



## GENERAL POLICIES AND GUIDELINES

***We encourage all students to arrive on time for class. The first part of class prepares your body for the rest of your time here! Coming to class weekly is also important for your child's progression. We encourage 100% perfect attendance!***

***Enrollment:*** Priority enrollment for the following session is offered to our enrolled families during the 7<sup>th</sup> week of the session. Taking advantage of priority enrollment will help ensure your child's spot in the class. Open enrollment (open to non-enrolled students) will be available during the 8<sup>th</sup> week of sessions 1-5 (call office for open enrollment dates for Summer Sessions). Your child's spot is not guaranteed until a payment is received.

***Late to Class Policy:*** If your child is late to class by 10 minutes or more, please check in with the office to receive a late slip. This is to ensure that your child will be sent to the proper class, plus help us keep attendance records correct.

***Tuition:*** A yearly \$40.00 registration fee will be due upon registering to cover the cost of secondary insurance for your child. We will charge this fee annually. This fee is non-refundable.

- If starting mid-session, you will be pro-rated.
- During our 8 week session, a payment plan is available. You may make a half-payment at the beginning of the session, and second half is due at the 4<sup>th</sup> week of the session. You are still obligated to the full 8 week session.
  - All ½ payment plans must include a credit card on file. You may pay the ½ payment via cash or check before the first day of the 5<sup>th</sup> week. If you do not make your half payment during the 4<sup>th</sup> week, we will charge your credit card on file for the second half payment.
- Check, cash, debit, MC/VISA/DISCOVER accepted.
- **There are no refunds once a student starts their first class. When you pay, we are reserving your child's spot in class, therefore we cannot give refunds.** If personal situations/injuries keep the student from attending more than 50% of the session, please notify our office **immediately**. Failure to do so will result in you being responsible for tuition until we are notified that your child is temporarily or permanently dropping class. Keeping up to date records is difficult without knowing what your intentions are. Help us help you by maintaining class size integrity.
- **Extended Absence:** If you are unable to attend 2 weeks or more due to a medical problem, we will pro-rate that session's tuition for you. **Please notify us immediately.** (DOCTOR'S note is required) regarding your child's situation. This is for the safety of your child! Please let us know prior to returning to class so we can regulate class sizes and to help keep up to date records.

***Returned Checks:*** There is a \$25.00 fee for returned check.

***Make-Up Classes:*** Make-ups are offered by appointment only on Fridays. 2 make-ups per 8 week session and 1 make-up per 5 week session. Due to class ratios, we may not always be able to offer a make-up class. You must schedule these make-ups with the front desk. Make-ups can only be scheduled after the class has been missed and must be made-up in the same session. No make-ups for a missed make-up class. There are no credits or refunds for missed classes. You must check in with the front desk when you arrive to pick up your make-up slip. We work very hard to promote consistency for our students and coaches. This is very important to the learning process.

**Testing:** All enrolled students will be tested in week 7 during regular class time in Sessions 1-5. During Sessions 1-5, each student will be automatically evaluated on skills found on their skill chart. Remember that gymnastics is a difficult sport that requires skill, strength and flexibility: all of which can take many months and years to develop. **Additional academy testing** will be by appointment only at a charge of \$10 (semi private) or \$20 (private). Testing is scheduled on a first come first serve bases either during open gym on Saturday (semi private) or throughout the week (private). See the office for testing times.

**No regular class testing during the Summer Sessions: A & B.** Summer time testing will only be done via private testing.

**Holidays:** We are closed on some holidays; please call the gym to confirm (626-966-8775). Reminders will be handed out to students.

**Food:** No food or drink of any kind (except water) is allowed out in the gym area.

**Parent Participation Classes:** (Monkeys 18 months-3 years) **Safety** is always the foremost consideration, liability policies will allow **only (1) one parent/guardian on the gym floor at any time.** There will be no exceptions made.

**Waiting Room:** Parents are welcome to stay and watch classes! Please remember no parents are allowed on the gym floor. We ask for safety precautions and as a courtesy to coaches and students, no coaching from the sidelines. Children not enrolled in class are not allowed out on the floor or on equipment. Children are not allowed in the parking lot, in front of the building, or in our pro-shop without parental supervision.

**Picking-Up Your Athlete:** If you elect not to stay while your child is at our facility, for the safety of your child, please return on time to pick him/her up. We try our best to watch the traffic flow of all our students, but are not always able to watch all students closely.

**Lost and Found:** Jewelry, any valuable items and money will be kept at the front desk. Clothing/shoes/bags/water bottles/etc. are placed in the blue lost and found container in the gym.

**Dress Code:** Athletes must abide by Charter Oak Gymnastics, Inc. dress code at all times. Charter Oak Gymnastics, Inc. reserves the right to refuse service if dress code is violated. Girls are welcome to wear a leotard or gym shorts/pants and tight T-shirt (NO spaghetti-straps allowed or mid-drift showing). Boys may wear comfortable shorts or sweat pants with a T-shirt. Hair must be pulled back off shoulders and away from the face. For safety precautions, **NO JEWELRY IS TO BE WORN DURING CLASS.** All students will be barefoot during class.

**Structured Open Gym: FREE!** This is 1 hour of a supervised practice session for students to have the opportunity to work on the skills of their choice (staff available to help). Jr. Academy/Academy Students: 12pm -1pm (includes gymnastics and tumbling classes), Urban Acrobatics Students: 1pm – 2pm. There is \$5 fee for non-enrolled youths. Any non-enrolled youth must have a parent present to sign a waiver in order to participate. For safety reasons, non-enrolled youth 18 years or older without C.O.G. class experience will not be permitted to participate.

**I have read and understand the General Policies and Guidelines for Charter Oak Gymnastics, Inc.**

**Gymnast Name(s):** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_