



POLICIES & PROCEDURES

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.

Our gymnastics and tumbling & trampoline classes and teams utilize the USA Gymnastics achievement program as a guideline for our curriculum. Its objective is to provide a motivational series of progressively difficult gymnastics skills for the student to work on and master. Our structured program allows our beginning, intermediate and advanced level students to be challenged and rewarded.

Our NinjaZone program follows the curriculum set by NinjaZone™. Ninja classes are a mix of parkour, martial arts, gymnastics and freestyle movement, and are designed to introduce kids to the exciting world of ninja sport!

We strive to continue to provide the best in the industry to our students and clients. Our state of the art 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:

- Parent/Tot Playtime (0-5 years)
- Gymini Crickets Parent/Tot Class (walking - 36 months)
- Bitty Bees & Tumble Bugs (Ages 2 ½ to 6)
- Recreational Gymnastics Classes – Levels 1-3 (1ST grade & up)
- Ninja Zone Classes (Ages 3 ½ - 10 yrs)
- Sports Agility Classes (Ages 11 -17 yrs)
- Tumbling and Trampoline Classes
- Competitive Team Programs
- Adult Gymnastics
- Birthday Parties
- Summer Camps
- Parent's Night Out (One Saturday per month)
- Clinics

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	STUDENT/TEACHER RATIO
Bitty Bugs	1 Hour	6 to 1
Tumble Bees	1 Hour	7 to 1
Recreational Girls/Boys	1 – 2 Hours	9 to 1
NinjaZone	1 Hour	6 to 1
Sports Agility	1.25 Hours	10 to 1
Competitive Teams		Ratio determined by age/level

- ### 3. TEAMS-
- We offer competitive Artistic Gymnastics and Tumbling & Trampoline 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 and purchase a uniform.
- ### 4. FREE OPEN GYM -
- Free Open Gym (September through May) is a chance to practice all those gymnastics skills being learned in class. Open gym is open to all Rising Star enrolled students, FREE of charge. Open gym serves as makeup class for missed classes or as a FREE additional class just for you! Parents **must** accompany kids 2 and younger. Parents **may not** accompany students 3 years and older.
- 18 months - 5 years: Saturday 12:45 p.m. - 1:30 p.m.
 - 6 years and up: Saturday 1:30 p.m. to 2:30 p.m.

OPEN GYM WILL BE CANCELLED DURING HOLIDAY CLOSURES, GYM EVENTS AND DURING STAFF TRAININGS**

- ### 5. MAKE-UP CLASSES –
- Open Gym is offered September through May and serves as a make-up class for any missed classes. Make-up classes are not offered in other classes in an effort to keep classes at a reasonable size.

During the summer months (June through August), students may make-up missed classes. Make-ups must be scheduled through the front office.

6. **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 \$58 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).

Any accounts not paid in full by the 1st of month will be charged a \$15 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.

7. **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.

8. **ABSENCES** - **Monthly fees remain the same whether the student attends or not.** We do not offer make-ups in scheduled classes from September through May. We do offer free Open Gym during those months, which is FREE, to all enrolled students and can serve as a make-up for your child. Up to two make up classes per month will be allowed from June through August. Make-up classes must be scheduled in advance. There are NO make-ups for team or developmental programs.

****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.**

9. **DROP OFF & PICK UP** – Students 6 & under must wait with their parents in the front entry way or upstairs prior to their class starting. Students 7 & older may sit inside the gate on the mats by the windows no more than 5 minutes prior to the start of their class. Students may not play on the equipment while waiting for their classes.

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.

Parents are expected to pick up their student(s) on time. A child may not be dropped off until 5 minutes prior to class and must be picked up at 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

Cars may enter the premises from Helvic Avenue, Palo Verde Way, or Del Monte Avenue. Cars pay exit only from Palo Verde Way or Del Monte Avenue. The area directly in front of the gym is one way only. Please do not exit onto Helvic Ave.

