**Policies for The Gymnastics Connection**

**Parents’ Responsibilities:** Parents and children who arrive at the gym early are to remain in the waiting area until the instructor signals the beginning of class. Children are not to run around and cannot be on the equipment without a coach present. **Parents should accompany young children to the bathroom before class.** Only enrolled students are allowed out on the floor for classes. Siblings who are not enrolled must remain with their parents**. Please leave the teaching to us.** Do not talk to your children and offer help. Your children count on you to get them to their class on time. Remember – the warm-up is a crucial element to the class. The learning process can be achieved easier through continuity. Please keep your commitment to your class day and time. If you know you will be late to pick up your child, have them sit in the waiting area. Do not ask them to wait outside. Please inform us if you will be late. This will ease their mind.

**Attire:** Please make sure your child is properly dressed. In gymnastics classes, girls are encouraged to wear a body leotard with no skirt attached. They may also wear a T-shirt with shorts or leggings, but **not** with tights. Boys should wear a T-shirt tucked into stretch pants or shorts. Please do not wear any buckles, belts, jewelry, etc. This includes hair accessories. **Hair must be worn up and away from the face.** Gum is not allowed.

**No Smoking:** Smoking is not allowed anywhere in the gym. The Kirkland Fire Department mandates this.

**Tuition & Registration:** Your **non-refundable registration fee** is due annually in September, but we prorate if you join us at a later session. Our tuition is based on a **6-week session**. Tuition for the new session is due by the end of WEEK 5 of the current session. A $20 late fee will be charged for all payments during WEEK 6 of the current session. Students with unpaid tuition by Monday WEEK 1 of the new session will be dropped. **You are automatically reenrolled and responsible for payment up until Gym Extravaganza unless you give the office a two-week written notice of withdrawal.** Pick up a schedule or calendar or check the website for session dates and tuition deadlines. **We only prorate tuition if a child joins mid-session!**

We acceptcash, checks, or credit cards. Please make checks payable to The Gymnastics Connection. ***Be sure to write you child’s name, class day and time in the “memo” section of your check.*** If your last name is different from your child’s, please put your child’s first and last name on the check. There will be a $35.00 charge for all NSF checks. **TUITION AND REGISTRATION FEES ARE NOT REFUNDABLE.**

**Non-Refundable Deposits:** Birthday Parties and Camps require a $100 **non-refundable deposit**. Paying this guarantees your spot.

**Making up Missed Classes:** For safety reasons,all make-ups need to be in the student’s current level. We expect you to come to your regularly scheduled classes. You must contact the gym at least one hour before class for it to be eligible for a make-up, but a day or more is ideal to help us with rescheduling. **You can only take two make-ups per 6-week session,** and once booked, make-ups cannot be rescheduled. The make-up must be taken during the same session as the missed class. You are responsible for contacting the office about make-up needs.

* If your child’s class falls on a holiday when the gym is closed (Labor Day, Halloween, Thanksgiving, Memorial Day, and the 4th of July weekend), it is your responsibility to schedule your make-up. Holiday cancellations do not count toward the two misses per 6-week session.
* **MISSED CLASSES CANNOT BE DEDUCTED FROM TUITION OR CREDITED TO THE ACCOUNT.**

**Picking Up Your Child Late:** We are NOT a daycare so please pick up your child ON TIME. Otherwise, we’ll need to pay a coach to stay after class with your child. Please be considerate of this, as many of our coaches have children of their own that they need to attend to.

**Classes:** If only one student is in attendance, the class will end ten minutes early.

**Referral Program:** If a currently enrolled student refers someone new to The Gymnastics Connection and the new customer registers for class, the student who made the referral will receive a $10 credit to the account. Pass on the word!

**Inclement Weather:** We almost never cancel class, but if you are in doubt, please call the gym (425) 486-6887, check our website, or check our social media for updates on closures up to one hour before your class. We will also send a mass email to everyone enrolled in classes once we know if we must close and cancel classes. If we close due to weather, make sure to schedule a make-up!

**Child’s Illness:** Please inform us if your child has any physical problems or medical information that we should know about. Tell your child’s coach if he or she has recently had an ear infection. It could hamper their balance, and we need that information.

