

EMPIRE GYMNASTICS



ACADEMY

DREAM • BELIEVE • ACHIEVE

2025

Gym Information: Rules & Policies

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

4925 Jefferson Hwy STE G
Jefferson, LA 70121

office@empiregymnastics.net

504.734.0644

www.empiregymnastics.net

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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 teaching approach. 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.

Co-Ed Flex & Stretch Fitness

Flex & Stretch Fitness classes are the *newest* addition to Empire's available programs! Students participate in a structured class that keeps kids active with gymnastics-inspired movements, combining bodyweight exercises with cardio circuits and light resistance training. The goal is to introduce a fun, age-appropriate approach to physical fitness that increases flexibility, improves cardiovascular and muscular endurance, and builds strength – all amongst friends!

Flex & Stretch Fitness is a 45-minute class open to both boys and girls between the ages of 7- and 12 years old. We currently offer them once a week on Wednesdays.

SPECTacular Gymnastics

SPECTacular Gymnastics is among the newest additions to Empire's programs, and it 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, 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. 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 Wednesdays and are available for students between the ages of 5- and 12.

We also offer a 45-minute Homeschool Preschool class on Wednesdays for students between 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 proudly offer competitive gymnastics programs for both boys and girls, with several options depending on your athlete's 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, including Bronze, Silver, Gold, Platinum, and Diamond.

Kids' Night Out (KNO)

We can all use 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 five 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 Empire classes to participate. However, all non-member families wishing to attend must complete a waiver form upon drop-off.

KNO is \$30.00 per child if you sign up in advance or \$35.00 per child if you drop in.

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. It offers an entire summer's worth of fun-filled, age-appropriate activities for kids ages 3 to 12. Each week has a dedicated theme, complete with arts and 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.

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

Tuition & Enrollment Policies for Recreational Classes

Acceptable Payment Methods

Empire Gymnastics accepts all major credit and debit cards, including Visa, MasterCard, Discover, and American Express. Credit and debit cards are the preferred payment methods, and families must maintain an active card on file to ensure tuition is processed successfully each month, allowing your student's gymnastics experience to remain uninterrupted!

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

Please note that we do NOT accept check payments.

Registration & Membership

Upon initial enrollment, there is an **annual membership fee of \$45.00**. For families with two or more children enrolling in classes, the first student pays the regular rate, while **each subsequent child pays \$35.00**. Membership fees are valid for 12 months beginning at enrollment and automatically renew every 12 months if the student is active in a class.

Tuition

Most of Empire's programs operate on a rolling basis, meaning classes run **monthly** 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. You can also update your payment information online via the Parent Portal. If you'd like to make a tuition payment in cash, 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	\$72.45 per month + \$45.00 annual membership fee
SPECTacular Preschool Structured Class	\$72.45 per month + \$45.00 annual membership fee
Preschool Gymnastics	\$82.95 per month + \$45.00 annual membership fee
Homeschool Preschool	\$82.95 per month + \$45.00 annual membership fee
SPECTacular Beginner Gymnastics Structured Class	\$82.95 per month + \$45.00 annual membership fee

Co-Ed Flex & Stretch	\$82.95 per month + \$45.00 annual membership fee
Girls' & Boys' Developmental & Tumbling Beginner Level 1	\$93.45 per month + \$45.00 annual membership fee
Girls' & Boys' Developmental & Tumbling Intermediate Level 2	\$93.45 per month + \$45.00 annual membership fee
Co-Ed Homeschool P.E.	\$93.45 per month + \$45.00 annual membership fee
Girls' & Boys' Recreational & Tumbling Advanced Level 3	\$103.95 per month + \$45.00 annual membership fee

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

SPECTacular Gymnastics Open Gym	\$17.00 per drop-in class + \$45.00 annual membership fee <i>(ONLY if not concurrently enrolled in a SPECTacular structured class)</i>
Adult Gymnastics Classes	\$22.00 per drop-in class

Class tuition prices will increase annually by 5% to help keep up with inflation and increased cost of living. All new monthly tuition prices will take effect on the 1st of every calendar year.

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 \$25.00 late fee will be applied to your account. Additionally, students are NOT permitted to participate in their classes until tuition is paid in full.

Available Discounts

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 you'd like to take a break or discontinue participation, please get in touch with the office so your student is appropriately dropped from his/her class and you do not continue to be charged for tuition. It is vital **to provide the office with at least one week's notice BEFORE the 1st of the month.**

NO refunds are given if you request to drop your child **AFTER** missing multiple classes **WITHOUT** proper communication with the office.

Additionally, if you do not attend class for three consecutive weeks without notifying or communicating 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 **\$25 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 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.

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 to pick them up when class ends**. No child can exit our facility alone, even if they know their parents are sitting in their cars in the parking lot. This ensures all students leave with the correct adult and keeps them physically safe—Jefferson Highway is SUPER close!

