

Gymnastics Facility Policy and Procedure Handbook

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1. Introduction

Welcome to our gymnastics facility! We are excited to have your child participate in our programs designed to promote energetic, skill-building, and fun experiences. Our facility provides young athletes with a structured and engaging environment where they can grow physically, mentally, and socially. Whether your child is new to gymnastics or has prior experience, our offerings include something for everyone.

This handbook serves as a comprehensive guide to ensure a safe, enjoyable, and productive experience for all participants. It outlines the policies, procedures, expectations, and resources available to athletes and their families. We believe in fostering a positive and inclusive atmosphere that encourages confidence, resilience, teamwork, and a love for movement.

At the core of our philosophy is the belief that children thrive in environments that balance discipline with fun, challenge with support, and individual goals with community spirit. Our trained staff is committed to delivering high-quality instruction while prioritizing the health, safety, and well-being of every participant.

Please take time to read through this handbook carefully. If you have any questions, concerns, or suggestions, feel free to reach out to us. We look forward to making your child's experience at our facility a memorable and rewarding one.

2. Program Objectives and Philosophy

Our Gymnastics Program is committed to providing a dynamic and inclusive environment where campers can explore their potential through gymnastics. We aim to create a well-rounded experience that nurtures each child's physical, emotional, and social development.

Core Objectives:

- **Skill Development:** To teach foundational gymnastics skills using safe, progressive instruction tailored to various age and ability levels.
- **Physical Fitness:** To enhance strength, flexibility, coordination, and overall health through structured physical activity.
- **Confidence and Self-Esteem:** To build a sense of accomplishment through skill mastery, positive reinforcement, and personal achievement.
- **Social Growth:** To foster teamwork, communication, and friendship among campers through group activities and shared goals.
- **Discipline and Responsibility:** To promote focus, commitment, and accountability through consistent expectations and goal setting.

Philosophy: We believe that every child deserves the opportunity to learn and thrive in an encouraging environment. Our philosophy emphasizes the importance of celebrating individual progress while working within a collaborative community. Athletes are supported by a caring team of coaches who model integrity, kindness, and perseverance.

We strive to create memorable experiences that inspire a lifelong love of movement, healthy living, and positive self-expression. Through gymnastics, we teach more than just athletic skills—we nurture the values of respect, hard work, and joy in learning.

3. Program Schedule and Hours

Programs operate Monday through Saturday, with classes scheduled from 9:00 AM to 7:00 PM. Weekend specialty sessions, private lessons, and open gym hours may vary. Participants are encouraged to arrive 10–15 minutes early for warm-up and check-in.

4. Enrollment and Payment Policies

Enrollment is available online or in person. Payment is due at the time of registration and may be made monthly, quarterly, or by session. We accept credit/debit cards and checks. Refunds are only available for documented medical reasons or facility-initiated cancellations.

5. Participant Conduct and Discipline

All participants are expected to maintain high standards of behavior that promote a safe, respectful, and encouraging environment. This includes demonstrating sportsmanship, listening to instructors, and interacting positively with peers.

Expected Behavior:

- Show respect for all coaches, staff, and fellow participants.
- Follow instructions and safety rules at all times.
- Stay within designated program areas unless given permission by a staff member.
- Treat equipment and facility property with care.
- Refrain from using offensive language, bullying, or physical aggression.

Behavioral Support and Intervention: We believe in using positive behavior reinforcement and proactive supervision to guide participants. If behavioral issues arise, staff will:

1. Issue a verbal reminder and redirection.
2. If behavior continues, provide a brief time-out from activity.
3. Notify the parent or guardian if the behavior is repeated or disruptive.
4. Schedule a meeting with parents and the Program Director for serious or ongoing concerns.

Consequences for Misconduct:

- Repeated minor offenses may result in temporary suspension from specific activities.
- Serious incidents, including violence, harassment, or endangering others, may result in immediate removal from the program.
- Decisions about suspension or dismissal are made at the discretion of the Program Director and are communicated promptly to parents/guardians.

Participant Acknowledgement:

- All participants and their families are required to review and acknowledge this conduct policy upon enrollment. Our goal is to create a safe and enjoyable space for all participants to grow, learn, and thrive in gymnastics.

