

## **Beyond Gymnastics Policies and Procedures**

### **1. SICK POLICY**

If your child is noticeably ill or displays symptoms of any contagious disease, please keep them home from gymnastics until they are well. As a special needs program we include children who are medically fragile and those who have weakened immune systems. We do our best to keep our facility clean and free from germs, but please make sure to keep these children in mind when deciding if your child can attend class each week. We ask that your child has been fever-free for at least 24 hours prior to entering the gym. Please feel free to ask us specifically if you feel that attending class one day may be questionable, and remember that we offer make up classes for this reason.

### **2. TUITION PAYMENTS**

Please bring your tuition payment to your **first class of each month**. If for any reason you cannot make your payment on this day, please make arrangements with us to deliver your tuition by **no later** than the **10<sup>th</sup> of that month**. If we have not received your monthly tuition by the 10<sup>th</sup> of the month, this may result in the forfeit of your child's spot in this class to accommodate students on the waitlist for this class time. We accept cash, check, or card payments. Card payments add a 3%-4% processing fee.

Our fall/spring sessions consist of 16 classes each (summer consists of 8 classes). Each payment covers 4 classes. You will make 4 payments toward each fall/spring session, and 2 payments toward each summer session. Payments are made the first class of each month for simplicity. Tuition price is set consistently for each month because each payment covers 4 classes, regardless of the number of classes in the calendar month. After paying tuition for all 16 weeks (8 for summer) you will not be asked to pay tuition again for the remainder of the session.

### **3. MAKEUP CLASSES**

**We offer one makeup class per child per session.** If you know in advance that you will miss a class, please let us know ASAP so we can do our best to find you a different class to attend within the same week as the missed class. If your child misses their class unexpectedly (sick, traffic, etc.) we will schedule a makeup class for you within the next few weeks. If for any reason we cannot provide you with an appropriate class to make up in (classes full, schedule conflict, etc.), we will give you a **free one-time pass** to our next open gym/Friday night fun to make up for the missed class without a makeup time offered. Please keep in mind that we will only offer ONE makeup class/free open gym entry per child each session, so if more than one class is missed we cannot refund or make up for the second missed class.

#### **4. CLASS CANCELLATIONS**

By registering for a class, you are committing to that class for the full session (spring, summer, or fall). You will be expected to make monthly tuition payments toward this class for the session. If you choose to cancel your class mid-session, you must **notify us at least one week prior to the 1<sup>st</sup> of the next month**. If we are not notified of your cancellation at least one week prior to the next month, you will still be expected to pay tuition for the next month whether or not your child attends.

If you choose to cancel your registration, we cannot guarantee that your spot will still be available upon your decision to return the next session. We cannot hold or reserve a spot for your child without payment. If you missed a monthly payment, this does not indicate that you've cancelled your registration. If you've missed multiple classes for a month, this does not indicate that you've cancelled your registration. You will still be charged for monthly tuition even if you miss the payment and/or miss the classes of that month without prior notification.