

Rules / Policies / Procedures

Membership

OUR GOAL... IS TO CONSISTENTLY PROVIDE THE CHILDREN OF OUR COMMUNITY WITH ENJOYABLE AND HIGH QUALITY GYMNASTICS INSTRUCTION IN A HEALTHY LEARNING ENVIRONMENT, WHICH WILL HELP PROMOTE FITNESS FOR LIFE.

- 1. MEMBERSHIP FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**
2. Review OUR Annual Attendance Calendar (vs. a normal monthly calendar). OUR calendar defines twelve (12) months in the year with four (4) weeks in every month. Closures occur four (4) weeks each year. **ALL TUITION IS BASED ON A MINIMUM OF (4) FOUR WEEKS EACH MONTH.** If there are not 4 weeks in a month, make-ups will be given!
3. Members will receive a Gymnastics T-shirt and a Ribbon Club Chart, as well as, discounts on special events.
4. The GYM reserves the right to change prices, instructors, days and times of classes at anytime.
5. The GYM reserves the right to cancel a student's and/or family membership at anytime.

Payments

1. PAYMENTS ARE DUE BY THE **1ST OF EACH MONTH** FOR THE FOLLOWING MONTH.
- 2. PAYMENTS RECEIVED AFTER THE 1ST WILL BE ASSESSED A \$10.00 LATE FEE PER FAMILY.**
3. We reserve the right to hold students out of class and/or withdraw them from the program if tuition is past due.
- 4. A \$25.00 RETURNED CHECK FEE WILL BE ASSESSED FOR ALL CHECKS RETURNED BY THE BANK.**
5. A six (6) month prepay discount of 10% is available, but is non-refundable.

Withdrawal Policy & Class Changes - VERY IMPORTANT

- 1. ALL CLASS CHANGES OR WITHDRAWALS MUST BE MADE WITH & CONFIRMED BY THE OFFICE.**
- 2. WE HAVE A 30 DAY WRITTEN WITHDRAWAL NOTICE POLICY. THE NFGC OFFICE MUST RECEIVE THE WITHDRAWAL NOTICE BY THE LAST DAY OF THE MONTH PRIOR TO THE MONTH OF WITHDRAWAL. YOU WILL RECEIVE A CONFIRMATION OF RECEIPT OF THE WITHDRAWAL NOTICE ONCE WE HAVE RECEIVED IT.**
3. This policy enables a more efficient billing process and manageability of accurate class enrollment. The notice must be received by the 1st of the month prior to the month of withdrawal. If a written withdrawal notice has not been received and confirmed by the office, you will continue to be billed and will be held responsible for your monthly tuition until written notification is received. For your convenience, withdrawal forms are available at the front desk. **NO EXCEPTIONS will be given to this policy! VERBAL WITHDRAWALS ARE NOT ACCEPTED.**
4. IF YOU ATTEND ANY CLASS DURING OUR CALENDAR MONTH, YOU ARE RESPONSIBLE FOR THE FULL MONTH'S FEES. (Please note the difference in OUR calendar months located on the other side.)
5. Collection services will be used if fees are not paid in a timely manner.

Make-ups

- 1. NO CREDITS OR REFUNDS WILL BE GIVEN FOR CLASSES NOT ATTENDED.**
- 2. ONLY TWO (2) MAKE-UPS ARE ALLOWED PER MONTH.**
- 3. ALL MISSED CLASSES MUST BE MADE UP WITHIN SIX (6) WEEKS.**
4. Make-up requests should be made at least one day in advance through the office.
5. If you are unable to attend a scheduled make-up class and fail to notify us beforehand, you will forfeit the make-up.
6. Competitive team members are not eligible for make-ups.

Be Ready for Class

1. Please try to be on time to class. It is very important for each child to receive a proper warm-up to avoid injury.
2. Students must wear proper gymnastics attire. (Girls – leotard or shorts & Boys – shorts & T-shirts tucked in.)
3. No jewelry, belts, buckles, zippers, footed tights, socks, or jeans will be permitted in class for safety reasons.
4. Long hair must be neatly tied back before class begins for safety reasons.
- 5. CHILDREN IN THE WAITING AREA MUST BE SUPERVISED AT ALL TIMES.**
6. Please refrain from coaching or distracting your child from the parent viewing area. Gymnasts (even the youngest of age) need to stay focused on the skills they are doing and not be distracted for their safety. Their attention must be directed to the coach only.
7. Valuable items should not be brought to the gym. The GYM is not responsible for lost or stolen items.