

# Stars Gymnastics LLC



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# **Stars Gymnastics LLC Program Handbook**

**Welcome** to a place where a lifetime of dreaming has become reality. Our dream has always been to operate a high caliber gymnastics program, a program that stands for quality, a program that has earned the respect of the community and the state. Team is the second step in that process and now you are a vital part of that process and an important part of our dream. Welcome to a place where children can live their dreams and with the support of very special people, you and the Stars Gymnastics staff, those dreams can be accomplished. Here is a place where, as a team the athlete, the coaches and the parent are encouraged to work together to make accomplishing these dreams fun, challenging and rewarding. Welcome to a place where perfection is the goal, but by no means does that mean you have to be perfect. Welcome to a place where it is sincerely believed that the sum of the parts is greater than any one individual. Our dream has become reality because of the efforts of good people working together to do good things for kids, each other and the community. Working together as a team makes the task at hand more productive and certainly more enjoyable.

## **Mission Statement**

Our mission at Stars Gymnastics is to play a constructive role in the development of healthy, confident, disciplined and responsible children. We accomplish this by setting goals and a positive path to accomplishment, helping children appreciate their inner self worth and abilities, helping children to enthusiastically master the art of learning, and helping children develop and refine lifelong skills of self-esteem and pride that come from being a part of one of the best teams in the area, and the state.

Stars Gymnastics staff understands the importance of the role of dealing with children and how it pertains to child development. We understand that there is a need for trust. Stars Gymnastics staff takes the responsibility of caring for, teaching and influencing your children in a positive manner, very seriously. Each individual child is more important than their ability to perform gymnastics skills.

## **Stars Gymnastics History/Resume**

Stars Gymnastics has been operating out of the City of Baldwin Park since 1993. We began as a small recreational program, located in the Baldwin Park Community Center, with a handful of classes being offered each week. It wasn't long before classes filled up and more were added to the schedule. Students gradually advanced in levels, enrollment continued to increase each year. In 1997 we were excited to create Performance Teams, which performed at local events, participated in parades and performed at USA-Gymnastics GymFest events. By 2002, Stars Gymnastics students and coaches had the skill level and confidence to begin competing. We participated in USA-Gymnastics Group Gymnastics competitions throughout the state of California and Nationally for 11 years. Recreational classes, performance teams and competitive teams continued to train at the community center, with limited days and hours available for training. Although the competitive teams practiced only half as many hours as their competitors, the Stars Gymnastics team came out on top, placing in the top 3 on a regular basis, as well as winning State and National Championships. Year after year the recreational and competitive program grew. In 2012, Stars Gymnastics also began competing Artistic Gymnastics, winning 2nd place in the State at the end of our first year. We went on to win 1<sup>st</sup> place our second year. As the program continued to grow it became more difficult for the City to provide the amount of time needed to accommodate all of the students and classes. In 2013 Stars Gymnastics left the location of the community center and moved into its own facility, remaining in the city of Baldwin Park. Today, the program offers classes for children ages 18 months and older, as well as Group Gymnastics Team and Artistic Gymnastics Teams. Thousands of children have and will continue to benefit from the positive and rewarding classes available at Stars Gymnastics. Although the results are the indication of a quality organization, it is the lessons learned and the character built through the sport that is the most important thing to me as a coach and as a club owner.

## **Philosophy**

Stars Gymnastics philosophy begins with a belief that gymnastics is the root of all sport and a great starting point for an active life style, regardless of whether the child wants to be a competitive gymnast or not. We use gymnastics to teach much greater lessons than just cartwheels and flips. Participation at Stars Gymnastics will help each child learn life skills and build character. We are developing fitness, as well as teaching goal setting, self-esteem, teamwork, leadership, perseverance, determination, mutual respect, honesty, integrity, and more. These are all great bi-products of a sports program and we simply use gymnastics as the vehicle to deliver those lessons. We measure our success, not by the number of trophies on the wall but rather, what each child takes with them when they leave the sport of gymnastics. We are providing a program with fun, fitness and challenges and most importantly of all, child development.

## Stars Gymnastics LLC: Policies

### CLASS SESSIONS:

Sessions run on a monthly basis. Each new session will begin on the 1<sup>st</sup> of each month, regardless of the day of the week. Students are provided with a minimum of 4 classes per class enrollment. Some months may provide a 5<sup>th</sup> class for some students. However, a canceled classes that fall on a 5<sup>th</sup> class day will not be made up.

