



RISING STAR
GYMNASTICS
— SINCE 1982 —

GYM POLICY HANDBOOK

2025



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 students of all ages 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 their 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 your experience personal and rewarding. Thank you for letting us serve you!

Sincerely,

Kelly Brady-Favaloro, Owner

POLICIES & PROCEDURES

PROGRAMS AVAILABLE:

- Sweet Peas Educational Gymnastics (6 months through six years)
 - One Peas (Age 1)
 - Two Peas (Age 2)
 - Three Peas (Age 3)
 - Four Peas (Age 4)
 - Five/Six Peas (Ages 5-6)
- Recreational Gymnastics Classes – (1ST grade & up)
 - Level 1
 - Level 2
 - Level 3
- Ninja Zone Classes
 - Little Ninjas (Ages 4-6)
 - NinjaZone (Ages 6-9)
- Daytime Playtime (0-5 years)
- Sports Agility Classes (Ages 10 -17 yrs)
- Tumbling and Trampoline Classes (Ages 10-17 yrs)
- Competitive Team Programs
- Birthday Parties
- Summer & School Break Camps
- Kid's Night Out (One Saturday per month)
- Clinics

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

CLASS	CLASS LENGTH
1/2/3/4 Peas	45 Min
5/6 Peas	1 Hour
Level 1 Rec	1 Hour
Level 2 Rec	1.5 Hours
Level 3 Rec	1.5 Hours x 2 days
Little Ninjas & NinjaZone	1 Hour
Sports Agility	1.25 Hours
Competitive Teams	Varies by level (3-16 hours weekly)

REGISTRATION - Enrollment is immediate upon registration and payment starts immediately. For example, if you register for a Tuesday class on a Monday, the class will start the very next day. If you register for a Tuesday afternoon class Tuesday morning, the class will start that same day. Our staff will confirm tuition and yearly membership fees have been properly applied before charging your card on file. If you enrolled but are not ready to start, you can contact our office and we will remove you from the class and the space will be available to others unless you would like to hold the spot with your payment.

Our programs are year-round and can be entered into at any time of the year as long as there is availability in your preferred class. Your child's monthly tuition will be prorated appropriately when the start of the class is in the middle of the month. Annual membership fees are not prorated. Rising Star does not prorate fees for absences, make-ups or pre-scheduled scheduled holiday and break closures.

Agreements - Upon registration you will be asked to agree to our stated policies. These are all required in order to participate in any of our classes, events, camps, and parties.

WAITLISTS - You may join a waitlist if there are currently no spaces available in a class. Students are allowed to be on a maximum of 3 waitlists. We will contact waitlisted families by phone and email as a space becomes available. You will have 3 days to accept the spot before we move to the next person on the waitlist. If you choose not to start, we will remove your child from that waitlist and you can enroll or join a waitlist when you are ready. If your child does not meet the age or skill requirements for a class, we will have you wait to join the waitlist until they are ready to start that class. If you know your schedule will be changing, let us know a month before you need to switch and we can add you to the waitlist to your desired class a month in advance.

MISSED CLASSES – We do not offer make-up classes for any missed classes throughout the school year (September through May). We do not prorate or offer refunds for any missed classes or closures. Your child's spot is paid for and unable to be filled by another student.

Make-ups are offered during the months of June, July, & August as class enrollment and attendance are lower so we have room for makeup classes. Makeup classes must be scheduled in advance so we keep class sizes consistent. Please reach out to our office staff via email or phone call and they will schedule them for you. If you are not able to come to the scheduled makeup, you must let us know at least 24 hours in advance. If you are marked absent for the scheduled makeup you will not be able to reschedule it.

****EXTENDED ABSENCES**** We do not pause accounts for 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 waitlist. Class space can be held only by paying the monthly tuition. A 30 day notice is required via our virtual drop form to drop a class.

PAYMENT PROCEDURES - Upon initial enrollment, annual membership fee and class tuition fees must be paid prior to class participation.

Annual Membership/Insurance Fee – Rising Star Gymnastics has an annual non-refundable registration fee. The fee is \$60 for all independent classes, private lesson students, and teams, and \$30 for adult participation classes (One & Two Pea Classes) that is due for each child prior to starting any class. This fee includes secondary coverage and is required for all students. Registration fees are renewed each year on the anniversary of your child's enrollment. Annual membership fees are not prorated for any reason.

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 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 submit a completed virtual 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. March 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 5 times, tuition does not decrease for those months where a class meets 3 times.

Any accounts not paid in full by the 5th of the 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 month. If your payment doesn't go through due to insufficient funds, you will be charged a \$15.00 decline fee. Bounced checks will be charged a \$30 returned check fee.

Monthly class fees and Membership/Insurance fees are NOT refundable and will not be adjusted for student absences, dropping a class, observed holidays or emergency gym closures.

Past due accounts will be turned over to a collection agency.

Ocean Grove - We happily partner with Ocean Grove. As you register for your class, indicate on the registration that you are with Ocean Grove. Their Education Specialists will send the Purchase Orders for monthly tuition directly to us after you have registered and informed them of your enrollment. You are responsible for the annual registration fee of \$60 per student. You are also required to keep a card on file and follow our 30 day cancellation policy.

