



2022

# Parent & Gymnast Handbook

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Photo Credit: HMD Photography

# Hi! I'm Steph!

My name is Stephanie Breczinski- the new last name has a nice sound to it!

I have been a gymnast all my life, I grew up with WINGS gymnastics, and when the time came to buy the business from the previous owners, it seemed like the perfect opportunity to continue doing what I love.

I appreciate all of my gymnasts and parents of gymnasts that have continued to stay patient with me. This has been quite the learning curve (with curve balls & speed bumps thrown in along the way) and I am continuing to grow and make changes that will be beneficial to the future of the gym.

SO, Hi!! I am glad you are here, and I appreciate each and every one of you giving me the chance to coach your child in the sport that I love!

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## Welcome to all

Individuals with disabilities are encouraged to register for any of gymnastics course offerings. After registering, please email the gym with information regarding your disability and accommodation needed. Email is: [wingsgymnasticsst@gmail.com](mailto:wingsgymnasticsst@gmail.com)

### Minimum Requirements for Successful Inclusion

The basic eligibility requirements for Wings Gymnastics program offerings are listed below. These basic requirements apply to all participants, regardless of ability level. There may be additional requirements for each level as you advance in your skills.

- Payment is due upon registration. Payments must be received before admission into any class, or you will forfeit your spot in the class.
- All participants are required to follow the rules of conduct in the parent handbook. An individual may be removed from program their behavior is a direct threat to others.
- Gymnasts should be willing to listen to the coaches and actively participate in class.
- Ability to function with or without assistance as a member of a larger group (6 or more gymnasts).

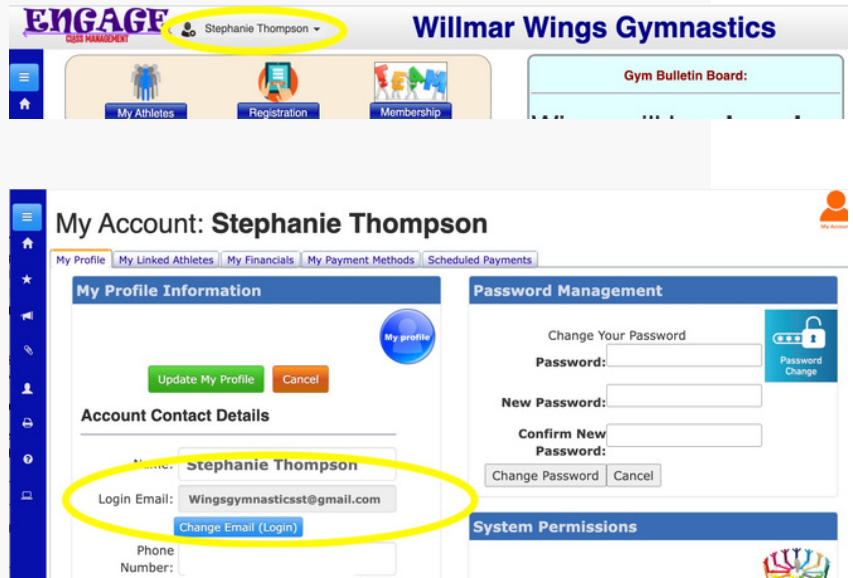
# Communication

In case of inclement weather, schedule changes or class cancellations, we have 3 main forms of communication.

## 01 Email

It is important that you keep your updated email address in our database (Engage registration software) as this is how we are able to email specific classes and groups.

To verify you have the correct email address listed, you can log into Engage registration software, and click on the "my account" option next to your name on the page header. There you will find your login email with a blue button below that allows you to change your email if needed. (See screenshots on the right)



## 02 Facebook Group

We will also post on our Facebook group: wingsgymnasticsmn

You can scan this QR code with the camera of your smartphone and click the link that pops up. This will bring you to our Facebook Page, simply click Like!



## 03 Team Stack App

This is a new app that we are introducing starting Summer session. We will be able to send messages to your phone as notifications.



# Program Structure

The recreational classes are designed to provide basic gymnastic instruction to those taking gymnastics for the first time, as skill level increases, gymnasts are able to move up to the next level, which increase in difficulty.

## Course Schedule

We offer 4 sessions a year, each session is 11 weeks long.

Spring runs from approximately March through May

Summer runs from approximately June through August

Fall runs from approximately September through November

Spring runs from approximately December through February

Registration opens approximately a week and a half before a session begins.

## Course Descriptions

**Preschool-** for students 3 to 5 years old who want to learn the basics of gymnastics.

**Beginners-** for students 6 and up that have had little to no gymnastics experience. We will work on back walk overs, cartwheels and back handsprings.

