



New Starter Information Pack

Welcome to Penketh Gymnastics Club

You can find us at:

Unit 4 Guardian Street Industrial Estate,
Guardian Street, Warrington, WA5 1SJ

Coming for the first time

Please arrive 5 minutes before your class and come into the gym with your child for their first session. Our team of coaches will be available to talk to briefly at the beginning of each session if you need to make them aware of anything specific such as medical information or additional needs considerations. We do ask that their details are also kept up-to-date on LoveAdmin.

We do not currently have space at the club for a permanent viewing gallery for parents/carers but we do encourage parents/carers to stay for the first five minutes of the class, to ensure their child is settled. Parent/carers can come back in for the last five minutes, so they can see what their child has been working on during the session.

We do offer a Parents/Carers Room upstairs where parents/carers can wait whilst their child takes part in their session should they wish to stay on the premises. In the unlikely event that a child were to become upset their coach would come and find their parents/carer straight away and bring them down.

If parents/carers feel that their child needs them to stay for the duration of their session, please let a member of our team know in advance so we can see how we can accommodate this and discuss any concerns that they may have. If you feel that your child would benefit from a slower transition into the gym, then please let us know as soon as possible so we can arrange something that will suit their needs.

We also offer a club visit where a child and their parents/carers can come in and have a look around when classes are not running. This will hopefully give the child more of an idea of what to expect when they do start and give the parents/carers some time to share any concerns they may have in person. If you would like to discuss this further please email us at admin@penkethgymnastics.co.uk

Clothing

Please ensure that your child is dressed appropriately, leotard or tucked in t-shirt and short/leggings. No buttons, zip, buckles or any clothing where the midriff is exposed. Club leotards are not compulsory but we have them in stock to purchase in the gym. Other clubwear can be purchased from <https://bit.ly/PenkethGymnasticsShop>

All gymnasts should be barefoot, where verrucas are present they must be covered with microporous tape or plasters. Socks are not permitted.

Jewellery

No Jewellery should be worn at any time. All jewellery is to be removed prior to your child's class. If earrings cannot be removed, then they are to be covered using microporous tape. Please do this in advance and do not rely on us to cover your child's earrings as this takes up extra time at the beginning of the class.

Hair

Long hair is to be tied up in either a ponytail or plait. Fringes are to be secured with clips.

Health Issues

Please make sure any medical conditions including any medical, physical or additional needs are listed on your child's Love Admin account. If there is anything their coach needs to be made aware of, please speak to them at the beginning of the class. If your child has a verruca, please ensure that it is covered with either microporous tape or plasters. Socks are not permitted. Please ensure your child goes to the toilet before starting their session.

Safeguarding

The club follow British Gymnastics Safeguarding Policies and Procedures which can be viewed [here](#).

The Club Welfare Officer is Elizabeth Patten, to contact Elizabeth please email welfareofficer@penkethgymnastics.co.uk or call 07493 110938. Her contact details can always be found on our website [here](#) and are displayed on the notice board in the club.

Club Policies, Procedures & Guidelines

Our policies can be found on the club website or in a folder at the front of the gym. The club follows all guidance laid down by British Gymnastics and utilises their policies where they exist.

You can find all of our policies linked on our website [here](#).

Communication

A newsletter is sent on the 1st of each month to update parents/guardians on upcoming events/information (please ensure we have an up to date email address).

We have a [website](#), [Facebook Page](#), a members only [Facebook Group](#) (please make sure to answer the questions when requesting to join) and are on [Instagram](#). You can contact the club via email admin@penkethgymnastics.co.uk or by phone (text preferred) 07910 800497. Please avoid using Facebook messenger or Instagram's Direct Message function to contact us as these inboxes are not regularly monitored.

Payment of Fees

After your trial, should your child wish to continue fees will be set up. You will be charged pro-rata for the remainder of that month and prompted to set up your direct debit/pre-authorisation when paying those fees. Following that, fees are charged on the 1st month for that month. Payment must be made through LoveAdmin by way of setting up a direct debit/pre-authorisation. All payments are processed by London & Zurich.

You can log in to Love Admin here: <https://app.loveadmin.com/sign-in>

Insurance

After 2 classes, you will need to register your child with British Gymnastics (www.british-gymnastics.org/membership) for them to be insured. If your child is not a member of BG then they are not insured to participate in the sport. Membership expires on 30th September each year.

Club Membership

This is separate to British Gymnastics membership and is payable in January each year or when you join. The cost of membership will be confirmed in December and payment will be taken automatically in January through Love Admin/London and Zurich via your direct debit/pre-authorisation.

Cancellation of Class

If a class must be cancelled, we will endeavour to inform you as soon as possible. It is the club's aim to ensure that your child has access to the minimum of 48 classes per calendar year.

Absent from Class

Please inform the head coach of any absences either by email (info@penkethgymnastics.co.uk) or text (07910800497). If your child misses 3 consecutive classes without notifying us, then they will lose their place in the class.

Competitions

There are numerous opportunities for your child(ren) to participate in competitions and events throughout the year so you can see the progress of your child. The club will advertise any competition/displays through the club's newsletter – sent monthly via email, displayed on the club [website](#), on the [Facebook Page](#), in the [Facebook Group](#) and on [Instagram](#).

Terms and Conditions

You can view the full terms and conditions of membership to Penketh Gymnastics Club on our website [here](#).