



Gymnastics, Tumbling & Dance
24615 CR 45, Suite 3
Elkhart, IN 46516
574-295-4348
www.inspireathletics.com

Class Handbook

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Mission statement:

The mission of Inspire Athletics is to inspire people to live active and healthy lives, to enable participants to achieve their highest athletic and personal aspirations, and to prepare leaders for tomorrow by providing a safe environment and excellent instruction.

Our Unifying Principles

- RESPECT AND RESPONSIBILITY FOR SELF AND OTHERS
- TRUSTWORTHINESS AND INTEGRITY
- COLLABORATION AND TEAM WORK
- OPEN, FORTHRIGHT COMMUNICATION
- DEDICATION AND INITIATIVE
- APPRECIATION FOR AND ENCOURAGEMENT OF CULTURAL DIVERSITY.
- PASSION FOR EXCELLENCE

We hope when you watch your child's class, you look for overall improvement and that you are sure to compliment your child often. Our instructors are trained to work with each child at their individual skill level and to praise and encourage them as they progress. They are trained to follow proper skill progression and to properly prepare a child for new and more difficult skills. Much repetition is necessary for children to learn and feel comfortable with a skill, and to create proper muscle memory. When a child is prepared both physically and mentally, he will progress safely and happily. We thank you for faith in our decisions. Our goal is to make your child feel good about themselves, appreciate physical fitness, learn gymnastics/cheerleading/dance and have fun!

Suggestions from parents are important to us. Your child is the most important part of this business. We can only exceed your expectations when we know what they are.

Student Ratio

To insure that each child gets individual attention, in our gymnastics classes we try our best to keep Pre-School aged classes at a 6:1 ratio and our Boys and Girls Progressive, and Tumbling classes at an 8:1 ratio. For dance classes the ratios are slightly higher, due to the nature of the class and the necessary interaction.

Inspire Athletics reserves the right to cancel any class that does not meet our minimum enrollment. Students registered for any canceled class will be allowed to transfer to another class.

Attendance Policy

Sickness/Absences:

- If your child is sick, please do not bring them to class. We do not want to take the chance that others will get sick as well. Please call the office ASAP at (574)295-4348. If no one answers; please leave a message with your child's name and what day/time and level their class is.

- If your child needs to miss a class for any other reasons, please notify the office at (574)295-4348. If you want to be able to make-up the missed class, you must call and notify us in advance of the class that will be missed.
- If your child needs to miss a large number of classes due to sickness or other situation, please see the office to discuss options.

Make-up Policy:

At Inspire Athletics we have chosen to try to accommodate those occasional necessary absences by allowing missed classes to be made-up. Please remember that this is a service we have chosen to extend to you, and is only available if there is room in the desired make-up time. Students regularly enrolled in that time slot and trial students take priority. You will need to call on the day of the class you would like to make-up in and schedule your make-up, if room is available.

- Students enrolled in one class a week are allowed up to 3 make-up classes per term.
- Students enrolled in two classes a week are allowed up to 6 make-up classes per term.
- You must call and notify office personnel of a class being missed before it is missed if you would like to make it up. Advance notice is what makes it possible for us to fit other students in for make-up classes.

School Closings/Holidays:

- If the need arises to close the gym due to severe weather, a notice will be posted on our website www.inspireathletics.com and the message on the gym voice mail will be updated accordingly.
- Only the main National Holiday's will be observed. New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

2009/10 Term Calendar

Fall Term	Aug. 24 to Oct. 24, 2009 (closed Sept. 7, Labor Day)
Winter I Term	Oct. 26, 2009 to Jan. 15, 2009 (no classes Dec. 21 to Jan.5)
Winter II Term	Jan. 18 to Mar. 20, 2010
Spring Term	Mar. 22 to May, 2010 (no classes April 5 -10, Spring Break)

Payment Policy

Tuition:

- Our normal terms run 9 weeks. Full payment is required at the time the student is registered for a class. A student's name will not be placed on the roster until the term has been paid.
- We offer a special Flex Term during the summer which allows you the flexibility to take two vacation weeks and not have to pay for them.
- We accept cash, checks and Credit Cards (Visa, MasterCard, Discover & Diners Club)

Membership Fee:

- A \$ 18.00 annual membership fee per child is due each January. This fee is pro-rated for those joining later in the year. It is your responsibility to inform us of

any changes of address or phone numbers so that your membership information is kept current.

