



841 N. Dodsworth Ave.
Covina, CA 91724
626-966-8775
homeschool@Charteroakgym.com

2018-2019 Charter School Year

Welcome to the Charter Oak Gymnastics Family!

We are thrilled that you are enrolling your child(ren) in one or more of our Jr. Gym, Academy, Tumbling Urban Acrobatics classes and Weekly Day Camps. Charter Oak Gymnastics prides itself on the quality of the service we provide. From the friendly office staff, to the fun and knowledgeable coaching staff...we aim to please.

We believe gymnastics is a wonderful sport that will build your child's strengths both physically and emotionally. Gymnastics provides a wonderful foundation of fine and gross motor skills, strength, flexibility, teamwork, confidence and so much more.

Over the years, Charter Oak Gymnastics' working relationships with outside Charter Schools has increased tremendously. Due to this, we are implementing some policies and guidelines in hopes of attaining a more smooth-sailing program. We hope this simplifies the process of signing up for classes, obtaining accurate purchase orders and maintaining open communication between Charter Oak Gymnastics, our customers and their Charter Schools.

Please read over the attached Charter School Policies & Guidelines. (These policies are in addition to the General Policies & Guidelines sheet you received when filling out a registration form.) Should you have any questions or concerns, please do not hesitate to contact us.

Thank you for your understanding and cooperation. We look forward to serving you and your child(ren).

Charter Oak Gymnastics' Management

CHARTER SCHOOL POLICIES & GUIDELINES:

ANNUAL REGISTRATION FEE & ADMIN FEES: The \$40 annual registration fee pays secondary insurance for your child to be out on our floor during class time and open workout for 1 year. Our goal is to provide the best we can for your child and we feel our choice of insurance companies reflects this. This fee is non-refundable and will be charged annually. This fee **MUST** be paid before your child is able to attend an enrolled class. If your charter school is paying this fee, we must receive a PO stating the \$40 is added to the regular class fees. No exceptions. In addition to our annual registration fee, an administration fee of \$10 per family will be added to the cost of the classes for each session.

PURCHASE ORDERS (PO) CLASSES: Purchase orders must be received and approved before you are able to enroll your child into a class. POs may be submitted at our front office or be emailed to our designated homeschool email: homeschool@Charteroakgym.com. It is the parent's responsibility to make sure Charter Oak Gymnastics has an accurate PO at all times. Purchase orders must be presented with the full amount for each session at the time of enrollment. Half payments are not accepted. Purchase orders may not exceed an 8 week period (Fall, Winter, Spring) or a 5 week period (Summer) and will follow our session schedule. If a PO is not for the full amount of the session, the parent is responsible for the remaining balance at the time of enrollment. Once we've received your PO, you will be able to enroll your child during the proper enrollment periods. A new PO must be submitted for each session and must have the correct dates indicated on the form.

*Please see below for the correct prices and enrollment periods.

PURCHASE ORDERS (PO) CAMPS/CLINICS: POs may be used for our Winter/Summer Weekly Day Camps and for some of our Clinics (please see office for more information). If you will be using a PO for a Camp/Clinic, the PO must be presented at the time of enrollment and must be for the full amount to enroll your child.

PAYMENTS/CREDITS/REFUNDS: Pro-rations will only be made if Charter Oak Gymnastics is closed or if your child starts classes after the session has started. In these cases, if the PO is made out for the full amount, we will *only* bill your Charter School for the pro-rated amount, we will never over bill. Due to the nature of this program, refunds will not be given (Please refer to our General Policies and Guidelines regarding and further information about our Credit Policies). If your Charter School is unable to pay a PO for any reason, Charter Oak Gymnastics will contact the parent directly for payment. It is not our intention to create a financial hardship for any of our customers. If the due date of the payment is not convenient for you, please contact the front desk and an alternative arrangement can be made.

CLASSES: Charter Oak Gymnastics wants your child to have a safe, fun and educational experience while you are with us. In order to accomplish this, we have to be able to regulate class size. If you find that you are going to have to drop classes either permanently or temporarily, you must notify the front desk in advance. Failure to do so will result in you being responsible for tuition until we are notified that your child is 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 class for 2 weeks or more due to a medical problem, we will pro-rate that session's tuition for you. (Doctor's note is required- This is for the safety of your child!) Let us know prior to returning to class in order for us to do so. Please be sure to keep us informed if your child will be missing one or more classes.

Charter Oak Gymnastics

Charter School Price Sheet and Session Dates

October 2018- March 2019

Classes/Ages	Once A Week	Twice A Week
Monkeys (18mo-3yrs)	\$144	\$222
Tigers (4 yrs)	\$156	\$240
Lions (5 yrs)	\$156	\$240
Beginning (6-17yrs)	\$166	\$255
Intermediate (6-17yrs)	\$207	\$298
Advanced (6-17yrs)	2 day minimum	\$360
Tumbling/Urban Acro (6-17yrs)	\$166	\$255

- **Annual Registration Fee:** \$40 per child
- **Administration Fee:** \$10 per family per session
- **Sibling Discounts:** \$10 off the 2nd child, \$5 off each additional child

Session Dates:

Session 2' 18: October 8th – December 1st, 2018 (8 week session)

(We will be closed November 22nd – 24th for the holidays: Pro-rations will be made during enrollment)

*Priority Enrollment (for students currently enrolled into a session): September 24th – September 29th

*Open Enrollment: October 1st – October 6th

Session 3' 18-19: December 3rd, 2018 – February 9th, 2019 (8 week session)

*(We will be closed December 24th, 2018 – January 5th, 2019 for the holidays:
Pro-rations will not be needed, session is extended)*

*Priority Enrollment (for students currently enrolled into a session): November 12th – November 21st

*Open Enrollment: November 26th – December 1st

Session 4' 19: February 11th – April 6th, 2019 (8 week session)

*Priority Enrollment (for students currently enrolled into a session): March 25th – March 30th

*Open Enrollment: April 1st – April 6th