



RISING STAR **GYMNASTICS**

— SINCE 1982 —



2021 POLICY BOOKLET



Rising Star families,

Rising Star Gymnastics was established in 1982 on the Monterey Peninsula with the intent to provide quality gymnastics and fitness programs to Monterey county youth.

Our program includes gymnastics, tumbling & trampoline and ninja training programs designed to teach girls and boys using positive motivational techniques. Our fun-filled programs teach our students poise, character and self-discipline all while developing a physically fit individual. Each child is given individual attention and is encouraged to progress at his or her own individual speed. We at Rising Star Gymnastics are dedicated to the health and well-being of our students

Our classes are designed to give your child a positive, rewarding experience by developing a positive self-image; one based on confidence and self-worth as learned through the experience of accomplishing skills and tasks.

We strive to continue to provide the best in the industry to our students and clients. Our facility is equipped with the latest in training, safety and fitness equipment. Our qualified and certified staff continually expand their knowledge through training conferences, in-house training, and other training programs so that they can always utilize the most up to date learning techniques.

We hope your experience with Rising Star Gymnastics is positive and fun. Please let us know what we can do to make you experience personal and rewarding. Thank you for letting us serve you!

Sincerely,

Kelly Brady-Favaloro
Owner / Head Coach

POLICIES & PROCEDURES

GENERAL INFORMATION & GUIDELINES

The following procedures and policies are set down to provide reasonable services to you and the center.

1. PROGRAMS AVAILABLE:

- Gymini Crickets Parent/Tot Class (walking - 36 months)
- Bitty Bees & Tumble Bugs (Ages 3 to 5)
- Recreational Gymnastics Classes – Levels 1-3 (1ST grade/6 years & up)
- Ninja Zone Classes (Ages 4 - 10 yrs)
- Sports Agility Classes (Ages 10 -17 yrs)
- Tumbling and Trampoline Classes (Ages 10-17 yrs)
- Competitive Team Programs
- Birthday Parties (Currently small pod parties only)
- Summer & School Break Camps
- Parent's Night Out (One Saturday per month) – Currently on hold
- Clinics
- Virtual Learning Support Camp

2. **CLASS SIZE AND LENGTH** - Classes are offered for both girls and boys. Students are assigned to class according to their ability and age.

CLASS	CLASS LENGTH
Gymini Crickets	45 Min
Bitty Bugs	1 Hour
Tumble Bees	1 Hour
Recreational Girls/Boys	1 – 2 Hours
NinjaZone	1 Hour
Sports Agility	1.25 Hours
Competitive Teams	Varies by level
V.L.S.C.	7 hrs / 5 Days

3. **MISSED CLASSES** – There are no make-up classes offered at this time as we must keep pods stable and limit the mixing of students. There will no prorating for missed classes for sick students or those on break. Your spot is paid for and unable to be filled by another student.

****EXTENDED ABSENCES**** Students who request to drop their class for vacations or other extended periods will lose their class placement. We cannot hold or reserve class space for students unless full tuition is paid. Returning students will be offered an existing opening or placed on a waiting list. **Class space can be held only by paying the monthly tuition. A 30 day notice is required to drop a class.**

4. **PAYMENT PROCEDURES** - Upon initial enrollment annual membership and class fees must be paid prior to class participation.

Annual Membership/Insurance Fee – Due to the requirement of our insurance carrier, all enrolled students must be insured before they are allowed into the gym. This medical insurance is secondary to any health insurance you may have but can 'pick up' where your coverage stops. The insurance has a deductible. The annual cost is \$60 per child (maximum \$150 per family) and is due every year on the anniversary month of your enrollment.

Monthly Fees (Tuition) - **Monthly fees are due on or before the 27th of the month for the next month's tuition.** Rising Star Gymnastics requires prepayment of Tuition and Outstanding Fees through our AutoPay Program.*Charges to your credit card will be processed on the 27th of the previous month for the next month's tuition (i.e. February tuition will be charged on January 27th. You may avoid your credit card being charged by

paying with cash, check or an alternate credit card PRIOR to the 27th of the month. Charges will continue until 30 days after you return a completed drop form to the office. *** If you do not wish to keep a credit or debit card on file you must pay two months in advance (i.e. February tuition is due on January 1st). Tuition rates are based on a 4 week/month class meeting times. Tuition does not change due to absences or closures. Just as tuition does not increase for months where a class meets for 5 weeks, tuition does not decrease for those months where a class meets for 3 weeks.

Any accounts not paid in full by the 1st of month will be charged a \$10 late fee. If there are changes to your credit/debit card the new information must be received before the 27th of the previous month. If your payment doesn't go through for any reason you will be charged a \$15.00 decline fee. Bounced checks will be charged a \$30 returned check fee.

****Refunds** - Monthly Class Fees, Administration, and Membership/Insurance Fees are **NONREFUNDABLE**, and will not be adjusted for student absences, dropping a class, holidays observed or emergency gym closures. There are **NO** instances in which refunds will be made.

