



## POLICIES:

If you have any questions regarding the policies below, please feel free to contact us.

### SAFETY:

Persons who are not currently enrolled in a class and in the presence of our instructors are **not allowed** in the gym at any time. This applies to adults and children. The only exception to this policy is our parent & child class.

We have provided a waiting room for you to watch the gymnasts in class. However, in any sport it is important to have concentration, therefore we ask family members, gymnasts not currently in class, and other non-participants not to distract the gymnasts in the gym. Please do not call out to gymnasts or call the gymnast over; this is disruptive to the gymnast, the class, and the instructors. Please allow the instructors to correct behavior during class.

We ask that children remain inside the building before and after class.

Please notify our instructors of any accidents or injuries.

Please help us keep Minnesota Valley Gymnastics Center a safe place by supervising young children in the waiting area. We **do not** allow tumbling, running, or horseplay in the lobby. We also ask that no one stands or climbs on furniture.

### APPROPRIATE DRESS ATTIRE:

We permit leotards, and elastic-waisted shorts with tucked in t-shirts. Longer hair must be in a pony tail or pulled back. No jewelry.

### CLASS TIME:

It is important that your child arrives on time for his or her class.

Please arrive promptly to pick up your child after his or her class is dismissed.

### PROGRAM FEES:

#### **Annual Registration Fee:**

A \$25.00 non-refundable registration fee (on a per-family basis) is due when you start our program and the beginning of every school year session thereafter. If you start our program during the summer session your payment for the registration fee is applied to the subsequent school year registration fee.

#### **Tuition:**

Next month's tuition is due by the 15<sup>th</sup> of the current month.

Monthly tuition remains the same whether there are 3, 4, or 5 classes in the month. We have our program set up to average out to 4 classes per month through the course of the session. Please refer to our *Class Dates per Month Calendar*.

#### **Family Discounts:**

The second gymnast in a family is 10% off, the third gymnast is 15% off, and the fourth is free.

#### **Multi-Class Discount:**

Gymnasts that are enrolled for multiple classes per week will receive tuition discounts. Refer to the *Rate Sheet* for details.

### MAKE-UPS:

Make-up classes are only offered to gymnasts who are currently paying tuition and enrolled in our program.

Make-up classes are subject to availability. We do not allow make ups in classes that are full.

Make-up classes are to be scheduled at least 24 hours in advance. Please speak to our office staff to schedule a make-up class.

*Scheduled* make-up dates will be provided for classes that are missed due to major holidays. (Refer to our *Class Dates per Month* schedule to see if our facility is closed for a holiday.)

## **PROGRAM CANCELLATIONS AND WITHDRAWALS:**

### **Withdrawals:**

Enrollment is continuous until we receive written notice. We ask that you please fill out the *“Gymnast Withdrawal Form”* located at the front desk or at <http://www.mnvallegymnastics.com>. This needs to be submitted by the 15<sup>th</sup> of the last month you plan on attending.

### **Cancellations:**

Cancellations made prior to the first week of the upcoming month will result in a full credit towards any future classes you may sign up for. Cancellations made during the first week of the current month will result in a \$25.00 cancellation fee and a credit will be applied to your account for the remaining credit. **No refunds will be given.** In the event of an extreme circumstance, please contact our office staff.

### **GYM CLOSINGS:**

Rarely do we close due to special events or weather. If we are closed due to weather it will be posted on *KARE 11*. In the event that we are closed we may offer designated make up classes to the gymnasts affected by the closure. We do not follow any school districts closings.

### **VALUABLES:**

Please do not leave personal items or valuables unattended. We provide open space for gymnasts' clothing and shoes. Minnesota Valley Gymnastics Center is not responsible for any items that are lost, left behind, or stolen. We suggest that any personal items or valuables should not be brought to the gym.

### **LOST & FOUND:**

We have a barrel located in the coat room where clothing items are placed. Unclaimed clothing will be donated to charity several times throughout the year. Jewelry, electronics, and other valuables that are submitted to us as lost and found items will be kept at the front desk.