



**Gymnastics, Tumbling, Dance & Children's Fitness**  
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**Class Handbook**

**2011/2012**

## Table of Contents

<b>Mission Statement.</b> . . . . .	<b>3</b>
<b>Our Unifying Principles.</b> . . . . .	<b>3</b>
<b>Monthly Tuition.</b> . . . . .	<b>3</b>
<b>Payment Specifics.</b> . . . . .	<b>3</b>
Auto Pay. . . . .	<b>3</b>
Pay by Session. . . . .	<b>4</b>
2011/12 Sessions Calendar. . . . .	<b>4</b>
Returned Check Fee . . . . .	<b>4</b>
<b>Dropping.</b> . . . . .	<b>4</b>
Medical Reasons for Dropping. . . . .	<b>4</b>
<b>Membership Fee.</b> . . . . .	<b>4</b>
<b>Discounts.</b> . . . . .	<b>4</b>
<b>100% Money Back Guarantee.</b> . . . . .	<b>5</b>
<b>Closings and Holidays.</b> . . . . .	<b>5</b>
<b>What to Wear.</b> . . . . .	<b>5</b>
<b>Communication.</b> . . . . .	<b>6</b>
<b>Parent Responsibilities.</b> . . . . .	<b>6</b>
<b>Program Descriptions.</b> . . . . .	<b>6</b>
<b>Privacy Policy.</b> . . . . .	<b>8</b>
<b>Facility Cleanliness.</b> . . . . .	<b>8</b>

## **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

As you watch your child's class, we encourage you to look for overall improvement and compliment your child often. Our instructors are trained to work with each child at his/her individual skill level and to praise and encourage as progress is made. 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/she 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/tumbling/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.

## **MONTHLY TUITION**

Our program is structured so your child can enroll in class at any time on a month to month basis (if enrolled in Auto Pay). The number of classes will vary month to month depending on the area's school calendars and holidays which necessarily means your child may have 3 classes one month, 4 the next or 5 in another. Regardless, the total number of classes evens out during our "Gym" year from September to August. If your child's class meets 5 times in one month, we will not charge extra. Consequently, if your child's class meets 3 times in one month, due to holidays or breaks, you will not receive a credit or make up. All Holidays and Breaks are figured into our yearly cost of running classes, and then divided evenly into 12 months.

## **PAYMENT SPECIFICS**

Full payment is required with registration. Tuition payments by check, cash or credit/debit card may be made at the front desk. We accept Master Card, Visa and Discover. Registration and payment may also be done on-line (credit and debit cards only). We do not accept Money Orders. You have two payment plan options: Pay monthly thru Auto Pay via credit or debit card; or Pay by Session (two months at a time), via cash or check.

**AUTO PAY** - We now offer a convenient monthly Auto Pay Program. The greatest advantage to enrolling in the Auto Pay Program is that you will be paying for your child's classes on a monthly basis. All you need to do is enroll on-line or in our office, enter your current credit or debit card information, and accept the terms and conditions of the Auto Pay Program. We will then debit your card on the first day of each month for the amount of your child's tuition, for as long as your child is enrolled in our program. Please note the following:

- You are responsible to make sure we have current credit or debit card on file that is not expired and has charging or debit privileges.
- It is easy to enroll in and change your Auto Pay information. Simply log into your iClass Pro account through our website, [www.inspireathletics.com](http://www.inspireathletics.com) or stop by the front desk for assistance.
- Should your bank decline the debit, or your card company decline the charge or debit, a \$30.00 fee will be charged to your account and is immediately due. You must pay your account current at that time.

**PAY BY SESSION** - If you do not wish to enroll in the Auto Pay Program you will be required to pay for 2 months of classes at a time, and your payment must be made by the 18<sup>th</sup> of the preceding month in order to save your child's spot for the following 2 months. If the payment is not made by the 18<sup>th</sup> of the month, you will receive a reminder notice for the payment due, with an additional \$5.00 late fee. If your account remains unpaid by the 25<sup>th</sup> of the month, your child will be dropped out of the class for the following month, and we will offer his/her spot to the next person on the waiting list. Your tuition payment is what saves your child's spot in a class.

