**Welcome to Park Wrekin Gymnastics Centre**

Our aim is to provide quality coaching in a happy and safe environment where each gymnast has the opportunity to fulfil their gymnastic potential.

Please find below some ‘house admin’ which we hope will answer any initial queries. If however you have any further questions please email [office@parkwrekin-gymclub.com](mailto:office@parkwrekin-gymclub.com) or telephone 01952 257646.

* **DROP OFF & COLLECTION**

Please aim to arrive 5-10 minutes before the class start time and report to reception for registration. Your child will then proceed downstairs to wash their hands prior to the lesson. A coach will be on hand for introductions and guide them to the appropriate member of staff. Parents are welcome to stay on site and use the café or leave and return at the end of session time.

Please note - Hair should be neatly tied back; jewellery should not be worn - if ear rings cannot be removed they should be taped over. At beginner/recreational level there are no specific requirements other than comfortable clothing and a water bottle, although we do not allow crop tops. All other departments will be advised what is required in terms of ‘kit’.

Collection of your child will be from outside – at the bottom of the steps (ground floor). Fire exit doors will open at the end of each session from the main gymnasium hall. Gymnasts will be handed to their appropriate adult. Should you be late collecting your child, there is a bell on the gym door to attract the attention of the staff inside. If collection arrangements change, please let the office know on 01952 257646 which will reassure us and your child!

* **CAR PARK -** Please note, the current car park is public (Council owned) and temporary whilst the building works take place around us. Our new car park will be open sometime in 2025 with new access arrangements to be finalised. We take no responsibility for any vehicles parked or left overnight – entirely at the owners risk.
* **PARENTAL ACCESS & VIEWING**

Club Rules (and with child protection interest) are such that parents (except preschool) are not allowed to accompany their child downstairs into the gym.

New members will be escorted to class by either a coach or a member of staff.

We are able to offer viewing to our parents albeit limited. In return we ask that parents are considerate in their attendance and mindful of everyone wishing to spectate. It is not acceptable to block the viewing gallery with children’s toys, paperwork, seats or for anyone sitting on the window sill.

**Please also, remember entry to the building for viewing is Monday-Friday until 7.30pm, Saturday and Sunday until 1.30pm**. For security and safeguarding reasons the reception door is LOCKED outside of these hours and we ask that upon leaving the building you please CLOSE the door behind you. We also strongly request that you do not open the door from the inside to allow visitors to enter once our reception staff have left.  Beyond 7.30pm Davina is happy for parents/guardians of gymnasts to enter & exit the building via the café entrance.  If the cafe door is closed please call 07761 157777 to gain entry.

If you wish to collect your child early from a class there is a bell on the exit door from the gym to get the coaches attention.

* **PRE-SCHOOL PARENTS**

All pre-school parents are expected to remain on site to be at hand in the event of your child needing the toilet (this is not the responsibility of the session coaches)

**SWINGING MONKEYS ONLY**

After taking your child down into the gym, we ask that you retire to the café or viewing gallery where you can be on hand should you be needed by your child’s coaches. This class is a step towards your child being independent in the gym environment, in preparation for school age Beginners classes where parents are not allowed in the gym.

* **DINK’S CAFÉ**

The café is run by Davina and is an independent business. Dinks offers a wide variety of wholesome foods at great value. Orders are welcome and as a customer, you are welcome to watch the CCTV of the gym activity whilst enjoying your refreshments. Opening times are displayed at the entrance of the café but are subject to change from time to time.

* **ELECTRICAL DEVICES**

Unfortunately we are no longer able to allow members to charge their devices within the building. The recent increase in energy costs is very concerning for us and we hope you understand. In addition, it has proved impossible to manage/control PAT testing on guest devices. Of course in the event of an emergency, please talk to a member of staff if this causes you any problems.

* **PHOTOGRAPHY & FILMING**

Filming of gymnasts is strictly prohibited. Please do not attempt to photography/film your child either directly or via the screens around the building – we adhere to all British Gymnastics guidelines and policies. By exception – any requests for photographs / should be made via the office.

