

General Guidelines & Policies 2010 - 2011

SAFETY

At Gravity Gymnastics, our primary concern is your child's safety. All instructors will be discussing and reviewing safety rules with students as they are introduced to gymnastics equipment and new skills.

ARRIVAL AND PICKUP

Be sure your child arrives 5 to 10 minutes before (no earlier please) his/her scheduled class time. Please pick up your student on time. Gravity Gymnastics makes every concerted effort to prevent unauthorized persons from entering the premises. However, we are not equipped to supervise children before or after classes. Parents of children who are unable to safely supervise themselves are to stay ON SITE during their child's class.

Please inform us if you know you will be late picking up your student. Instruct your child to wait inside the building. We ask you to escort your child from the building to your car and vice-versa. During peak times the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car.

PARENTS

No one but the enrolled student is permitted in the gym area. Please refrain from entering the gym area; check in with the office staff if you need to pick up your child from class early.

ENROLLMENT FEE

1. An enrollment fee of \$55 (one child) or \$75 (family) is charged at the time of registration. This fee will only be charged once as long as membership remains active (not recurrent on a yearly basis)
2. Enrollment fee will be reassessed if membership has been cancelled for any reason.

MEMBERSHIP

Clients are free to choose among our two levels of membership (bronze and silver). All memberships include one class a week; however, clients are encouraged to add one or more classes per week (learning process becomes more efficient).

CANCELLATION OF MEMBERSHIP

In order to cancel membership and to terminate auto billing, clients must give a 30 day written notice by completing the Membership Withdrawal Form available in the website or at the front desk. You must continue to pay your "Monthly Fee" until the "Withdrawal Effective Date". There is no fee to cancel membership.

Please note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT ATTENDS CLASS until your withdrawal notice becomes effective.

FAMILY DISCOUNT

Depending upon your level of membership, your immediate family members (siblings only) will receive 10% discount on classes. Only the most expensive tuition will pay full price, the others will be discounted.

PAYMENTS: For your convenience we offer two payment options:

1. **Monthly:** You may pay your membership in monthly installments by leaving your credit card on file. Your card will be charged on or around the 10th of the month. If credit card cannot be processed because it is declined or the transaction failed, you have 5 days to bring your account up to date. After this period, you will incur a late fee of \$15.00.

2. **Quarterly:** You may pay your membership in quarterly installments. If payment for the following quarter is not received one week before current quarter ends, your membership will be cancelled.

RETURNED CHECKS

Gravity Gymnastics will charge a \$10.00 fee when a check is returned due to insufficient funds. Gravity Gymnastics reserves the right to accept payments by only credit card or cash when a second check is returned and thereafter.

MAKEUP POLICY

Make-Up Classes: Just like in college, your tuition pays for a class spot, **REGARDLESS OF ATTENDANCE. However, as a courtesy, Gravity Gymnastics offers class make-ups when doing so does NOT jeopardize the safety and integrity of a class. WE ALLOW ONE MAKE-UP PER CHILD PER MONTH.** All make-ups must be scheduled. 24 Hour notice is required to schedule a make-up class. Failure to arrive to scheduled make-up class or not to provide a 24 hour notice will result in a loss of that make-up class. Open Gym may be used as a make-up. If unable to schedule a make-up due to filled classes, Open gym must be used. Make-ups cannot be transferred to siblings or friends. Students are not entitled to make-up classes when gym is closed due to Legal Holidays.

GYM CLOSED DUE TO LEGAL HOLIDAYS

- January 1st: New Year's Day
- May 31st: Memorial Day
- July 4th: Independence Day
- September 6th: Labor Day
- November 25th: Thanksgiving Day
- December 25th: Christmas Day

***Make-up classes are NOT offered when gym is closed due to Legal Holidays.**

ATTIRE

- Girls: Hair pulled back, leotard, bare foot, and no jewelry.
- Boys: Gym or bike shorts & t-shirt, bare foot.

MEDIA RELEASE

Adults are not allowed to take pictures or film on the premises. This is required by our liability insurance.

WEATHER POLICY

Gravity Gymnastics will follow Broward County Public Schools closures.

RETURN PHONE CALL POLICY

Phone calls will be returned within a 24 hour period.