Discounts:

- Family Discount – The second child and beyond of the same family receives a 20% discount.
- Multiple Class Discount – Children in multiple classes receive 20% off each additional class.

100% Money Back Guarantee

We believe we offer the best children's gymnastics program in the area. We also understand that we cannot always offer exactly what all children need at every stage of their development. That is why we offer you the following guarantee: If at anytime during the first month (4 consecutive weeks from enrollment date) you are not completely satisfied with our program, we will refund your tuition.

Notes: Our money back guarantee is intended for NEW families to Inspire Athletics. The Annual Membership fee is non-refundable.

Other Refunds:

If, before the first class, a student withdraws from their class, a full "fee" refund will be issued. The membership fee is non-refundable. If, for medical reasons only, a refund is requested after the first class, a doctor's note must accompany this request. In such instances, a pro-rated refund will be issued. If, after the term has begun, a request is made to switch classes to another day or time for any reason, the request will be subject to availability in the requested class.

Returned Check Fee:

- There will be a \$ 10.00 fee for any returned checks.

Priority Sign-up Week

Priority sign-up week is the next to the last week of a term. During priority sign-up week we give our current class kids the opportunity to save their spot in their preferred class for the next term, before we open enrollment to new students. If students are not properly enrolled before the first day of the new term, we cannot guarantee they will be able to register for their preferred day and time.

Dress Code:

All students are asked to have their hair pulled back out of their eyes and off their neck. Students should not have any jewelry except stud earrings. This is to prevent injury not only to your child but to coaches and other children around them. We ask that all students come to class with clean feet. Children that come to class with dirty feet will be asked to clean them before entering class. We want to promote a clean, healthy gym.

Gymnastics and Tumbling Students

- We prefer that girls wear a leotard, however a T-shirt (tucked in) and shorts is acceptable. Boys should wear shorts and a tank top or T-shirt (tucked in). Please do not wear jeans, buckles, belts, or zippers. Leotards with skirts are not recommended as they tend to get caught on the bars.
- Bare clean feet are required

- Long hair must be tied back with elastic band. We do not suggest hair clips, barrettes or other hair accessories.

Dance Students:

- Pre-school dance students may wear a leotard of their choice and ballet style dance shoes.
- All ballet students should wear a black leotard and white tights. Pink ballet slippers are required. Long hair should be pulled back in a pony tail or bun.
- Dance students enrolled in jazz, creative movement or hip hop should wear non-restrictive clothing, such as a T-shirt and shorts or sweat pants. Bare feet are acceptable.

After changing, students may wait with their parents in the viewing area for their class to begin.

Communication

Periodically we will send notices home with your child. They may be notices about upcoming special events, make-up classes, special promotions, etc. It is very important that you read all notices sent with your child so that you are informed and prepared. You may also check our bulleting board in the lobby or our website for information on current events.

Parent Responsibilities:

- You may watch classes from the parent viewing area upstairs, no flash photos are allowed at any time.
- Please do not enter the gym area (unless you are with the Parent & Tot class) or if an instructor asks you to.
- You may speak with your child's coach after class if they do not have another class scheduled. Or you can leave a message anytime in the office for them to call you to set up a convenient time to speak.
- There is a drinking fountain provided for the kids as well as a vending machine that has water and assorted juice drinks. We do not allow drinks/food to be brought into the Gym area. Water may be kept in the cubbies or table close to the entrance to the gym area.
- Parents and children who arrive at the gym early are to remain in the waiting area until the coach signals the beginning of class. Children are only allowed in the gym area during their class time.
- Parents should accompany young children to the bathroom before class and during class if necessary.
- No one but the students enrolled in class are allowed to be in the gym area or on the dance floor. Brothers and sisters not enrolled in the class are to remain in the care of their parent. Please do not allow them to climb on benches and railing.
- Your children count on you to get them to their class on time. Remember, the warm-up is a crucial element to the class. If you know you'll be late to pick up your child, remind them to sit in the front office and wait for you. Do not suggest that they wait outside. Please inform the office if you will be late.

Privacy Policy:

Inspire Athletics, LLC is committed to protecting your privacy and the privacy of all our members, parents and visitors. Upon registering for any of our classes, you may be asked to provide information that personally identifies you, your child(ren) and other caregivers. This information allows us the ability to contact you, if necessary, with information about your classes, or in case of an emergency.

