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Parent Handbook Fall Session 2019

About Gymworld:

The goal of Gymworld is to provide children with a safe yet exciting opportunity to participate in gymnastics activities. We believe that childhood is a period of life when invaluable foundations are laid: personality and self esteem are fostered and physical and mental abilities are developed. Gymnastics is unsurpassed in its ability to develop strength, flexibility, balance and co-ordination as well as concentration, persistence, social skills and self-discipline, all of which form a strong foundation for lifelong activity, health and success.

Important Information:

Gymnasts

- girls should wear a body suit or shorts and a T-shirt (tucked in)
- body suits and Club T-shirts can be purchased at the gym
- boys should wear shorts and a T-shirt (tucked in)
- bare feet are required
- long hair must be tied back
- after changing, gymnasts may wait with their parents in the viewing area for their class to begin

Parents

- you may watch classes from either parent viewing area
- please do not enter the gym area (unless you are in a Parent & Tot class)
 - it becomes very distracting and is a safety issue that we must strictly enforce
- you may speak with your child's coach before or after class, or at a time that is convenient for you both (you may also leave a message for him/her at the main office)
- there will be NO make-up classes
- if classes are cancelled due to weather or any other unforeseeable event, we will update our website at www.gymworld.ca and will update our phone message as well

There are no drinking fountains but we have a vending machine in our building that dispenses refreshments and snacks/treats. The new facility is on city water so it is safe to drink.

We ask that parents respect the information in this handbook and refrain from entering the gym during class times unless enrolled in the Parent & Tot class at that time. **Every child enrolled in a Parent & Tot class must be accompanied by an adult caregiver in order to be permitted access to the gym. All caregivers must be within arm's reach and be interacting directly with their child for the duration of the class.** As well, siblings who are not enrolled or who are not actively participating in their own class are asked to remain out of the gym area. We do schedule a "drink" break so your child will not get too thirsty and they can say "hi" to you then to help them get through the class. Thank you, in advance, for your co-operation.

Fee Policies:

The following fees are based on a thirteen-week session of gymnastics. There will be **no regular classes** on **Sunday, October 13 or on Monday, October 14 (Thanksgiving)**. As well, there will **no regular classes** on **Thursday, October 31 (Halloween)**. To make up for these missed classes, the last class for Sunday members will be December 15, the last class for Monday members will be December 16 and the last class for Thursday members will be December 19th. **All fees are subject to HST.**

Program	Age*	Class Length	Fall Class Fees (13-week session)	Gymnastics Ontario / Annual Membership Fee**
Parent & Tot	18 mo – 3 yrs	45 minutes	\$210.00	\$40.00
Kindergym	3 & 4 years	1 hour	\$260.00	\$40.00
Advanced Kindergym	3 & 4 years	1.5 hours	\$340.00	\$40.00
Junior	5 & 6 years	1 hour	\$260.00	\$40.00
Advanced Junior	5 & 6 years	1.5 hours	\$340.00	\$40.00
Intermediate	7 - 9 years	1 hour	\$260.00	\$40.00
Advanced Intermediate	7 - 9 years	2 hours	\$440.00	\$40.00
Intermediate Tumbling	7 - 9 years	1 hour	\$260.00	\$40.00
Senior	10 + years	1 hour	\$260.00	\$40.00
Advanced Senior	10 + years	2 hours	\$440.00	\$40.00
Senior Tumbling	10 + years	1.5 hours	\$340.00	\$40.00

***Denotes age as of September 1, 2019**

****The G.O. / Annual Membership Fee for the 2019-2020 season is \$40 + HST and applies to all children registered in any of our recreational programs. Each child in our program must be registered with Gymnastics Ontario for insurance and administrative purposes. This membership fee will cover each child's registration from the day they begin programs until June 30, 2020. This fee is non-refundable.**

Gymworld families receive a \$20.00 discount for the second, \$40.00 discount for the third, \$60.00 discount for the fourth, etc. direct sibling enrolled in our Fall session programs.

Fees are due in full before beginning any session.

