

# ***POLICIES***

Please read the following carefully.

1. Once you are officially enrolled in class, you are guaranteed that class spot for the remainder of the school year. However, in order to keep your spot, you must do the following:
  - Pay for the class ahead of each session. To remind you, we will send a note home with your child, we will post a reminder at several locations around the gym, and we will put it on our announcement board (by the entrance)
2. If you know you are not going to enroll for the next session, please let us know as soon as possible.
3. IMPORTANT!... YOU WILL FORFEIT YOUR CLASS SPOT AFTER THE FIRST WEEK OF THE NEW SESSION IF:
  - A). YOU HAVE NOT PAID
  - B). YOU DO NOT SHOW FOR THE FIRST CLASS
  - C). YOU DO NOT CALL THE GYM TO TALK TO US ABOUT A. & B.
4. Summer begins a new class schedule. You will have to re-enroll for summer.

## **Enrolling**

**Only a parent or legal guardian of a child may enroll a child in a class. THE PARENT/LEGAL GUARDIAN MUST COMPLETE A RELEASE FORM.** Tuition is due at the time of enrollment.

## **Payment / Late Payment**

Tuition is due two weeks before the first class of each session. If you have not paid for the session by the end of the first class, you will be mailed a notice. If payment is not received before the second class, our class spot will become available to others who are on the wait list.

## **Missed classes**

***YOU MAY MAKE UP ONLY TWO CLASSES PER SESSION....***

- IF YOU MISS MORE THAN TWO CLASSES IN A SESSION, THOSE CLASSES MUST BE FORFEITED
- ALL MAKE UPS MUST BE DONE IN THE SESSION IN WHICH THEY WERE MISSED.  
Exception: if you miss the last class of the session, you may make up that class. However it must be done within the first two weeks of the next session.

***HOW TO DO A MAKE UP CLASS.....*** YOU MAY CHOOSE EITHER OF THE TWO MAKE UP PROCEDURES:

1. Using the class schedule, pick a class time that is convenient to you.  
Call the gym or ask at the desk if there is an available spot in that class.
2. You may attend open gym free of charge. \*This applies to ages 6 & up only.

## **What to wear:**

All students should wear clothing which fits tight to the body. Do not wear oversized clothing. Foot wear: either barefoot (preferred), or gymnastics shoes. **Cheerleaders** may wear gym shoes but soles must be white. Please do not wear "street shoes" on our floor. **Girl's**

**gymnastics:** it is recommended that you wear a leotard, bare feet. **Boys:** shorts, t-shirt, bare feet.

## Refund policy:

Refunds will only be given to those who must drop from class the following reasons:

1. Injuries incurred at our facility.
2. Schedule changes made by Gymnastics Central which make it impossible for you to attend