**Intermediate-** for students who can do a back walk over by themselves. We will work on connecting a round off into a back handspring on 8 inch mats.

**Advanced 1-** for students who can do a round off back handspring by themselves on 8 inch mats. We will work on a round off into back handspring, back handspring and round off back tuck on 4 inch mats.

**Advanced 2-** for students who can do a round off back tuck by themselves on 4 inch mats. We will work on a round off, back handspring, back tuck and round off twist. We will also work on kips on the bars.

**High School-** for students on a high school gymnastics team from any location in the surrounding area.

### WINGS Competitive Team

A team of kids chosen by the coaches that participate in competitions.

# Pricing Structure

<b>Preschool</b>	\$40 per month (1 day per week)		
<b>Beginners</b>	\$60 a month (1 day per week)	\$96 a month (2 days per week)	
<b>Intermediate</b>	\$60 a month (1 day per week)	\$96 a month (2 days per week)	\$120 a month (3 days per week)
<b>Advanced 1</b>	\$60 a month (1 day per week)	\$96 a month (2 days per week)	\$120 a month (3 days per week)
<b>Advanced 2</b>	\$60 a month (1 day per week)	\$96 a month (2 days per week)	\$120 a month (3 days per week)
<b>High School</b>	\$60 a month (1 day per week)    \$96 a month (2 days per week)		
<b>WINGS Comp Team</b>	\$165 a month (1 day per week)		

## Multi Day Discount

Pricing is a tiered, gymnasts may come up to 3 days a week, or as few as 1 day per week.

## Insurance Fee

Each gymnast is required to carry WINGS gymnastics insurance and agree to absolve the WINGS gymnastics club, its instructors and directors from any liability howsoever arising or being in connection with instruction, travel to and from lessons, and in participating in any and all contests and performances.

The fee for the yearly insurance is \$60 and is valid from June to June.

## No Refunds

Once lesson money is paid, there are no refunds. In case of extended illness gymnast will be removed from the class and given credit for unused classes when returning.

## No past due accounts

If your transaction is declined, we will reach out to you to take care of the balance. If there is an outstanding balance, you will not be able to register for the next session.

# Course Registration

## How to register for classes

All registrations are done through our Engage Registration Software. This can be found through our website ([www.wingsgymnasticsmn.com](http://www.wingsgymnasticsmn.com))

OR

Here is a direct link to the registration software:

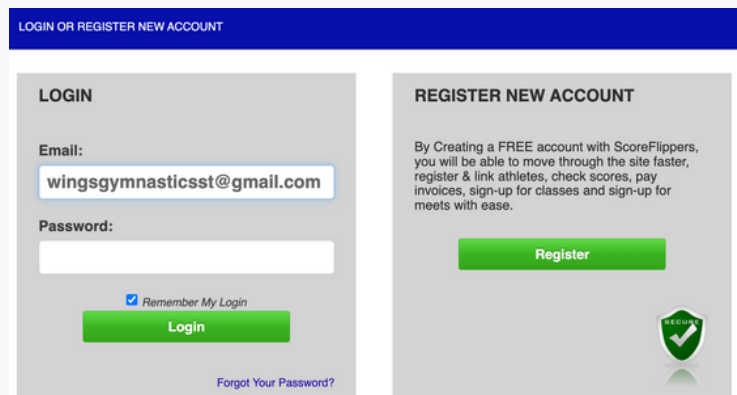
<http://www.scoreflippers.com/Engage/Default.aspx>

Step 1: Click the green "Login or Create Account" button

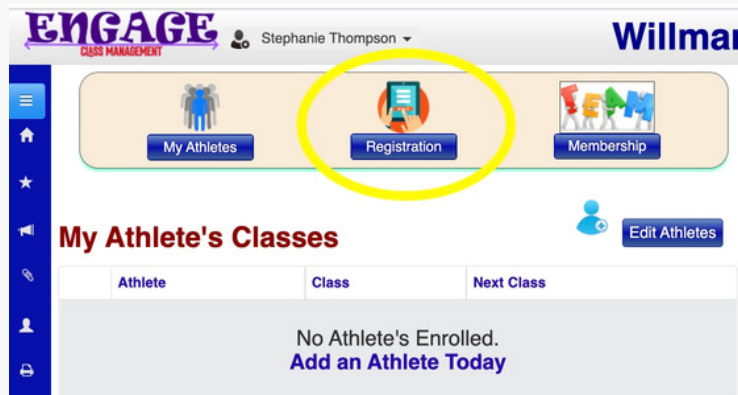


Step 2: IF you already have created an account- login with your info  
 First time user? Click the green "Register" button

\*If you forgot your password, click the "forgot your password button" to reset it.



