



Stars Gymnastics Training Center

Parent Handbook

2017-2018

713-464-1996 phone
713-464-2099 fax
info@starsgymtx.com

10516-G Katy Freeway
Houston, TX 77043
Starsgymtx.com



Dear Parents,

WELCOME to Stars Gymnastics Training Center, where students are our first priority. We strive everyday to be a place where students love to learn and have the opportunity to experience new things!

Our Mission:

The mission of Stars Gymnastics Training Center, a Limited Liability Company, is to promote the sport of gymnastics and develop self esteem in our students, while in pursuit of excellence. Our staff is dedicated to this.

Our Staff

All Stars Gymnastics Team Members (our staff) are highly trained in safety procedures, gymnastics curriculum, class/child management and leadership techniques. Team Members attend in-house meetings each month.

- *All Staff members - Trained in safety procedures as outlined in the USA Gymnastics Safety Manual*
- *Senior staff - Safety Certified by USA Gymnastics*
- *All Staff members - Background checked by USA Gymnastics*
LOVE working with kids

Thank you for the opportunity you have given us to make an impact on your child's future. We pledge on behalf of the entire staff of Stars Gymnastics, that we will give our best effort at all times.

Warmest Regards,

Dan and Ashly Baker
Head Coaches and Owners

\$10.00 OFF

Use this coupon for \$10.00 off any
Stars Gymnastics activity

(Valid for Flip Flop Shop, Parents Night Out, Holiday,
Spring Break, or Summer Star Daze.)

www.starsgymtx.com * 713-464-1996



General Facility Information

Stars Gymnastics Training Center, LLC
10516-G Katy Freeway
Houston, TX 77043
Phone: 713-464-1996
Fax: 713-464-2099
Website: www.starsgymtx.com
Email: frontdesk@starsgymtx.com

Stars Gymnastics operates year round and offers a wide range of activities for ages 21 months to 18 years. We offer gymnastics classes, cheer and tumble classes, birthday parties, parents night out, and spring break, holiday and summer star daze.

Hours of operation: M-F 8am—8:30pm, Sat 8am-3:30pm
Birthday parties as scheduled on Saturday and Sunday.

Lost and Found

Lost and found is in the first cubby in the parent viewing area. Any items left at Stars Gymnastics will be placed in the lost and found cubby for 1 month before being donated to charity.

Emergency Related Procedures

We do our best to ensure your child's safety at our facility, however we cannot always guarantee that accidents will not occur. In the event of a minor injury such as a bump or scrape, we will apply ice and/or a band-aid if necessary. In the event of a major injury, we will contact you immediately as well as emergency personnel if the situation warrants. In either case, an incident report will be filed with the front desk and a copy sent home with the child.

Parent questions or concerns

If you have questions or concerns regarding your child or our facility please do not hesitate to talk to your child's coach, Class Director - Robert DeMartino, Office Manager - Dawn Moses, Customer Care Specialist - Rosie Cuadro, or Owners - Dan and Ashly Baker. You may contact them in person, by phone or email.



Safety Guidelines

Stars Gymnastics considers the safety of its students and clients a high priority. Because of this, we have listed some general safety guidelines. Please familiarize yourself with these policies and share them with your children. Please feel free to inform us of any potentially dangerous activity or hazard that you feel requires our attention.

Parking Lot

- No unattended children in the parking lot.
- Children may NOT wait outside without the supervision of an adult.
- Please lock your car and hide any valuables, Stars Gymnastics cannot be responsible for loss or theft in the parking lot.

Lobby

- No unattended children in the lobby.
- No running or gymnastics skills in the lobby.
- Climbing on the rail or cubbies in the lobby is prohibited.
- Students that are enrolled in Mini Tykes or Rising Stars, or are not fully potty trained must have a parent on the premises at all times to assist in personal needs.
- Parents are allowed to leave or remain on the premises while their child is in class. Please notify the front desk if you will be leaving.
- Please have a plan of action with your child in case you are ever late in picking them up. We recommend talking to your child about never leaving the building without you and informing a front desk team member if their parent is not in the building after class. Please notify us if you are running late for pickup. (Go ahead and plug our number in your phone right now! 713-464-1996)
- There is a minimum of \$15 per hour late fee if your child is left at the gym for longer than 15 minutes after class dismissal.

Bathroom

We recommend all children under the age of five (5) be accompanied by an adult when using the restroom.

Custody Issues

In the case of dual family relationships, Stars Gymnastics requires a certified copy of the current custody order. This information is kept strictly confidential. The individuals designated by the custodial parent to pick up his/her child in case of any emergency will be the only people the child will be released to under any circumstance. These designated individuals must produce a photo driver's license.



Gymnastics, Tumbling and Cheer Class General Policies

General Registration Policies

- Stars Gymnastics offers a flexible payment policy. Payment is due the first class of the session. We also offer discounts for payment for 3, 6 or 12 sessions in full or sign up for automatic payment to make per session payments. Payment for your first session's tuition is required prior to enrolling your child in a class.
- A non-refundable Registration Fee is required of all students enrolling in a gymnastics, cheer, tumbling class or private lessons at Stars.
- The annual registration fee is valid September through August of each year.
- A complete Registration Form must be on file at the front desk before any student may participate in any activities at Stars Gymnastics.
- Accounts must be **current** prior to participation in classes or enrollment in additional programs.

