

The Childrens Gym

RULES, TERMS, AND CONDITIONS

Procedures and Policies:

Registration Fee:

The \$40 single student registration fee or the \$50 family registration fee is due upon initial registration and on your anniversary date, thereafter. This fee defrays The Children's Gym's administration costs and assists with the maintenance and improvement of equipment.

Picking up/Dropping off: You are responsible for picking up and dropping off your child on time.

Before Class: Students are not allowed in the gym before their class begins and we ask for parents help in keeping children out of the gym until staff has called them in.

After Class: Once students are finished with classes or camps prompt pickup is encouraged. Children not picked up within 15 minutes after their class or camp will be charged a \$10 fee to their account.

Gym: Both parents and non-enrolled children must stay out of the gym, except when invited in by a staff member. Food and beverage are not permitted in the gym except for water in a closed container.

Dress Code: Shoes should never be worn in the gym and we strongly encourage that socks come off too. Students are not required to wear leotards but should wear clothes that allow free and easy movement. Long hair should be pulled back and out of the way as too not interfere with gymnastics skills.

Illness: Please be sensitive to the other families in our program and excuse your child from class if he/she is ill. If your child has experienced head lice while attending classes we ask you to inform us so that we can take all the necessary precautions needed to protect our clients and staff.

Waiting Room: Tumbling, climbing, and gymnastics skills of any kind are not allowed in the waiting room. Please keep in mind that we have businesses below us and this kind of activity can be very disruptive to them.

Billing and Tuition:

Tuition: Tuition is based on a four week month/four lessons. Tuition will be adjusted due to shorter or longer months per The Children's Gym scheduling.

Policy: By choosing to enroll your child for classes at The Children's Gym you are responsible for payment of the registration fee and class tuition reserved for your child/children until the date of cancellation. You agree to pay for all classes reserved for your child/children, whether or not they attend. There are no refunds or credits of tuition fees paid.

Making Payments: Payments are made at the front desk. Payments must be made in cash, check, visa/master card, money order or setup for automatic bill pay on iclasspro. The student's name and class should be included on a check or money order.

Payment Due Date: Payment for classes is due on the 21st of every month for the upcoming month. For families set up with an automaticbill pay on their iclasspro account, payments will be charged on the 21st of every month.

Returned Check: In the event that a check is returned as NSF your family account will be charged a fee of \$30.

Late Fee: A \$5 late fee is charged to all payments (per child/spot) made after the 21st due date.

Make-up Policy

Tuition pays for a class spot REGARDLESS OF ATTENDANCE. However, as a courtesy, The Children's Gym does offer ONE make-up per month for an excused absence when class availability permits, in addition to any missed classes for inclement weather (see below).

Excused Absence: The Children's Gym staff must be notified prior to an absence in order for it to be excused and qualify for a makeup.

Scheduling: All make-ups must be scheduled in advance. Make-ups will only be offered in classes that have availability.

If all classes are full a make-up cannot be scheduled and must be waived. Make-ups must be made up within the month of the excused absences.

Missed Make-up: If a make-up is scheduled and missed then the right to that make-up is waived.

DROP PROCEDURE:

PARENT'S MUST NOTIFY THE SCHOOL TO TERMINATE AUTO BILLING. Only a written notice via email or mail will be acceptable and must be handed in by the 20th of the current month.

Please note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT

ATTENDS CLASS until the time you notify the staff VIA EMAIL OR MAIL. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification then that student's account will be charged for the additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to one of the many on a waiting list.

Inclement Weather:

The Children's Gym will be closed for inclement weather according to Portland Public School closures. If Portland Public Schools are closed then we will be closed also. If Portland Public Schools have a 2 hours late opening then our morning classes will be canceled and will resume after on the 1:00 hour. A closure due to inclement weather will not be credited but is allowed a make-up that does not count towards a students one permitted make-up per month for an excused absence.

Signature: _____ **Date:** _____

Guardian Name(s): _____