

# Gym Policies, Procedures & Expectations

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

## Rules for staying home:

- I have a fever (Temperature of 100.4 or higher).
  - May return when I'm fever free for 24 hours without medication.
- I have had flu or covid like symptoms.
- I have recently been in contact with someone who has had the flu or covid.
- I have a rash (Body rash with itching or fever).
  - I may return once I'm free from rash/itching or have a doc's note.
- I have head lice (Itchy head, active head lice).
  - I am return once treated with appropriate treatments or doc's note.
- I have an eye infection/irritation.
  - May return once you seen a doctor and they release you.

## Arrival and Departure

- 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 for pickup, 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.

## Attire

- Gymnasts can wear any type of leotard or comfortable athletic attire. No 2 piece (no bare midriff), please. Students may go barefoot or wear gymnastics shoes. **Please have hair shoulder length or longer 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.
- Clothing in the gym must have no buckles, snaps, or zippers.
- All T-shirts should be tucked into pants and able to stay tucked in when going upside down.
- No gum chewing, eating, or drinking (other than water) during class. Water bottles are allowed.

## Make-Ups

- Per your signed policy agreement there are no credits or refunds for missed classes or classes canceled due to public health, Covid-19, or weather-related issues.
- We do not offer make-ups, prorate, or refund for unexcused absences. Making up a missed class is only achieved through gaining a make-up token.
- To gain a make-up token you must submit your absence on the portal prior to the start of your students class start time. Once you have submitted your absence your account will be given a make-up token to be used on an in-person class of the same level (if there are openings) or Open Gym that has openings.
- The token will expire 60 days after being issued. If there are no openings, no make-ups will be possible. No exceptions will be made.
- To submit future absences, log onto the portal, under students click absences. To redeem a make-up token, log onto the portal, under students click redeem tokens. It will then show you a list of available classes to make up in.
- 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 towards future billing cycles in the 2023-2024 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. If your child returns to gymnastics from an injury and has a cast or splint, they will need a doctor's note letting their teacher know what they can participate in.

## Observation

- **No parents or siblings allowed in any gymnastics area.**
- 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 talk to your child's teacher before or after class or email the office if you have any questions that need to be sent to your child's teacher.**
- Absolutely no sitting or climbing on viewing area barriers.
- Our garage doors will be open weather permitting.

## 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, their instructor will recommend arranging an evaluation. Please feel free to discuss your child's progress with their 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, click classes and then select informational flyers.

## Annual Fee

- There is a non-refundable annual membership fee of \$65 per family.

## 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 \$50 credit card dispute fee.
- Trial classes are 1 per child/per location and the cost is \$25/\$35 depending on the length of the class. No shows receive no credit or refund.
- Skill evaluations are free, but any no shows will be charged \$15.
- Tuition paid more than 7 days after the due date will be charged a \$20 late fee.

## Cancellation Policies:

Summer Session:

- \$30 per child, per class up until 14 days before class starts. No refunds/credits within 14 days of start date

Camps:

- Full Payment is due at time of registration. There is a \$50 non-refundable deposit from time of registration through April 30th, 2023. Starting May 1st, 2023, there are no refunds just account credit minus the \$50.
- ***There are no refunds or account credit within 30 days of camp start date.***

School Year Session:

- **You are automatically enrolled and responsible for payment through June 23, 2024;** however, you may withdraw at any time by providing the office a minimum 2 week or greater notice.
- **We bill every 2 months on the 1<sup>st</sup> of the month.** Our high school and Middle school classes are charged every month on the 1st of the month. Please refer to our Tuition and Additional Info flyer on our website for more information.

## Covid Guidance

- We follow the CDC guidelines. Please visit this site for latest updates.
  - [COVID-19 Quarantine and Isolation | CDC](#)

**Gymnastics East Addresses:**

Bellevue Gym:	13425 SE 30 <sup>th</sup> ST #2A	Bellevue, WA 98005
Issaquah Rec Gym:	1680 NW Mall St.	Issaquah, WA 98027
Issaquah Team Gym:	1590 NW Maple St.	Issaquah, WA 98027

Gym Policies Updated 06/27/2023