

CENTRAL GYMNASTICS ACADEMY

GYM POLICIES

On behalf of everyone here at CGA, we would like to welcome each of you to our programs. For those returning, we thank you for your continued support. We would like to ask that you take a few moments to acquaint yourself with our gym policies. In an effort to keep matters fair and uncomplicated, the following policies have been established. It is with your best interest in mind that we make these policies without exception.

- NO: Gum, Food or Drinks are allowed in the gym area.
- NO: Alcohol, smoking or illegal drugs allowed on the premises.
- NO: Profanity.
- NO: Fighting or hitting,
- NO: Stealing or harming others property.
- NO: Making Fun of or purposely harming another student.
- NO: Disrespect of coaching staff.

Enrollment

Enrollment requires the completion of a registration form, waiver and payment of the annual registration fee. A student's class is not final until the student's tuition is paid in full. Class sizes are small, making it essential that we not have people reserve spots and fail to fill it. If a student decides to discontinue prior to the end of a session, the tuition **will not** be refunded and the student is still responsible for any remaining balances of that session. If a student adds a class mid session, that class will be pro-rated for the number of weeks remaining.

Dress Code

Gymnastics - Absolutely NO jewelry or headbands, feet must be bare. Girls - 1 piece bodysuit, NO T-shirts or baggy shorts allowed. Long Hair must be tied back. Boys – shorts or sweat pants with a tank top or T-shirt tucked in. Karate – clothing must not be restrictive, uniform will be required by 3rd week of class.

Attendance

Attendance is extremely important to keep up with the progression of the class. Consistent and punctual attendance is expected of all students. Since stretching out is essential for prevention of injury, it is very important that all students be on time. There are a limited number of designated make up classes available each session. If it is unavoidable for the student to miss their class, they will be eligible for a make up class. Sign up will be posted in the office for make up classes. We do require that absences be phoned in before class time to be eligible for make up classes. Missed classes are not eligible for a refund. Special consideration will be made when absence is a result of a prolonged, severe medical condition.

Arrival and Departure of Students

Students are not to arrive more than 10 minutes prior to their class time. All students are to remain in the viewing area until their instructor calls them into the gym for class.

*Students are **NOT** allowed to practice or play on equipment without supervision and permission from a CGA staff member. Students must be picked up, by an adult, inside the building. Students will not be allowed to wait outside the building for rides.

Viewing Policy

Viewing is allowed from the viewing room only! No one is allowed in the gym area except the students. Children must be supervised by an adult. Viewing room rules are posted in the room. Please make sure you read and follow the rules. Viewing privileges will be denied if any rules are not strictly followed! Please try not to arrive more than 10 minutes before your class time. We would like to ask that you refrain from criticizing or gossiping about CGA staff, students or the facility. If there should be a concern, please bring it to the attention of Tom or Dawn Engler. You may leave comments in the comment box or via email at our website, www.centralgymnastics.com.

Payments

It is preferred that tuition be paid in full at the beginning of each session, however, we understand that's not always possible. For this reason, payment options are available. We accept cash and personal checks through our office. Credit cards and PayPal® may be used through our website. If payment is not made on or before the pay date, there will be a \$10 late fee applied to your account. If your check is returned to us for any reason other than bank error, there will be a \$25 returned check fee.

Returned Checks

There will be a \$25.00 charge for any returned check (except for bank error).

Class Cancellations

In most cases, if fewer than 5 students are enrolled in a class, the class will be cancelled. A student who is enrolled in a cancelled class will receive a refund if that is the only class time available to him/her.

Class Evaluation

We make every effort to place students in the appropriate class for their age and skill level. Students will be notified as to when they can advance to the next level.

Class Size and Time

Preschool gym classes are 45 minutes in length (this allows for one class to leave and the next to come in on time). Beginner gymnastics classes are 50-55 minutes. Intermediate level classes are 1 hour 25 minutes in length and have a maximum of 12 students per class. Advanced Class is 2 hours in length and will be limited to 18 students. Karate Classes are 30- 45 minutes (all ages) and are limited to 30 individuals and/or instructor's consent.

Insurance

Central Gymnastics Academy does not carry medical or accidental insurance for its students. It is required that all students be covered by their own family insurance policies. If an injury occurs, it is understood and agreed that the student's own policy is the only source of reimbursement. Central Gymnastics Academy always holds safety first and insists that students follow all rules and directions intended to help protect the students from injury. All students and families must realize there is an inherent risk of injury when choosing to participate in sports, fitness or recreational programs.

Holidays & Gym Closings

The gym will be closed on Labor Day, Thanksgiving, Christmas Break (Dec. 8-Jan. 7, 2008) and July 4. If weather is extreme, we may cancel class. We wouldn't want anyone to endanger themselves attempting to get to class. If class is cancelled, we will be allowing make up class for that particular day. We will attempt to call everyone in a cancelled class, so please keep your contact numbers up to date.

Calendar of Sessions

January 7th, 2008 First Day Spring Session

May 22nd, 2008 Last Day of Spring Session

June 9th, 2008 First day of Summer Session

August 1st, 2008 Last Day Summer Session

August 18th, 2008 First Day Fall session

December 18th, 2008 Last Day Fall Session

CGA staff will be reviewing these rules with each class. Please review the rules with your child at home as well. Students who disobey the above rules will be subject to dismissal from the program without refund. Students are expected to be able to follow rules and the directions given to them by their instructors for their own safety and the safety of others. It will also be expected that students have good attitudes when they enter the gym for class. If you have any questions or concerns, please contact one of our staff members. Again, thank you for your support.

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