

GGA POLICY OVER VIEW

1. **REGISTRATION** - *There is an annual registration fee which covers all family members in the program. A registration form must be filled out for each child prior to the first class.*
2. **MAKE-UPS** - *You are allowed one make-up class per month regardless of the number of classes missed. Make-ups are scheduled at the office. If the scheduled make-up class is missed without prior notice, the make-up class is forfeited. We DO NOT carry make-ups over to the next month.*
3. **TUITION PAYMENTS** - *Please drop off or mail your tuition payment by the 1st of each month. There is a ten day grace period. If you pay on or before the 10th of each month you will receive a \$10.00 discount. Tuition payments not received by the last day of the month will be charged a \$25 Reinstatement Fee. A \$25 fee will be charged for all returned checks.*
4. **WITHDRAWALS** - *Please give a two week written notice if you need to withdraw your child from the program. Until this notice is on file, you will be responsible for payment in full. We usually have a waiting list of children who would like to start gymnastics.*
5. **CLOSINGS** - *Please review our current calendar for holiday closings. We do not close for all school holidays. Calendars are available in the office.*
6. **BAD WEATHER POLICY** - *We are closed when Gwinnett County Schools are closed due to extreme weather.*

Further details can be found inside this manual. If you have any questions, please feel free to call or stop by the office.

THANK YOU FOR YOUR BUSINESS. WE HOPE YOU AND YOUR CHILD HAVE A PLEASANT EXPERIENCE HERE AT GGA!

GGA TUITION AND SCHEDULING POLICY

Please read and keep this sheet for reference

CLASS REGISTRATION

1. *New students will be placed into their selected classes based on the order in which registrations are received. The summer schedule is issued in March of each year and the Fall/Winter/Spring schedule is issued in May. You will receive notification in the mail advising you that the schedule is available and when enrollment will begin. You are encouraged to enroll as early as possible as classes fill quickly. We will make every effort to place each student in the class of their choice. If this is not possible, you may request to go on a waiting list for that class and we will notify you when a vacancy becomes available.*

**Note: The only time the class schedule changes, is at the beginning of August and at the end of the school year.*

2. *Your child is automatically guaranteed a space in his/her selected class each month UNLESS the office is notified by you OR payment has not been made. Please notify the office if it becomes necessary to withdraw from a class for any reason. We require a 2 week notification prior to withdrawing. If payment is not received by the end of the month and you have not notified the office of any extenuating circumstances, we will assume you wish to withdraw your child and he/she will be dropped from the class roll and placed in an inactive file. The class space will be made available for another child.*

3. *Your annual registration fee is honored for 12 months from the date it is originally paid. It is a FAMILY fee and covers any member of your immediate family (siblings only). If you register a second child, he/she is covered by the initial registration fee. **REGISTRATION FEES ARE NON-REFUNDABLE!***

4. *To ensure that all of our students receive proper instruction with sufficient time on the equipment, we limit our class sizes. Our target ratios are as follows:*

Preschool classes6 students per instructor

Kindergarten/1st Grade.....6 students per instructor

All other classes8 students per instructor

We may occasionally put one additional child in a class for make-up purposes.

5. *Please call or stop by the office to make any class schedule changes. All class changes must be handled through our office. Because we feel that our instructors should put all of their energies into their most important priority – teaching their students, we don't ask them to handle scheduling.*

MAKE UP CLASSES

1. We provide *ONE* make-up class each month regardless of the number of classes missed. All make-up classes are scheduled through our office. After your child has missed a class, please call the office for available make-up classes. Due to availability of make-up space in classes, we can schedule for missed classes only once per month. If the scheduled make-up class is missed without prior notice, the make-up class is forfeited. We **DO NOT** carry make-ups over to the next month.
2. Please do not ask the office to schedule a make-up class until after the absence has occurred! All absences are recorded daily in the computer and this is the file we use to schedule and monitor make-up classes to insure we do not overload classes. We cannot access the file until the absence has occurred.
3. Because we provide discounted rates for our Trainers and Team level gymnasts, we do not schedule or provide make-ups for them.