If, before the first class date, we are notified that a gymnast is withdrawing from their program, a full "fee" refund will be issued. If requested on or after the first class date, a pro-rated "fee" refund will be issued subject to a \$10.00 administrative fee. The **deadline** for fall session refund requests is **Saturday, October 5.**

Registration Process for Classes:

Online registrations made without payment will be "held" for 5 days. If payment is not received online nor through the office (either in person or over the phone) within those 5 days the registration will be deleted by the system. This is an automated process. If you need to make special arrangements for payment for any reason, it is your responsibility to make contact with the office WELL BEFORE your 5 day deadline. When there are 24 hours remaining before deletion the system will send an email reminder with a link to our site so you can easily pay online. The office may not be open during those final 24 hours so online payment may be your only option at that point. All successful online payments receive two detailed email confirmations, one from our site and one from PayPal. Once a registration is deleted, an additional email will be sent by the system indicating that the spot in the class has been removed.

Pro-rated refunds that are requested prior to the deadline will be issued and will be calculated based on the number of classes that had taken place prior to the request being made, regardless of the child's attendance in those classes. Gymnastics Ontario's annual membership fee is non-refundable.

Payment for all programs may be made by cash, cheque, Interac, VISA, or MasterCard in person during office hours. Online payment is also available @ www.gymworld.ca. Online registration may close the day before the first class in order to prepare attendance sheets. If a class is closed online, registration may still be available by calling the gym at 519-474-4960. Telephone registrations cannot be accepted while the online registration system is active.

Please make cheques payable to “Gymworld”. There will be a \$25.00 fee for any dishonoured cheque.

Important Dates:

August 4 - 31	August mini-session classes
August 6	Fall session registration begins for <u>Members</u>
August 12	Fall session registration opens to the public
September 9	Registration begins for “P.A. Day Adventures”
September 15 - 21	Fall session classes begin
September 27	P.A. Day Adventures #1*
October 5	Deadline for Fall session refund requests
October 13 & 14	Thanksgiving -- NO CLASSES
October 25	P.A. Day Adventures #2*
October 31	Halloween - NO CLASSES
November 4	Winter session registration begins for <u>Members</u>
November 11	Winter session registration opens to the public
November 15	P.A. Day Adventures #3*
December 10 & 11	Last Fall Session class for TUESDAY & WEDNESDAY classes -- PARENT DAY
December 13 - 16	Last Fall Session class for FRI, SAT, SUN & MON classes -- PARENT DAY
December 19	Last Fall Session class for THURSDAY classes -- PARENT DAY

* Our **P.A. Day Adventures** coincide with both the Thames Valley District School Board and the London District Catholic School Board and their combined Friday Professional Development Days. The goal of this program is to provide children and parents a great alternative for those days when there is no school and parents are concerned with finding child care and children just want to have fun! Full day and half day camps are both available and are structured similarly to our March Break and summer camps. Registration for all 2019-2020 PA Day Adventures will begin Monday, September 9th.

Other Relevant Information:

Gymworld is dedicated to providing the highest quality programs available for your children. Children registered in our Fall, Winter and Spring sessions will progress (at their individual pace) through our Level System. At the last class of each of these sessions, all children will perform a group routine for their parents and invited guests. As well, each child will receive a progress report outlining the skills they have “mastered”, are “learning” and have “attempted” throughout the session. Any child who has mastered all of the skills in any given level will receive the corresponding badge for that level. If there are still some skills being learned for a particular level, the child will receive a certificate for their tremendous efforts.

In addition to our Fall, Winter and Spring sessions, we also offer both a July and August “Mini-session” during the summer in addition to our weekly Summer Camps. We run daily and weekly camps during the Christmas Holidays and March Break as well as P.A. Day camps throughout the school year.

We also offer an “advanced” program for Kindergym, Junior, Intermediate and Senior age groups. We offer Tumbling classes for both Intermediates and Seniors. We also offer a pre-competitive and competitive gymnastics experience through our **GW Elites**. Details about all of these programs are available at the gym and on our website @ www.gymworld.ca, or you can call us at (519) 474-4960 or email us at info@gymworld.ca.
We always return messages left on our machine during office hours!

Office Hours:

These hours reflect when the office is open to accept registrations, sell clothing, answer the phone and return messages, etc. Office hours don't affect classes or camps and don't indicate when the doors of the gym are open.

For the safety of the children in our programs, coaches will NOT leave them to perform office duties when the office is closed.

Please feel free to call us at (519) 474-4960. We WILL return your call during office hours. Alternatively, you can e-mail us at info@gymworld.ca. We WILL return your e-mail as soon as possible.