Past due accounts – Past due accounts will be turned over to a collection agency. If you have any questions regarding your billing, please call the gym office.

- 5. DROPPING CLASSES - **Parents must notify us in writing when dropping their child(ren) from the program. A thirty (30) day notice is required to drop a class. You are responsible for tuition for the class space held for your child whether he/she attends or not.**

When a student registers at Rising Star, we reserve a space in the class(es) for that child. Our classes are kept small so that the student may receive individualized instruction. Consequently, we have waiting lists for classes. When a child has repeatedly been absent, we will try to contact the parent to determine the reason for their absence. If we have not been notified in writing 30 days in advance that your child is dropping, you will be charged for class times which were held open for your child.

To notify us if you wish to drop a class, please notify us in writing, including the students name, the class you wish to drop, and the last class they will attend. A 30 day notice is required. Drop forms are available on our website as well as at the front office.

- 6. DROP OFF & PICK UP –** Drop-off is at the entrance closest to Del Monte Ave. Students may not be dropped off more than 5 minutes before their class and must be picked-up by their class ending time. Parents must wait with students 5 & under until their instructor starts the class. We cannot accommodate earlier drop-offs since our coaches are busy setting up.

Upon arrival students must line up on the Xs along the side of the building. They or their parent or guardian must sign off on the health screening and the student will get their temperature taken. Anyone with a temperature over 100.4 or who answers yes to any of the screening questions will not be allowed to attend class.

Pick-up is at the back entrance off Helvic Ave. Parents are expected to pick up their student(s) no later than the class end time. Supervision of students is not possible when other classes are in session. If your student is picked up late, you will be charged the following late pick-up fees:

- 5 to 30 minutes = \$15
- 30 minutes to 1 hour = \$25

ALL STUDENTS MUST WAIT INSIDE THE GYM FOR THEIR RIDES HOME! If your child is to walk home, we must have a note on file at the gym and it must be updated monthly.

- 7. RESTROOMS** - Restrooms are reserved instructors and for students taking classes at that time. No parents or siblings will be permitted to enter the facility to use the restroom.

Toddlers / Preschooler Parents – Students do not need to be potty trained, however if they are likely to have an accident please put a pull-up on them. We will take potty breaks when needed and will regularly ask young students if they need to go. Instructors may assist by helping them onto the toilet or by handing them toilet paper. However, we cannot wipe any students. We will remind/instruct them on what to do. **If your child has an accident we have a change of clothes we can help them get into.

- 8. OBSERVED HOLIDAYS / CLOSURES – **All holidays subject to change**:**

We're open for all other holidays. We may close for staff training conferences. Notification will be given if there are any changes. However, unusual circumstances such as unsafe weather conditions, earthquake, etc, may cause us to close unexpectedly. In the event of an unexpected pleasure, a notice will be posted on the front door, will be emailed and we will make an effort to reach you by phone if possible. Fees are not refunded or credited for extenuating circumstances. Make-ups will not be available. **TEAM MEMBER BREAKS SUBJECT TO CHANGE. ADDITIONAL DAYS OFF MAY BE SCHEDULED FOR REST, RECOVERY, COACHES TRAINING, POST COMPETITIONS, ETC.**

2021 Holiday Closures

- Spring Break – March 29-April 4
- Memorial Day – May 30-31
- 4th of July Break – July 4
- Labor Day – September 5-6
- Halloween – October 31
- Thanksgiving – November 25-28
- Winter Break – December 22-January 4

9. What should my child wear to class?

****Covid Apparel Update**** All students must wear a TIGHT FITTED mask that will not fall off their face while working out. Classes are currently taking place in our outdoor gym so please make sure your children continue to dress for the weather. We had a few warm days recently, but the cold is coming back...layers are advised! Girls should have tight fitted athletic long-sleeved shirts & leggings over their leotards. They may also have sweats/sweatshirts on top of those. Boys can wear sweats or other athletic pants over their shorts plus tight fitted long sleeved athletic shirts and a sweatshirt.

- Girls Gymnastics - Girls should wear a leotard and t-shirt and shorts or leggings.
- Boys Gymnastics - Boys should wear a t-shirt and shorts or athletic pants.
- NinjaZone – All Ninjazon students must wear the NinjaZone t-shirt & headband and either shorts, leggings or athletic pants.

Shorts/pants with **zippers, belts or snaps are not acceptable.** No Jeans allowed.

Hair **MUST** be secured off the face and tied back. Braids or ponytails are acceptable for students with long hair. Please do not use large bow, clips or baubles as they are uncomfortable and unsafe for your child.

No jewelry or watches are permitted during class. Students will be asked to remove jewelry and watches. We are not responsible for broken or lost items so we recommend leaving them at home. **If medical alert must be worn by your child, please secure it with athletic tape to the child's body.

10. VALUABLES – Rising Star Gymnastics is NOT responsible for lost or stolen items. Please make sure to leave all valuables at home. Students wearing jewelry or watches will be asked to remove them. Rising Star Staff members are not responsible for lost items that were removed before or during class.

