

2018-19

Parent Handbook

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to PROVIDE THE OPPORTUNITY IN A SAFE AND POSITIVE ENVIRONMENT FOR ATHLETES TO ACHIEVE THEIR FULL POTENTIAL through gymnastics. we believe children are unique and flourish when he/she is caught doing something right. Our goal is to have ENTHUSIASTIC, KNOWLEDGABLE COACHES THAT HAVE A PASSION FOR ALL CHILDREN AND TEACHING. We believe thaT success stems from hard work, persistence and grit.

**Tiger Academy of gymnastics’ MISSION/VISION/GOALS**

**SAFETY is #1!**

Parents and siblings areA

Family members have a seating area within the cubby area. We ask that family and friends do not go into the gym area unless instructed with the TAG Team class. Children are easily distracted. Coaches need their undivided attention for safety and quality instruction.

Proper attire/gear and hair style

* No dangling jewelry
* Tight fitted clothing (ideally a leotard for females)
* Bare feet
* Water bottle
* Hair pulled back

Be on time

Warm-up allows the muscles of the BRAIN and the BODY to be ready for the activities that will follow.

**CLASS STRUCTURE AND PROCEDURE**

All classes will experience skills and drills related to vault, bars, balance beam, pommel horse, rings, and floor. Curriculum starts with basic skills and progresses to higher levels of difficulty. Basics are key at all levels.

**Class Expectations**: Be Safe, Be Kind, Be Responsible and Follow Directions

**Class Ratio ranges from 6:1 to 10:1** for the majority of our classes. Pre-school classes have a ratio ranging from 6:1 to 8:1. This ratio is designated for proper safety and instruction by USA Gymnastics, the governing body for the Olympic sport of gymnastics. Beginner 1 and up the ratio ranges between 8:1 and 10:1

**Missing Class/Make-up Procedure** – Gymnastics skills are developed and improved by regularly attending classes. If your child misses a class, he/she may schedule a make-up class or an equivalent class within the same month if possible. Make-up classes must be scheduled in advance to ensure we maintain the safety ratio. Contact the TAG desk at 573-814-5000, schedule a make-up by logging into your account throught the Parent Portal or email amiebutler@tiger-academy.com. **Holiday closings are not guaranteed a make-up. We are happy to schedule a make-up if the class is available.**

**Gym Closings** – Tiger closes for the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Halloween (p.m. classes only), Thanksgiving (Wed. p.m. – Sun.) and Christmas (TBA). Special events on the weekend may also result in gym/class cancellations. Proper notice will be given for any planned closing. Tiger Academy of Gymnastics follows the Columbia Public School closings for cancellations due to weather. If TAG closes due to inclement weather, morning classes are automatically canceled. Updates on the afternoon classes can be found by checking [www.tiger-academy.com](http://www.tiger-academy.com) and following Tiger on Twitter @AcademyTiger and Facebook.

**Evaluations/Feedback** – Evaluation of skills are conducted every few months. Your child’s progress is tracked on a skill tree available for viewing on your account. Once a gymnast has obtained the skills to progress to the next class level the parent will be notified.

* Log in to the Parent Portal. On the left-hand side, click on the second item down (**Evaluations**), and each event with all the skills evaluated are listed here. Check your gymnast’s progress! For any specific questions, please approach your child’s coach after class. If unavailable, please see the office.

**Discontinuation of Class** - Once enrolled in classes at Tiger Academy your gymnast will remain on the active class roster thereafter. If you decide to discontinue class we require a 7 day notice before the month you are dropping. Notice to our Office Staff can be given via email (amiebutler@tiger-academy.com or c\_dawn5@hotmail.com), stop by the office or call 573-814-5000. Please do not have your child tell his/her coach. **The Office Staff are the only qualified personnel to manage accounts.**

**SPECIAL EVENTS**

**TAG Invitational** – Each year TAG hosts two Progressive Invitationals with fun themes! Registration includes a leotard or t-shirt! It’s open to any current class gymnast from 2 yr olds and up! This opportunity allows family and friends to watch their gymnast perform routines and showcase their skills and achievements. Score cards, ribbons and medals are received during the award ceremony. The invitational meet is generally held during the Spring and Fall each year and will be posted on our website.

**TEAM EXHIBITION-** Does your child want to compete one day? Does he/she LOVE watching gymnastics on tv and YouTube? This event is for you! Tiger Academy’s Boy’s and Girl’s Team perform their new routines/skills in front of friends and family in the fall. This gears the Team up for the new season! We would LOVE your support!

**Clinics** – Throughout the year there will be opportunities to attend clinics provided by TAG. The clinics such as the back handspring clinic or Winter Wonderland will give your child the extra opportunity to be in the gym. Clinics are posted on our website (www.tiger-academy.com) and on Facebook. Sign-up can be done at the desk, email or from the Parent Portal. Those clinics that have a fee will require payment in advance in order to sign-up.

**Private Lessons -** The purpose of private lessons is to concentrate on a certain skill or challenge. It is our goal that class time is sufficient for skill enhancement and achievement. But, in the event that your child is determined to achieve or improve a certain skill, private lessons are available. Private lessons range from $25 and up and range in time from half hour to an hour. Group rates may apply.

**Communication regarding news, events, class status and closings is done via email. Please be sure your email is correct in your account.**

**COMMUNICATION**

**Tiger’s website (www.tiger-academy.com) and Facebook** are the best places to check for up to date information- daily to monthly updates, closings and new opportunities can be found here.

**Feedback –** you are always welcome to approach your child’s coach AFTER their class. Most coaches have 15 min. in between classes to prepare for their next class and are happy to take any questions from you!

**Changes in class –want to change the day of your child’s class? Need a make-up class? Need to withdraw from our program?** All of this can be conveniently done through the Parent Portal or ask our Office Staff for assistance. **All withdrawals must give a 7-day notice before the month of withdraw.**

**Billing Questions -** If you have any questions regarding your account, ask our Office Staff.All Charges and Payments on your account can be found by logging on through the Parent Portal.On the left-hand side under **Payments**, click on **View Transaction History**.

**If you have any concerns/problems/requests with your account, please contact Amie Butler at** **amiebutler@tiger-academy.com** **or call 573-814-5000 and ask for Amie.**

**YEARLY ENROLLMENT FEE and MONTHLY TUITION**

**Yearly Family Enrollment Fee -** $40 per family. If enrollment continues after the year anniversary, the fee is not assessed.

**Monthly Tuition –** due BEFORE the 1st of the month to avoid a $10.00 late fee. Tuition is based on ENROLLMENT, NOT ATTENDANCE. The total monthly tuition amount varies based on your child’s class, level and frequency.

* **Payment can be done by logging on to the Parent Portal.**
* On the right-hand side, click on **Make a Payment** for one-time credit card payment. Click on **Manage Payment** **Options** to set up or change auto draft information (credit card or bank draft is available)
	+ **All Auto Pay accounts will be debited on the LAST DAY of each month (or next business day) for next month’s tuition.**
	+ Cash or Check Payment can also be done with our Office Staff: Amie Butler, Crystaldawn Arnold, Stacy Silverwood or Brandi Daffron.

**Late fees -** $10.00 assessed on the 1st of the month if tuition is not paid.

**Billing –** delinquent accounts will receive an email/phone call. Accounts must be in good standing in order for the child to participate in class.

**Questions/Concerns regarding fees**, contact Amie Butler at amiebutler@tiger-academy.com or call 573-814-5000 and ask for Amie.