



Harlem  
Saturday Gymnastics  
Program Information  
Fall Session  
October 13, 2018 –  
February 2, 2019



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wendyhilliard.org

July 2018

Dear Parents,

Welcome to the WHGF Saturday Gymnastics Program. We are excited and look forward to teaching your children.

For the first time the entire Saturday Gymnastics Program will take place at the Harlem Children's Zone "HCZ" Armory.

The WHGF/HCZ Partnership is entering its 10th year. HCZ has provided an amazing, safe and clean facility for gymnastics and so many other sports and activities for the Harlem Community.

I cannot say enough about the WHGF staff. They are talented, hard working and committed gymnastics instructors, coaches and administrative staff. We have our own way of doing things, but we never compromise on teaching great gymnastics and providing healthy workshops for our students. One new component of the WHGF is a responsibility to the environment, starting with the use of water bottles for all participants. Along with developing healthy habits and discipline for our youth, we feel it is just as important to take care of our planet for their future as well.

The WHGF is a community program supported by partners, individual donors, public officials, grants and other foundations that support our mission. I profoundly thank them for the opportunity to provide this groundbreaking service. Our Board of Directors commit their time, talent and treasure for the youth of the WHGF.

Of course, the WHGF Parents are key to the success of the WHGF and we need your input and support. We are expanding our WHGF Parents Club. It makes such a difference for our events and the best thing is working side by side with our WHGF Parents.

What I am proud of is that the WHGF has been able to provide high quality yet affordable gymnastics programming. We offer scholarships to those families who need our support.

For me - I want all children that want to take gymnastics to participate in the sport I love so much.

All the best,

*Wendy*

# WENDY HILLIARD GYMNASTICS FOUNDATION

## Mission Statement

**The mission of the Wendy Hilliard Gymnastics Foundation is to empower the lives of young people from underserved communities by improving physical and emotional health through the sport of gymnastics.**

### ABOUT US:

The Wendy Hilliard Gymnastics Foundation (WHGF) is a non-profit organization dedicated to providing quality gymnastics training and activities for all youth in the Harlem community and since 2016, in Detroit. Founded in New York City in 1996 by Hall of Fame rhythmic gymnast, Wendy Hilliard, the WHGF was formed to provide free and low-cost gymnastics for youth. WHGF is staffed by a team of trained and experienced coaches, who help provide opportunities for young people between the ages of 3-17 years old to develop essential life skills such as hard work, discipline, team work and self-confidence through the sport of gymnastics and its associated disciplines. In addition to enhancing their athletic and social skills, WHGF places substantial emphasis on personal potential and growth through quality instruction and workshops in reading, personal health, nutrition and a respect for the environment.

\*WHGF partners with the Harlem Children's Zone for our gymnastics classes. They provide a safe, clean and wonderful environment for gymnastics. This enables the WHGF to offer high quality - yet affordable gymnastics programs. We work closely with HCZ to have a consistent schedule, but at times we must change or cancel a class due to the changing schedules of our partners. The WHGF is committed to the community and working together we have brought incredible gymnastics to Harlem. Schedules are subject to change based on the venues and agreements\*

# **WHGF Gymnastics Classes**

## **Ages 3-4**

Concentration will be motor skills, laterality, directionality, eye-hand coordination, and basic gymnastic skills by using size-appropriate equipment. Children will find beams, bars, and mats all designed to fit their smaller bodies and hands. Learning to work in a group and follow direction are key skills.

## **Ages 5-17**

The Saturday Gymnastics Program is an introduction to gymnastics and a beginner gymnastics program. Students will begin to learn a higher level of structure in this class. Choreography based warm up to fine tune performing as a group. Development of gymnastics skills: handstands, back bends, cartwheels and drills for more advanced skills. Students will also learn rhythmic gymnastics and tumbling to become well-rounded gymnast. Students will also be given routines to perform on their own to increase muscle memory skills. This class is for one hour.

## **Intermediate Gymnastics**

This class is for the more advanced gymnast. A child must be evaluated to enter this class. This class is for one-1/2 hours.

## **Special Needs Students**

All students must be assessed - students may require parent/assistance during class. Staff will determine which time and class is best suited for each student. Motor skill development, tumbling and rhythmic gymnastics. The WHGF has had good success integrating children with physical and mental challenges into our classes. This has proven to be beneficial for all --the individual participants and all of the gymnastics students. Please contact the office for registration.