General Class Procedures and Policies

- All students must have hair securely tied back. A ponytail, bun, or braid is appropriate for girls.
- Bare feet are required in all classes for student safety.
- Students **MUST** remove all jewelry and watches prior to class.
- Absolutely **NO** gum, food, or drinks allowed on gym floor.
- **No parents or spectators allowed on the gym floor; along or beyond blue railing, or roped off area at any time, excluding parents enrolled in Mini Tykes classes.**
- Students must be dressed appropriately. Boys may wear T-shirts & athletic shorts. No jeans, snaps, buttons, or zippers. Girls must wear a leotard.
- Students need to wait for their class to be called before entering the floor. No students are allowed on the floor without a coach.
- Returning or new students may need to be evaluated for class placement. All new students are allowed one (1) trial class. Trial classes and evaluations must be scheduled through the Front Desk.
- Classes with enrollment of three (3) students or less may be canceled. In the event of a cancellation, alternate class availability will be recommended.
- Students who arrive more than 20 minutes late will not be allowed to join the class.



Instructors

- While Stars Gymnastics makes every effort to have a consistent instructor for class we cannot guarantee that specific instructors will remain in their position each and every class. In all cases, whether an instructor is re-assigned, unable to be present one week, or has left our program, your child's class will be taught by a qualified Stars instructor.

Curriculum

- Stars Gymnastics bases all of their class instruction on curriculums written and endorsed by USA Gymnastics. Our philosophy is to use age appropriate progressions in all skills taught to allow children to work towards mastery of each skill. Gymnastics is a wonderful sport that takes time and dedication while having fun.
- We believe that we are teaching life skills through a sport and that it is our responsibility to teach much more than just gymnastics.
- Younger class lesson plans are adapted from the USAG Compulsory Program for Girls and the USAG Essential Elements for Boys.
- Students in Levels 1-4 will learn the USA Gymnastics Level 1-4 supplemental skills, routines and follow progressions that will give them the opportunity to enter competitive gymnastics if the child and parents choose that path.
- It is our goal at Stars to offer a program that is well rounded for student of varied abilities and to teach to the child's developmental level.
- Coaches continually evaluate students and will contact you directly when your child is prepared to advance to a more challenging level of skills based on multiple items, physical ability, listening skills, personal desire, and developmental age.
- Students will work on core strength that translates to body posture and life long health.
- Please feel free to ask to speak directly with your child's coach after class times or visit with our Class Director - Robert DeMartino, Office Manager - Dawn Moses, or Customer Care Specialist - Rosie Cuadro.
- Students will find challenges both mentally and physically throughout their time in gymnastics, just as they will in daily living. It is our goal to help them understand that perseverance has great rewards. Gymnastics is the one sport that will give children the basis that will carry them successfully into so many other activities. Begin Here, Go Anywhere.





Personal Items

- Stars Gymnastics is not responsible for personal items brought to the gym. We provide cubbies in the parent viewing area for the storage of children's clothing and shoes while in class, but do not assume liability for those items.

Emotional Well-Being

- Please let us know if your child has or is experiencing a traumatic situation at home. It is extremely helpful to have this information before class to ensure the best experience for every child. It is important to us to give each child the support they need for a positive class experience.

Holidays

- Holidays and gym closings have been considered when tuition is set. Make up classes will be offered for classes that are cancelled due to events hosted by Stars Gymnastics, or Holidays that are not considered in the monthly tuition.

Make-Up Policy

- For every class missed, one (1) make-up class can be scheduled.
- Students may schedule make-up classes as long as they are **currently active** in our class program.
- Make-ups must be scheduled through the front desk within the session the absence occurred and must be completed by the end of the following session. All make-ups are dictated by class space availability.
- Please call the Front Desk within **7 days of the absence** to schedule the make-up.
- Make-ups cannot be scheduled after a 30 Day Drop Notice has been processed.
- Stars does not refund, credit, or pro-rate due to absences.
- Class cancellations for “acts of God” will not be refunded but may be made up. Please call the Front Desk to schedule a makeup.

Drop Policy

- A 30-day written notice is required to drop a gymnast from class. The notice must be received by the 1st class of the session prior to dropping the class. You are responsible for payment for all classes up until your drop date. You are also responsible for full payment for the session if you fail to give notice.

Referral Policy

- We appreciate you letting your friends know that your child is having a great time at Stars Gymnastics! When you refer a new student to Stars and they register for a class, you will receive a \$10 discount on your next months tuition. Please be sure your friend mentions your name on their paperwork so that we can give you the credit !!

Customer Appreciation

- We love having you at Stars Gymnastics and would like to show you how much !!! When you enroll in 6 consecutive months you will receive a Customer Appreciation Card worth \$10 off a purchase from our Pro Shop or 1/2 off a Stars Parents Night Out.