### **2011/12 Sessions Calendar for Non-Auto Pay customers**

Session I	September 1 <sup>st</sup> to October 31 <sup>st</sup>
Session II	November 1 <sup>st</sup> to December 31 <sup>st</sup>
Session III	Jan. 5 <sup>th</sup> to February 29 <sup>th</sup> , 2012
Session IV	March 1 <sup>st</sup> to April 30 <sup>th</sup>
Session V	May 1 <sup>st</sup> to June 30 <sup>th</sup>
Summer Session	July 1 <sup>st</sup> to August 31 <sup>st</sup>

### **Returned Check Fee:**

- There will be a \$ 20.00 fee for any returned checks.

### **DROPPING**

If you wish to drop your child from a class, a 20 day written notice is all that is required; that is, you must give us written notice at least by the 10<sup>th</sup> day of your child's last month of class (with medical reasons being the only exception, please see below). ORAL DROP NOTICES ARE NOT ACCEPTABLE. Your credit or debit card will continue to be debited on the 1<sup>st</sup> of each month until we receive the proper 20 day written notification of withdrawal. Drop notice forms are available at the front desk.

### **MEDICAL REASONS for dropping a class**

For medical situations validated by a written acknowledgement from a licensed medical practitioner, you will be granted a credit prorated from THE DAY WE RECEIVE the written acknowledgement. A retroactive request for medical credit cannot be granted, as it eliminates our opportunity to fill the vacated class spot.

**Membership Fee: \$25.00 for 1<sup>st</sup> child; \$15.00 for 2<sup>nd</sup> child; \$10.00 for 3<sup>rd</sup> child.**  
(max \$50.00 per family)

- The per child annual membership fee is due when first registering for a class and then annually thereafter for as long as the student is an active member.
- It is your responsibility to inform us of any changes of address or phone numbers so that your membership information is kept current.

### **Discounts:**

We offer 20% discounts off of the class tuition of any 2<sup>nd</sup> child or beyond, and/or on multiple classes. The discount is applied to the lowest priced classes first. Only one discount may be given on any 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 any time 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.

## **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 take priority. Your payment saves your child's spot in his/her REGULAR class.

- Students enrolled in one class a week are allowed an average of 1 make-up class per month.
- Students enrolled in two classes a week are allowed up to 2 make-up classes per month.
- All make-ups must be completed within one month from date of absence and the student must be currently enrolled in classes.
- 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 students in for make-up classes.
- If your child is sick, please do not bring him/her to class. Please call the office ASAP at (574)295-4348. If no one answers; please leave a message including your child's name and what day/time and level his/her class is.
- Make-up procedures may vary from program to program, depending on safety concerns, space, equipment, and teaching ratios. NOTE that a program's particular make-up policy is already factored into that program's tuition amount. The gym is closed from time to time for holidays. These days are factored into the tuition averaged out over the year.
- We reserve the right to refuse a make-up if we feel it will hinder the experience of those children who have registered for and paid for that class. Make-ups are not intended for our Team Students.

## **Closings and Holidays:**

- If the need arises to close the gym due to severe weather, a notice will be posted on our website [www.inspireathletics.com](http://www.inspireathletics.com), on our Facebook page, and the message on the gym voice mail will be updated accordingly.
- Planned closings for the 2011/12 year:  
September 5<sup>th</sup>, Labor Day  
November 24<sup>th</sup> to 27<sup>th</sup>, Thanksgiving Break  
December 22<sup>nd</sup> to January 4<sup>th</sup>, Christmas Break  
April 2<sup>nd</sup> to the 7<sup>th</sup>, Spring Break  
May 28<sup>th</sup>, Memorial Day  
July 1<sup>st</sup> to the 7<sup>th</sup>, Independence Day Week

## **What to wear:**

- 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.
- No jewelry except stud earrings.
- Bare clean feet.

