



## **Revised Policies for 2018/2019 Session!**

### **ARRIVAL AND PICKUP**

For our Grant Park location, Free parking is available in the garage beside the barber shop next door. Please drive slowly and carefully. When walking students to class, please be aware of parking lot traffic.

For our Decatur location, you may park in the main parking lot. Team parents may drop off in the back entrance specified for Team Members and Staff Only. Pick Up must be at the front door to ensure safety.

You do not have to remain in the gym during class. If you drop your child off at the door, please be sure that your child is comfortable and capable of finding their coach and beginning their class on time. You may also choose to stay and watch the class and take the opportunity to speak to the coach before or after class about your child's progress.

Please pick up on time. Children left more than 15 minutes before or after class will be brought to our child care center at a rate of \$10/hour. The minimum charge is \$10. You are more than welcome to take advantage of our easy childcare options and allow your child to enjoy more time at the gym before or after class!

### **Here are some general guidelines:**

1. Arrive at least 5 minutes early for class. This extra time allows your child to change clothes if necessary, settle in, and get comfortable. Anticipate lots of other children, lots of noise, and lots of parents during peak hours. It may take several minutes for a youngster to absorb it all, so it is sometimes best to arrive about 5-10 minutes before your class.

2. Make sure your child's hair is pulled back in a ponytail and they come prepared with a water bottle. Our Decatur location has a water fountain available in the lobby. Our Grant Park location has a water cooler but we require each gymnast to fill their own water bottle. We do not supply water cups.
3. Children who are early to class may play in the playroom until class begins. Free time on the equipment and in the pit is reserved for after class at the coach's discretion, not before.
4. Leave clothes and shoes in the cubbies. No socks in class. Some Parkour classes will require shoes. Write your child's name in every article of clothing!
5. Typically, the coach will ring the bell a couple minutes before class begins, call out names in the lobby, and bring everyone together to march to the floor as a group. If you arrive after class begins, ask at the front desk for someone to escort your child to their coach. Parents are not allowed on the floor during class.
6. School-age children will be called out to the blue floor to begin a warm-up, sometimes together with another class, and will then separate to their small groups led by the assigned coaches.
7. For safety reasons, parents are not permitted on the gym floor during class time, but we do have seating in the gym for parents to be able to observe. However, in the case that a child is shy or frightened and will not go with his or her class, we are more than happy for you to be with your child for the first part of class, to help them feel comfortable until they are ready to join class on their own. *We want every child and every parent to feel that they are in a safe and supportive place and will do what we can to accommodate your unique family.*
8. Kindergym classes last 45 minutes. All other recreational classes are 50 minutes long. You can expect 5 minutes after class for free time, at the discretion of the coach. Please pick your child up on time and be mindful their instructor will likely have classes that follow yours.
9. Siblings of students may not play on equipment at any time. But they are more than welcome to play in the playroom.
10. There must be 3 or more students enrolled in a class in order for us to continue to offer the class. After the first few weeks of the session, if there are less than 3 students in a class, we may ask you to move to another class.

## **DRESS CODE**

Girls: A leotard/unitard is preferred; it allows for the best instruction possible. If a leotard is not available, a form-fitting t-shirt and shorts/leggings will work. No jewelry allowed (small post earrings are okay), and any removable dental appliance should be taken out. Hair should be tied back in a secure ponytail or braids prior to every class without big bows or clips. Leotards are for sale in our retail area in the gym starting at \$35.

Boys: Shorts and a t-shirt work best. Clothes should be free of zippers and multiple buttons and should be tighter-fitted (baggy clothes will get in the way and prevent coaches from being able to give corrections and to adequately spot the child on skills). Boys with long hair must have it tied back as well.

## MAKE-UP CLASSES

Because of our strict student to teacher ratio, we do not offer make-up classes, but provide Open Gym as an opportunity to make up any missed classes. Open Gym is included in the cost of classes. Open Gym is also an opportunity for students to come in and practice skills. You do not have to miss a class in order to participate in Open Gym.

## OPEN GYM

Open Gym is a time to make-up a missed class, or just have some extra practice time under the supervision of a coach. Open Gym is included in the cost of tuition, and is open to currently enrolled students only, ages 6 and up. No sign up is required for currently enrolled students.

Ages 7 and under, parents must remain at the gym with the gymnast. For ages 8 and up, parents may drop off.

It is a time to work on skills learned in class - - not for free-play. **Open Gym is for children ages 6 and older only.** For students younger than 6, we offer a free admission to Coffee and Tumble Time at our either location.

For Grant Park, Open Gym is on the 1st and 3rd Fridays of the month from 5:30-7pm

For Decatur, Open Gym is on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month, from 12pm-2pm. 1:30pm-2pm is reserved only for team gymnasts only.

Adult Open Gym for ages 18 and over is at our Decatur location only, on the 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month from 2-4pm and every Friday evening from 8-11pm for \$10.