****PLEASE DO NOT ASK THE OFFICE TO DEVIATE FROM THE
MAKE-UP POLICY AS STATED ABOVE****

TUITION

1. Our Fall/Winter/Spring session runs from August through May. Summer session is June and July. Because some months have four classes and others five, your child will receive an average of four classes per month. Holidays are taken into consideration when establishing pricing and scheduling, therefore, your child's tuition will be the same each month.
2. We **DO NOT PRORATE** (except for new students registering mid-month). Please do not ask the office to pro-rate. When you enroll your child in a class, your place is reserved; therefore, you are responsible for payment regardless of your child's attendance. We do allow one make-up class per month as explained above.
3. We are a small business with monthly obligations that we must pay each month. Because of this, your child's tuition is due on the 1st of each month. We offer a 10 day grace period. If you pay on or before the 10th of the month a \$10.00 discount will apply. We will send out tuition reminders between the 15th and 20th of each month. If tuition is not paid by the end of the month, you will be notified that your child is being moved to the inactive file and will no longer be allowed to attend class. If you want to continue classes, you will be charged a \$25 reinstatement fee. Please remember that billing is an expensive process and one that we try to avoid. We want to hold these types of costs down so that we can give you the best quality instruction at the lowest possible price.

MONTHLY TUITION RATES

		(before 10 th)	(after 10 th)
Mommie & Me (18mos. - 3 years)	45 min. 1 day/week	\$52.00	\$62.00
Tumble tykes (3-5 1/2 years)	45 min. 1 day/week	\$60.00	\$70.00
Kindergarten/1st Grade	1 hour 1 day/week	\$73.00	\$83.00
Novice I	1 hour 1 day/week	\$73.00	\$83.00
Novice II	1.25 hours 1 day/week	\$88.00	\$98.00
Intermediate	1.50 hours 1 day/week	\$101.00	\$111.00
Tumbling	1 hour 1 day/week	\$73.00	\$83.00
Advanced/Trainers/Teams ***			

REMEMBER: Tuition is due by the 1st of each month, but must be received by the 10th to receive the discounted rate. If you have more than one child in the program, the child at the highest level pays the applicable amount shown above. All other children within the family would receive a 10% discount applied to the above rates.

***Try-outs for Trainers and Teams are held periodically. Times and prices vary according to level. If you are interested in Team competition, please ask for more information at our office.

1. Please pay tuition by check or charge (Visa/Mastercard). If you wish to pay with cash, please pay the exact amount whenever possible. We keep very limited cash funds in the office, and can not make change for large bills. We provide a cash receipt for all cash payments; please be sure that you receive a cash receipt for your payment.

2. Tuition payments not received/postmarked by the 10th of the month will be charged an additional \$10.00. Tuition payments not received by the last day of the month will be charged a \$25 Reinstatement Fee.

3. Because of the additional expense incurred by GGA, we must charge a \$25.00 handling charge for all returned checks.

4. Feel free to use the security box located on the wall outside the office door to drop off your tuition (checks only). The security box is checked daily.

5. Feel free to use the US. Postal Service if it's more convenient for you. If your payment is postmarked on or before the 10th of the month you will receive the \$10.00 discount.

WITHDRAWAL POLICY

No contract is signed when you join GGA; therefore there is no penalty for withdrawal. We do request a notice of 2 weeks prior to removing your child from our program. This notice should be communicated directly to the GGA office, NOT instructors. If you know that your child will be absent for an extended period of time but DO plan for them to return, you must do one of 2 things:

1. Continue to pay tuition during their absence and their class space will be held.
2. Notify the office as described above. Your child will be removed from roll and their spot will be made available to someone else. Call the office when you plan to return and your child will be re-enrolled in the program, but not necessarily in the same class. By doing this you are not responsible for payment during the absence.

IF YOUR CHILD DOES NOT ATTEND AND YOU HAVE NOT DONE EITHER 1 OR 2, YOU ARE RESPONSIBLE FOR PAYMENT

HOLIDAYS & CLOSINGS

We will be closed for the following days during 2011-2012:

Labor Day – Monday, September 5, 2011

Thanksgiving – Wednesday, November 23, 2011 through Saturday, November 26, 2011

Winter Holidays Friday, December 23, 2011 through Saturday, December 31, 2011

Spring Holiday – Monday, April 2, 2012 through Saturday, April 7, 2012

Memorial Day – Monday, May 8 2012

BAD WEATHER (SNOW DAYS)

*In the event of bad weather (i.e., snow, ice, etc.), we will follow the decision of the Gwinnett County School System. If Gwinnett County Schools are closed due to weather conditions, we will also be closed. This does **NOT** apply to **Teacher Workdays or any other school closings**; we will be open on these days and some other holidays that the school system is closed. If an inclement weather situation arises during the afternoon or evening, please call the office to verify if classes have been canceled.*

If we must close for inclement weather, we will leave a message on our voice mail to notify you...be sure to let it ring until voice mail picks up!