Step 3: Once logged in, click on registration button.



continued on next page...



## How to register for classes continued from previous page...

Step 4: Select the appropriate session you are registering for using the drop down menu. (Follow the next steps as needed if you are new or returning)



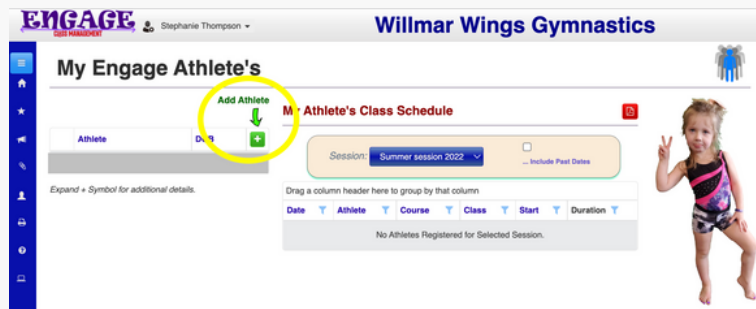
**\*\*FOR NEW GYMNASTS ONLY:**

Step 5: Please click the text "click here to add an athlete"



**\*\*FOR NEW GYMNASTS ONLY:**

Step 6: On the next page, click the green plus sign to add an athlete.



## How to register for classes continued from previous page...

**\*\*FOR NEW GYMNASTS ONLY:**

Step 7: Type your gymnasts name in the screen. This is to check that your gymnast is not already in the system.

Connect an Athlete To Your Profile

**Step 1: Find / Register an Athlete**

First Name:  required

Last Name:  required

**\*\*FOR NEW GYMNASTS ONLY:**

Step 8: Enter in your gymnasts information. Then click the green "create new athlete" button. Once finished, click on the home button on the left side of the screen.

Connect an Athlete To Your Profile

**Dontcha Know - No Athletes Found - Let's Make A New One.**

**Register a New Athlete:**

**Athlete Profile**

First Name:

Last Name:

Date of Birth:

Gender:

**Emergency Notes:**

**Emergency Contact #1**

Contact Name #1:

Relation #1:

Phone #1:  Numbers Only

Email #1:

**Emergency Contact #2**

Contact Name #2:

Relation #2:

Phone #2:  Numbers Only

Email #2:

**Medical Information**

Insurance Carrier:

Insurance Policy #:

Insurance Group #:

Preferred Hospital:

Medical Condition Notes:



## How to register for classes continued from previous page...

Step 8: Navigate back to this registration page (follow steps 1-4 if you need help).



Step 9: Choose the session & the athlete from the drop down menus. Your course choices will appear.



Step 10: Choose which course your child qualifies for, and click the + to expand and see course time offerings. Choose the time that you want to enroll in.



## How to register for classes continued from previous page...

Step 11: NOTICE- There are 2 payment options. Enroll- Pay NOW is to pay the full amount today. Enroll-Pay PLAN is to break the amount into payments. You choose which option works best for you. This will add the course selection to your cart.



Step 12: To check out, click on your cart. Step 1- The Waiver section (in red) needs to be reviewed & accepted. Step 2- Nothing for you to do. Step 3- My payment- enter your payment method. Step 4- Review your registration items.

**ENGAGE** Willmar Wings Gymnastics

Stephanie Thompson

**Step 1 - Emergency Contacts & Waivers**

**Emergency Contacts**

Athlete	Status	Waivers	Status
Test sample	✓ Edit If Needed	Test sample	✗ Please Review & Accept

**Step 2 - Gym Survey**

No Survey Questions found for this Checkout.

**Step 3 - My Payment**

ACH - Home State Bank ending in [redacted]

**Step 4 - Review Recreational Items**

Athlete	Item	Tuition	Discount	Payments	Today's Payment
Test sample	Class Registration: Preschool - Thursday 11:30AM	\$110.00	-	One-Time	\$110.00

**Step 5 - Review Membership Items**

No Team / Class Membership Items in your cart.

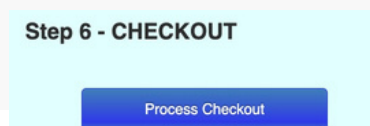
**Step 6 - CHECKOUT**

Please complete Emergency Contacts, Waiver and Survey steps.

