

# **A PLUS GYMNASTICS CENTER**

## **POLICIES and PROCEDURES**

- PAYMENTS:** Payments are due before the first lesson of each session. After the 1<sup>st</sup> week, there is a \$10.00 late fee. A minimum charge of \$35.00 plus any collection fees due to returned checks will be passed on to the parents.
- ATTIRE:** Girls must wear a leotard with briefs underneath. Shorts and shirts may be worn over the leotard. NO cropped or halter sport tops which show bare mid-sections. NO jeans, shorts or pants with belts or buckles. Hair must be tied away from the face. NO jewelry is allowed in class. Boys may wear shorts and shirt.
- WITHDRAWALS/REFUNDS:** Gymnastic sessions generally run for 6 weeks. A space is reserved for your child until the session is concluded. Parents must give a 2 week written notice prior to withdrawing a student from the class. Refunds will only be offered if a child has a medical reason as to why he or she cannot attend (i.e. mono, broken arm, etc). Refunds must be picked up from the gym within a 3-week period from last attended Session (refunds will not be mailed). No refunds will be given after the 3-week period has passed.
- MAKE-UP:** No credits or refunds will be given for classes not attended. Students may make up a maximum of 2 lessons per session. Missed lessons must be made up within 3 weeks of the missed class. All make-ups should be done in the current session. However, if necessary, classes can be made up in the following session with permission of the owner (Trenton Haston) and if the child is signed up and has paid for the next session. ***COMPETITIVE TEAM and TRAINING GROUPS are not eligible for make ups.***
- CLASSES:** There must be 2 or more students enrolled in a class to hold the class. If there are not 2 or more the class may be cancelled after the first week. Classes will start on time. Do not drop off students more than 15 minutes prior to the beginning of the class. Students must be picked up on time.
- PHOTO RELEASE:** A couple of times per year and during special events, we will be taking photos for use in advertising and updating our website.
- VALUABLES:** Valuable items should not be brought to the gym. A Plus Gymnastic Center will not be responsible for lost or stolen items.
- HOLIDAYS:** There will be no classes held on Labor Day, Halloween (after 4pm), Thanksgiving and the day after, the weeks of Christmas & New Year, Memorial Day and July 4th. Any other holidays will be announced if we vary from this schedule.
- VISITORS:** Visitors, parents, and siblings **MUST** remain in the designated areas. Please do not talk to or distract the children participating in the classes. Any interruptions could result in serious injury.
- MEMBERSHIP:** A Plus Gymnastics Center reserves the right to cancel a student's membership at any time. A membership fee is due upon initial registration and is valid for one year from the start date of the session in which they are enrolling.
- SIGN UPS:**
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| 1st week: | Open to current students staying in same class.        |
| 2nd week: | Open to current students changing classes and siblings |
| 3rd week: | Open to new students.                                  |