BIRTHDAY PARTIES

We offer Birthday Parties at GGA on Saturday and Sunday afternoons. Parties are 1½ hours long with 1 hour of gymnastics and ½ hour for refreshments and gifts. We provide two instructors, invitations, paper goods and a ribbon. You may book a party at the office. Remember to book early because we usually stay booked a few months ahead. Ask at the office for a brochure.

GYM RULES

- 1. ABSOLUTELY NO GUM CHEWING IS ALLOWED IN THE GYM - ANYWHERE!**
- 2. SPECTATORS ARE NOT ALLOWED ON THE GYM FLOOR, ON THE EQUIPMENT OR UPSTAIRS (LAWRENCEVILLE GYM). PARENTS DO NOT ALLOW YOUR CHILDREN TO PLAY INSIDE THE GYM AREA OR ON EQUIPMENT EXCEPT DURING CLASS TIME OR SPECIAL EVENTS WITH THEIR INSTRUCTOR.**
- 3. PARENTS ARE WELCOME TO OBSERVE CLASSES FROM THE OBSERVATION AREA, HOWEVER, PLEASE DO NOT INTERRUPT A CLASS, OR TALK TO AN INSTRUCTOR OR YOUR CHILD DURING CLASS TIME. PLEASE STAY IN THE DESIGNATED SPECTATOR AREA. IF YOU NEED TO SPEAK WITH YOUR CHILD'S INSTRUCTOR, DO SO BEFORE OR AFTER CLASS, NEVER DURING CLASS. IF YOU WOULD LIKE, YOU CAN LEAVE A MESSAGE WITH OFFICE PERSONNEL TO HAVE YOUR CHILD'S INSTRUCTOR CALL YOU.**
- 4. DRINKS AND SNACKS ARE TO BE CONSUMED ONLY IN THE SPECTATOR AREA, NEVER ON OR AROUND ANY OF THE EQUIPMENT, INCLUDING THE FLOOR EXERCISE AREA.**
- 5. STUDENTS ARE TO REMAIN IN THE OBSERVATION AREA UNTIL CLASS IS CALLED.**
- 6. STUDENTS MUST BE PICKED UP PROMPTLY. NEVER LEAVE YOUR CHILD AT THE GYM WITHOUT AN ADULT CHAPERONE EXCEPT WHILE HE/SHE IS ATTENDING CLASS.**
- 7. THERE IS NO PARKING ALLOWED DIRECTLY IN FRONT OF THE GYM FRONT ENTRANCE (LAWRENCEVILLE GYM). THIS IS FOR DROP-OFF AND PICK-UP ONLY.**
- 8. PLEASE DO NOT PARK IN DESIGNATED HANDICAPPED PARKING SPACES AS PER GEORGIA LAW.**
- 9. ABUSIVE OR FOUL LANGUAGE WILL NOT BE TOLERATED. INSTRUCT YOUR CHILD(REN) TO RESPECT THE INSTRUCTORS AND OFFICE STAFF, AS WELL AS OTHER CHILDREN.**
- 10. PLEASE HELP US KEEP THE GYM CLEAN - USE TRASH CONTAINERS PROVIDED.**
- 11. GGA IS A SMOKE FREE ENVIRONMENT - PLEASE DO NOT SMOKE INSIDE OF THE BUILDING.**
- 12. KEEP SHOES, GYMBAGS AND OTHER PERSONAL ARTICLES IN THE "CUBBIES" PROVIDED.**
- 13. THE OFFICE IS FOR EMPLOYEES ONLY (NO EXCEPTIONS)!**
- 14. ALWAYS BE COURTEOUS TO OTHERS AND RESPECT THE GYM EQUIPMENT.**
- 15. THE UPSTAIRS AREA AT THE LAWRENCEVILLE GYM IS NOT FOR OBSERVATION USE.
SPECTATORS MUST REMAIN IN THE OBSERVATION AREA DOWNSTAIRS.**