Additionally, if any student must leave class early, you **MUST** inform the office staff, their coach, or both! **We must always know where every child is 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.

Late Arrival Policy

All classes start promptly at their scheduled times! If you are running late to bring your child to class, please get in touch with the office beforehand 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 daily.

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.

Class Time Policies

Upon arrival, please have your child remove their socks and shoes, store them in a cubby, and remove any jewelry (including hoop earrings, necklaces, bracelets, and watches). Then, enter the gym through the black door. **While waiting for your child's class to begin, you and your student MUST remain in the black floor area by the stairs and BEHIND the blue gate until their coach calls them onto the floor.**

For safety and liability reasons:

- ◆ **NO children can stand on the green cubby system outside the preschool gym or climb, sit, or hang on the wooden ledge in the preschool gym area.**
- ◆ **NO children, whether students or siblings, can sit on, climb on, or climb over the blue gate.**
- ◆ **Adults and children are strictly prohibited from touching or walking on gymnastics mats or equipment while waiting.** This includes playing on the mats in front of the blue gate and swinging on the parallel bars. Even actively enrolled students waiting on siblings in class can NOT touch the equipment, remain on the floor after their class ends, or enter the gym if they are NOT participating in a class that is currently going on.
- ◆ **Parents are NOT permitted to enter the gym or walk on the floor before, during, or after classes** unless an Empire staff member accompanies them.
- ◆ Parents who stay to watch their child participate in class, whether observing from the downstairs black floor area or the upstairs balcony, **must refrain from speaking to their child during class.** Yelling at them from upstairs or trying to get their attention interrupts and disrupts all the classes, posing a serious risk to students' safety.

While we encourage open communication between coaches and families, if you have to speak with your child's coach, we ask that you respect their time and other responsibilities. Coaches only have five minutes between classes, so if you want to discuss something with your child's coach, please talk to our office manager at the front desk to make appropriate arrangements. Depending on the issue, our office staff can relay the message at the end of the coach's shift, direct you to an available member of management to speak with immediately, or schedule a time to meet with your child's coach later. You can also always send an email to the office or the gym director!

Make-Up Classes Policy

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-up classes 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 at a more desired class time/date, you will no longer be permitted to schedule make-up classes.

Make-ups are offered when and where they do not interrupt the safety or quality of the class for the enrolled students. They 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. **You cannot drop in for a make-up class.**

Communications & Important Announcements

While we call our families when there is an immediate concern about the individual student or account, **Empire Gymnastics' primary method of communication is email.** Additionally, any important announcements and reminders are emailed, 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. You enter an email account that you regularly check
3. 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 follow directions to 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. Your coach must know where you are at ALL times!
- ◆ If you need to leave in the middle of class, whether 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 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

- ◆ **Parents are responsible for paying tuition on time!** Our office sets up automatic tuition drafts on the 1st of each month to make this process seamless. However, if a payment does not 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 before the start of class, and if we cannot reach you, your child will NOT be allowed to participate 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 **stay 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 waiting for a coach or class to start.
- ◆ Parents must bring their children to class on time! **Students arriving 15 minutes or more later to their scheduled class 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 or walk on the floor during classes** UNLESS an Empire staff member accompanies them.
- ◆ Adults and children are strictly prohibited from touching or walking on gymnastics mats or equipment while waiting. Even actively enrolled students waiting on siblings in class can NOT touch the equipment or enter the gym if they are NOT in class.
- ◆ **Parents MUST be in the building and ready to pick up their children at the end of class.** The parking lot can be very dangerous, especially with Jefferson Highway nearby. Please ensure 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.

- ◆ Parents are welcome to stay and watch, but they are NOT required to stay at the gym during their child's class. If they do stay, parents, guardians, siblings, etc., must remain either in the waiting room, lobby, or our designated viewing areas upstairs 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 also 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, who 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, we need to provide a dedicated space for family members to observe what happens during classes. Our upstairs viewing area offers a birds-eye view of the entire gym, perfect for witnessing the progress your child makes week after week!

If stairs are not your thing, we also have ample space (and chairs) downstairs in the gym 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 children, especially if they experience difficulty climbing stairs or have other mobility impairments.

***NOTE:** 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 are happy to make special arrangements for family members so they can watch and enjoy their child's gymnastics participation!

We also have a study room upstairs (the first door on the right at the top of the stairs). While this room is used mainly during camps for crafts, nap time, or aftercare, many of our older students use it yearly to do homework before or after class. Furthermore, despite a couple of games and toys available for children to play with, the study room is meant to be a **quiet area** for anyone to use when they need to get work done without interruptions.

If your child plays with any toys in the study room, please pick them up before leaving. This will help us maintain a clean environment for all students and families.

Please remember:

- ◆ **Children under the age of 12 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 ONLY in our lobby areas. 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 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 gymnastics class, and we WANT you to have pictures of your gymnast in action! However, flash photography **is absolutely NOT allowed 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.

