

# GYMNASTICS EAST

## Policies & Procedures

Welcome to Gymnastics East! In order to serve you and your child in the best possible way, we ask that everyone observe and follow these policies and procedures.

### Payments

1. **Tuition is due the 1<sup>st</sup> of every month** and will remain the same each month regardless of holidays or closures. **Tuition is past due after the 7<sup>th</sup> of each month** and a \$5.00 late fee will be applied. Tuition is non refundable. If tuition has not been paid by the 3<sup>rd</sup> class of the month, the child will be unenrolled and will lose their spot in that class.
2. Additional registrations will be given a 10% discount off of the least expensive class. This does not apply to any team members.
3. Our school year session runs consecutively from September 3<sup>rd</sup> thru June 20<sup>th</sup>, 2009. You are automatically enrolled and responsible for payment through June 2009 unless a two week written withdrawal is submitted to the office. You must register separately for summer sessions (July and/or August).

### Membership

1. There is an annual membership fee of \$35 per child and \$50 per family.
2. Membership benefits include: Birthday party discount (\$15/\$20 savings); Open Gym discount of \$2.00; 30% off a leotard during the month of your birthday; Free open gym with a friend during your birthday month; 10% discount on half day summer camps (1 month advance purchase required); 50% off June tuition; 10% discount on sibling tuition; Discounted rate for H.S. punch card

### Make up classes

1. Due to space limitations we are unable to provide make ups in our regular classes. Open Gym will be offered Saturday nights for Kindergarten and up. Sign up in advance at the front desk, no drop-ins please. Open gym will be offered for preschoolers one week day in Bellevue per month and one Saturday's per month in Preston. A parent must accompany the child while in the gym. Please see the office for details.
2. Missed classes must be made up within the month. One make up class will be allowed into the next month only if you are currently enrolled and paid in full for that session.
3. We do not prorate or refund for missed classes.

### Arrival and Departure

1. Children may not be dropped off earlier than ten minutes before their scheduled class nor picked up later than ten minutes after the class has ended. Parents of kindergarten aged children and younger must remain in the building during class.
2. Children who are not participating may not be left at the gym without parental supervision.

### Attire

1. Girls can wear any type of leotard. Footless tights are optional. Students may go barefoot or wear gymnastics shoes. Please have long hair tied back. No hard balls or barrettes. No rings or necklaces please.
2. Boys wear T-shirts and shorts with no buckles, snaps or zippers.
3. All T-shirts should be tucked into pants.
4. No gum chewing, eating or drinking (other than water) during class. Water bottles are allowed.

### Observation

1. No parents or siblings allowed in any gymnastics area.
2. Observers are welcome at any time. Preschool parents please use good judgment. If your child is being distracted by your presence, it might be best not to watch the class. You must remain in the building.
3. Please remain quietly in the designated viewing areas while observing. Keep other siblings with you. Please do not loiter on the stairs.
4. Please do not talk to your child while he/she is in class.
5. We encourage parent/teacher communication. Feel free to talk with your child's teacher after class or leave your number with the office so an appointment can be arranged.
6. Absolutely no sitting or climbing on viewing area barriers.

### Advancement

1. Every student should feel challenged. Students are moved up when they have mastered the skills at their level. Move up skill requirements for each level are posted on the bulletin board. All students must be tested and approved by a senior instructor before moving to the next level. When your child is ready, his/her instructor will recommend arranging a test. Please feel free to discuss your child's progress with his/her instructor.