

INSTRUCTIONAL GYMNASTICS

2024-2025
HANDBOOK



TABLE OF CONTENTS

WELCOME TO PEGASUS.....	2
INSTRUCTIONAL GYMNASTICS.....	2
PEGASUS POLICIES	2
MONTHLY GYMNASTICS	4
SUMMER CAMPS	7
SUMMER CLASSES.....	9
BIRTHDAY PARTIES.....	9
DAY CAMPS	10
PEGASUS EVENTS.....	10
GYM RULES AND GUIDELINES	11

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. We also strive 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 if that is their goal.

Instructional Gymnastics includes:

- > Monthly Gymnastics – KinderGym and Recreational Classes
- > Summer Camps
- > Summer Classes
- > Birthday Parties
- > Day Camps
- > Open-Gym
- > Pegasus Events

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.

We appreciate your cooperation and commitment to upholding our zero-tolerance policy on abuse.

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.

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 before 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 at pegasusgym.ca/waivers or when you arrive at the gym.

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

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 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 using "The iClassPro App".

We have two locations, Pegasus EAST and WEST and both locations use the same registration 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 address, phone number, and email must be provided for each family. Additional emails can be added to your iClassPro account, however, only the primary email will receive enrollment confirmation, billing, and payment emails.

ANNUAL PEGASUS MEMBERSHIP

All participants must have a current Pegasus Membership. The membership is annual, valid from July 1 to June 30 and includes insurance coverage through the Alberta Gymnastics Federation.

Pegasus Memberships are non-refundable. Note that these prices could change based on an increase in insurance premiums from AGF. If they do increase, there could be an additional fee.

PAYMENT

Payments can be made through iClassPro using a credit card (VISA, Mastercard or Amex). A credit card must be on file for recurring monthly billing.

If the payment method on file is unsuccessful on the billing or due date, the payment will be retried again on the next business day. If the payment is still unsuccessful, you will be notified by email and/or phone. After that, it is up to the account holder to ensure that the payment is made.

Tuition fees are only refundable with a doctor's note. Once a credit has been issued to an account, it is non-refundable.

A \$50 administration fee applies to any changes to the program, class, or camp, and if a credit or refund is issued.

Any changes to your enrollment must be made in writing by email to info@pegasusgym.ca. **Transfers, changes, or drops will not be accepted over the phone.**

MAKEUP POLICY

Make-ups are not offered. Missed days due to sickness or personal reasons will not result in make-up days, prorated tuition, or refunds. **No refunds for missed programming.**

MONTHLY GYMNASTICS

Monthly Gymnastics classes run from September through to June. You can sign up for a class at any time, registration is always open. Registration for the upcoming season will open in May to our members.

The great part about this is you can do as much or as little gymnastics as you want to. Athletes can choose classes at either location or can transfer enrollment based on class availability.

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 and the membership upfront.

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.

Skill Assessment

If you are looking to have your athlete's current skills assessed, we do offer individual assessments, which are \$50 plus + GST. Individual assessments can be arranged by emailing info@pegasusgym.ca.

MONTHLY TUITION

Monthly tuition costs are based on a 4-week month. Monthly tuition costs can vary based on the number of classes offered in a month, due to the day of the week, the number of weeks in the month, blackout dates and statutory holidays. If you purchase a class after the 1st of the month, it will prorate for the remaining classes left in the month. For example, in October this year, there are 5 Tuesdays in the month, therefore October's tuition for Tuesday classes will be more due to the additional class offered.

Find the 2024-2025 Blackout Dates and Number of Monthly Classes Offered for Instructional Programming at the end of the handbook.

After your initial registration, payment for the **ongoing monthly tuition** will be processed on the **15th of each month** for the upcoming month. If payment is not made before the first class, your child's enrollment will be ended, and they will be removed from the class. For example, if you register in August your September tuition fee will be paid in August when you registered, then on September 15th your October fee will be processed.

Your monthly tuition fees will continue to be processed until May 15th, which is 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 summer and/or 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 of the second, third and fourth child's tuition. The discount is applied to the lowest fees.

LATE PAYMENT

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

If payment for the outstanding monthly tuition is not made before the first of the month, the student will be dropped from the class. Athletes cannot train if there is an overdue balance on the account.

DROP PROCEDURE

Parents must notify Pegasus Gymnastics in writing to info@pegasusgym.ca to drop from a class. *Only a drop request through iClassPro or a withdrawal notice 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 or through the software. **Drop requests for the monthly gymnastics must be submitted no later than the 14th of each month** to ensure cancellation before the next payment is processed on the 15th.

All drop requests on the 15th or later will be dropped for the end of the following month.

TRANSFERS

To transfer your child to a different class, day, or location you can log in to your iClassPro account and request the transfer through the software or you can email us at info@pegasusgym.ca.

