

WELCOME

The management and staff members at Revolution would like to extend a warm welcome to all our new & returning members. Our goal is to provide you with the highest quality service and programming in the area. This handbook will provide you with most of the information you will need to know about our facility. We hope you will have a great time with us and we thank you for joining Revolution Gymnastics & Sports Centre.

OUR PRINCIPLES

Here at Revolution Gymnastics & Sports Centre, all our staff members operate under the same 6 basic principles:

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| Safety First | To provide the safest possible learning environment at all times. |
| Highest Quality | To provide the highest quality programming at all levels. |
| Instil Life Skills | To encourage life skills and help prepare participants for a successful future. |
| Constant Progress | To continually strive to develop positively in all areas of sports. |
| Teach Respect | To insist on giving and receiving respect at all times with all members |
| Value Appreciation | To encourage appreciation of sports, hard work and achievement. |

SAFETY FIRST POLICY

The safety and best interest of every child will always be our first priority here at Revolution. Please understand that in order to adhere to this policy, we reserve the right to remove any participant from our programs that may hinder their own development or the development of other children in our facility by way of their inappropriate behaviour. Our hope is that everyone fully enjoys the time spent in our facility.

STAFF

Our highly qualified staff members retain N.C.C.P (National Coaching Certification Program) certification. With decades of experience working with children in sports, we offer premier quality in coaching for all our programs.

Coach in Training (C.I.T) and Program Assistants (P.A)

For some classes you may notice a C.I.T or P.A present during your child's class. C.I.T's are junior instructors who wish to coach gymnastics and are in the process of learning how to work with children, organize a class, problem solve and technically teach gymnastics skills. P.A are helpers who are there to assist the instructor with challenging classes. P.A's do not teach the curriculum or assist with teaching gymnastics elements, their primary responsibility is to help with the flow and function of a class. C.I.T's and P.A's are under the direct supervision of a certified instructor at all times to ensure proper safety protocol is being followed. Should your child's class be assigned one of these helpers please be sure to direct all questions to your certified instructor. C.I.T's and P.A's are just another way we are committed to offering the highest quality programming available!

DROP OFF AND PICK UP

We insist that parents come into the facility to drop off and pick up their child. Classes begin and are dismissed promptly at their scheduled times. Please be sure your child gets into class prior to leaving the facility and is picked up on time. We are unable to supervise children prior to the start and following the end of their class time. Revolution staff is responsible for children during their scheduled class time only

ATTIRE

For the safety of all participants it is important that appropriate attire be worn to class.

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| BOYS | T- Shirt and sport shorts (fitted clothing is recommended) |
| *GIRLS | Boys suit (Short or long footless tights optional) - no bathing suits |
| HAIR | Hair that can reach the eyes must be tied back |
| FEET | Bare feet only |

*Bodysuits and tights may be purchased at the office

Special Considerations

- Cuts, warts or any open sores must be bandaged before class
- Absolutely no jeans or jewellery (except for stud earrings).
- No clothes with snaps, buckles or other bulky objects may be worn during class
- Participants wearing inappropriate attire will be asked to change or may not be allowed to participate for safety reasons.

FOOD AND BEVERAGE

For classes 2.5 or less in duration we do not stop for a snack break however water breaks are offered as needed. Please ensure to send a water bottle clearly labelled with your child's name to each class. Water bottles should be filled with **WATER ONLY**. Carbonated drinks and sugary juices can contribute to dehydration. Should you choose to bring food into the facility for any reason, please note that we are a PEANUT FREE facility.

MAKE-UP CLASSES

Make up classes are available on a sign up basis only. Should you require a make up class please contact the office to sign up for the next available date.

Special Considerations

- No make ups offered for inclement weather cancellations
- Limited to 2 per child per term (Term 1 Sept-Jan / Term 2 Feb - June)
- Sign must be done a minimum 4 weeks prior to the end of the applicable term
- All make up classes must be completed prior to the end of the applicable term
- Missed make up classes may not be rescheduled
- Statutory cancellations are re-scheduled on pre assigned days are not included as make up classes (see reverse for details)
- Subject to availability and are not guaranteed

PROGRESS REPORTS

There is no pass or fail here at Revolution. Evaluations are completed to simply track your child's progress and ensure they are placed in the appropriate group. Your child will develop improved self confidence as they acquire new skills and are rewarded with a report and ribbon at the end of each term to mark their accomplishments.

INCLEMENT WEATHER CLASS CANCELLATIONS

In the event of inclement weather, please call the gym or visit our website. Cancellation information will be available a minimum of 1 hour prior to the start of your class. Should classes be cancelled for any other reason, you will be notified (in person or by way of message) via telephone at the primary phone number provided at time of registration. ***We do not offer make-up classes for inclement weather cancellation**

VIEWING

We offer a large, bright and spacious viewing area with ample bleacher seating. Viewing is optional however, if your child demonstrates separation anxiety, has difficulty focusing or following direction or if your child is in need of assistance to use the washroom we require that you stay for the duration of the class. Parents may watch from the **viewing area only**. For safety reasons, we ask that parents in no way try to contact your child or your child's coach during their class. **Parents and visitors are not to enter the gym at any time**. If you need to speak with your child's coach, please do so prior to or following the class. In the event of emergency circumstances, please speak with our office staff or any Revolution staff member to assist you in getting your child to you.

Parents, we ask that you keep a vigilant watch on siblings and young visitors while you are viewing. Climbing on the bleachers, roughhousing or attempting to perform gymnastics skills is dangerous and not permitted in the viewing area.

PROGRAM CANCELLATION POLICY

Cancellation fees will apply to any cancellation once registration has been completed. Cancellation fees are as follows

Prior to the beginning of class

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|-------------------------------------|---|--------------------------|
| Weekly programs (2.5 hours or less) | \$25 Cancellation fee \$25 Non refundable registration fee | Refund remaining balance |
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After completion of the first class

| | | |
|-------------------------------------|---|---------------------------|
| Weekly programs (2.5 hours or less) | 1 month written notice \$25 Cancellation fee \$25 Non refundable registration fee | *Credit remaining balance |
| Weekly programs (2.5 hours or more) | 1 month written notice \$50 Cancellation fee \$25 Non refundable registration fee | *Credit remaining balance |

*Credits may be used for other club programs and/or merchandise but must be used within 1 year from date of issue

NEW MEMBER POLICY (Applicable to first time Revolution members only) - If you are not satisfied after your 2nd scheduled class, we will refund the remaining program tuition or apply it as a credit to another program. As stated annual registration and insurance fee is non refundable in all cases.

RETURNED/NSF CHEQUES

Please note that all returned/NSF cheques will be assessed an admin fee of \$40. All fees must be paid in full, in cash/debit (no cheques) within 5 days of the occurrence in order to continue attending the classes & maintain membership.

FEEDBACK

Our goal is that everyone attending our programs has a fun and positive experience. Should you have either positive or constructive feedback about you child's instructor or program please let us know. We take pride on delivering the best gymnastics programs available to our members so we want to keep doing what works and strive to change what is not working. It is only with our member feedback that this is possible!



RECREATIONAL GYMNASTICS HANDBOOK



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