**Checkout Summary**

- Recreational Items: \$110.00
- Membership Items: \$0.00
- Required Gym Items:
  - Insurance Annual Fee - 6/6/2022- 6/4/2023 - Test sample: \$60.00
- Item Discount Detail: No Discounts applied.
- Item Discount: -
- Apply Promotional Code: [input field]
- Promotional Discount: -\$0.00
- Taxes: \$0.00
- Sub-Total: \$170.00
- ENGAGE & Processing Fees: \$3.20
- Total Charge: \$173.20**

Step 13: Once all necessary info is entered- there will be a "Step 6-checkout" button that will appear in the top right of the screen!



# FREQUENTLY ASKED QUESTIONS <part 1>

## What if I miss a day?

You are allowed **ONE** makeup per session. If you miss your class, then you coordinate a makeup day and come at another time the same class is offered.

## What does my gymnast need to bring with to class?

Please bring your listening ears, a water bottle and a positive attitude!

## What should my gymnast wear?

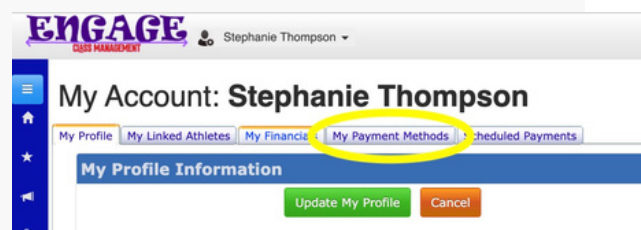
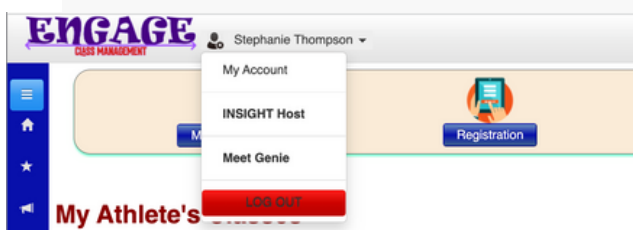
Outer clothing and shoes should be left in designated area by the steps OR hung upstairs in viewing area (hooks provided). All jewelry should be removed and hair pulled away from your gymnast's face. This is for your gymnast's safety. Leotards are what most gymnasts wear, but comfortable clothing is highly suggested, no jeans with buttons or zippers. Your gymnast will remove their shoes before starting class, and will remain barefoot for the class.

## Are parents allowed to watch?

There is a loft area that parents are allowed to sit and watch. We ask that you remain quiet as the coaches are doing their job and so the gymnasts are able to hear what the coaches are saying. We also ask that you do not bring food or drinks into the gym.

## What if my payment method needs to be changed?

Simply login to our Engage Registration Software, click on the head icon to access your account, and then click on the "my payment methods" tab. Here you will be able to add a new card or bank account information.



# FREQUENTLY ASKED QUESTIONS <part 2>

## **Class was cancelled today, can I get a refund?**

In each session there is inevitably going to be inclement weather, sicknesses, or other reasons for class needing to be cancelled. There will be NO refunds given, NO credits given. Your option to make up the missed class is to schedule a time to make up the class a different day that it is offered.

## **What are these fees associated with my payment?**

These are processing fees that are from running payments online. If you want to choose the option with the least amount of fees, attach your bank account information. As ACH fees are ---- and credit card processing fees are ----

## **The time/day combo that works best for me is full, now what?**

When registering, you will have the option of being put on a waitlist if your preferred time is full. We will assess class sizes and if we are able to fit your child in, we will notify you via email.

## **My gymnast mastered the skills mid-session, now what?**

The coaches will let you know when your child is eligible to move up to the next level. IF this happens to be mid-session, we will simply make the switch to the next level as soon as there is a spot available. No need to finish out the session bored!

## **I chose the payment plan method, when will my payment be deducted from my account?**

We run the cards on file the 15th of each month. If the 15th falls on a weekend or holiday, we will either run it the day before, or the day after.

## **My child has a learning disability, severe allergy, or special needs...**

We want to help accommodate all at WINGS, please reach out and let us know ASAP so we can plan accordingly. Email would be the best way to communicate this information. [wingsgymnasticsst@gmail.com](mailto:wingsgymnasticsst@gmail.com)

# Thank You

## We are here because of YOU!

This handbook will continue to be updated, and available in printed version at the gym, or in an online version on our website. If you have any suggestions of additional content to be added please send us an email.



### Address

951 High Ave NE Willmar MN 56201



### Telephone

320-222-7699



### Website

[www.wingsgymnasticsmn.com](http://www.wingsgymnasticsmn.com)