If you are requesting to put your child into a higher level of gymnastics, we will have to talk with the coach before we can 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.

Transfer requests will not be accepted if there are any overdue fees on the account.

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 or 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 within 24 hours, 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 starting 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.

The skill 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.

MONTHLY GYMNASTICS REFUND POLICY

A refund can be given prior to the first class for the monthly tuition, the Pegasus membership is non-refundable. Monthly tuition fees are only fully refundable with a doctor's note.

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 to the account.

SUMMER CAMPS

Summer Camps run weekly with both a half-day and full-day options. 30 minutes before and after care is included with your registration. A current Pegasus Membership is required.

SUMMER CAMP TUITION

When enrolling in a summer camp, you will be reserving your spot. Payment for the summer camp tuition and Pegasus Membership will be automatically processed on June 15th, or the next business day. Once camps have started, when purchasing a Summer Camp, payment is due at the time of registration.

Payment for Summer Camps is required in full before participating in the camp.

To receive the early bird discount the promo code must be used at checkout. The discount will not be applied after the registration is completed. Early bird discount is available until the end of February.

LATE PAYMENT

Camp Tuition is considered late 72 hours after the payment date. A late payment fee of \$25.00 will be charged.

If payment for the outstanding camp tuition is not made by June 30th, students will be dropped from the camp. Cannot participate if the camp tuition is outstanding.

TRANSFERS

Transferring summer camp to another week can be done up to 1-week prior to the original camp dates. Transfers are dependent on camp availability.

When transferring summer camp weeks there might be a price difference. If the price for the camp is higher you will need to pay the difference before your child can participate in the camp. If the price is lower, you will be given a credit on your account for the difference.

SUMMER CAMP REFUND POLICY

A refund can be given up to **1 week before your first day of summer camp**. Written notice is required to drop from a camp. Only notice through the registration software or by email to info@pegasusgym.ca will be accepted. ***Drops will not be accepted over the phone.***

If written notice is provided by June 14th (before the payment is automatically processed) you will be removed from the summer camp and not charged the camp tuition or membership fee.

Once the camp has started, there will be no refunds, with the exception of a doctor's note.

Any refund requests made after the start of the summer camp will not be processed. *There is no options for a refund. The camp tuition could be applied as a credit to the account.*

SUMMER CLASSES

Summer Classes will run during the weekdays in the evening through July and August. A current Pegasus Membership is required.

SUMMER CLASS TUITION

Summer classes run in July and August as a summer session instead of ongoing monthly registration. When purchasing summer classes, you will be paying the whole tuition at the time of registration along with the membership for the new season.

SUMMER CLASSES REFUND POLICY

A refund can be given prior to the first day of classes. *Any requests made after the start of the summer classes will not be processed and no option for a refund. The amount could be applied as a credit to the account.*

BIRTHDAY PARTIES

BOOKING A PARTY

Birthday Party bookings are offered online, by phone, by email or at the gym office through iClassPro. Birthday Party time slots are filled on a first come first serve basis. The available birthday party times will be available in iClassPro.

To participate at a Pegasus Gymnastics Birthday Party, we require all party participants to sign our Release of Liability and PIPA Form. Forms must be filled out, signed, and handed in before the start of the party. You can download the waiver forms from our website at pegasusgym.ca/waivers.

PAYMENT

Payment for the Birthday Party is required in full when booking. We are unable to reserve a time slot without payment.

ADDITIONAL GUESTS

Birthday Parties include up to 16 party guests. Add-on for additional 8 guests, can be added for an additional cost. The add-on for additional guests must be approved and payment collected at least 2 weeks before the party date.

CHANGE OF DATE

A request to change the date or time of your booked birthday party must be made by email. Changes to the birthday party date or time must be made **2-weeks** prior to the original booking date. Changes are dependent on time slot availability.

CANCELLATION

A \$100 non-refundable deposit applies to all Birthday Party bookings.

Cancellations must be made in writing to info@pegasusgym.ca. Cancellations made within **1-week** of the party booking will result in no refunds. Cancellation of the Additional Guests will result in no refunds.

DAY CAMPS

Day Camps will run on PD Days, during Spring Break and Winter Breaks, except for stat holidays. When you register you can choose your days. Like summer camps, you also have the option of a full-day camp, or a morning half-day or afternoon half-day camp. Before and After Care is included with your registration.

A current Pegasus Membership is required.

DAY CAMP TUITION

When signing up for day camps the tuition and membership are due at the time of registration.

For day camps, if there is a discount offered it will be automatically applied as it is built into the tuition cost.

If payment for the outstanding camp tuition is not made **1 week** before the camp, students will be dropped from the camp. Cannot participate in the camp if the tuition is outstanding.

Drop requests must be submitted in writing to info@pegasusgym.ca no later than 72 hours before the camp. *There is no options for a refund. The camp tuition could be applied as a credit to the account.*

PEGASUS EVENTS

When signing up for a Pegasus Event the event cost is due at the time of registration.