Camps and events - Payment is due in full upon registration for our camps and events. We will manually adjust the fees to make sure they are correct for membership types then charge your card on file. These fees are non-refundable. If you need to cancel in advance and we are able to fill your spot we will credit the fee back to your account to be used towards future payments. If you cancel last minute or do not show up you are still responsible for the fee because we have held your spot and planned accordingly.

Birthday Parties - You may request your desired day and time through the website and then we will begin the process of securing staff for your party. The time slot is reserved as soon as you request it online, but it is not confirmed until we have contacted you to let you know that we have staff available for your party day/time/size. Once we have confirmed staff we will then contact you and charge your card on file. If you need to cancel, you must do so at least two weeks in advance to get a refund. We will refund the cost of the party but will hold a \$50 scheduling fee. If you cancel less than two weeks in advance you will not receive a refund. If you requested extra time or extra participants and decided you do not need them we can refund the difference as long as we are informed 2 weeks in advance.

DROPPING CLASSES - The Jackrabbit system will not let you drop a class from your account. In order to drop any class that your student is enrolled in you must reach out to our office staff. If you need to change classes, let our staff know and they will do the transfer for you.

**You must notify us via the drop form on our website when dropping your 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 they attend 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 quality instruction. Consequently, we have waiting lists for classes. When a child has repeatedly been absent, we will try to contact the family to determine the reason for their absence. We will put in an automatic 30 day drop notice if you have not responded to our check-in and have missed 4 classes. You will be responsible for tuition through that 30 day period.

To notify us if you wish to drop a class, please fill out the drop form on our website no less than 30 days before your desired last class day.

DROP OFF & PICK UP – Drop off takes place on the concrete platform up the ramp/stairs outside the front door. We ask that you sign your student in at the table outside then wait with them there until the coach comes to collect the class at the class's scheduled start time.

Pick up takes place inside the gated area outside the front door. We ask that you wait outside and students will be released out the front door when the class is dismissed and their caregiver is found. Students must be picked-up no later than their scheduled class end time. If you are late to pick up your student you can go directly inside and find them waiting by the front desk. **See late pick-up policy below.

We ask that caregivers remain outside at all times unless they need to visit the front desk for any reason. The lobby area tends to get crowded, and in order to ensure that our coaches can keep their eyes on their students, we need to minimize the amount of people inside. Our coaches will make sure students are ready for class and ready to be picked up.

**Students ages 7 & up 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 6 & under until their instructor starts the class. We cannot accommodate earlier drop-offs since our coaches are busy setting up.

**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 repeatedly, you will be charged the following late pick-up fees:

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

SPOT TV – CLASS OBSERVATION – All of our classes (except 1 and 2 Peas) & teams are drop-off / pick-up only. There is no parent viewing from inside the gate or inside the building. Viewing is available virtually via SpotTV. You can create and account and request access via the Jackrabbit Parent Portal.

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

RESTROOMS -

Toddlers / Preschoolers – Students do not need to be fully 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, by handing them toilet paper, or helping them put their leotards back on if necessary. **If your child has an accident, we have a borrow-bin and we will try to find a change of clothes that fits. Please wash and return the borrowed items.

OBSERVED HOLIDAYS / CLOSURES

- Spring Break
- Memorial Day
- 4th of July Break
- Labor Day
- Thanksgiving Break
- Winter Break

We are open for all other holidays. All closure dates are posted on our website, will be sent via email, and posted on the front door. Tuition will not be prorated for these closures. Do not assume we are closed if you cannot reach us by phone. If you are unable to get through and are still unsure, check the website and follow up via email. We may close for staff training conferences. Notification will be given if there are any changes. Unusual circumstances such as unsafe weather conditions, earthquakes, etc, may cause us to close unexpectedly. In the event of an unexpected closure, 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.**

WHAT SHOULD MY CHILD WEAR TO CLASS?

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

Shorts/pants with **zippers, belts or snaps are not permitted.** 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 bows, clips or baubles as they are uncomfortable and unsafe for your child.

No jewelry (aside from stud earrings) 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.

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.

COMMUNICATION:

Email Notices – We send out occasional email notices regarding class updates, policies, and other news and events. Please make sure to read these and take note of 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 if you have any questions or concerns. Our coaches are often busy before and after classes and are unable to talk for extended periods of time. You may contact us by calling (831) 375-9335 or emailing risingstarmonterey@gmail.com.

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.
- Provide an environment where children can set athletic goals to work toward and achieve.
- Provide an athletic environment where children will feel successful; to experience the joys of accomplishment.
- Encourage the development of a positive self-image and a feeling of self-worth.
- Encourage pride in being physically active.

Team goals:

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

- To help athletes develop and set attainable goals.
- To encourage athletes 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 are background checked, have first aid/CPR training and are professional/instructor members of National Gymnastics Association. 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.

Rising Star Gymnastics wishes to provide a positive and safe experience and for that reason the following safety rules are set to benefit the student, their caregivers, 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 student knows and understands these rules.** Caregivers 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 pick-up by 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 and areas of activity 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 (basic conditioning/skills only).
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 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 outside or in the entryway when permitted by Rising Star staff.