### ANNUAL MEMBERSHIP:

Upon registering for classes, each student is required to pay an annual membership fee. This fee is mandatory PER student enrolled in classes. There will be discounts given to additional students from the same immediate family. The first day of registration in the Stars Gymnastics program will serve as the student's anniversary date. Annual Membership payment will be due each year, on the student's anniversary month, regardless of the number of sessions or classes the student enrolled in the year prior.

**Annual Membership Discounts**  
(Discounts apply for children within same household)

1 <sup>st</sup> Child	\$35 per year
2 <sup>nd</sup> and 3 <sup>rd</sup> Child	\$30 per year
4 <sup>th</sup> Child	\$25 per year

### CLASS REGISTRATION AND TUITION:

Class registration is on a first come, first serve basis each month. To insure a safe and productive program, each class has a maximum number of students allowed. In order to guarantee enrollment in your preferred classes, you must participate in Auto Pay (See Auto Pay for details). Tuition must be paid in FULL prior to first class attendance. Student will not be allowed to participate in class if a balance is due on his/her account. Stars Gymnastics LLC does not refund any annual membership or tuition fees once the session the student is enrolled in, has started. Families with multiple children or child attending multiple classes will be discounted.

### NO REFUND POLICY:

All payments made towards annual membership, class tuition, clinics, camp deposits and/or any other activity at Stars Gymnastics, in non-refundable. If a credit is given due to illness (with doctor's note) or any other approved reason, the customer has up to 30 days to use the full amount of the credit towards classes, clinics, camps etc.

### DECLINED PAYMENTS AND RETURNED CHECK FEES:

A \$30 fee will apply to all returned checks and declined or invalid payments after one attempt. This fee will be automatically added to your account and will be due immediately to hold a spot in the selected class. Invalid payments will result in the student losing his/her reserves space in class until payment is made in full.

### AUTO-PAY SYSTEM:

PARTICIPATING IN AUTO PAY IS OPTIONAL, but does provide some benefits. Our Auto-Pay system will keep your child enrolled and your tuition paid. No invoicing or payment reminder will be needed. Your child will be automatically enrolled in the same class each month until you notify the office otherwise. Auto-Pay transactions are processed on the 15th of each month to pay for class tuition in the upcoming month. Credit Card on file will also be charged for any and all over due balances; ie: pro-shop purchases, annual memberships, etc. To avoid these additional payments to card, payment must be paid prior to due date.

### FAMILIES ENROLLED IN AUTO PAY:

PARENTS MUST NOTIFY STARS GYMNASTICS TO DROP A STUDENT FROM CLASS. Only a written notice via email, regular postal mail or hand delivered to our front desk will be acceptable. Automatic registration and enrollment will continue until written notice is received.

### ADVANCING/CHANGING CLASS LEVELS:

If you are enrolled in auto pay, your child will be automatically enrolled in the same class every month, unless you notify the office otherwise. If your child advances in levels, it is your responsibility to notify the office as soon as possible to initiate the change in class enrollment and automatic registration for future months. Delay in notifying the front desk can interfere with class registration and/or duplicated class enrollment. If there is a difference in tuition fee, card on file will be processed for remaining balance prior to gymnast's first practice. If you are not enrolled in auto-pay, you must re-register with payment to hold a spot in the class of your choice.

**Please note: (Auto Pay)** You are responsible for payment for your student's classes **WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the staff VIA WRITTEN NOTICE. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification then that student's account will be charged for the additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to another student.

#### **DROP PROCEDURE:**

Students who are NOT enrolled in Auto-pay, are automatically dropped from their class on the last day of each month and will be added to a class roster for the following month once they have registered with payment again.

#### **ATTENDANCE AND TARDINESS:**

Class attendance will be taken at the beginning of every class and recorded. Tardiness is not acceptable. We ask that students arrive 5 minutes early to class time as a consideration of parking and traffic delays. Every class begins with a warm up period. This warm up time is important and necessary for every student. If your child arrives late and misses any portion of his/her warm up period, he/she **WILL NOT BE ALLOWED TO JOIN THE CLASS**. Please call for a make-up class if you are running late. Each student may attend ONE make up class per month. Additional classes missed will be forfeited.

#### **PUNCTUALITY POLICY:**

We ask that you arrive 5 minutes prior to class time as a consideration of parking and traffic delays. Every class begins with a warm up period. This warm up time is important and necessary for every student. It provides physical and mental preparation for class and when performed completely, can help prevent injuries. Therefore, if your child arrives late and misses any portion of warm up period, he/she **WILL NOT BE ALLOWED TO JOIN THE CLASS**. Please call for a make-up class if you are running late.