# WHGF Saturday Community Gymnastics Schedule

**All Parents must fill out an HCZ Intake Form for entry into the HCZ Armory**

*\* Tentative schedule as of 7/30/18. Subject to change.*

**Ages 3-4:** 10 – 10:50 AM

**Ages 5-6:** 11:00 – 12:00 PM

**Ages 5-6:** 12:00 - 1:00 PM

**Ages 7-9:** 1:15 – 2:15 PM

**Ages 7-9:** 2:15 – 3:15 PM

**Ages 10-17:** 3:15 – 4:15 AM

**Intermediate:** 4:15 - 5:45 PM

**Register at [www.wendyhilliard.org](http://www.wendyhilliard.org)**

**Please contact (212)-316-0315 or [admin@wendyhilliardfoundation.org](mailto:admin@wendyhilliardfoundation.org)  
for Special Needs & Intermediate Registration**

## **NO CLASSES ON FOLLOWING DATES:**

November 24, 2018

December 8, 2018

December 22, 2018

December 29, 2018

## **ANNUAL REGISTRATION and UNIFORM FEE \$80:**

The registration/uniform fee is due at the time of enrollment. The registration fee is **non-refundable**. Classes can only be reserved by paying the registration fee AND the first payment of classes.

## **PAYMENT PLAN**

A payment plan is available. Payments will be divided into 3 payments.

This plan is based on the overall tuition - NOT the amount of gymnastics classes per month.

Adjustments will be made for sibling discounts, and scholarships if qualified.

## **DISCOUNTS**

15% for each sibling after first child. **Only one discount is offered per student but families may qualify for multiple discounts.**

## **REFUNDS/DROP POLICY:**

Refund requests must be submitted in writing or by email to

[admin@wendyhilliardfoundation.org](mailto:admin@wendyhilliardfoundation.org)

Refund approvals will be on a case by case basis.

**\*Those who do not pay on time or fall behind on payments may be dropped from the program and/or will not be allowed to register for future sessions. \***

## **Tuition Cost Breakdown**

Paying in full age group classes - **\$460**  
*(one time registration/uniform fee included)*

Payment plan **\$220** at the time of registration  
*(First tuition payment, annual registration fee and uniform included)*  
(2 payments of **\$120** thereafter)

***If your child has not been invited to participate in the intermediate or Team program you must sign up for the age group program. Team and Intermediate Registration is by invitation only.***

Paying in full intermediate class - **\$545**  
*(Annual registration fee and uniform included)*

Payment plan intermediate class - **\$245** at the time of registration  
*(First tuition payment, annual registration fee and uniform included)*  
(2 payments of **\$150** thereafter)

### **NO MAKE UP CLASSES**

The WHGF Community Gymnastics Program does not offer make up classes. The WHGF will only add an extra class if a scheduled class is cancelled due to unforeseen circumstances.

**SCHOLARSHIPS/FINANCIAL AID:** Wendy Hilliard Gymnastics Foundation offers scholarships to families who may need additional assistance with their tuition. The application requirements are listed on our website and attached to this packet.

## **Scholarship Requirements**

**Scholarship Application deadline is September 1<sup>st</sup>, 2018; however, all scholarships are on a first come first serve basis.**

**Receiving a scholarship is not guaranteed, even if you received one previously.**

**The \$80 Non-Refundable Registration/Uniform Fee must be paid at the time of registration to reserve a spot, and to be eligible to apply for scholarship consideration.**

For scholarship consideration, please submit the following:

- **A TYPED letter requesting consideration and why (Please be as detailed as possible)**

And **2** of the following for financial verification:

- **A copy of your 2017 1040 forms (Taxes)**
- **A current pay statement or pay stub**
- **A copy of your SSI Benefit Letter (Supplemental Security Income)**
- **A copy of a recent unemployment statement**
- **A copy of child support statement**
- **NYC Housing Authority Voucher Letter (Section 8 Letter)**
- **HRA Award Letter or Budget Letter**

**Scholarship determination is based on the following factors:** Date application was received, merit or coach's recommendation, program status/standing, scholarship/financial aid availability, and NYC-HRA Income Eligibility Guidelines.

**Please email all documents to [admin@wendyhilliardfoundation.org](mailto:admin@wendyhilliardfoundation.org)**

**Or drop off at our office:** 550 West 155<sup>th</sup> Street  
(Inside Intercession Church  
between Broadway and Amsterdam Ave)  
Mon-Fri 10:30-5:30pm

If you have any further questions, please contact Jocelyn via email at [admin@wendyhilliardfoundation.org](mailto:admin@wendyhilliardfoundation.org) or telephone 212-316-0315.