**Staff:** The Gymnastics Connection is very fortunate to have such a qualified staff. Coaches are expected to keep the same schedule throughout the year, but your child may occasionally end up with a different coach. All the staff utilizes the same lesson plans and curriculum sheets, but every coach has their own style of teaching. Please help your child adjust to a new coach if this occurs. Our enthusiastic staff is well trained through Kimberly Smothermon’s own teacher-training program and mentoring system. Many of the staff members are USAG Safety Certified, American Red Cross First Aid & CPR Certified. Our office staff is always here to help you.

**Practicing at Home:** Gymnastics takes practice and positive consistency, as does any education or physical skill. Exercise with your children at home and ask them periodically what they are doing in class. Encourage safe home exercise, stretching, and strength building exercises. You will see faster results if they exercise at home.

**Safety:** Safety is foremost at The Gymnastics Connection. Please read the enclosed safety handout to your children. Make sure they understand all parts of it. We go through it with them in class, but your reinforcement of the rules at home is essential. Drive **very** slowly when picking up and dropping off children. **Please** use extreme caution because a child could dart out of the building at any time.

**Arriving on Time:** A child arriving late for class 15 minutes or more will not be able to participate due to safety. If you know something will cut into your class time by more than fifteen minutes, please reach out with ample time to cancel your class and schedule a make-up.

**Gym Address:** Please keep our gym’s phone number and address on record at home. Our address is 11611 NE 116th Street, Kirkland, WA 98034. Our phone number is (425) 486-6887.

**If an Injury Occurs:** Make sure you leave an emergency phone number with our office. If your child is injured, we will always call the primary and secondary numbers on the account, but if we can’t get a hold of you, we will reach out to your designated emergency contact. If you have any questions about scrapes/injuries that may have occurred during class, please call the office.

**Privates:** A private lesson is only a possibility if the child is at least in Jumpers, currently enrolled in a class, and only has one or two skills they are very close to completing before moving up to the next level. Even then, privates are entirely dependent on coach availability, which is extremely limited. We can only offer a maximum of two private lessons for eligible students.

**Communication**:

**A**. We hope that when you watch your child’s class, you look for overall improvement. Be sure to compliment your child often! Whether your child becomes an Olympian is of little importance to us. Our goal is to make them feel good about themselves, learn some gymnastics and have fun! Our coaches are trained to know when to introduce new material to our students. Children learn through repetition. Their muscles must also learn through repetition. When a child is prepared both physically and mentally, they will progress safely and happily. We thank you for your faith in our decisions.

**B.** Communication between the parent and the teacher is encouraged. Get to know your child’s coach and ask for their help. Suggestions from parents are directly responsible for changes at The Gymnastics Connection. We not only encourage you, but we implore you to use our comment/suggestion box. You are the most important part of this business. We can only help if you let us know how.

**Student Assessment (Performance Cards):** Students who are in first grade or above (Jumper/Boys Level 1 and up) will have two official evaluation weeks per year, after which they will receive a skill sheet showing specifics of their progress; however, coaches are evaluating them every week and are happy to discuss progress with families at any time if you ask.

**Discipline:** We expect good manners and a good attitude from the children, not gymnastics expertise. If a child is disruptive or disrespectful to a coach or other students, they will be given time out to decide if they want to participate. They will always be given a second chance. We are committed to treating all children with respect, and in turn expect then to respect other students, our staff, and our facility. Please keep an eye on siblings watching classes. They are YOUR responsibility.

**Change of Address/Phone:** If you move to a new location or change your phone number, please inform our office staff. If you get a new cell phone number, please let us know in case we need you if there is ever an emergency.

**Food/Drinks & Cleanliness:** Please remember we have many people coming in and if you want to enjoy snacks and drinks, please keep it neat. We want the gym to stay clean. Ask about our snack punch cards!We pride ourselves in our gym, its bright colors, excellent equipment, and its cleanliness. Please watch your children so we can work together to keep the gym a safe, clean place for you.

**The Gymnastics Connection and USA Gymnastics believes** *"The mission of USA Gymnastics is to encourage participation and pursue excellence in all aspects of gymnastics."*

**IF YOU LIKE US, TELL OTHERS! IF YOU DON’T, TELL US!**