



Child's Name _____

Gymnastics Policies
Effective January 2011

Please read through and initial each policy. Our objective is to define our policies clearly and concisely. If you have any questions regarding the policies below, please ask.

Registration Fee (_____)

1. All students will be charged a \$35 annual registration fee. This fee renews every year on September 1.

Payment Policy (_____)

1. **Tuition:** Tuition is paid monthly. Tuition is due **2 weeks** prior to the new month. Students not registered 2 weeks in advance of the new session are not guaranteed a spot in class and there is the possibility that the class will be cancelled due to insufficient enrollment.
2. **Auto-pay:** Families enrolling in auto-pay agree to have their monthly tuition deducted from their checking account on the **15th of the preceding month**. Participants in the auto-pay program will receive a \$5 discount and are guaranteed a space in the same class.
3. **Refunds:** There are **NO** refunds for services such as classes, camps, or birthday parties unless cancelled or rescheduled by Flips-n-Flops Gymnastics.
4. **Discounts:** We offer several discounts including sibling, multiple class, service member, and early registration discounts. Only one discount is allowed per child with the exception of the early registration discount which is in addition to other discounts.
5. **Cancellation of Enrollment:** Written notice is required **30 days in advance** to discontinue auto-pay and/or to remove a child from a class so that we may offer their space to other clients. Failure to provide sufficient notice will result in your being charged for an additional month. Withdraw forms available at the office
6. **Fees:** There is a \$35 service fee for any bounced check. There is a \$1 administrative fee for scheduling make-up classes.

Class Preparation (_____)

1. **Warm-ups:** We ask that children arrive promptly at the beginning of class in order to warm up safely. Recreational and team students arriving more than 15 minutes late will not be allowed to participate that day and it will be considered an unexcused absence.
2. **Clothing:** Leotards, t-shirts, shorts (without buttons, zippers, or snaps), or sweatpants are all considered appropriate clothing. Students must be barefoot during class.
3. **Hair:** Long hair must be pulled back and secured during warm-ups and class. We advise parents to **not use barrettes, hair clips, knocker-balls or other decorative hair pieces** as they need to be removed for the child to safely perform gymnastics skills.
4. **Jewelry:** Do not wear rings, bracelets, watches, necklaces, or long earrings to class. Students are advised to wear stud earrings only if ears are newly pierced. Please leave all valuables at home as we are not responsible for lost or damaged items.
5. Once children enter the building they are to remove their shoes & socks, place them in cubbies, and wait for their instructor to pick them up for class. Parents are responsible for their children before and after class time. Students arriving more than 5 minutes before class must remain supervised in the waiting room.

Arrival and Pick-up (_____)

1. Be sure your student arrives 5 minutes before his/her scheduled class time.

2. Pick your student up on time and please inform us if you know you will be late picking them up.
3. Students must wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please drive slowly and carefully and do not take a chance on your child running to and from your car.

Gym Safety (_____)

1. Any gymnast who misbehaves during class will be asked to sit down in time out. If the situation continues, the child may not be allowed to continue class. We teach from a positive approach, but cannot tolerate potentially dangerous or disruptive behavior.
2. Parents, siblings, and visitors are **NOT** allowed on the gym floor or in the cubby room during class time. We have an observation room to allow you to watch your child while in class. Parents are welcome to drop off their children and pick them up no more than 5 minutes before and after class.
3. No one is allowed in the gym or on the equipment before or after class.
4. Observers should refrain from “coaching” their children while in class. If you need to remove your child early from the class, please speak with someone at the front desk and we will get your child for you.

Observation room (_____)

1. Children not in classes are to be supervised at all times while in the observation room.
2. There is to be no yelling, running, gymnastics, ball playing, or other disruptive behavior while in the observation room.
3. Toys must be cleaned up and put away before leaving the observation room.

Class Changes (_____)

1. Parents are able to change their class time once during a 2 month cycle. For each additional change, there is a \$10.00 administrative fee.

Unexcused Absences / Excused Absences / Make-up Policy (_____)

1. If your child is sick please call us a minimum of 2 hours ahead of class time to obtain an **excused** absence. If you are unable to speak with our office staff, it is ok to leave a message with your child’s name, class, and time s/he will not be able to attend.
2. Failure to give notice of your child’s absence for any reason will result in an **unexcused** absence and will not be eligible for a make-up.
3. Parents must contact the office to schedule a make-up class for an **excused absence**.

Photo Release (_____)

1. Photos may be taken of classes in progress for use on our website and in other publications. If you would not like photographs of your child used, please contact the office.

I have read, initialed, and received a copy of the above rules. I realize my signature indicates understanding and acceptance of gym policies and is given as part of the consideration for services charged at Flips-n-Flops Gymnastics.

Parent/Guardian’s Signature/Date

Print Student’s Name/s