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## SATURDAY GYMNASTICS PROGRAM RULES & REGULATIONS

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*We have compiled this guide to familiarize you with the procedures of our program. Please review the rules with your child and keep this guide for reference. If you have any questions regarding any aspect of this program, please email or call us.*

- **ALL STUDENTS MUST SIGN IN AND CHECK ATTENDANCE WITH THE HARLEM CHILDREN'S ZONE ARMORY AS WELL AS WITH THE WENDY HILLIARD GYMNASTICS FOUNDATION FRONT DESK.**
- **ARRIVE ON TIME FOR YOUR CLASS SESSION. STUDENTS MAY NOT BE PERMITTED TO ENTER CLASS LATE THIS IS AT THE DISCRETION OF THE GYMNASTICS INSTRUCTORS. IN ADDITION, PARENTS MUST BE ON TIME TO PICK UP STUDENTS.**
- **PARENTS MUST WAIT FOR STUDENTS IN THE BLEACHER SECTION. PARENTS ARE ALLOWED TO OBSERVE THE CLASS IN THE GYM BUT CAN NOT INTERRUPT THE CLASSES OR THE COACHES.**
- **NO GUM, CANDY, FOOD OR BEVERAGES INSIDE GYM.**
- **WORKSHOP PARTICIPATION IS REQUIRED OF ALL STUDENTS.**
- **NO RUNNING OR USING GYM EQUIPMENT WITHOUT PERMISSION OR SUPERVISION.**
- **STUDENTS MUST NEVER ATTEMPT A NEW SKILL OR USE APPARATUS WITHOUT PERMISSION OR SUPERVISION.**
- **PERMISSION MUST BE RECEIVED FROM THE COACHES TO USE THE REST ROOM OR FOR WATER BREAKS DURING CLASS.**
- **STUDENTS OR PARENTS BEHAVING IN A DISRUPTIVE MANNER WILL BE DISMISSED FROM CLASS IMMEDIATELY. CONTINUING MISCONDUCT WILL RESULT IN DISMISSAL FROM THE PROGRAM.**
- **WHAT TO WEAR: WHGF LEOTARD (GIRLS) OR WHGF COMPRESSION SHIRT (BOYS). WHGF BLACK SPANDEX SHORTS OR WHGF BLACK FOOTLESS LEGGINGS CAN BE WORN FOR EACH CLASS. WHITE SOCKS ONLY NO BALLET SHOES, OVERSIZED T-SHIRTS, SNEAKERS OR SANDALS. NO JEWELRY EXCEPT FOR SMALL STUD EARRINGS. LONG OR LOOSE HAIR MUST BE SECURED AWAY FROM THE FACE IN A PONYTAIL OR BUN—NO BARRETS OR TIE BALLS ESPECIALLY AT THE TOP OF THE HEAD.**

# Common Questions

**The Parent role for classes?** One of the goals of our program is to teach the students to pay close attention to their gymnastics instructors and to learn the process of sports discipline and how to follow directions. For some of the younger students, we allow the parents in the gymnastics area to help make the transition to class participation. This process usually takes 1-3 classes. *No parent should ever enter the gymnastics area without permission from the WHGF Staff. If you need to speak with your child or have a question make sure to have a WHGF Staff accompany you. The same applies if you have questions or concerns. Due to the tight turnaround of the classes and children moving from one class to the next it is difficult for the gymnastics staff to answer questions on site right away. Please be patient and wait for class to get underway and then approach a WHGF Staff person or call or email the office during the week.*

**Why must the student wear the same uniform?** This is a choice of the WHGF and many other programs- karate and dance for example. We recommend bare feet because it is the best way to prevent slipping. White socks are required for the HCZ Armory classes. No oversize clothes are allowed for safety reasons. Other safety issues include no hoop or dangling earrings and other jewelry. Small post earrings are allowed. Hair must be secured away from the face.

**What will the children learn in class?** Depending on the age group the skills that are taught in this program are basic gymnastics skills. Gymnastics has several disciplines and the WHGF classes focus learning gymnastics fundamentals, physical conditioning and learning routines to music. Tumbling is the foundation for all gymnastics disciplines. Even before learning to tumble students must learn how to warm up their bodies and develop overall body strength and flexibility. We start with a warm up to music that helps the students learn the moves while the music and repetition allows them to progress faster. If students are late to class they will have to do exercises to warm up their bodies up before they can join their groups. Often times they are push up or jumping jacks.... We test all the students ages 6 and up at the beginning of the session. After a few sessions, the students are divided into groups according to ability. Initially they are separated by age and/or height. After the warm up the students rotate to different events spending about 10 – 15 minutes per event. The students may not rotate to each event each week but throughout the course of the session they will work on all of the different groups. Besides tumbling most students also rotate to a rhythmic gymnastics event. Rhythmic gymnastics uses hand apparatus i.e. hoops, ribbons and balls. This helps develop important hand and eye coordination and also helps develop good alignment. One session may concentrate on dance movements. All gymnasts have to learn a good amount of dance movement to enhance their gymnastics. All of the sessions develop coordination.