6. Staff Roles and Responsibilities

Our team includes Program Directors, Head Coaches, Assistant Coaches, and Administrative Staff. Each member is trained in safety protocols, skill progression, and customer service. Staff regularly participate in continuing education and certifications.

7. Health and Safety Policies

A completed registration form is required for all participants. Injuries are promptly attended to and documented. All staff are CPR and First Aid certified. Hand hygiene and facility sanitation are maintained rigorously.

8. Emergency Procedures

The safety of our participants, staff, and visitors is our highest priority. To ensure preparedness in case of an emergency, the following procedures are in place and reviewed regularly by our leadership team.

Emergency Preparedness:

- Emergency exit routes and evacuation plans are clearly posted throughout the facility and reviewed with staff.
- Fire extinguishers, first aid kits, and emergency supplies are checked routinely and kept in accessible locations.
- All staff are trained in CPR, First Aid, and emergency response protocols.
- Monthly drills for fire, severe weather, and lockdown scenarios are conducted to maintain readiness.

Types of Emergencies and Response Procedures:

- **Fire:** Participants will be calmly evacuated to a designated safe area outside the building. A roll call will be conducted immediately upon arrival.
- **Severe Weather:** Participants will be moved to the facility's interior safe zone, away from windows and doors. Activities will be suspended until conditions improve.
- **Medical Emergency:** Staff will respond immediately using First Aid and will call 911 if necessary. Parents/guardians will be notified as soon as possible.
- **Lockdown/Security Threat:** All participants and staff will move to secure rooms. Doors will be locked and lights turned off. Law enforcement will be contacted and on-site communication will be maintained with authorities.

Parent Notification:

- In the event of an emergency requiring parent pickup, we will contact parents/guardians via phone, email, and/or text.
- It is essential that all emergency contact information is kept up to date and that at least two emergency contacts are listed on each participant's registration form.

Post-Emergency Follow-Up:

- After any emergency, an incident report will be completed and reviewed by facility management.
- A follow-up communication will be sent to all affected families outlining the incident, response, and any next steps or recommendations.

These procedures are in place to ensure that our facility remains a secure and responsive environment. We appreciate your cooperation in supporting our emergency readiness efforts. **9. Facility Use Guidelines** Participants must use only designated areas and equipment under supervision. Cleanliness, courtesy, and respect for shared spaces are expected. Food and drink (other than water) are prohibited in gym areas.

9. Facility Use Guidelines

We are committed to maintaining a safe, clean, and organized environment for all campers. Our gymnastics facility is equipped with professional-grade equipment and designated spaces tailored for a range of camp activities. To ensure the safety and enjoyment of everyone, the following facility use policies must be adhered to at all times:

General Expectations:

- Athletes must remain within their assigned activity areas unless accompanied by a staff member.
- Horseplay, running in non-designated areas, or misuse of equipment is strictly prohibited.
- All participants must follow directions from staff and respect posted signage.

Gymnastics Equipment Usage:

- Athletes may only use gymnastics apparatus under the supervision and instruction of a qualified coach.
- Equipment should be used as intended. Climbing, hanging, or jumping on or off equipment without permission is not allowed.
- Athletes are not permitted to enter the gym floor or equipment zones until directed by a coach.
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Facility Cleanliness and Maintenance:

- Athletes are responsible for cleaning up after themselves and treating the facility with respect.
- Trash must be disposed of in designated receptacles. Water bottles, lunch bags, and personal items should be taken home daily.
- Any damage to the facility or equipment should be reported immediately to staff.
- Bathrooms and locker areas must be used respectfully and kept clean.

Restricted Areas:

- Storage rooms, staff offices, and administrative areas are off-limits to athletes.

Visitor Policy:

- For safety reasons, only authorized individuals (parents/guardians, approved visitors) may observe athlete activities in designated viewing areas.
- All visitors must check in with the front desk and wear a visitor badge while on premises.

These policies help ensure that our gymnast remains a secure and welcoming place for all participants. Thank you for your cooperation in respecting the facility and promoting a positive experience for everyone involved

10. Drop-off and Pick-up Procedures

Authorized adults must sign in participants at the start of each session. Pick-up is promptly at the session's end. Identification is required for new or unfamiliar individuals. Extended supervision is not available unless pre-arranged. **General Guidelines:**

- Parents are encouraged to be punctual. Repeated late pick-ups may result in a review of the athlete's enrollment status.
- Please notify camp staff in advance if someone new is picking up your child or if there are changes to the routine.
- Late pick-ups may incur additional fees.

