

## EXTREME GYMANSTICS POLICIES AND PROCEDURES

*Extreme Gymnastics welcomes you to a positive and enriching year-round program, which can be entered at any time of year for recreational and competitive gymnasts. Extreme Gymnastics is also a great supplement for Cheerleading, Dance, Diving, Martial Arts, and all other sports.*

### Signing Up

**Assessment:** An assessment class is offered to new students. Please schedule all assessments through the office. New students or students with previous gymnastics experience will be evaluated during the assessment and placed in the appropriate class. A waiver form MUST be filled out by a PARENT/GUARDIAN to participate.

**Registration Forms:** A parent/guardian must complete a Registration and Medical Insurance Information form and create an online account for each child attending classes. This is vital in ensuring your child's safety and is due with your initial payment. The release form must also be updated yearly by a parent/guardian.

### Fees and Payments

*Tuition is NON-REFUNDABLE.*

**Registration Fees:** A non-refundable fee of \$40 is due for each family attending classes. This fee is secondary insurance and will pay all fees not covered by your primary policy. This fee is due annually and is renewed every year on the anniversary of your enrollment.

**Prorating of Fees:** The proration of fees is only allowed for new students that are starting mid-month. **Extreme DOES NOT prorate fees for absences or make-ups.**

**Family Discount:** Families with more than one child enrolled in gymnastics will receive a five-dollar (\$5) discount for the first sibling, and a ten-dollar (\$10) discount for each additional sibling.

**Automatic Payment:** You must register for Automatic Payment. Automatic Payment is processed 2 weeks prior to the start of a new session. If your credit card information changes, we will need notification prior to the 1<sup>st</sup> of the month. We accept all major credit and debit cards.

**Securing your spot:** Due to our strict student to coach ratios, tuition must be paid by the 1st week of the session to secure your child's spot.

**30 Day Notice:** In order to stop the next session from being charged, you must give written notice to the front desk at least 30 days prior to the end of the session. If you are on Automatic Payment, we will not refund processed tuition for late cancellations.

**Late Pick-Up:** Please be prompt when picking up your child.

### Attendance

**Absences:** As a courtesy to our other students, please do not bring your sick child to class. Please contact the office to schedule a make-up.

**Make-Ups:** Make-ups are offered as a courtesy. Due to our strict student to coach ratios and very full roster, your child will be allowed to do **only 2 make-ups per session**. Your child must currently be enrolled at Extreme to do make-ups. All make-ups are scheduled by appointment, where space is available. Make-ups can only be scheduled one week in advance with the office.

**30 Day Notice:** In order to stop the next session from being charged, you must give written notice to the front desk at least 30 days prior to the end of the session. If you are on Automatic Payment, we will not refund processed tuition for late cancellations.

### Miscellaneous

**Attire:** Students should dress in comfortable clothing such as leotards, shorts, t-shirts, or warm-up suits. Please do not send your child to class wearing jeans, khaki or any attire with belts, buckles or buttons. Hair should be secured away from the face, single ponytail preferred. No socks or shoes will be allowed on the gym floor (except for tumbling classes specific to cheerleaders).

**Parking Lot:** Parking is allowed in front or around the Extreme side of the building, including the street. Please do not park across the way or on the side of the other building, as cars may be towed! Also, children must be accompanied by a parent or guardian when walking through the parking lot.

**Playing:** Children are not allowed to play on the gymnastics equipment, in the parking lot, or around the perimeter of the building (even when accompanied by a parent or guardian.)