

# **POLICIES AND PROCEDURES**

## **Premier Gymnastics Academy, Inc.**

★ **REGISTRATION FEE and TUITION PAYMENTS:** The registration fee is a processing fee due upon registration and renewed annually. At the time you register, you pay the registration fee, the first month's tuition, and the last month's deposit. Monthly tuition payments may be made using the following three options: 1) you may have your bank account automatically debited, 2) you may have a credit card automatically charged (additional \$2 service charge), or 3) you may pay six months tuition in advance. Using the automated methods, charges will be made to your appropriate account on the 10<sup>th</sup> of each month. Forms for each of these options are available at the front desk.

★ **REFUND POLICY:** There are ***NO*** refunds of the registration fee. Tuition payments may not be refunded after the month has begun, and deposits are non-refundable (see exception above). In order to have the deposit applied to your final month's tuition, a written notice must be provided **within the first week of your final month.**

★ **DROP PROCEDURE:** We require a ***written*** notice when dropping a class. You may fill out the preprinted forms at the front desk or send an email to [premiergym@bellsouth.net](mailto:premiergym@bellsouth.net). The deposit paid upon registration will be applied to the final month's tuition. This notice must be received **within the first week of your final month.**

★ **MISSED LESSONS:** Your tuition payment is a fixed rate that reserves your child's spot in a particular class for the month, regardless of your child's attendance or the number of classes provided during the month. Because we anticipate our classes to remain full and our classes have a very strict student-teacher ratio, we do NOT do make ups. This protects the integrity of your child's existing class. Missed/cancelled lessons will not be deducted from payments, nor will refunds be given. In the event that Premier Gymnastics is closed, i.e. holidays, inclement weather, etc., the tuition rate is unchanged. \*(Please note: Premier does our best to offer make-up lessons or other opportunities for gym time in the event of unforeseen closures, but we cannot guarantee them).

★ **CLASS ATTIRE:** Boys must wear gym shorts and a T-shirt that can be tucked in securely. Girls wear leotards (any color or style). No jewelry is allowed. Bare feet only in the gym. Long hair should be pulled back in a ponytail or pigtails. \* Shoes must be worn into and out of the building.

★ **PUNCTUALITY:** It is important that your child arrives on time for class. Every class begins with a warm-up period that is important and necessary for every student. It provides a physical and mental preparation for class, and when performed completely, can help prevent injuries.

A student may arrive no more than 10 minutes before class. Younger children must not arrive unattended. No under-age student is permitted to leave the building without a caretaker, parent, or guardian. Students waiting to be picked up must wait inside the building.

★ **OBSERVATION:** Parents, guests, and siblings are required to wait in our lobby/observation areas at all times. Enrolled students ONLY under direct supervision of an instructor are allowed to enter the gym area. Children not enrolled in a class, must be seated with their parent/guardian. Our facility is for gymnastics instruction only and not a general purpose recreation facility for siblings.

★ **LOST ITEMS:** Premier Gymnastics cannot be responsible for any lost items.

★ **RETURNED CHECK POLICY:** A \$35 fee will be charged on all returned checks.