



2009-2010 Registration Handbook (Valid through August 2010)

Dear Children's Gym Families,

As we embark on our 26th season here at The Children's Gym I would like to take this time to say a big thank you to all the families that have walked through our doors over the years. It is because of you and your belief in our philosophy that we have been able to grow as a business and touch the lives of so many children in the community. It has always been my goal and job to have The Children's Gym be a place that inspires children and builds their self-esteem in positive group environments.

When I started the gym 26 years ago my hope was to create an atmosphere that promoted self-esteem and encouraged individual growth through the sport of gymnastics. I wanted The Children's Gym to provide a noncompetitive environment in which children would thrive. I am happy to say that The Children's Gym has been such a place, and will continue to be as we grow and expand. I envision for our future we will be a place where children continue to blossom through a number of avenues including martial arts, cheer, dance, yoga and swimming. The Children's Campus would be such a place, providing its community with numerous resources to facilitate what our goals have always been for our students and families.

Please take this time to look through this year's registration handbook to both review and familiarize yourself with our policies. You will find some new policies that will be instilled this season to help us run our program more smoothly.

Thank you to all our families, both past and present for your continued support and commitment to our program. Here is to a great 26th Season!

Best wishes,

A handwritten signature in black ink that reads "T. Vogel".

Traci Vogel

Founding President and Director of operations

Mission and History

At The Children's Gym, we inspire children for a lifetime through the sport of gymnastics. Children ages 12 months through 14 years are challenged in a noncompetitive environment to develop not only their bodies but also their minds.

We believe the path to learning is lit by teachers who know where to shine the light. Our teachers infuse safety with creativity, respect with love, and clear expectations with consequential discipline. Unlike competitive programs that focus on skill level alone, our focus is to build self-esteem and encourage positive group interactions. Students are not competing with each other, but are striving for self-improvement. Our classes are small in order to achieve this goal.

Since 1984 we have been blazing paths and inspiring learning. Today, let us inspire your child for a lifetime.



Classes

We respect your right to learn, please respect our right to teach

Jumpmats (12months-3years): This is forty-five minute parent participation class. You will join your child in the gym during class and help them through different skills. Siblings are welcome in the gym during this class but are asked to stay off to the side. We encourage you to set your child up with a quiet activity to do on the benches. Siblings are not allowed on equipments unless invited to do so by the instructor. Please refer to the Jumpmats hand

Tiny Tumbler 1 (3-4 years): This class introduces the basics of gymnastics in a structured environment. The class is designed to support children who will be separating from their parents for the first time. Under the direction of the instructor, parents may accompany their child into class to help assist with this transition. The ultimate goal is to get your child comfortable in class and participating independently. Classes are fifty minutes in length.

Tiny Tumbler 2 (4-5 years): Builds on the basics of gymnastics while encouraging independence. Students in this class exhibit an ability to take direction and guide themselves through their extra jobs and circuits. Classes are one hour in length.

Gym Dandies (6-14): Recreational gymnastics that builds and develops basic to intermediate gymnastics skills during an hour-long class.

Twisters (6-14): Intermediate gymnastics that builds and develops intermediate to advance gymnastics skills during an hour-long class. Registration is based on instructor recommendation.

Advance Classes (4-14 years): Advance classes provide gymnasts a challenging, more independent environment to build and further develop existing skills. Classes are by invitation only. Commitment from September-June, as well as participation in the June Show is required. Classes are ninety minutes in length and meet two times per week.

June Summer Show Off

On Saturday June 19th, 2009 The Children's Gym will be holding its annual summer show off. This is a great opportunity for our students to show their family and friends all the progress they have made throughout the year. Students are led through skills on the floor, vault, bars, and trampoline. This is also a time where our advanced classes perform their routines from the year, along with our dance classes. Each child receives a trophy for participating in the show and doing their best. With individual improvement as the cornerstone of the show, all students are winners.

It is required that all students participating in the show be enrolled in April, May, and June classes.



Gym Procedures and Policies

Picking up/Dropping off: You are responsible for picking up and dropping off your child on time.

Before Class: Students are not allowed in the gym before their class begins and we ask for parents help in keeping children out of the gym until staff has called them in.

After Class: Once students are finished with classes or camps prompt pickup is encouraged. Children not picked up within 15 minutes after their class or camp will be charged a \$10 fee to their account.

