

APEX GYMNASTICS

POLICIES AND PROCEDURES

GYM RULES

1. A 30-day written notice is required for termination of a class.
2. All students are required to wait inside the building for their rides after classes. We will NOT release a student to anyone they do not know or feel uncomfortable with.
3. Parents will refrain from coaching their child(ren) from the bleachers/sidelines.
4. Parents will monitor siblings in the waiting area. NO climbing on the wall, bleachers or playing in the water fountain.
5. Only staff and students currently taking classes are allowed on the gymnastics "floor."
6. Notify the office via email or telephone if your child is going to miss class for any reason.
7. If your child suffers an injury and has to miss class, we will only waive tuition and save your child's slot in the class with a doctor's note explaining the injury and the length of the absence.
8. Sportsman like conduct is expected at all times in the gym. After 2 warnings, the individual will be dismissed from the gym.
9. In case of inclement weather, call 919-303-7976, visit our website at www.apexgymnastics.com or the local TV stations for closing information.
10. No alcohol or illegal substances allowed on premises.
11. Our facility is a smoke-free environment.
12. Your gymnast's hair must be pulled back in a tight ponytail using ponytail holders, not scrunchies, and sprayed and clipped into place. This should be done before they arrive so as not to interfere with class time. All of their hair should be pulled back into place without bangs falling into their face.
13. Please plan to arrive 5 to 10 minutes early so class can start on time.
14. Those not in classes should remain in the reception area.
15. No running in the gym.
16. Proper gymnastics attire.
17. Girls - Leotards or shorts and tee-shirt.
18. Boys - Shorts / Pants with tee-shirt.
19. Bare feet only. No shoes or socks.
20. No jewelry.

GYM 2011-2012 CALENDAR

September 3 – 5	Labor Day (Closed)
November 23 - 27	Thanksgiving (Closed)
December 22 – January 2	Christmas / New Years (Closed)
April 1 - 8	Easter (Closed)
May 20	End of Year Celebration - All recreational class gymnasts will participate in our Annual End of Year Celebration Meet
May 26 - 28	Memorial Day (Closed)

1013 Investment Blvd., Apex, NC 27502
919-303-7976

www.apexgymnastics.com

PLEASE KEEP FOR YOUR RECORDS

APEX GYMNASTICS MEMBERSHIP AGREEMENT

Registration Fee/Tuition: In order to hold a space in a class, the non-refundable registration fee must be paid at the time of registration. I understand that tuition is based on a four-week payment session and I agree to pay tuition the 1st day of each month. There will be a \$35 fee for all declined bank drafts, declined credit card charges or returned checks. If payment is not received before the 8th of the month in which payment is due, I understand there will be an additional \$20 late fee added to my account. **APEX GYMNASTICS DOES NOT ISSUE BILLING STATEMENTS.** If your child suffers an injury and has to miss classes, please notify the office ASAP. We can only waive tuition and save your child's slot in the class with a doctor's note explaining the injury and the length of the absence. Unpaid tuition will forfeit your child's space in our program.

Credit Card and Checking Account Auto Drafts: I hereby authorize Apex Gymnastics to auto draft any and all applicable fees charged to me by them. IF YOU CHANGE BANK ACCOUNTS, PLEASE NOTIFY THE OFFICE STAFF OF THE CHANGE. This is to remain in full force and effect until Apex Gymnastics has received written notification from me of its termination at least 30 days prior to my draft date. I understand that my account will be drafted on the 1st of each month. If the draft date falls on a Saturday or Sunday, my account will be drafted on the Friday prior to the draft date. Should my draft not go through on the first attempt, payment will be presented a second time within 24 to 48 hours. Please be advised that Apex Gymnastics will not be responsible for any bank fees that occur during these presentations. Should any draft be returned unpaid, I understand there will be a \$35.00 service charge added to my account. If payment is not received before the 8th of the month in which payment is due, I understand there will be an additional \$20 late fee added to my account.

Paying By Check: If paying by check, it is required that the first and last month's tuition be paid at the time of registration. Should any check be returned unpaid, I understand there will be a \$35.00 service charge added to my account. Please be advised that Apex Gymnastics will not be responsible for any bank fees that occur during these presentations. If payment is not received before the 8th of the month in which payment is due, I understand there will be an additional \$20 late fee added to my account.

Make-up Classes: I understand that, if my tuition is current, I may schedule one (1) make-up class per month for missed classes. No more than five (5) make-up classes may be scheduled for the entire session. Make-ups are provided to me as a courtesy and are not mandatory. I must complete my make-ups prior to May 19, 2012 or prior to withdrawing from the program, after which time, I will forfeit any remaining make-up opportunities. **NO CREDITS OR REFUNDS ARE GIVEN FOR MISSED CLASSES OR HOLIDAYS.** Furthermore, I must notify the office if my child is not able to attend a scheduled make-up class. Failure to do so will result in a forfeit of that specific make-up opportunity. Make-ups can be completed by scheduling a time slot in an existing class that has a current opening. No walk-in make-up classes allowed. All make-up classes are required to be scheduled with the office. I agree to schedule make-up classes within 30 days of the missed class. After 30 days, my make-up opportunity will automatically be forfeited for that class. If my child is absent for more than 2 consecutive classes, I will contact the office to make sure my slot isn't filled by a new student. No make-up classes are allowed in the event of posted gym closings.

DROPPING A CLASS: Students wishing to drop a class after the season has started must submit a 30-day WRITTEN notice prior to the last class date, which can be a handwritten note or an email sent to billing@apexgymnastics.com. I understand that I am responsible for all tuition following the 30-day written notice. Please DO NOT call the office to drop your child from class, as this form of notification will not be accepted. We appreciate your cooperation. Our staffing depends on this method so we will always be ready for your child in our gymnastics classes.

Gymnastics Classes: I understand that classes run September 6, 2011 through May 19, 2012. Apex Gymnastics reserves the right to make changes to the class schedule or move my child to a class that is more suitable for their needs. I am aware that four students are required in each class to hold the class open.

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