



San Francisco Gymnastics

Membership Policies and Agreement



MEMBERSHIP – a one-time fee that must be paid by the end of the first month of class. Membership to be renewed only if a student discontinues classes for longer than a four-month period. Membership is non-transferable. San Francisco Gymnastics reserves the right to cancel a student's membership at any time.

OPEN GYM – Use of the facilities during open gym on Saturdays (open when posted). All **TUMBLEBUGS** must be accompanied by an adult. Please read Open Gym Policies before participating.

MAKE-UPS -

classes missed may be made up according to the following policy:

- 1) The class must be missed before the class can be made up.
- 2) Once the class is missed contact the front desk to schedule the make-up.
- 3) Make -ups are not cumulative. Only one make up, per session, per child.
- 4) Make-ups must be made-up within one month of absence and scheduled in advance of make-up day.
- 5) Once scheduled, all make-ups are counted unless canceled prior to make-up day.
- 6) Adjustments in payment due to absences are not permitted.
- 7) You must currently be enrolled in the program in order to do a make up.
- 8) Competitive classes are not entitled to make-ups.

EXHIBITIONS & SPECIAL EVENTS – members will be eligible to participate in various exhibitions and special events throughout the year including our annual show, slumber parties, parents night out and more.

UNIFORM – a SFG leotard for girls or a SFG t-shirt for boys will be issued free with membership payment. When a child moves up in level or out grows his/her uniform, the family is responsible for purchasing the correct level leotard or T-shirt.

PAYMENTS

EARLY PAYMENT DISCOUNT – All payments are due prior to the first day of the session. Payments made prior to the printed discount tuition deadline may deduct \$6.00 off the regular tuition rate per student for that session. See session schedule for discount tuition deadlines.

PAYMENT – Preferred payment is by check. Please make checks payable to San Francisco Gymnastics (SFG). On the front of the check please include:

- child's first and last name
- day and time of class

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Cash payments may be made with the front desk person. Please provide the correct amount. If payment is not made by the tuition discount deadline, the child may be dropped from the class if a waiting student claims the un-paid space.

INSURANCE FEE – Our policy requires us to insure every student under the age of 18. The fee is \$21.00 a year and is a secondary policy with a small deductible. (Little Bug classes have the insurance fee included in their monthly tuition.)

BILLING – Statements are mailed in advance of the session for your convenience. Classes are billed at the regular class rate. You may subtract \$6.00 when paying prior to the printed discount tuition deadline .

PARENTS/CAREGIVER'S RESPONSIBILITIES

UNIFORM DRESS CODE – All students must wear their appropriate class uniform for all classes and open gym. **Hair must be tied back out of face and no jewelry worn.** Students are to have bare feet or gymnastics shoes. In the event a uniform is forgotten, please ask about borrowing appropriate clothing.

WARM UPS – All classes begin with a warm-up, which is very important for children's safety. Proper warm-up and stretching helps reduce the chance of injury. Students who arrive more than 1/2 way through the warm up (usually 5-7 minutes) will be asked to wait and join the next class for their own safety. Parents please do not drop off late students without coming in to check on the status of class.

DROP CARDS – Your space MAY BE automatically held and you will be charged, unless advance notice of discontinuing (by letter or DROP CARD) is received by our office before the 1st day of the session.

PARENT VIEWING – Parents are welcomed to view classes at anytime. Parents are to view from the designated areas and a toddler play area is provided for your convenience. At no time should parents or siblings be on the gym floor except when assisting a Littlebug or Busy Bee. Please do not sit in walkways. Please turn off cell phones and keep conversations quiet and to a minimum. We have many games and activities for families available for check out in the lobby.

VISITORS - Visitors must sit quietly in the designated areas. Please do not talk to or otherwise distract the children participating in classes. Any interruptions could result in serious injury.

PARKING – Please park in the back, and be aware of the children around you when parking. Do not park in front of the cones designating open space in front of the gym. We need to be able to see kids.

DRIVER RESPONSIBILITY – Parents please come in to drop off or pick up your children. We insist on all children waiting inside for their rides.

VALUABLES -Valuable items should not be brought to the gym. San Francisco Gymnastics will not be responsible for lost or stolen items.

I have read and agree to abide by the above rules and policies:

Gymnast (printed and signature)

Parent/Guardian Signature (if gymnast is under 18)

Date

San Francisco Gymnastics
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