Aug 1 - Sept 14, 2019: (excluding August 5 and September 2 -- the office will be closed for the Civic Holiday Monday and for Labour Day)

Monday	8:00 AM - 1:00 PM
Tuesday	CLOSED
Wednesday	4:30 - 8:00 PM
Thursday	4:30 - 8:00 PM
Friday	11:00 AM - 5:00 PM
Saturday	9:00 AM - 1:00 PM
Sunday	CLOSED

Fall 2019: (September 15 to December 19 -- excluding October 13, 14 and 31 -- the office will be closed for Thanksgiving and for Halloween)

Monday	4:00 - 8:30 PM
Tuesday	CLOSED
Wednesday	4:00 - 8:30 PM
Thursday	12:30 - 8:30 PM
Friday	4:00 - 8:30 PM
Saturday	8:30 AM - 2:00 PM
Sunday	CLOSED

Privacy Policy (Updated July 27, 2011)

Gymworld Inc. is committed to protecting your privacy and the privacy of all our members, clients and visitors. Upon registering for any of our programs, you may be asked to provide information that personally identifies you, your child(ren) and other caregivers. This information is used to ensure the safe provision and quality of the program(s) for which you register and allows for the ability to contact you, if and when necessary, with information about your membership or additional programs or services provided by Gymworld Inc. Member or client information is used by Gymworld Inc.'s administrative staff for administrative purposes only, as well as by our coaching staff for the purpose of providing appropriate programs and services for each member or client. Files are kept for each member which include - but are not restricted to - registration forms submitted for programs, fee information for such programs, copies of progress reports, and notes or information we believe to be relevant to providing our programs and services to the best of our ability. Such files are kept for up to seven years following the latest date of registration and, when appropriate, are destroyed by shredding. Gymworld Inc. will not share any personal information with additional parties without your consent, other than if required to do so by law, or in good faith belief that such disclosure is necessary either to comply with the law, to prepare and defend the rights and properties of Gymworld Inc., or to protect a member or client of Gymworld Inc.

Members may take pictures or videos of their own child while they participate in our programs. We ask that members be mindful of the rights of others and focus their shots on their own child. Members must realize that there is a possibility that their child's image may, inadvertently, be captured in the background of another member's photograph or video.

Registration in any of our programs or submission of any Gymworld Inc. form implies your agreement to our Privacy Policy statement.

Special Needs Policy (Updated November 6, 2017)

Gymworld Inc. is committed to providing an inclusive program for all children from eighteen months of age and up. Children with special needs are welcome to participate in our programs provided we can offer a safe environment for their particular special need. Regardless of the level of integration (from fully integrated to requiring 1-on-1 support) it is imperative that we receive full disclosure from the family regarding the precise nature of the special need **prior to registration**. An additional form may be required to be completed by the parent or guardian of the child. For children with Down's Syndrome, a cervical x-ray must be completed and the results must be negative in order to participate. All children participating in our programs must be able to go to the bathroom independently or have their own support provided in the event that they need to use our bathroom facilities. Gymworld staff are not trained nor licensed to toilet children. Please refer to the following guidelines for children who require 1-on-1 assistance in the gym:

- **Session Classes**: We will make every effort to provide 1-on-1 assistance by our own staff in your preferred class day and time given the following parameters:
 - We receive advanced notice of the request for 1-on-1 support **via email each and every session a child requiring our support registers for a class. Due to the large number of special needs registrants, it is impossible for us to provide support based on our memory of who has required support in the past. It is the family's responsibility to send us an email requesting support for a particular class.**
 - Full disclosure is made – prior to registration - regarding the nature of the special need including all specific instructions for our staff
 - **We have limited class days and times in which we can provide 1-on-1 support. Once support for a certain class time has been requested by a family and confirmed by us, that time will no longer be available to other registrants to receive support.**
 - In the event that we've exhausted our staff search for that particular day and time **or that another family has already reserved that available class time**, we may require the family to provide their own support or ask the family to consider another class day or time when we are able to provide the required additional staff.
 - **We do not receive ANY type of funding for the 1-on-1 support that we provide.**
- **Camps and Birthday Parties**: Gymworld is unable to provide 1-on-1 support for our camps or birthday parties. These programs are still inclusive programs and children who require additional assistance are welcome to bring their own 1-on-1 support.