled classes, some months have 5 weeks, evening it out throughout the year

Additionally, there are NO makeups during extended breaks because everyone misses the same number of classes