Drop requests must be submitted in writing to info@pegasusgym.ca no later than 72 hours before the event. *There is no options for a refund. The event fee could be applied as a credit to the account.*

GYM RULES AND GUIDELINES

INSTRUCTIONAL CLASS STRUCTURE

A typical instructional class consists 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

Athletes must have their hair tied back, no jewellery, and bare feet.

Wear athletic clothing, such as a t-shirt and shorts, leggings, a gym suit, or a leotard. Shirts should be form-fitting and long enough to be tucked in. We ask that you refrain from things like jeans, buttons, zippers, hooded sweaters, skirts, dresses, or any large embellishments, as they may damage the equipment and/or cause injury to the athlete. The athlete will be barefoot in the gym to ensure that they do not slip.

For the younger athletes, bring an extra change of clothes, in the case of any bathroom accidents.

Bring a full water bottle with the athlete's **name clearly labelled**.

GYM POLICIES

- Long hair must be tied back.
- Gymnasts should not wear jewellery during class.
- No children are 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 5 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.

EAST Athletes will gather in the front lobby and viewing room area and a Pegasus coach will take the class into the gym.

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 who 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 privileges if there is a lineup. 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, the athletes bring only gym bags into the facility.

If you have more than one child registered for classes, and those classes have different end times. You must ensure that you are there for pick up at the earliest class end time.

LOST ITEMS

Pegasus Gymnastics is not responsible for lost items at the gym. We do not accept responsibility for any items left behind. Pegasus personnel are not permitted to accept responsibility for personal items. We encourage parents to write their child's name on their items and water bottles.

All lost and found items will be donated once every two months, no matter how long the item has been in our lost and found.

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.

Pegasus Gymnastics reserves the right to cancel classes, camps, events, parties, or open-gym at any time.



PEGASUS 2024-2025 BLACKOUT DATES INSTRUCTIONAL PROGRAMMING

Instructional Programming will not be running during the blackout dates.
Monthly tuition will be prorated for any class that will not be offered.
Make-up classes are not offered.

FIRST DAY:

EAST - Tuesday, Sept 3, 2024

WEST - Saturday, Sept 7, 2024

NO PROGRAMS RUNNING

*Truth and Reconciliation Day: Monday Sept 30, 2024 *WEST ONLY*

Thanksgiving Weekend: Saturday Oct 12 - Monday Oct 14, 2024

Remembrance Day: Monday Nov 11, 2024

Holiday Break: Tuesday Dec 24, 2024 - Wednesday Jan 1, 2025

Family Day Weekend: Saturday Feb 15 - Monday Feb 17, 2025

Easter Weekend: Friday April 18 - Sunday April 20, 2025

May Long Weekend: Saturday May 17 - Monday May 19, 2025

LAST DAY:

Friday June 27, 2025

PEGASUS EAST | UNIT 18, 11166 42 ST SE, CALGARY AB, T2C 0J9

PEGASUS WEST | 2000 SOUTHLAND DR SW, CALGARY AB

PEGASUSGYM.CA | 587-352-6885 | INFO@PEGASUSGYM.CA



PEGASUS 2024-2025 MONTHLY CLASSES OFFERED

INSTRUCTIONAL PROGRAMMING

	September	October	November	December	January
Monday	E-4 W-3	3	3	4	4
Tuesday	E-4 W-3	5	4	4	4
Wednesday	E-4 W-3	5	4	3	4
Thursday	E-4 W-3	5	4	3	5
Friday	E-4 W-3	4	5	3	5
Saturday	4	3	5	3	4
Sunday	4	3	4	4	4

	February	March	April	May	June
Monday	3	5	4	3	4
Tuesday	4	4	5	4	4
Wednesday	4	4	5	4	4
Thursday	4	4	4	5	4
Friday	4	4	3	5	4
Saturday	3	5	3	4	3
Sunday	3	5	3	3	4

PEGASUS EAST | UNIT 18, 11166 42 ST SE, CALGARY AB, T2C 0J9

PEGASUS WEST | 2000 SOUTHLAND DR SW, CALGARY AB

PEGASUSGYM.CA | 587-352-6885 | INFO@PEGASUSGYM.CA

LOCATED OFF BARLOW TR SE

PEGASUS GYMNASTICS EAST

**11166 42 ST SE, UNIT 18
CALGARY, AB T2C 0J9**

AT THE SOUTHLAND LEISURE CENTRE

PEGASUS GYMNASTICS WEST

**2000 SOUTHLAND DR SW
CALGARY, AB**

INFO@PEGASUSGYM.CA

587-352-8685

PEGASUSGYM.CA



INFO@PEGASUSGYM.CA | 587-352-8685 | PEGASUSGYM.CA