## ALLERGIES & MEDICAL CONDITIONS

We happily accept any child regardless of allergies or medical conditions; however, we ask that if your child has any sort of specific needs, please alert the registrar upon enrolling. You **MUST** communicate these with a registrar, so that the instructor knows the issue. For severe allergies and other permanent medical conditions, we have a form separate from the waiver for you to complete with your instructions on how to best help your child, especially in an emergency.

## SNOW DAYS

ISG will update with any weather-related closings through our Facebook page and e-mail system. We generally follow the Atlanta Public Schools and Dekalb County Schools, and City Schools of Decatur school cancellations but we may choose to deviate if we feel it is safe.

## AGE REQUIREMENTS

For ages 6 and up, if your child does not meet the age criteria at the time of enrollment, but will reach that age during the session, the child must turn that age within 60 days of the beginning of class. For ages 5 and under, if your child does not meet the age criteria at the time of enrollment, but will reach that age during the session, the child must turn that age within 30 days of the beginning of class.

## Student-Coach Ratio

- Classes are limited to 6 children per coach for recreational classes.
- For students 10 years old and over, our ratio is 8-1.
- For Tumbling classes our ratio is 8-1

We pride ourselves on keeping our classes small and effective. This is one of the things that sets us apart from other gyms and ensures that we are delivering a high-quality gymnastics class every time.

## GENERAL CLASS AND PAYMENT POLICIES

Tuition is charged on the 3<sup>rd</sup> of every month. Tuition is determined by adding up the number of class hours for the 10-month period, and then dividing it into monthly payments. Some months may have more classes and some may have fewer—however each month's tuition is the same.

All tuition must be paid through auto debit. We do not accept checks or cash unless prior arrangements have been made. Each tuition payment covers one month and is due upon initial registration accompanied by the \$35 yearly registration fee. Payment not received on or before the due date will be subject to a \$25 non-refundable late fee.

Every family must have a valid credit card on file. Please be sure your credit card on file is up to date. You will be charged a \$25 late fee for all declined monthly payments, per occurrence. We have instituted a strict policy that makes these charges non-refundable, as our front desk staff is spending an inordinate amount of time following up with declined payments. We appreciate your understanding with this policy.

**Unless previous alternative arrangements have been made, should payment in full including the late fee, not be received prior to the 10<sup>th</sup> of the current month, the gymnast will be unable to participate until tuition is paid in full.** The gymnast will be asked to come to the front desk during practice, and the parent will be called to pick them up unless payment is made.

There is a sibling discount of 10% off registration.

There is a 10% discount on the second class per week.

All tuition is prorated upon enrollment.

## CREDITS & REFUNDS

The decision to join the **Intown Stars Gymnastics** reflects a commitment for the entire year. This is how much time it takes to truly learn and master beginner skills and move through the progressions. If you are not fully satisfied with the experience, please let us know and give us the opportunity to improve the situation. With so many children coming through our doors each day, it is challenging for us to keep an eye on each class, so we count on families to let us know! If after you have worked with us and you still are not satisfied, or if your schedule has changed, or for any other reason, we only require a 30-day notice to drop your class. Easy!

Every family that takes a class or is on a team at ISG, is required to submit a yearly registration fee in the amount of \$35.00 upon initial registration and, yearly on the anniversary sign-up month. The registration fee entitles the registrant to participate in any of the **ISG** programs such as Open Gym. **The yearly registration fee is non-refundable.**

If you wish to drop a class for any reason, we only ask for a 30-day notice.

called to pick them up unless payment is made

## MOVING THROUGH LEVELS

Parents often ask us, "Is my child ready to move up?" It is important to note that the difference between levels is not proportional—it is geometric. It can be frustrating if the expectation is that, like in school, the kids will move a level per year.

Your child's progression through the skill levels is reviewed CONTINUALLY. To move into the next level, the pre-requisite should be met, or the instructor will recommend that the child moves up. A parent can also request that the child be reviewed for a higher level, and these requests are welcomed and encouraged.

Gymnastics is a skill-based sport. The skills build on one another in a progression. A parent may see a child frequently doing handstands and cartwheels in their class and wonder why it is continually taught when the child can perform the skill. It is because that cartwheel must be performed in a precise enough way that it can then be transferred to the balance beam. Form and precision will always be a part of skill development.

Gymnastics is not a sprint, but a marathon, and it is not uncommon for a child to take six months or even a year to learn a skill. That is NORMAL. Frustration is normal. It is our job as coaches, and the job of the parents, to keep the children motivated by making sure they are having fun while they learn and supporting even the smallest amount of progress. This way we can keep children smiling, enthusiastic, and maintain our pursuit of consistent gymnastics.

**Facebook page-** this is a page that is fun to join if you so wish. We recommend joining our community group so that you can be notified of any announcements quickly (formal announcements will always go out in email form as well), post pictures,, share helpful videos for the gymnasts, and connect with other ISG families!