* **CLUB MEMBERSHIP**

Annual Park Wrekin Club membership fee is currently £25 – 1 April to 31st March. The fee is calculated pro-rata upon date of joining and will be shown on your first invoice. This is renewable on the April invoice.

* **BRITISH GYMNASTICS MEMBERSHIP – \*PREREQUISITE**

BG membership offers a wide range of membership benefits including merchandise discounts, but most importantly it ensures, in the event of an accident, your child has the appropriate insurance. The first 2 gymnastics sessions are covered by our club’s own British Gymnastics Insurance, thereafter you will be expected to arrange membership in order for your child to train – please visit:-<https://www.british-gymnastics.org/gymnet/register/registerstart>

* **FEES**

Main club - charged termly in advance. Our regular billing cycle is April-June, July-September, October-December & January-March. Invoices are calculated from your first session until the end of the term. Approx cost 1hr class @£7.56 = £90.75/ 2hrs Class @ £14.12 = £169.40

**MINI GYM**

Approx cost per 45 minute class @£6.60 = £79.20 These figures are based on a 12 week term, some terms, however, contain 13 weeks.

For all squad / development fees +2hrs details will be communicated upon invitation to squad.

* **PRE-SCHOOL**

Cost per 45 minute class @£6.60 – paid monthly upon acceptance of invitation

We operate a no refunds policy, however, for new members we offer a two week ‘exit clause’ – if after two weeks your child does not wish to continue, we will refund the remaining sessions of that term.

* **HOLIDAYS & MISSED SESSIONS**

Classes run throughout the year including bank holidays and school holidays - with the exception of Christmas. Invoices are calculated accordingly.

* No credits are given for missed lessons due to holiday/ short term illness or other external commitments.
* **CONTINUED MEMBERSHIP**

For all ‘non squad’ members (Beg/Rec/Adv) at the end of each term you will be sent an invitation to ‘re-join’ your class, acceptance of the invitation and payment of the invoice raised will secure your place in the class moving forward. Please be aware that both the invitation and the invoice are time ‘limited’ and will expire if not accepted/paid within 3 days of being generated. Unfortunately, failure to action may result in your child losing their place.

* **ASSESSMENT & PATHWAY (BEGINNERS, 2HR REC & INTERMEDIATE)**

All gymnasts undergo continual coach assessment during their sessions and details are uploaded to your child’s member page on the management system. Once levels are completed your child will move to the next stage will be invited to change class where applicable. For competitive squad gymnasts progress is communicated directly via the coaching team.

If you require further information or if you have a specific query regarding your child’s progress please email [office@parkwrekin-gymclub.com](mailto:office@parkwrekin-gymclub.com) and this will be forwarded to the Head of Department.

* **COMMUNICATION & CORRESPONDENCE**

All correspondence is by EMAIL – please ensure we are in your ‘contacts’ as our emails can often end up in ‘junk’.

* **KIT**

The PW kit shop, is based at Park reception and has a selection of leotards, PW T-shirts, hoodies, onesies and water bottles. Squad competition kit is also available.

Please email [kit@parkwrekin-gymclub.com](mailto:kit@parkwrekin-gymclub.com) with any enquiries or orders.

We also welcome donations of ‘pre-loved’ items for our occasional club sales.

**Notes for LILLESHALL MEMBERS:**

Please aim to arrive 5-10 minutes before the class start time.

**Lilleshall National Sports Centre, Lilleshall, Newport TF10 9AT** – Please park in the main car park, cross over the road and walk up towards the main building. Just before the stone archway, turn right signposted Kings & Princess Royal Halls. Enter the building and a PW receptionist will greet you from just inside for registration.

* **PARENTAL ACCESS & VIEWING**

Club Rules (and with child protection interest) are such that parents are not allowed to accompany their child into the gym, staff are on hand to reassure your child and there is a large viewing gallery upstairs for your comfort. We do ask that parents do not to distract or talk to your child during the session from the balcony.

* **CAFÉ & BAR**

Queens Café is situated across the road from the gymnasium serving hot and cold food and drink.

* **CHANGING FACILITIES**

Changing rooms are available