#### **EXCUSED MISSED PRACTICE:**

Students with injuries (sprains, strains, breaks, etc) that cause student to be out for an extended period of time, will receive a credit for classes missed **WITH** doctor's note. There will not be a refund, only credit to account to be used when student returns from injury. Parent must notify Stars Gymnastics LLC immediately to qualify for credit.

#### **MAKEUP POLICY:**

Class attendance will be taken at the beginning of every class and recorded. Each student is allowed ONE make up class per month for classes missed for their own personal reasons. In the event a student cannot attend a class, and notifies the gym prior to class time, a credit will be given in the form of a make-up lesson. Students are provided with a minimum of 4 classes per class enrollment. Canceled classes that fall on a 5th class day will not be made up.

Make-up classes are held on Fridays. Two Fridays per month (except November & December) will be used for make-up days. One Friday make up day will be scheduled in November & December. ALL make ups must be scheduled within two weeks of the missed class or will be forfeited. All make up classes will be arranged by the office (not by instructors). Make up credits may NOT be used to discount tuition. Once a make-up class is scheduled it cannot be rescheduled. Please check your calendar before scheduling a make-up date and time. A missed scheduled make up class may not be made up.

#### **WHAT TO WEAR:**

Boys must wear tucked in T-shirts and elastic waist shorts/pants. Girls are required to wear a leotard or unitard. NO chewing gum or dangling jewelry. Stud earrings may be worn. Dangling or hoop earrings may NOT be worn. Bracelets and rings may NOT be worn. Hair should be pulled neatly and securely away from the face so that is stays up for the entire workout, **INCLUDING BANGS**. Girls should not wear bows or other large hair ornaments that may cause discomfort during activity. All students will be barefoot during class. Personal items should be left in cubbie holes or with parents. **PLEASE LEAVE JEWELRY ARTICLES AT HOME**. Stars Gymnastics facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name.

#### **PRIVATE LESSONS:**

Private lessons are available for all students ages 5 and older for one on one assistance with specific skills/events. Private lessons may be requested by submitting a request form to the front counter staff. A private lesson will be scheduled based on the information the parent/guardian provides us with. 60 minute private lessons are \$40. 30 minute private lessons are \$25. Students enrolling in a 30 minute private lesson may arrive 5-10 minutes early to stretch independently prior to the start time of the private lesson. Cancellations or rescheduling private lessons must be in writing a minimum of 4 hours prior to the scheduled private lesson. Email is the primary method of cancellation or rescheduling: [Information@StarsGymnasticsLLC.com](mailto:Information@StarsGymnasticsLLC.com). Voice messages are not acceptable due to our afternoon business hours not being sufficient notice. Lack of proper notification will result in forfeiting the private lesson and all fees paid because the instructor will still be paid for his/her attendance as scheduled.

**CLASS STRUCTURE:**

Tumble-Bear Classes are for children between the ages of 18 months and 6 years of age. Tumble-Bear students advance in levels by age, because classes are designed to be age appropriate for expectations of attention span, skills, fun and progress. Class sizes vary, depending on the age of the students. Most classes are 45 minutes in length.

- Toddler Classes are for children ages 18 months-3yrs and are parent participation classes. One adult must participate, per enrolled child. Children and adults not enrolled, must remain in the spectator area.
- Big 3 Classes are for 3 year olds who show the ability to participate in class without the assistance of a parent. Children will learn a lot about social interaction, paying attention, following directions and doing their best while in class. Students will have a fun learning experience, with theme oriented activities being incorporated into each class. For safety reasons, participants must have the ability to remain in line and with his/her class before enrolling in the class. Students who are not yet ready for attending classes independently, will be asked to take advantage of the Toddler classes until they are ready.
- Superstar Classes are for 4 & 5 year old students. Students will enjoy learning new gymnastics skills while still having fun with themes and activities incorporated into the lesson plans.
- Jr. Gym-1: This class is for 5 & 6 year old students. At this level, classes increase to a full hour. Students will continue having fun with theme oriented activities, but will have a little more focus on the gymnastics skills designated for level 1 gymnastics.
- Jr. Gym-2: This class is also for 5 & 6 year old students. Those who have learned all level 1 skills in Jr.Gym-1, will advance into this level. They will improve their level 1 skills and move onto level 2 skills before joining the recreational program for age 7 and older.

**RECREATIONAL CLASSES:**

Recreational classes are for children ages 7-16. The program is broken into several levels, giving students goals in each level. Once the designated skills are accomplished the student will be invited to advance in levels. Students are encouraged to do their best and are rewarded for their efforts. Boys and girls enjoy the social interaction and fun that they have with other children their age. Teenage classes are available for children ages 12-16, to give each individual a feeling of comfort while participating. Level 1-3 classes are one hour. Level 4-5 classes are one hour + 15 minutes. Level 6-up are 1 ½ hours each.