## **LICE POLICY**

Intown Stars Gymnastics has a strict policy on lice, and we will enforce this policy so that our gym is not a means of contraction in our community. Fortunately, we have avoided any lice infestation in our gym and we need your support for this to continue. The following are steps we take to keep our gym a lice-free zone.

1. We spray and disinfect our mats every night with a highly concentrated tea tree oil blend to prevent any lice from feeling welcome in our space. Many of you likely smell the spray when you arrive for our early afternoon classes. Lice will not survive in our gym, as this concentrate is saturated throughout our floors.
2. We vacuum every night, both the carpet, as well as the tumbling floor.
3. We clean and wipe down all of our hard-surface mats with the same concentrated tea-tree based cleaner 5-6 times a week, depending on how many events we have happening at the gym.

In this way, we can be assured that any lice spread between students are not contracted from our gym. It is still possible though, that lice can be spread from child to child while they are in class together, so please adhere to this policy:

1. If you suspect your child may have been exposed to lice, do not bring him/her to gymnastics class for 24 hours after they have been treated and confirmed lice and nit-free.
2. Report any lice to the teacher and/or parents of your child's school classmates, to stop the spread immediately.
3. If your child is a student at ITSG, and has been exposed to, or contracted lice, please notify us immediately, so we may notify the other parents in that child's class, and request that they also remain home until treated.

## ISG's Core Values in Action for Intown Stars

### Parents

**GROWTH:** We are always growing our gym, and growing ourselves, and learning through the process. We value mistakes as part of the process, create a safe space for students and staff alike to make mistakes, celebrate them, and learn from them.

- *We suggest using the concepts in the book, Mindset, as a foundation for thinking and talking about growth.*
- *Helping their children engage in self-reflection.*
- *Using positive talk with children to encourage growth and development.*

**COURAGE:** We are afraid of new and scary things, and we believe that we can succeed anyway. We succeed on purpose. Our students and our staff are encouraged to try new things, be uncomfortable, be afraid, and do them anyway.

- *Helping children recognize their fears and encouraging forward movement.*
- *Using the concept, "The body follows the mind" to influence skill development.*

**EXCELLENCE:** We work hard and do things well and in a timely manner. We respect the work and we respect each other. We are always professional in our work and our relationships. We follow through on our commitments to ourselves and to each other. When things are hard, we are solutions-oriented and find ways to make it happen.

- *Returning for classes and camp sessions.*
- *Recommending Intown Stars to others.*

**FUN:** We are lighthearted, don't take ourselves too seriously, create ways for fun to happen, and find humor in our journey together.

- *Having fun and laughing together, even when things are stressful.*
- *Choosing a positive perspective to navigate through challenges.*

**COMMUNITY:** We create a welcoming place where people want to be. We respect one another, even if we disagree. We are honest with our feedback, strong with our personal boundaries, and kind with our words.

- *Parents sitting inside the gym, talking with each other and building community among themselves.*
- *Engaging respectfully with leadership, coaches, and parents.*
- *Participating in ISG Sponsored events*

## **ISG's Core Values in Action for Intown Stars Students**

**GROWTH:** We are always growing our gym, and growing ourselves, and learning through the process. We value mistakes as part of the process, create a safe space for students and staff alike to make mistakes, celebrate them, and learn from them.

- *Developing transferrable skills for use in the gym and beyond.*
- *Engaging in a regular practice of self-reflection.*
- *Using positive self-talk to encourage continued growth and development.*

**COURAGE:** We are afraid of new and scary things, and we believe that we can succeed anyway. We succeed on purpose. Our students and our staff are encouraged to try new things, be uncomfortable, be afraid, and do them anyway.

- *Being able to recognize and acknowledge fears, then choosing forward movement.*
- *Using the concept, "The body follows the mind" to influence skill development.*

**EXCELLENCE:** We work hard and do things well and in a timely manner. We respect the work and we respect each other. We are always professional in our work and our relationships. We follow through on our commitments to ourselves and to each other. When things are hard, we are solutions-oriented and find ways to make it happen.

- *Following through on actions and accepting consequences when things are not done.*
- *Taking suggestions graciously and incorporating them. Quickly fixing anything not done correctly.*
- *Setting and maintaining high expectations for self and developing a strong work ethic.*

**FUN:** We are lighthearted, don't take ourselves too seriously, create ways for fun to happen, and find humor in our journey together.

- *Having fun and laughing together, even when things are stressful.*
- *Choosing a positive perspective to navigate through challenges.*
- *Laughing with, but not at, each other.*

**COMMUNITY:** We create a welcoming place where people want to be. We respect one another, even if we disagree. We are honest with our feedback, strong with our personal boundaries, and kind with our words.

- *Engaging respectfully with coaches and teammates.*
- *Participating in ISG sponsored events*