

Mid-Columbia Gymnastics & Cheer

Rules & Policies 2011

First Visit:

- A parent or guardian must fill out a registration form before a child may participate in class and some events.
- The first class is free for new students. (18mo—3yr Tiny Roos & Cheer With Me receive two free classes.)
- **Once a registration form is filled out, the child is enrolled at MCGA.**
- If the child will not continue, a **DROP FORM** must be filled out in the office or you are financially responsible. This must be turned into the office in advance.
- Tuition for the remainder of the month and Registration is due one week after the first class.
- If the instructor feels the child needs a different class, he/she will notify the parents or office.

Annual Family Fee: Due no later than Jan. 1st.

- A \$45 Yearly Registration/Insurance Fee is charged to every family enrolled at MCGA (every December).
- The Registration Fee is non-refundable and non-transferable. It is good for the whole year.
- The fee is pro-rated throughout the year. Check the office for current charges.

Tuition & Payments:

- **Class Tuition is due the last week of each month— no later than the 1st.**
- **Tuition is paid in advance for the upcoming month. A drop form must be filled out in order to discontinue.**
- 10% family discount on tuition! Ask about multiclass discounts.
- If your account becomes 30 days past due, your child may be withdrawn from class.
- **Late accounts are charged a \$5 late fee. The gym only sends out LATE statements.**
- Tuition is based on 4 classes per month. Some months are shorter, some longer (it averages out).
- **There is no pro-rating** or deductions due to holidays or classes missed.
- MCGA accepts checks, credit cards and cash payments. Automatic credit card payments are available.
- Please write your child's first and last name on the check.
- Checks may be mailed or dropped off in the payment box on the front desk.

Discontinuing Lessons:

- **A DROP FORM must be filled out in the office at least one week in advance. (No Drops will be accepted over the phone, neither will verbal notice to the coach)**
- **If no notice is given, parents are still responsible for payments whether or not class is attended.**
- **We do not prorate for the last month. Notice must be given one week prior to the month you are discontinuing.**
- **Make ups are only for currently enrolled students**

Make Up Lessons:

- Class space is very limited. Please make every effort to maintain good attendance.
- MCGA does allow a child to do make up class due to illness or family emergency. (No restrictions in the summer.)
- Make ups must be scheduled in the office within 30 days of the missed class.
- If your student cannot attend the make up, please call the office. Without notice, the make up is lost.
- Make ups are not allowed for regular gym closures such as holidays.

Viewing Area:

- All non-participants must remain in the viewing area at all times.
- Parents must supervise all children not participating in class. Only students & instructors on the floor.
- If you need to speak to your child, please notify the office. Do not talk to your child during class.
- Teach your child to stay in the building until picked up. Students are the gym's responsibility during class, and the parent's before and after class. Disruptive students may be asked to sit out with a parent.
- Please be on time. Being late is difficult on your child as well as distracting to classmates.

Gym Closures:

- Throughout the year, each student will receive an average of 4 classes per month. (Many months contain 5 weeks!)
- There is no prorating or make up classes allowed for holiday closures.
- MCGA remains open on Labor Day, Memorial Day, most three day weekends and all professional days!

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