11. OBSERVATION OF TRAINING (VIEWING) – All of our classes & teams are drop-off / pick-up only. There is no parent viewing from inside the gate or inside the building.

12. COMMUNICATION:

- Email Notices – We send out occasional email notices regarding class updates, policies, and other new and events. Please make sure to read these and jot down any pertinent information. This is our way of communicating with a large group of families.
- **PLEASE** feel free to give us a call or send us an email you have a questions or concerns. Our coaches are often busy before and after class and are unable to talk for periods of time. You may contact us by calling (831)375-9335 or emailing risingstarmonterey@gmail.com.

13. COMPETITIVE TEAM REQUIREMENTS- We offer competitive Artistic Gymnastics team programs for students who have a great enthusiasm for gymnastics and have also attained a more advanced skill level. Our team programs provide an environment where students learning skills such as a goal setting, dedication, time management, sportsmanship, teamwork, and the ability to overcome obstacles. Our positive atmosphere encourages athletes to achieve their dreams. Team enrollment is by invitation only. Age and skill level are both considered when placing team members. Achievement requirements vary for each team and are subject to change. Being a team member requires commitment from parents and gymnasts. Team members are expected

to attend all competitions and exhibitions in which their individual teams are entered. In addition to monthly fees, all team members must pay a yearly fee team fee, USAG & Norcal Membership fees, competition entry fees, choreography fees and uniform fees.

GENERAL PHILOSOPHY & GOALS

It is our mission to provide gymnastics instruction to all students involved in our program in an environment that is both safe and positive. We will try to respect the individual needs of each student in a fair and unbiased way. We ensure that our staff stays informed about the current information on safety, technique, and teaching methods.

Our goals are:

- To provide a fun and positive learning environment for all students regardless of age or skill level.
- To provide an environment where children can set athletic goals to work toward and achieve.
- To provide an athletic environment where children will feel successful; to experience the joys of accomplishment.
- To encourage the development of a positive self-image and a feeling of self-worth.
- To encourage pride in being physically fit.

Team goals:

In addition to our general goals and philosophies, our goals with their team members extend as follows:

- To help students develop and set attainable goals.
- To encourage them to take personal responsibility in determining the necessary steps in reaching those goals.
- To encourage self-discipline.
- To encourage a working understanding of team effort, team goals, and team support.
- To provide competitive experiences.

All of our instructors work together to provide quality instruction for students. Rising Star instructors have first aid/CPR training and are professional/instructor members of USA Gymnastics. We provide ongoing training to our instructors including both inhouse training as well as attending outside classes and seminars.

WHAT ABOUT SAFETY

Assumption of risk - Participation in gymnastics activities involves motion, rotation and height in a unique environment and as such carries with it a reasonable assumption of risk. **WARNING!** Catastrophic injury, paralysis or even death can result from improper conduct of the activity.

Rising Star Gymnastics wishes to provide a positive and safe experience and for that reason the following safety rules are set down to benefit the student, the parent, and the center. These rules are to be followed at all times. A student disobeying these rules will be in jeopardy of suspension or expulsion from Rising Star Gymnastics. **Please make sure your child knows and understands these rules.** Parents are responsible for enforcing rules with their child before and after their child's class. During class, instructors are responsible for enforcing rules.

1. Dress appropriately.
2. No jewelry
3. Hair must be properly secured before beginning class.
4. Be on time (Warm-ups are a vital part of each class).
5. All students must wait inside the gym for parents or guardians.
6. No tumbling in front of the gym or climbing on railings downstairs or upstairs.
7. All students are to walk around all equipment when entering or exiting the gymnastics area. Always be on the lookout for other students.
8. Students are never to be on any gymnastics apparatus without the permission of an instructor.
9. Students must wait carefully until classmates are out of the way before taking their turns.
10. Only coaches may adjust equipment.
11. No student is to spot any other student unless otherwise instructed.
12. Gymnasts are to remain in their classes at all times and to follow instruction.
13. No more than one person at a time should be on the gymnastics apparatus unless otherwise instructed.
14. Proper Landing technique - Safe dismount, as well as an unintentional falls, require proper landing technique. No amount of matting can be Fail-Safe. Avoid landing on head or neck at all costs as serious catastrophic injuries may result.

15. KNOW YOUR LIMITATIONS - Safe learning practices demand mastering basic skills before progressing to new and or more difficult levels. Your teacher will determine when you are ready to attempt a new and more difficult skill.
16. Be courteous to your teachers and your classmates.
17. Only registered and paid students are allowed in the gymnastics area. Students may only be on the gym floor during a class time.
18. Parents, siblings, or friends may not enter the gymnastics area. Parents are to wait in the entry or viewing mezzanine.
19. Please do not coach, advise, or reprimand your child while in class. A smile or 'thumbs up', is what your child needs most. Trust that they can figure out things out on their own and they will learn to trust.