

# INSTRUCTIONAL GYMNASTICS

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2022-2023  
RECREATIONAL  
HANDBOOK



# WELCOME TO PEGASUS

**WELCOME** to Pegasus Gymnastics and the exciting sport of gymnastics! We are a family-owned and operated gymnastics club in Calgary, with two locations. This handbook has been prepared to provide you with all the necessary information to assist your child in enjoying their gymnastics experience. Should you have any questions or require further assistance please don't hesitate to contact our friendly Administration Staff at the front office. At Pegasus Gymnastics we want to help children develop characteristics and attitudes that lead to success, such as pursuing excellence, determination, perseverance, teamwork, personal discipline, setting and achieving goals and confidence. Also, to help children develop technically sound gymnastics skills, strength, flexibility, grace and the overall knowledge of health and fitness.

## INSTRUCTIONAL GYMNASTICS

Pegasus Gymnastics offers Instructional classes at all levels. Our programming is structured as such so children can complete our program at their own developmental pace and can continue well into their teen years. Our programming is also challenging enough to prepare athletes for the mental and physical requirements of the competitive stream, should that be their goal.

Instructional Gymnastics includes:

- > Monthly Gymnastics – KinderGym and Recreational Classes
- > Summer Camps
- > Summer Classes
- > Pegasus Events – Day Camps, Pegasus Parties, etc.

## PEGASUS POLICIES

Our handbook will give you a complete look at our Instructional Gymnastics Program. Keeping you informed of our expectations and guidelines for participating at each level.

Pegasus Gymnastics would like all families to know we appreciate your support! We have become very close to many families involved in our programs and sincerely hope to build even more lasting friendships in the future.

With that said, we must also remind you that we are running a business and like any successful business, there are established policies regarding payments and training policies. We pride ourselves on our family-friendly environment, while at the same time maintaining sound business practices.

## **REGISTRATION PROCESS**

Registration is offered online, by phone, by email or at the gym office. Classes are filled on a first come first serve basis and we will provide a waiting list for full classes upon request. Payments can be made by credit card (VISA or Mastercard) or an Echeck (auto-debit from bank account).

To participate at Pegasus Gymnastics, students must have a parent or guardian signed waiver on file. We require you to accept the Release of Liability, and PIPA form, in your iClassPro account through the Student Policies prior to the first class. The only exception is the parent/guardian participating in a KinderGym class or participating in an Adult Class, will need to sign a paper copy which can be found on our website or when you arrive at the gym.

Pegasus is also happy to provide ONE Free Trial classes for new students upon request. To participate in a trial class, you must create an iClassPro Account. All fees are payable at the time of registration.

## **ANNUAL PEGASUS MEMBERSHIP**

Everyone participating must have a valid Pegasus Membership. This is an annual membership and includes insurance coverage through the Alberta Gymnastics Federation. A Pegasus Membership is mandatory for all programs and is valid from July 1st - June 30th.

The membership prices could change based on the increase in insurance premium AGF will be charging. If there is an increase rates, there could be an additional fee. Memberships are non-refundable.

## **ICLASSPRO**

We use iClassPro for our customer management software. It handles all aspects of our customer accounts, athlete waiver forms, monthly billing, payments, class registrations for recreation and competitive athletes, and an online store to purchase Pegasus apparel.

To be able to register for programs, you must have an iClassPro account. You can find the link to create an account on our website in the top right corner. There is also an app that you can download to manage your account from your phone. The app is called "The iClassPro App".

We have two locations, Pegasus EAST and WEST and both locations use the same software. It is the same database for all customer information, the location is assigned to the program and classes.

## **GYM COMMUNICATION**

Email will be the primary method for parent communication. A current email address and phone number must be provided for each family, you can also add additional emails to your account. Only the primary email will receive enrollments confirmation, billing, and payment emails.

# MONTHLY GYMNASTICS

Your first month of tuition and Pegasus Membership is due when you register.

The great part about this is you can do as much or as little gymnastics as you want to. If you decide to take a month off, you can always re-register. Monthly fees are refundable with a doctor's note. There is a \$30 administration fee for withdrawals or changes to class. Athletes can choose classes at either location and can transfer enrollment based on class availability.

Monthly Gymnastics classes run from September through to June. With Monthly Gymnastics, the tuition fee is paid each month. When purchasing a gymnastics class, you will be paying for the first month of classes upfront. You can sign up at any time for a class, registration is always open. If you purchase a class after the 1st of the month, it will prorate for the remaining classes left in the month.

After your initial registration, payment for the monthly tuition will be processed on the 15th of each month for the upcoming month.