- Level 1 Gymnastics
- Level 2 Gymnastics
- Level 3 Gymnastics
- Level 4 Gymnastics
- Level 5 Gymnastics
- Level 6 Gymnastics
- Tumbling-Level 1
- Tumbling-Level 2
- Tumbling-Level 3
- Tumbling-Level 4
- Tumbling-Level 5
- Boys Stunts and Flips

**STUDENT PROGRESS:**

We are more than willing to give parents feedback on athlete's progress. Each gymnast has a progress card on file. Coaches may share student progress information with parents on the 2<sup>nd</sup> and 4<sup>th</sup> week of each session.

Stars Gymnastics staff believes in individual growth, a sense of accomplishment and opportunity for all children. Once a child has achieved the designated skills and progressions in any class level and is ready to advance to the next level, he/she must do so within one month of receiving notice. Remaining in the same level after achieving all skills for that level is not an option. We want each child to continue to be challenged and have the opportunity to reach new goals. It is also important to open spots for incoming students.

## Stars Competitive Teams:

Stars Gymnastics has two competitive programs.

- Artistic Gymnastics
  - Artistic Competitive Gymnastics is an individual sport. The students focus on correct form, posture and presentation as they perform on each women's gymnastics event; Bars, Beam, Floor, Vault.
    - Only 8 new team members are selected in May or June each year to join a pre-team/developmental team to begin training strength, flexibility, form and technique. Developmental team members practice from 3 – 4 ½ hours per week. The majority of new artistic pre-team members are between the ages of 5-8yrs.
    - Once moved up to Team, students practice between 6-10 hours per week, depending on their level.
    - Class tuition is due
- TeamGym
  - TeamGym is a group sport. Team members Team tryouts are held every year in May or June for instructors to evaluate and select new team members.
  - TeamGym performs a group floor routine as well as, group jump. Group jump includes synchronized tumbling, vaulting and mini trampoline.
  - Team members are primarily between the ages of 6-14. Multiple teams are created and divided by age and skill level as needed. Each group must have a minimum of 6 team members.
  - TeamGym members practice approximately 3 hours per week.

## PARENT CONDUCT:

Parents are more than welcome to observe training but should never distract or interfere with practice. Please see Code of Conduct for more details.

## COACHING FEEDBACK:

Parents may certainly request to speak with the coaching staff (before or after training) but should be sure to leave the coaching decisions up to the coaching staff. Your input may be valuable under some circumstances but in most cases the coaching decisions will be left to the coaches. Please see Code of Conduct for more details.

## NUTRITIONAL GUIDELINES:

Stars Gymnastics LLC encourages our students to participate in good nutritional habits. All members are expected to make sound nutritional choices. Parent participation and encouragement in healthy living sets a great example for the children.

## GENERAL SAFETY TIPS AND RULES:

WARNING: IT IS IMPOSSIBLE to completely eliminate the danger in gymnastics with padding, foam pits, mats, spotting, coaching or supervision. Although unlikely, a gymnast could be seriously injured while participating in gymnastics. Gymnastics is inherently dangerous because the gymnast is constantly subject to the force of gravity while maneuvering in the air and on the ground. The moving body may contact other objects that don't move, creating the risk of injury. They gymnast can be injured and the injury can be extremely serious: broken bones or damage to internal organs. These injuries can be extremely painful. Total paralysis and/or death can result from landing improperly on the head, neck or back.

We recommend that students refrain from doing gymnastics outside of the gym and without the supervision of a proper coach. We also recommend students and parents remain from teaching the student new skills they have not learned in the gym. This not only leads to injury, but bad habits that will take the gymnasts twice as long to correct and re learn the skill the proper way.

Anyone experiencing pain should seek advice and limit activity accordingly. The motto "if it hurts don't do it" is used. There is a fine line between being tough and being irresponsible to your body. Respond early to injuries. Seek medical attention if necessary.

ALL students MUST have a waiver filled out prior to beginning their first class. A new waiver is to be filled out every year on student's anniversary month.

**Personal Belongings:**

All students may use our storage pockets to store clothing and shoes, and then wait in the designated areas until the instructor calls them for class. Students may not be in the active practice area or play on the apparatus at any time prior to, or after their class. Stars Gymnastics is not responsible for personal items being lost or stolen. Each participant and spectator is responsible for keeping belongings in a safe place.

We recommend students dress for gym before leaving home. Parents, guests, and siblings are required to wait in our observation area. Enrolled students ONLY under the direct supervision of an instructor are allowed in the practice area.