10. OBSERVED HOLIDAYS / CLOSURES - The center will be closed on the following holidays **All holidays subject to change**:

- Labor Day - Saturday through Monday
- Halloween – No classes/teams will be held that end after 6pm on October 31st.
- Thanksgiving - Thursday through Sunday (Teams will be off Wednesday through Sunday).
- Christmas - Dates will vary depending where Christmas & New Years falls in the week – we will be closed for no more than 2 weeks .
- Spring Break – One week before or after the Easter holiday. This is also subject to change.
- Memorial Day - Saturday through Monday
- July 4th -Please check with the gym regarding the July Fourth break: the days depend on where in the week the holiday falls.
- TEAM MEMBER BREAKS SUBJECT TO CHANGE. ADDITIONAL DAYS OFF MAY BE SCHEDULED FOR REST, RECOVERY, COACHES TRAINING, POST COMPETITIONS, ETC.

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.

11. TRAINING APPAREL –

Girls are required to wear a leotard OR tight fitted t-shirt/tank top with leggings or shorts. We recommended the quality leotards offered at our gym and are available for purchase in our office. Tutus or leotards with skirts may **not** be worn. Tights will be acceptable only if they're footless. No sports bras or tube tops that are not covered by a leotard or t-shirt. These are a safety concern as it is hard to spot the athletes when they are sweaty.

Boys must wear a shirt that is appropriately sized or gymnastics top and gym shorts or sweatpants.

T-shirts that interfere with spotting or coaching may not be worn. 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. Leave them at home. Students will be asked to remove jewelry and watches. We are not responsible for broken or lost items.

****If medical alert must be worn by your child, please secure it with athletic tape to the child's body.**

12. 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.

13. OBSERVATION OF TRAINING (VIEWING) – We encourage you to observe your child's class during the first week of each month for all ages including toddlers. Children love to show their parents what they can do and we

welcome your presence during this week! Our experience has found that a child's contact with parents or friends, even eye contact from a distance, can limit their progress and their ability to concentrate (this is a safety concern).

Please make note of the following viewing rules during observation times:

- Parents/Relatives/Friends must view from the upstairs viewing mezzanine. Viewing downstairs is discouraged as we need to keep the area clear for classes that are starting/ending. Viewing from the parking lot roll up door or glass windows is prohibited as it is a safety issue.
- Parents are not allowed on the gym floor except during parent/tot classes.
- Please remain quiet while viewing your children. Quiet conversations are allowed but must be kept to a minimum. No talking on cell phones or watching shows with the volume on. Unnecessary noise coming from the viewing area is a distraction to the students and not only effects learning but is also a safety concern.
- 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 themselves and their coaches.
- Do not call for your child's attention during class. If a coach needs your assistance, we notify you and will bring your child to you if need. If you have an important message to give to your child or his/her coach then please notify someone in the office and they will pass the message along.
- Please refrain from any negative talk about another student, coach, or parent while viewing your child's class. If you have a question or concern please notify a Rising Star employee and we will be happy to discuss your concerns. You may contact us by calling (831)375-9335 or emailing risingstarmonterey@gmail.com.

NO VISITORS UNDER THE AGE OF SIXTEEN ARE TO BE LEFT WITHOUT DIRECT SUPERVISION OF AN ADULT.

14. **EMAIL NEWSLETTERS:** We send out a monthly informational newsletter & calendar as well as other notices throughout the year. Please read the emails carefully and jot down any pertinent information on your calendar. This is our only way of communicating with such a large group of parents. Please read notices posted in the gym as well!
15. **CARPOOLS** - Rising Star Gymnastics is not responsible for finding/organizing carpools. We will help you connect with other families if you are in need of a carpool for your child. Students will not be placed in a class that is not suited for them in order to carpool with another student.
16. **PLEASE** feel free to discuss with this any problems concerns or questions you may have regarding you, your child, or the center. Your concerns and those of your children are of great importance to us.

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.