

### To Enroll

There are no registration fees, however a parent must fill out a permanent record card, pay tuition, sign both the "Permission to Render Emergency Aid" and the "Liability Statement", plus the Policies Sheet to enroll their child in a class at Gold Star Gymnastics. Please notify the office of any changes to your contact information.

### To Cancel Enrollment

We ask that parents submit a withdrawal card one week prior to their child's last class. Students who withdraw by the end of the month will not be charged for the next month. If a student withdraws mid-month, clients will receive a credit to the family account (or a refund) for all classes left in the month that are more than one week after the withdrawal card was received. Any make-up classes scheduled after the student's drop date will automatically be cancelled.

### Tuition

Tuition is based on an average of four weeks per month. No additional charges will incur for those months with extra class days. Conversely credit will not be given for those months with less class days due to holidays. Please refer to our calendar of events for a complete list of holidays. Credit will not be given due to missed classes. Please see our absence policy. Siblings will each receive a \$10.00 discount per child starting the first full month of enrollment. All additional siblings after the third child are half price.

### Administrative Charges

Tuition is due before the first day of each month, after which a \$10.00 processing charge will incur. Bills are only sent to overdue accounts. Students will be automatically dropped from their classes if accounts become one month past due.

### Payment Options

Gold Star accepts cash, personal checks, VISA, and MasterCard. Automatic monthly credit card withdrawals can be established. There is a \$20 fee on all returned checks.

### Substitute Teachers

Although we always strive to provide your children with a consistent teacher, absences do occur. We will notify you if your child's teacher changes permanently, or if a long-term substitute is necessary.

### Snacks

No food, drinks, or gum are allowed on the gym floor. When eating in the lobby, please help keep the area clean.



### Absence Policy

We offer several ways to make up missed classes, although credit will not be given due to missed classes.

Make-ups can be scheduled in advance in specific make-up classes. All missed classes must be made up within 30 days of the absence or they expire. All make-up classes can be cancelled and rescheduled if the change is made more than one week prior to the scheduled make-up class. Students in Teen and Cheer classes are able to schedule make-ups through the front desk in these specialty classes.

Students are allowed 10 make-ups per school year for each enrolled weekly class; three make-ups during the summer session for each enrollment. Make-ups are voided upon withdrawal from the program.

If a student misses class due to an injury and is under a doctor's care, please call the front desk to discuss options for holding your child's place in class without charge. However, we must have a doctor's note for your child to return to class.

### Tardy Policy

We agree to supervise your children during their scheduled class times, but we do not have the staffing to supervise your children outside of these scheduled times. Therefore, children who are dropped off more than 10 minutes before class or picked up more than 10 minutes after class will be charged a fee. This fee is \$10 for the first 10 minutes and \$1 for each minute after that.

### Illness Policy

For the safety and well-being of everyone in the gym, please do not bring your children to class if they have had a contagious illness within the 24 hours prior to their lesson (such as coughing, vomiting, or a fever). See our make-up options above.

### Safety

Only registered students are allowed on the gymnastics floor. Children must be escorted into and out of the gym by an adult, and must be accompanied by a coach when on the gym floor. Students are not allowed to wait in the parking lot. Parents watch classes from the waiting areas and are only allowed in the gym area when accompanying children enrolled in a KinderStars class, or during Birthday Parties. Gold Star reserves the right to remove students from the gym area if they are deemed to be a danger to themselves or others, arising from disobedient, defiant or disrespectful behavior. (Please ask for a copy of our discipline policy for more detailed information).

### Attire

It is recommended that students wear a one-piece leotard, or a t-shirt and fitted shorts or sweatpants. Zippers, buckles, or buttons on the students' clothing should be avoided. Long hair needs to be secured back out of the student's face. No rings or other jewelry while in class. No shoes or socks on the gym floor, although footless tights are accepted. Clean, dry sneakers may be worn for cheer practices. All clothing must be appropriate for children (referring to style, slogans, and graphics). GSG is not responsible for lost or stolen items.

### Star Weeks

Star Week occurs five times a year and is designed to provide feedback and motivation as students move through the program. Preschool students will receive a ribbon indicating their level. Recreational athletes are given a poster corresponding to their class level, and then earn sticker stars to place next to the skills they have achieved. These completed skills will be "star-ed" in the progress report online in the student's account.

### Moving Up

When your child is ready to advance, the coach will give you a "Move-Up Card". Bring this card to the front desk and the staff will help you to enroll in the next level. Please understand that if a space is not available in the next level at a convenient time, you may put your child's name on a waiting list, and then remain enrolled in their current class until the office staff notifies you of an available space.

*I understand and agree to the above policies while my child is participating in any of the programs offered at Gold Star Gymnastics.*

Child's Name

Parent or Guardian's Signature

Date