

Champions Academy Gymnastics Rules & Policies

Please keep the following rules & policies for your records

<p>RISK FREE Trial Evaluation</p>	<p>Trial Evaluation is required for all new students to ensure your child is placed in the most appropriate class/level. A Trial Evaluation Fee of \$20 (for up to 55 min class), \$25 (for up to 85 min class) is payable prior to your evaluation. Fees paid will be credited towards your total registration fees if you sign-up on the same day. New students only. Trial evaluation is valid for up to 3 months. Returning students after 3 months or more of last trial evaluation must be re-evaluated before enrolling in class to ensure proper placement. Additional trial fee apply.</p>	<p>Registration, Cancellation, Refund & Credit</p>	<p>Registration ensures your child's spot in the class. Fees must be paid in full before your child's name is placed on the class list. There's no cash refund once you're registered. Account credit may be given, upon management approval, for cancellation two weeks before official first day of class. Credit will remain in your account to use up to six (6) months of the original first day. Written cancellation request must be submitted via EMAIL ONLY, at least two weeks prior to the first day of class. NO REFUND after the first day class. Club membership fee is non-refundable and non-transferable.</p>
<p>Withdrawal & Re-enrollment</p>	<p>30-DAY WRITTEN NOTICE/REQUEST is required for all drops/cancellations. NO EXCEPTIONS. Your last day is thirty days from receipt of the notice. Notice submitted outside business hours (after 6 pm on weekdays or on weekends) will be processed next business day. Upon receipt of the 30-day written notice/request, tuition will be pro-rated based on 4week/month weekly rate, and payable in full regardless of attendance. Failure to submit a 30-day written notice will result in additional charges until requirement is fulfilled. A re-enrollment fee of \$40 will be charged upon return.</p>	<p>Makeup Class</p>	<p>MAKEUP CLASS is offered as a courtesy only! A makeup voucher will be issued for missed classes that are eligible for makeup. In order to receive a makeup voucher, we must receive EMAIL NOTIFICATION 24 hours PRIOR to the missed class! We will NOT be able to issue makeup voucher after the missed class. Limit of one (1) makeup class per calendar month. You may request a make-up voucher on-line. As in any teaching institution students may not "come as they please" as this causes disruptions in the classes and affects student-teacher ratio. For the benefit of the students this policy is strictly enforced. Makeup voucher can be used as long as you are a current student and can be used during any open-gym time.</p>
<p>Attendance</p>	<p>Attendance is expected in the class you're enrolled in. All registered students have an attendance card. Students are not allowed in class without an attendance card. This card helps us keep track of daily/weekly attendance and/or absences, and payments made. We do not pro-rate, refund or carry forward fees for missed classes. No credits or refunds are given for classes not attend.</p>	<p>Start/End Time</p>	<p>Classes will start and end on time. Any students more than 10 minutes late may not be able to participate in class. Do not drop off students more than 15 minutes early unless prior arrangements are made with the office. Students must be picked up on time and no student should be left alone. Children worry when you are late!</p>
<p>Tuition/ Payment</p>	<p>All monthly (members) or bi-monthly (non-members) tuition is due on the 1st of the payment month and considered late after the 10th. All accounts must have a valid credit card on file. In our effort of going green and expedite billing processing, all accounts must be on AutoPay. Accounts not on AutoPay will incur a \$5 billing processing fee per month. If payment is not received by the 10th of the month, credit card on will on file will be charged to the cover the outstanding balance to avoid late fees. A \$15 late fee will be charged on the 11th of the month if credit card on file does not go through. Failure to make payment by the 15th of the month will result in my child being held out of class until balance is paid in full. Returned check payment will incur a \$25 NSF fee.</p>	<p>Standard of Conduct</p>	<p>No food or drinks in the gym area. Students should show respect to coach and staff of Champions Academy. If your child's behavior compromises the safety and enjoyment of the other children in class, we will recommend a different class for your child. Behaviors NOT allowed include but not limited to: excessive pushing and hitting, biting, running away from the group and instructor, and/or impulsive behavior that endangers the safety of themselves or others. Champions Academy reserves the right to refuse service in order to protect the well-being other students and customers.</p>
<p>Personal Information</p>	<p>All personal information must be current and kept up to date. You must notify Champions Academy I agree to notify CAUSA immediately of any changes to my personal contact information, such as but not limited to, medical/health insurance, address, phone number, and email changes.</p>	<p>Viewing</p>	<p>Parents and visitors must sit and watch quietly in the designated area. Please do not wave, make gestures or talk to students in class. Any disruptions can cause serious injury. Parents, children, relatives or friends are not permitted on the gymnastics area at any time.</p>
<p>Attire/ Dress Code</p>	<p>Attire/Dress Code for all girls 5 & older is to wear a one-piece leotard and for boys is to wear gym shorts and t-shirts. For safety reasons, no baggy or loose fitting clothes, no jeans, shorts or pants with belts or buckles. All hair must be tied up away from face in a single ponytail. No jewelry is allowed in class. Chest and stomach area must be covered at all times. You may be required to purchase a leotard and/or t-shirt if your attire is not appropriate for class.</p>	<p>Class Graduation</p>	<p>Champions Academy offers Champions 'R' Us Day twice a year. This event is for those students that have completed the required skills for that level. Students are invited to demonstrate their skills in front of judges, family, and friends. At the completion of the event, students will receive a medal and a certificate of completion. Students must attend CRUD event in order to advance to the next level.</p>