Your information is used by Inspire Athletics, LLC administrative staff for administrative purposes only, as well as by our coaching staff for the purpose of providing appropriate programs and services for each student. Inspire Athletics, LLC will not share any personal information with third parties without your consent, other than if required to do so by law, or in good faith belief that such disclosure is necessary either to comply with the law, to prepare and defend the rights and properties of Inspire Athletics, LLC, or to protect a member of Inspire Athletics, LLC. Submission of any Inspire Athletics, LLC form implies your agreement to our Privacy Policy Statement.

Facility Cleanliness:

- We pride ourselves in our gym and our surrounding areas. Please help us keep our gym clean by picking up after yourself, and by informing us of any situations that need attention.

The Fun & Fit Gymnastics Program

We offer a Non-competitive Gymnastics Teaching Curriculum. Non-Competitive to us means:

- We don't compare any child's performance to another child.
- We define winning as **personal** effort that creates self improvement
- We "educate" our parents and students that the posters and stars are a way for them to see what their goals are, keep track of what they have learned, and know what they still need to work on. The focus is always on **their** growth at **their own pace**.

The **Kids Progressive Curriculum** is for children 3-5. This program is a great introduction to general motor skills as well as gymnastics. Some of the basic skills children will learn are how to jump and land safely, roll properly, swing on the bars, run with correct posture and technique and balance on the beam. The curriculum is broken down into achievable steps that aid children in learning as well as provide plenty of opportunity for the successful performance of skills, so that children do not feel discouraged or overwhelmed by a skill. The curriculum is divided into 5 levels, Level 1 being the beginner level and 5 the most advanced.

The **Girls and Boys Curriculum** is for children 6 to 15. Children in this program will begin with the basic skills of gymnastics and progress to advanced skills. The curriculum covers all aspects of gymnastics, including mini-tramp and dance (for girls). The curriculum is divided into 6 levels, level 1 being the beginner level and 6 the most advanced.

- Once your child registers, you will be given a poster for your child's level. This poster can be taken home and you will be given stars to put on the skills your

child learns throughout the term. This will help you know what is needed to move up to the next level.

- **Evaluations:** At least once a term (in regular length terms), we will evaluate our students progress during "evaluation week". The following week, "star week", students will be given stars to place on their posters by the skills they passed. To earn the stars, students must perform the required skill 3 times in a row. Once they have completed each skill successfully, they will have their picture taken with their coach and receive a certificate. They will then be eligible to sign up for the next level of class.

Tumbling

- Students will be taught solid tumbling basics and technique, such as rolls, handstands, cartwheels and round-offs, and progress to more advanced skills such as back handsprings and saltos. Special care and attention will be given to insure that the proper progressions are followed so that children may perform all skills safely and with proper technique, thus boosting their confidence and enabling them to achieve their goals. There are recreational classes as well as a competitive team for athletes in tumbling. The classes are as follows:
- **Basic Tumbling:** athlete needs to perfect forward rolls, and backward rolls and begin practicing handstands and cartwheels. We will concentrate on coordination skills necessary for harder tricks.
- **Beginning Tumbling:** athlete has dominated forward rolls, backward rolls and cartwheels. In this class they will learning dive cartwheels, round-offs, etc and begin learning front and back-handsprings.
- **Intermediate:** athletes will learn round-off handsprings, front handsprings, and will be introduced to front and back tucks.
- **Advanced:** athlete has perfected round-off back-handsprings, and is working on tucks, layouts, and fulls. They will also be taught arial cartwheels and walkovers.

Dance

- At Inspire we will strive to set each child on a path to self expression and discovery through movement. Our dance program will provide guidance with large motor skills, teach your student to make shapes through movement and learn to develop their musicality.
- **Ballet:** this disciplined dance form will help strengthen anyone who wishes to learn dance technique. The student will learn ballet positions, barre work, and choreography unique to this dance form.
- **Jazz:** this is a dance form that emphasizes the down beat of music. Student will learn basic jazz technique such as using the body as center, hip walks, grapevine, stag leaps, and split leaps, and more.
- **Creative Movement:** this is a dance sampler of various dance techniques. Ballet, jazz, hip-hop and contemporary dance will be explored.

Students wishing to be a part of the spring recital will be required to pay a costume fee. The fee will be determined yearly.