

AIRBORNE GYMNASTICS Policies & Procedures

Airborne Gymnastics welcomes you to a positive and enriching year-round program, which can be entered at any time of year for recreational and competitive gymnasts. Airborne Gymnastics is also a great supplement for Martial Arts, Cheerleading, Dance, Diving, and all other sports.

Trials: A free trial is offered to new students only. Please schedule all trials through the office. New students or students with previous gymnastics experience will be evaluated during the free trial and placed in the appropriate class. A waiver form **MUST** be filled out by a PARENT/GUARDIAN to participate.

Registration Forms: A parent/guardian must complete a Registration and Medical Insurance Information form for each child attending classes. This form is vital in ensuring your child's welfare and is due with your initial payment. This form must also be updated yearly by a parent/guardian. Upon signing the form, you are agreeing to Airborne's Policies & Procedures.

Registration Fees: A non-refundable fee of \$50 is due for each child attending classes. This fee is secondary insurance and will pay all fees not covered by your primary policy. This fee is due annually and is renewed every year on the anniversary of your enrollment.

Family Discount: Families with more than one child enrolled in gymnastics will receive an eight-dollar (\$8) discount per child when paying the month in full.

Tuition: Our program is based on a 4 week month. The months that offer 5 weeks compensate for the holidays when the gym is closed. Tuition is payable on the **FIRST** of the month. If payment has not been received by the 10th of the month, your child may be dropped from the class. Tuition is **NON-REFUNDABLE**.

Payment Options: Airborne Gymnastics only accepts check, cash or credit card (Visa, MasterCard). A returned check will result in a twenty-five dollar (\$25) fee. This fee and your child's tuition fee must be paid in cash before your child will be allowed to participate in class. We do not process automatic withdrawals for your child's recreational classes.

Late Fee: A ten-dollar (\$10) late fee will be added to your monthly tuition if not received by the 10th of the month.

Prorating of Fees: Prorating of fees is only allowed for new students starting mid-month. **Airborne DOES NOT prorate fees for absence or make-ups.**

Late Pick-Up Charge: Please be prompt when picking up your child. The gym closes at 8:30 p.m. sharp Monday-Friday. On Saturday the gym closes at 2:00 p.m. The late pick up charge is \$7.50 per 15 minutes (or a portion of).

Absentees: Please notify the office when your child will not be attending class. As a courtesy to our other students please do not bring your sick child to class. Please call the office to schedule a make-up.

Make-ups: Due to our strict student to teacher ratios and a very full roster, your child will be allowed to do only 1 make-up per month. Make-ups are offered as a courtesy. Your child must currently be enrolled at Airborne to do make-ups. Make-ups must be Done in classes other than your child's normally scheduled class. **Your child will be allowed to do only 1 make-up per month. All make-ups must be scheduled 1 month prior to, or after the child's absence.** All make-ups are scheduled by appointment and where space is available. Please call the office to schedule make-ups. We do not reschedule make-up classes.

Cancellations: In order to stop the next month from being charged, a cancellation form, or email must be received one week prior to the previous month's end to avoid being billed for the following month.

Securing your spot: Due to our strict student to teacher ratios, payment must be received to secure your child's spot in the class. If payment is not received by the 15th of the month, the office reserves the right to withdraw your child from the class; unless notification has been received stating payment will be sent.

Attire: Students should dress in comfortable clothing such as leotards, shorts, T-shirts, or warm-up suits. Please do not send your child to class wearing jeans, khaki or any attire with belts, buckles and buttons. Hair should be secured away from the face, single ponytail preferred. No socks or shoes will be allowed on the gym floor.

Student Advancement: Your child will receive a promotion certificate upon completion of each level when their skills are accomplished.

Parking Lot: Parking is allowed in front or around the Airborne side of the building. Please do not park in the Windustrial building's parking lot (Next door), as cars may be towed. Also, children must be accompanied by a parent or guardian when walking through the parking lot.

Playing: Children are not allowed to play on the gymnastics equipment, in the parking lot, or around the perimeter of the building (even when accompanied by a parent or guardian.)