Gym: Both parents and non-enrolled children must stay out of the gym, except when invited in by a staff member. Food and beverage are not permitted in the gym except for water in a closed container.

Dress Code: Shoes should never be worn in the gym and we strongly encourage that socks come off too. Students are not required to wear leotards but should wear clothes that allow free and easy movement. Long hair should be pulled back and out of the way as too not interfere with gymnastics skills.

Illness: Please be sensitive to the other families in our program and excuse your child from class if he/she is ill. If your child has experienced head lice while attending classes we ask you to inform us so that we can take all the necessary precautions needed to protect our clients and staff.

Waiting Room: Tumbling, climbing, and gymnastics skills of any kind are not allowed in the waiting room. Please keep in mind that we have businesses below us and this kind of activity can be very disruptive to them.

Payment Procedures

Policy: By choosing to enroll your child for classes at The Children's Gym you are responsible for payment of the registration fee and class tuition reserved for your child/children until the date of cancellation. You agree to pay for all classes reserved for your child/children, whether or not they attend.

There are no refunds of tuition fees paid.

Making Payments/Autopay: All families are set-up with an automatic payment account for tuition and fees occurred on their account. Additional payments can be made in cash, check, visa/master card, money order at the front desk. The student's name and reason for payment should be included on a check or money order.

Payment Due Date: Payment for the upcoming month's tuition is due on the 21st of the current month. Payments will be charged on the 21st of every month to autopay accounts.

Multiple Child Discount: \$5 off per month for each additional child after the 1st child in the same family. This only applies to full sessions, not prorated months.

Duel Enrollment Discount: When enrolled in more than one class per week \$5 is given off each additional tuition. This only applies to full sessions, not prorated months.

Memberships: Gold: \$300 Silver: \$150
Benefits include savings on annual registration fee, birthday party, camps, open gyms and discounts off pro-shop items.

Registration Fee: The \$40 single student registration fee or the \$50 family registration fee is due upon initial registration and on your anniversary date, thereafter. This fee defrays The Children's Gym's administration costs and assists with the maintenance and improvement of equipment.

Returned Check: In the event that a check is returned as NSF your family account will be charged a fee of \$30.



Class Enrollment and Procedures

Joining: Join at anytime. Tuition will be prorated relative to your start date.

Changing: Switching a classes during a session is permitted as long as a vacancy exists.

Dropping: No refunds or credits will be given for dropping a current class. Once a session has commenced, you are in the class for its entirety, regardless of attendance. If you are not planning on attending the next month noticed must be given to the front desk by the 20th of the current month. Children will be dropped from their current class for the future month if payment is not received by the 21st

Summer Flex Schedule: To accommodate summer vacations our summer flex schedule allows you to pick and choose the classes you wish to attend and only pay for them. Summer 2010 season begins Monday June 21st, 2010.

Make-up Policy

Tuition pays for a class spot REGARDLESS OF ATTENDANCE. However, as a courtesy, The Children's Gym does offer ONE make-up per month for an excused absence when class availability permits, in addition to any missed classes for inclement weather (see below).

Excused Absence: The Children's Gym staff must be notified prior to an absence in order for it to be excused and qualify for a makeup.

Scheduling: All make-ups must be scheduled in advance. Make-ups will only be offered in classes that have availability. If all classes are full a make-up cannot be scheduled and must be waived. A priority is placed on scheduling make-ups in the same month as the excused, if this cannot be done then a make-up can be scheduled in the upcoming month as long as the student will be currently enrolled in that month.

Missed Make-up: If a make-up is scheduled and missed then the right to that make-up is waived.

Inclement Weather

The Children's Gym will be closed for inclement weather according to Portland Public School closures. If Portland Public Schools are closed then we will be closed also. If Portland Public Schools have a 2 hours late opening then our morning classes will be canceled and will resume on the 1:00 hour. A closure due to inclement weather will not be credited but is allowed a make-up that does not count towards a students one permitted make-up per month for an excused absence. If inclement weather occurs during a break time for Portland Public Schools, TCG will do its best to stay open and hold our scheduled offerings. In the case that we do need to close we will notify our clientel through e-mail, phone calls, our voicemail recording and the main page of our website.

