

# 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 and Registration

1. Tuition must be prepaid and is due every month. The payment schedule is available at the front desk. Tuition is non refundable.
2. There will be a 10% discount for the second child (the least expensive) if more than one family member is enrolled at either of our locations. (effective September 2000) This does not apply to any team members.
3. A late fee of \$5.00 will be charged if payment has not been made by the 15<sup>th</sup> of the month.
4. Our monthly sessions run consecutively from September - June and then July and/or August. Students are automatically reenrolled each month UNLESS we receive notice of withdrawal. (except July and August)
5. Written notice of intent to withdraw must be given 2 weeks prior to the last class you will attend. Withdrawal forms are available at the front desk.
6. There is a \$30.00 annual registration fee per family, payable each year. This fee is non refundable.

### 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. You can sign up for the open gym of your choice at the front desk. Open gym will be offered for preschoolers one week day in Bellevue per month and two 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 four week session. One make up class will be allowed into the next four week session only if you are currently enrolled and paid in full for that session.
3. We do not prorate or refund for missed classes.
4. If the Gym is closed due to bad weather, we will credit you for the missed class in the next session.
5. We prorate when the Gym is closed on official Holidays: as shown on the current schedule.

### 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. Children under first grade must be accompanied by an adult at all times.
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 stay. Parents of 3 year olds, please stay.
3. Please remain quietly in the designated viewing areas while observing. Keep other siblings with you. Children who are not in a class may not enter any Gymnastics areas. 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.