Since our seating area is limited, we ask that no strollers be brought into the gym. Baby carrier seats are acceptable, but must be placed in a safe location.

Please bring toys, books or other activities to keep your other children busy during class time. The lobby is not to be used as a play area. All spectators must remain in the designated seating area.

**PICKUP:**

Please arrive on time or early to pick up your child. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car.

**CLOSURE DATES:**

Stars Gymnastics LLC will be closed on some holidays. If the closure falls on a day of the week which will still receive 4 classes in that month, no make-up class is needed. If the closure will reduce the number of classes received to 3 or less, the student will be given the option to attend a make-up class, per our make-up policy. In some situations Stars Gymnastics may offer prorated tuition in lieu of a make-up class, to all students attending class on that day. Decisions will be made for the program as a whole and not on an individual basis. Participants will be notified in advance of any closure dates and the method in which necessary make-up classes will be handled.

## **STARS GYMNASTICS CODE OF CONDUCT:**

### Parents and Spectators

- Spectators must remain outside of the building or seated in the designated viewing area.
- Spectators may not enter the practice area.
- Parents or other spectators, who have questions or concerns, may speak with the Stars Gymnastics Program Manager, at the end of the day (if available) or by scheduling an appointment via email.
  - Coaches are not able to talk during or between classes. If spectators are not able to wait until the end of the day they may email the coach directly, or the Program Manager.
- Spectators must sit quietly in the designated viewing area.
- Spectators may not shout out to their children or talk in a disturbing manner to other spectators, students, coaches, or staff members.
  - Coaching is to be left to the coaches, if the coaches are having a disciplinary problem with a child, or if a child becomes injured, the parent will be notified and asked for assistance (if needed).
- Spectators must keep children, who are not attending a gymnastics class, out of the practice area and in the designated viewing area. Students must stay in the viewing area until his/her class is called to the floor.
  - Students must return to the viewing area at the conclusion of each class and stay out of the practice area.
- Attempt to intimidate, embarrass, or harass an individual in the program or in the viewing area will be at breach of the Code of Conduct.
- Spectators who violate the rules listed above will be subject to the following:
  - A. Verbal Warning-Reminder of the rules listed above.
  - B. If a problem persists, a written notice will be given to the spectator/parent.
  - C. If the problem persists after the written notice is given, the spectator/parent will be asked to wait outside of the building during class times.

### Students and Participants

- Participants are expected to arrive to class on time.
- Student Behavior:
  - Participants must follow directions given by coach,
  - show self-control,
  - talk to and treat classmates and coach with respect,
  - Stay with classmates and coach unless instructed otherwise,
  - Keep from communicating with parents or other spectators during class,
  - Keep body parts to self,
  - Participate in a safe manner at all times
- Inappropriate Behavior (but not limited to):
  - Excessive crying, pouting, back talking, eye rolling, bullying, cheating, lying, lack of effort, hitting, kicking, spitting, biting, pulling hair or any other display of physical harm to another student or coach.
- If a member of USA Gymnastics and/or AAU Gymnastics, you are also bound by the Code of Ethics of USA Gymnastics and AAU Gymnastics.
- Students and/or participants who violate the Code of Conduct will be subject to the following actions by the Program Director:
  - A. 1<sup>st</sup> Notice: Student(s) will first receive a verbal warning.
  - B. 2<sup>nd</sup> Notice: the Student(s) will be given a 5 minute time out.
  - C. 3<sup>rd</sup> Notice: The Student(s) will be given a 10 minute time out.
  - D. 4<sup>th</sup> Notice: Child/Participant will be sent home for the day.
  - E. 5<sup>th</sup> Notice: suspension of current enrollment plus 1 (one) full month session following.
  - F. 6<sup>th</sup> Notice: Removal from Stars Gymnastics Program.
  - G. Special Exceptions:
    - a. Hitting, kicking, spitting, biting, pulling hair or any other display of physical harm to another student or coach will result in beginning of the disciplinary process at the 4<sup>th</sup> notice action stated above (D).
- Student/Participant's Disciplinary Record will be expunged after 6 months from last Notice given. UNLESS student/participant has reached or passed Notice 4 in which Disciplinary Record will be expunged after 1 (one) year last Notice given.

Following the Code of Conduct and all Stars Gymnastics LLC policies and procedures will help to ensure a safe, fun and positive atmosphere for all students, families and coaches. Participation at Stars Gymnastics will help each child learn life skills and build character. We are developing fitness, as well as teaching goal setting, self-esteem, teamwork, leadership, perseverance, determination, mutual respect, honesty, integrity, and more with proper discipline and hard work.