11. Attire and Personal Belongings

Proper attire and personal belongings are essential for a safe and productive camp experience. Please review the guidelines below to ensure your child is appropriately dressed and equipped for gymnastics activities each day.

Required Attire:

- Campers must wear comfortable, fitted athletic clothing such as leotards, t-shirts, and athletic shorts. Loose clothing can pose a safety hazard during gymnastics activities. **ABSOLUTELY NO BELLY OUT LEOS**
- Hair must be pulled back and secured away from the face to prevent interference during activity.
- No jewelry is allowed during camp hours, including necklaces, earrings, bracelets, or rings. These items can cause injury or become lost.
- Closed-toe athletic shoes are required for arrival and departure, though campers will often be barefoot during gymnastics sessions.

Personal Belongings:

- Athletes should bring a labeled water bottle to stay hydrated throughout the day.
- Please label all personal items with your child's full name. The gym is not responsible for lost or misplaced items.

Prohibited Items:

- Electronics such as cell phones, tablets, or gaming devices are not allowed during class hours.
- Toys, trading cards, or other non-essential items should be left at home.
- Any weapons, sharp objects, or items deemed unsafe by staff will be confiscated and returned to the parent at pick-up.

Lost and Found:

- A lost and found bin will be maintained in the office. Unclaimed items will be held until the end of each month.

Please help your child prepare each day by ensuring they are properly dressed and only bring what is necessary for camp participation.

12. Communication with Parents/Guardians

We maintain open communication through email newsletters, social media, and in-person updates. Questions or concerns should be directed to the Program Director. Contact details must be kept current.

13. Media and Photo Policy

Maintaining open and effective communication with parents and guardians is essential to creating a successful camp experience. We strive to keep families well-informed, involved, and assured of their child's well-being and progress throughout camp.

Regular Updates:

- Weekly newsletters will be sent via email with important announcements, upcoming events, and highlights from the week.
- Daily summaries or photos may be posted to a secure communication platform or email (if applicable).

On-Site Communication:

- Staff are available during drop-off and pick-up times for quick updates or questions.
- For more in-depth conversations, parents are encouraged to schedule a meeting with the Program or Assistant Program Director.

Parent Alerts:

- In the event of an injury, illness, behavior concern, or emergency, the designated parent/guardian will be contacted immediately.

- Updates regarding inclement weather, schedule changes, or other important alerts will be communicated via email, phone call, or text, depending on urgency.

Feedback and Concerns:

- We welcome parent feedback and suggestions. Comments can be directed to the Director in person or by email.
- Any serious concerns will be addressed promptly, and a resolution plan will be communicated clearly to parents.

Contact Preferences:

- Please ensure that your contact information is up to date and that the front desk has multiple methods to reach you in case of emergency.
- Notify staff immediately of any changes in authorized pick-up persons, phone numbers, or email addresses.

14. Inclement Weather Policy

The safety of our campers and staff is our highest priority. Our camp is prepared to respond appropriately to all types of weather conditions to ensure a safe and continuous camp experience.

Rainy Days:

- Athletes will proceed as scheduled during light rain or non-severe weather.
- Activities will be moved indoors where possible, with a focus on low-impact gymnastics, games, and crafts.

Severe Weather:

- In the case of thunderstorms, high winds, or extreme heat, outdoor activities will be suspended.
- Athletes will be moved to a designated safe indoor location and supervised by staff.
- If local authorities issue warnings or conditions are deemed unsafe for travel, parents will be contacted via phone, email, and text for early pick-up or possible closure.

Communication Protocol:

- Weather-related updates will be posted promptly via email and the camp's official communication channels.
- Parents should ensure their contact information is current and monitor for messages during the day.

Make-up Days/Refunds:

- If a full day of class is canceled due to weather and cannot be rescheduled, we will provide information about possible make-up dates or credit toward future programs. Refunds will be addressed on a case-by-case basis.

We encourage parents to check local weather forecasts daily and prepare their child accordingly, including packing rain jackets or extra clothing if necessary.