For example, if you register in August your September tuition fee will be paid in August when you registered, then on September 15<sup>th</sup> your October fee will be processed.

Your monthly tuition fees will continue to be processed until May 15<sup>th</sup> or until you drop the class in iClassPro or provide us written email notice on or before the 14<sup>th</sup> of the month.

## KinderGym & Recreational Classes

Our KinderGym program is for children ages 3 months to 6 years old and the monthly program runs from September to June. The kinder program will introduce children to gymnastics at an early age and is a great way to develop coordination, balance, strength, and discipline, all while having fun.

Our Recreational (Rec) program is for kids aged 6 to 17 years old and the monthly program runs from September to June. It allows the choice between artistic gymnastics, trampoline & tumbling, and specialty gymnastics-based classes. In Artistic Gymnastics, each class is structured around vault, bars, beam, and floor. Allowing athletes to develop the skills necessary to learn quality gymnastics at all levels. In Trampoline & Tumbling, each class is structured around trampoline, double mini and floor. Athletes can look forward to learning basic to advanced trampoline skills as well as tumbling skills on floor.

## MONTHLY TUITION

When purchasing a gymnastics class, you will be paying for the first month of classes upfront. Payment for the **ongoing monthly tuition** will be processed on the **15th of each month**. If you purchase a class after the 1st of the month, it will prorate for the remaining classes left in the month. First month of classes and membership must be paid at time of enrolment.

May 15th will be the last scheduled payment. Classes finish at the end of June, and everyone will be automatically unenrolled. If you would like to continue with monthly gymnastics in the fall, you will need to re-register for the day and time that works for your schedule.

## **PEGASUS FAMILY DISCOUNT**

Families with more than one child participating currently in one of our monthly and/or competitive programs will receive a 10% discount off the cost the second, third and fourth child's tuition. The discount is applied off the lowest fees.

## **LATE PAYMENT**

Tuition is considered late 72 hours after payment date. A late payment fee of \$25.00 will be charged. An additional \$50 late payment fee will add for tuition 15 days past due.

If payment for the outstanding monthly tuition is not made before the 1st of the month, participants may be dropped from the class. Participants cannot train if the outstanding tuition is more than \$200.00 in arrears.

## **DROP PROCEDURE**

Parents must notify Pegasus Gymnastics to drop from a class. Only notice through the registration software or by email will be accepted. **Drops will not be accepted over the phone.**

You are responsible for payment of your classes whether or not your child attends class until the time you notify us via email. Drop requests for the monthly gymnastics must be submitted not later than the 14th of each month to ensure cancellation before the next payment is processed on the 15th.

## **TRANSFERS**

To transfer your child to a different class, day, or location you are able to login to your iClassPro account and request the transfer through the software or parents can email us. If you are requesting to put your child into a higher level of gymnastics, we will have to talk with the coach before we are able to grant the request. Coaches will often let the office, or the parent know when a child is ready to move up or down in levels. When switching classes there might be a price difference. If the price for the class is higher you will need to pay the difference before your child can start the class. If the price is lower, you will be given a credit on your account for the difference.

## **WAITLIST**

We do offer a waitlist option if the class you would like to register for is full. We strongly recommend putting your child on the waitlist as class sizes can vary month to month. While on the waitlist you will be

contacted in order of sign-up to the waitlist. We will contact you by phone and email when a spot becomes available. If a spot in the class becomes available and you decide not to take it, you will be removed from the waitlist. If you do not respond to our calls or emails, you will automatically be taken off the waitlist. You do not need to pay for the class or the membership while on the waitlist, however you will be responsible for full payment before they start the class. If you would like to be removed from the waitlist, please let us know over email.

## ONLINE EVALUATIONS

For you to be able to see how your child is doing in their classes we have an online evaluation that coaches fill out on an ongoing basis. The evaluations can be found on your iClassPro account when you sign in. These evaluations will score each of the skills that they learn from 1 Star = Attempted, 2 Stars = Learning, and 3 Stars = Mastered. These evaluations are not only for parents to be able to track their child, but also for us to be able to see when they are ready to move up a level in gymnastics.

## MAKEUP POLICY

Due to our strict athlete to coach ratio, missed classes will not result in make-up classes, prorated tuition, or refunds. **No refunds for classes missed.**

## MONTHLY GYMNASTICS REFUND POLICY

A refund can be given prior to the first class. Once the class has started there will be no refunds (with the exception of a doctor's note). Drop requests must be submitted no later than the 14th of each month to ensure cancellation before payment is processed on the 15th. *Any requests made after the 14th of the month will not be processed until the following month and the monthly fee will still be charged with no options for a refund. The amount could be applied as a credit onto the account. Any changes to the program, refund or credit will be charged a \$30 administration fee.*

## SUMMER CAMPS & CLASSES

Our summer programs run from July to August. Summer Camps run weekly. With both a half-day and full-day option and you can sign up for the full week or register for specific days. This year before and after care is included with your registration! Summer Classes will run during the weekdays in the evening.

