

Gym Policies & Procedures

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

Gym rules:

For everyone's safety and due to insurance regulations, adults, and children not in class are NEVER allowed in the gym area or on any equipment.

Bathroom Policy for parents of 3-year old's

In accordance with USA Gymnastics rules and regulations and our insurance requirements, parents, or caregivers of 3 yr. old's must remain in the building during class time in case bathroom or out of class care is needed.

Bathroom Policy for parents of 4-6 year old's

Parents or care-givers of 4 - 6 year old's must remain in the building during class time IF your child needs assistance using the bathroom OR IN BELLEVUE needs assistance to go downstairs, follow the path to the gym bathroom and return upstairs to class.

Stay Home if Sick

Please take your child's temperature prior to coming to the gym. You or your child should not be in the gym if you have a temperature of 100.4F or have any of the following symptoms: Cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste and smell.

Arrival and Departure

- Due to social distancing and cleaning between classes, we have modified our arrival and departure times. Please be patient and on time when dropping off or picking up your child.
- Children may not be dropped off earlier than five minutes before their scheduled class nor picked up later than five minutes after their class has ended.
- If you arrive more than five minutes late, you will be charged \$25. If you exceed ten minutes, you will be charged \$1/per minute thereafter. Continuous late fees can result in immediate withdrawal from your child's class. Parents of kindergarten-aged children and younger are recommended to wait in the building during class.
- There is only 1 parent allowed in the gym per athlete. Siblings are not allowed in the gym at this time unless they have class at the exact same time as their sibling.

Attire

- Girls can wear any type of leotard. Footless tights are optional. Students may go barefoot or wear gymnastics shoes. **Please have hair shoulder length or longer hair tied back.** No hard balls or barrettes. No jewelry, including knotted strings, beads, nylon bands, anklets and similar may be worn during class except for studded earrings.
- Boys wear T-shirts and shorts with no buckles, snaps, or zippers.

- All T-shirts should be tucked into pants.
- No gum chewing, eating, or drinking (other than water) during class. Water bottles are allowed. We no longer have drinking fountains available in our gyms.
- There is no lost and found, anything left in the gym will be discarded during the nightly cleaning.

Enrollment:

Due to the ongoing public health crisis, should Gymnastics East need to temporarily close or go to a rolling closure schedule, I understand classes may be adjusted to a mix of in-person class, and virtual classes. Should we need to temporarily close the gym, all efforts will be made to offer make-up classes, however at this time we are not able to offer credits or refunds for classes cancelled due to Covid-19. I understand that I need to provide the office a 2-week written notice should I wish to withdraw. Make up tokens are lost at time of withdrawal.

Make-up classes

I understand there are no credits or refunds for missed classes or classes canceled due to public health, Covid-19, or weather-related issues. There are no credits or refunds for missed virtual classes. We will do our best to offer make-up classes. We have updated our make-up policy to allow make-ups in our regular classes using make-up tokens. Missed classes with excused absences for Kindergarten through Middle School can be made up with tokens in a virtual class, in-person class, or an Open Gym as long as your child is actively enrolled, and you have paid in full. To receive your make-up tokens for excused absences, you must email the office 2 days prior to your absence. This gives us the opportunity to allow another child to fill that class spot. We do not offer make-ups, prorated, or refund for unexcused absences.

Tokens can be used for in-person class makeups, Tot Open Gym and regular Open Gyms. For in-person class makeups, you must be registered in a class. Tokens cannot be used for credit in towards the 2020-2021 School Year Session.

Injuries – there are no refunds or credit for classes missed due to injuries. Any excused absences due to injury with a doctor's note will be issued make-up tokens for up to six weeks of missed classes.

Observation

- **No parents or siblings allowed in any gymnastics area.**
- Due to Covid-19 and the necessary social distancing, we have extremely limited space in our viewing areas. To reduce the number of individuals in the building, we ask that each parent only drop off and pick up their child before and immediately after their class.
- There is only 1 parent allowed in the gym per athlete. Siblings are not allowed in the gym at this time unless they have class at the exact same time as their sibling.
- Preschool parents please use good judgment. If your child is being distracted by your presence, it might be best not to watch the class; however, you must remain in the building.

- Please remain quiet in the designated viewing areas while observing. Please do not loiter on the stairs at the Issaquah Team or Bellevue gyms.
- Please do not talk to your child while he/she is in class.
- We encourage parent/teacher communication. Feel free to email your child's teacher after class or leave your number with the office so an appointment can be arranged.
- Absolutely no sitting or climbing on viewing area barriers.

Advancement

Every student should feel challenged. Students are moved up when they have mastered the skills in their current level. Move-up skill requirements for each level are posted in each gym lobby. All students must be evaluated and approved by a senior instructor before moving to the next level. When your child is ready, his/her instructor will recommend arranging an evaluation. Please feel free to discuss your child's progress with his/her instructor. If a skill evaluation to move-up appointment is scheduled and missed without letting the office know, your account will be charged the \$15 no show fee.

Move-Up Requirements are available on our website

Payments and Registration

- Additional registrations will be given a 10 percent discount off the least expensive class. This does not apply to any team members or team member siblings. NSF checks receive a \$25 fee. If a credit card is rejected, there is a \$10.00 rejection fee.
- We do not offer credit card refunds; refunds are by check only and there is a \$25 refund processing fee.
- Credit card disputes results in a \$35 credit card dispute fee.
- Tuition paid more than 7 days after the due date will be charged a \$20 late fee.
- You may withdraw at any time by providing the office a minimum 2-week or greater notice.
- Our school year session runs consecutively from September 8, 2020 thru June 27, 2021. **You are automatically enrolled and responsible for payment through June 27, 2021;** however, you may withdraw at any time by providing the office a minimum 2 week or greater notice. You must register separately for summer session.
*Summer Session cancellation policy: \$25 per child, per class up until 14 days before class starts. No refunds within 14 days of class.

- **Team Program Tuition/Payments:**

A statement is emailed 7 days before the 1st of each month.

- *Auto-pay will run the 1st of each month.*

Late fees (\$20) are applied the 8th of each month.

No practice without payment by the 15th of each month.

Annual Fee

- There is a non-refundable annual membership fee of \$60 per family.

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Updated 08/16/2020