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

## **Communication**

Periodically we will send notices home with your child. They may be notices about upcoming special events, special promotions, make-up classes, 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 bulletin board in the lobby, our website and our Facebook page for information on current events. If you have a current e-mail on file with us, you will also receive e-mail updates.

## **Parent Responsibilities:**

- You may watch classes from the viewing area upstairs, no flash photos are allowed at any time (flashes are a distraction and a safety hazard).
- Only staff and students are allowed in the gym area (except parents participating in the Flying Pals class).
- No food/drinks are allowed in the Gym area. Water may be kept in the cubbies close to the entrance to the gym area.
- Parents and children who arrive 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.
- Only students enrolled in class are allowed to be in the gym area or on the dance floor. Siblings not in a class are to remain in the care of their parent. Please do not allow them to climb on benches and railing.
- No smoking. (Smoking is prohibited in or around the facility)
- Your children count on you to get them to their class on time. Remember, the warm-up is a crucial element to the class.
- Please be on time when picking up your child from class.

## **Recreational Gymnastics Program**

We offer a Non-competitive Gymnastics Teaching Curriculum that includes a poster and sticker reward system. The program is designed to:

- Teach skills in small achievable progressions that allow for the child to experience success quickly and regularly, thus keeping them excited and motivated to keep learning;
- Encourage participants to progress at a pace that is comfortable to them, while still challenging them to keep learning new skills;
- Define winning as **personal** effort that creates self improvement;
- Help children enjoy physical activity and develop the life-long healthy habit of exercising. After all, exercising really is fun and it makes you feel so good!

The posters and stars are a way for the participants and parents to see what their goals are, keep track of what they have learned, and know what they still need to work on. We have five distinct curriculum tracks: Flying Pals; Pre-Primary; Girls; Boys; and Tumbling.

The **Flying Pals Curriculum** is for children 18 months to 3 years. It contains 3 skill levels and focuses on gross motor and locomotor skills, as well as the introduction of basic gymnastics skills. Children are introduced to a group class setting and the social interaction and rules that come with such. They must be accompanied by a parent or care giver. The class includes “flying” thru fun gymnastics circuits with the assistance of their “pal”,

swinging and flipping around the bars, balancing, turning, and jumping on the beam, jumping on the mini-tramp and into our huge foam pit.

The **Pre-Primary Curriculum** is for children 3-6. This program includes general motor skill development as well as gymnastics instruction. 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. It is divided into 5 skill levels, Level 1 being the beginner level and 5 the most advanced. Classes are also divided by ages: **Little Gliders** – age 3; **Fearless Flyers** ages 4 & 5 (levels 1 to 3); and **Gym Jets** ages 5 & 6 (levels 3 to 5).

**Rocket Power** is a pre-team program that is made available to those children 5 to 7 years old, who have reached or completed Level 5 of the Pre-Primary Curriculum; are recommended to the team program director; and show the desire to join the competition team. The practices will be 2 times a week for 1 ½ hours each. This program is by invitation only. The assumed length of the commitment is for the full school year.

The **Girls and Boys Curriculum** is for children 7 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 year. This will help you know what is needed to move up to the next level.
- Evaluations: Periodically, 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 progress to 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. The class levels are as follows:

- **Basic Tumbling:** participants will learn and perfect forward rolls, and backward rolls, and begin practicing handstands and cartwheels. We will concentrate on the coordination and locomotor skills necessary for learning harder tricks.
- **Beginning Tumbling:** participants should have dominated forward rolls, backward rolls and cartwheels. In this class they will learn dive cartwheels, round-offs, walkovers, etc. and begin learning front and back-handsprings.
- **Intermediate:** participants will perfect the standing back handspring and learn round-off handsprings, front handsprings, as well as be introduced to the mechanics of front and back tucks.
- **Advanced:** participants must have perfected round-off back-handsprings. This class will focus on learning tucks, layouts, and fulls. Participants will also be taught aerial cartwheels and walkovers.

**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 will 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.