**How are the WHGF gymnastics instructor selected?** The selection of good gymnastics instructors is the most important aspect of the WHGF programs. All instructors have to have a background or training in gymnastics and also have to follow specific safety rules. Wendy Hilliard has worked with most of the instructors in her program for several years. Some were former students and some came from other gymnastics programs. Most instructors were former competitive athletes. All instructors go through a trial period before they are hired by the WHGF to determine if they have the necessary teaching skills for our program. We also have some assistant coaches who work alongside the WHGF instructors.

**Why must the students participate in the workshops?** The WHGF workshops that coincide with the gymnastics program developed out of requirements from WHGF funders which allow us to provide high quality programs for low cost and/or free of charge. Over the years these workshops have enhanced the WHGF programming and given the students that come through our programs a well-rounded experience and also the ability to use the discipline learned through gymnastics and apply it to other areas of their life. In addition, these workshops allow the WHGF staff to learn more about the students and their personalities and also provide the parents good information.

**Why is so much time spent on the performance routines?** The WHGF performances are generally held at the Harlem Gymnastics invitation and the end of the school year. These events give the students a chance to showcase their abilities and to be exposed to champion and professional gymnasts. In addition, preparing for the show challenges the students learn routines and gymnastics elements.

**What if my child wants to take a more advanced class or be on the competitive team?** The best way is for a WHGF instructor to recommend your child for a more advanced class. The WHGF instructors select students based on interest, ability, attitude and following instructions. This is by invitation/audition only.

**What if there may be a storm?** Please either call the WHGF office 212 316-0315 or check on social media.

**If my child misses a class or class is cancelled are there make up classes?** No, unfortunately we have to set our schedule with Harlem Children's Zone in advance and there are not a lot of options for make-up classes. Occasionally we will reschedule a class if possible.

**If you have any other questions please email [admin@wendyhillardfoundation.org](mailto:admin@wendyhillardfoundation.org) or call the WHGF office Monday- Friday 10:30am -5:30pm.**

# Directions to the HCZ Armory

40 west 143rd Street between Lenox Ave and 5th Ave



## Transportation:

**M7** bus to 142nd street and Lenox Ave

**M102** bus to 142nd Street and Lenox

**3 train** to 145 Street

(Must be in the first 5 cars of the train)

# Wendy Hilliard Gymnastics Foundation Office

550 West 155th Street Between Broadway and Amsterdam Avenue  
(Enter up the steps on 155 Street located inside the Church of the Intercession next to the cemetery)



## Transportation:

**1 Train** to 157th street and Broadway  
**C Train** to 155th street and St. Nicholas  
**Bx6** to 155th street and Broadway  
**M3** to 155th street and Amsterdam

# Contact us!

Jocelyn Perusina

Office Manager

[admin@wendyhilliardfoundation.org](mailto:admin@wendyhilliardfoundation.org)

212-316-0315 – Office

Renee Lee

Operations Manager

[operations@wendyhilliardfoundation.org](mailto:operations@wendyhilliardfoundation.org)

212-316-0315 - Office

Samantha Villalta

Gym Coordinator

[Samantha@wendyhilliardfoundation.org](mailto:Samantha@wendyhilliardfoundation.org)

646-647-9650 – Armory

## **WHGF Main Office:**

**Hours of Operations:** Mon-Fri 10:30am - 5:30pm

**Address:** 550 West 155 Street NYC 10032 (Between Broadway & Amsterdam inside the Church of Intercession)

**Phone Number:** 212-316-0315

**Contact Purposes:** For general information, registration information, and payments

**Email:** [admin@wendyhilliardfoundation.org](mailto:admin@wendyhilliardfoundation.org)

[Info@wendyhilliardfoundation.org](mailto:Info@wendyhilliardfoundation.org)

## **WHGF Program Phone: (Saturdays 10am-6pm)**

**Phone:** 646-647-9650

**Contact Purposes:** If your child is already enrolled into the gymnastics program, this number is for purposes of contacting our gym staff to inform changes in pick up times, people coming to pick up your child, and attendance.

**Email –** [Operations@wendyhilliardfoundation.org](mailto:Operations@wendyhilliardfoundation.org) and  
[Samantha@wendyhilliardfoundation.org](mailto:Samantha@wendyhilliardfoundation.org)