Furthermore, please ensure you TURN OFF YOUR FLASH before taking any pictures or videos!

Bringing Friends/Friends in Classes

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 interested in joining the class, please refer that child’s parents to us and/or have them reach out to the office for arrangements.

We ask that families respect the fact that most of our classes are full and have waitlists. Many children have been waiting to get into a class for months (sometimes over a year). While we prioritize siblings of active students when possible, we cannot permit a new, unrelated student to bypass the waitlist simply because they’re friends.

Furthermore, **if your child is lucky enough to join a class with one or more of their friends enrolled, we expect them to behave in a manner that shows consideration for the other students.** Having friends from outside the gym in class together is often beneficial; starting a new activity is always easier when you know at least one person! However, groups of friends in the same class also poses concerns regarding attention and behavior. **If a group of friends is causing disruptions due to too much fooling around with one another, Empire reserves the right to take any necessary action to preserve the integrity of the gymnastics class experience for the other students.** We will speak with families individually about separating the friends and placing them in different classes. This action will be carried out in the best interests of the other students and friend group. Fewer distractions mean EVERYONE gets the most out of every class!

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

Remember 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.

If you step out for your preschooler's class, please ensure you are back in the building before your child's class ends.

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 specific 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! At the end of every day, items left behind, including water bottles, jackets, toys, books, etc., are moved into our Lost & Found cabinet. However, socks, undergarments, or other personal items are disposed of immediately.

We will temporarily hold more significant items, such as school uniforms or backpacks, in the office. If left unclaimed, they will 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 in the front lobby across from the front desk. 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

The gym's emergency closings typically coincide with those 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 include this information in 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, if necessary, 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, 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.

Current Class Schedule

PROGRAM & CLASSES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Parents & Peanuts (18 months – 2 years)	3:30 – 4:00p 4:50 – 5:20p	3:30 – 4:00p 4:00 – 4:30p	3:30 – 4:00p 4:50 – 5:20p 5:30 – 6:00p	3:30 – 4:00p	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	2:40 – 3:25p 4:35 – 5:20p 5:25 – 6:10p 6:15 – 7:00p	2:40 – 3:25p 4:00 – 4:45p 6:05 – 6:50p 6:55 – 7:40p	2:40 – 3:25p 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	---	---	---
Homeschool P.E. (Co-Ed) (5 – 12 years)	---	---	10:30 – 11:30a	---	---	---
SPECTacular Gymnastics: Open Gym (Co-Ed) (3 – 12 years)	---	---	---	---	---	1:30 – 2:15p
SPECTacular Gymnastics: Structured Classes (Co-Ed) (3 – 4 years preschool) (5 – 10 years beginner)	---	---	---	---	---	1:00 – 1:30p (Preschool) 2:15 – 3:00p (Beginner)
Girls' Kinder Kids Level 1 (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 Level 1 (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	---	---	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	---	---
Flex & Stretch Fitness (Co-Ed) (7 – 12 years)	---	---	4:00 – 4:45p	---	---	---
Tumble Tots (Co-Ed) (5 – 6 years)	---	---	---	---	---	9:05 – 10:05a
Tumbling Beginner Level 1 (Co-Ed) (7 – 12 years)	---	---	4:00 – 5:00p	---	---	---
Tumbling Intermediate Level 2 (Co-Ed) (7 – 12 years)	---	---	5:05 – 6:05p	---	---	10:10 – 11:10a
Tumbling Advanced Level 3 (Co-Ed) (7 – 12 years)	---	---	6:10 – 7:25p	---	---	---
Adult Drop-In Classes (16+ years)	---	8:00 – 9:00p (Gymnastics)	8:00 – 9:00p (Gymnastics)	---	---	---

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/early afternoon Parents & Peanuts and Preschool classes

Gym Calendar: Holiday/Break Closures

2025

January 20 th , 2025 (Monday)	Martin Luther King Jr. Day	(Call the office to schedule a make-up)
February 27 th – March 5 th , 2025 (Thursday – Wednesday)	Mardi Gras Holiday Break	(NO make-ups available)
April 16 th – April 22 nd , 2025 (Wednesday – Tuesday)	Spring / Easter Break	(NO make-ups available)
May 24 th – May 26 th , 2025 (Saturday – Monday)	Memorial Day Weekend	(Call the office to schedule a make-up)
June 30 th – July 5 th , 2025 (Monday – Saturday)	Summer / 4 th of July Break	(NO make-ups available)
August 29 th – September 1 st , 2025 (Friday – Monday)	Labor Day Weekend	(Call the office to schedule a make-up)
October 31 st , 2025 (Friday)	Halloween	(Call the office to schedule a make-up)
November 24 th – November 29 th , 2025 (Monday – Saturday)	Fall / Thanksgiving Break	(NO make-ups available)
December 22 th , 2025 – January 3 rd , 2026 (Monday – Saturday)	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