## SUMMER TUITION

When purchasing a Summer Camp, you will be reserving your spot. Payment for the Summer Camps will be processed on June 15th. Once camps have started, when purchasing a Summer Camp, payment is due at the time of registration. A valid Pegasus Membership is required.

Summer classes run as short 7-week sessions instead of ongoing monthly registration. When purchasing summer classes, you will be paying the 7-week tuition at the time of registration. A valid Pegasus Membership is required.

## **SUMMER CAMPS & CLASSES REFUND POLICY**

A refund can be given prior to the first day of summer classes or camp. Once the class or camp has started there will be no refunds (with the exception of a doctor's note). *Any requests made after the start of the summer class or camp will not be processed and no option for a refund. The amount could be applied as a credit onto the account. Any changes to the program, refund or credit will be charged a \$30 administration fee.*

## **GYM RULES AND GUIDELINES**

### **CLASS STRUCTURE**

A typical class consist of a complete warm up activity, followed by equipment rotations and different circuits which vary slightly from class to class depending on the length of the program and from week to week to ensure that all apparatuses are covered. The class lesson plan may also include cool down activities or strength building exercises. All gymnasts are given the opportunity to develop and progress at their own level.

### **WHAT TO WEAR**

For attire, any athletic wear will do such as a t-shirt and shorts, leggings, gym suit or leotard etc. Shirts should be form-fitting and long enough to be tucked in. No jewelry, or smart watches are allowed to be worn by the participant. We ask that you refrain from things like jeans, buttons, zippers, hooded sweaters, skirts, dresses, skirts, belts, or any large embellishments, as they may damage the equipment and/or cause injury to the participant. Long hair must be tied back.

Athletes must bring a full water bottle with their **name clearly labelled**.

### **GYM POLICIES**

- Long hair must be tied back.
- Gymnasts should not wear jewelry during class.
- No children permitted in the gym or any equipment, including trampolines, unless accompanied by a coach.
- Gymnasts must not enter the gym until their class is called.
- Parents are asked not to walk out onto the gym floor. If a student needs help finding a class, etc. Please see the staff for assistance.
- Siblings in the viewing area must be supervised at all times.

- If your child is disruptive to the class, they may be asked to sit out for a short period of time. If the problem persists, the coach will speak to the parents to determine an appropriate solution.
- For your child's safety please be sure to walk your gymnast both into, and out of, the building when dropping off or picking up.

## **ARRIVAL AND PICKUP**

Please arrive 10 minutes before your class start time to ensure a smooth check-in process. Timely pick up at the end of class is a must. Please inform us if you know you will be late picking up your athlete.

WEST Athletes will gather in the front lobby of the recreation center and will be picked up by a Pegasus staff member. If your child is late, please take them through the Passholder Line at the admissions desk. If you are a parent that would like to watch your child's class, please also go through the Passholder Line. Only the classes heading into the gym with a coach have special privilege's if there is a line up. At the end of class, athletes may be picked up in the lobby or at the blue gymnastics' door beside the cubbies.

In the colder months, ensure that the athletes have appropriate clothing when entering and exiting the gym. We also request that, if possible, that athletes bring only gym bags into the facility.

## **LOST ITEMS**

Pegasus Gymnastics is not responsible for lost items at the gym. Many people bring similar water bottles and clothes, we encourage parents to write their child's name on their items. If any items are found, they will be left in our lost and found for a month before being donated.

## **PEGASUS COACHES**

Pegasus provides an excellent coaching staff that is certified in the National Coaching Certification Program (NCCP). Our staff is extensively trained to teach the most basic through the most advanced skills to every gymnast. While we attempt to give the children consistency in the coaching staff, the gym reserves the right to change the coaching staff. All coaches are supervised by the Program Director. Their development is monitored through an ongoing process of coaching direction and education.

## **ADDITIONAL OFFERINGS**

Pegasus Gymnastics is pleased to offer birthday parties, field trip, private lessons, drop-in, and parent night out open gym. Please feel free to check our website or stop in the office for information on any of these additional programs.

***Pegasus Gymnastics reserves the right to cancel a class time at any time.***



**LOCATED OFF BARLOW TR SE**

**AT THE SOUTHLAND LEISURE CENTRE**

**PEGASUS GYMNASTICS EAST**

**PEGASUS GYMNASTICS WEST**

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