

Jewart's Gymnastics NorthWest

9750 SW Wilsonville Rd. Suite 330 **Wilsonville, Or 97070** Ph 503-4825776 **

www.jewartsgymnasticsnw.com

General Rules and Policies

All tuition payments are due on or before the first of the month.

Payments:

We prefer payments to be made by our automated payment system in our customer portal. If you choose to pay by check or cash, please make sure you ask our office staff about this option and your payment is in by the 1st of the month.

Card on File.

All current clients need to have an active credit card on file.

Registration Fee:

This is an annual administrative fee that covers the costs for maintaining your gymnastic records, and providing printed materials, newsletters, internet services and class incentives such as stickers, stamps, medals, certificates, etc. The registration fee for the first child is \$50, second is \$40, and the rest of the family is free.

Extra Fees:

We charge additional fees for returned checks, late payments and resubmits on automated payments.

Discounts:

Multi -child discount: The highest tuition in a family pays full price. The lowest tuition is discounted at 10%. Team students receive an hourly discounted rate on tuition. There is no refund or discounts for special events, or extra programs.

Refunds:

If you are a first-time customer and are not satisfied after the first month, we will refund the balance of your tuition payment. Otherwise, there are no refunds or credits unless your child is injured or you are moving.

There are no refunds for Registration Fee.

Open enrollment:

You may join a class at any time during the year if there are openings. We will pro-rate your tuition accordingly. We will transfer any credits if you change classes during the season.

****No Food or Drinks in the gym at any time!!****

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Drop Notification: PARENTS MUST NOTIFY THE SCHOOL TO DROP A STUDENT FROM CLASS BEFORE THE 1ST OF THE MONTH. Only a written notice via email, regular postal mail or hand delivered to our front desk will be acceptable. **Please note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the staff VIA WRITTEN NOTICE. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification, then that student's account will be charged until written notice is received. This charge will be for holding the student's place in that class instead of offering that place to one of the many on a waiting list. Notices received on the 1st of the month are considered LATE and payment will be run.

Parking/Dropping Off/ Picking Up:

Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled class time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car. Call the office if you are going to be late for pick up. 503-482-5776.

Class Cancellations:

Cancellations for any reason will be placed on the website and our social media. You will also receive notification via email (possibly through the iClass system). Time and date of rescheduling of your class will be given as soon as possible.

Limited Peeking Policy:

We do offer viewing opportunities, and we appreciate you limiting your observation so that your children can enjoy the learning process. We strongly believe children learn better if they are kept from the distractions of parents and family watching. For insurance purposes **parents and/or siblings are not permitted into the gym area.** To speak to a teacher or arrange early pick-up, check with the office or teachers for assistance.

Dress:

Leotards/tight T-shirts and spandex shorts/leggings for girls. **A sports bra only for a top is not an option.** For boys, tucked in T-shirts and shorts or warm-ups. Hair tied back. No jewelry. No gum. All these options are for the safety of the child.

Valuables:

We cannot be responsible for cell phones or other electronic devices that are brought into the lobby area or gym. Our lost and found is in the room immediately to the left upon entering the lobby, under the desk.

Holiday Schedule:

Our school year session runs from September through May. Summer session is June through August. We close for all major holidays. Specific holiday closures are listed on our website. If you enroll for the full year things even out (*if your class is cancelled due to holiday, be aware that some months have 5 classes which you are not billed for. Tuition is based on **an average of four classes.***) We appreciate your understanding. If JGNW needs to close for an extended amount of time, tuition will be prorated.

Make-up Policy:

You are allowed 1 make up class per month. Make ups do not carry over month to month. The make up class is always the last Saturday of each month. There are no make ups for Holiday closures. If your child has regular class on Saturday, please schedule a make up class with their teacher.

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Class/ Check in Procedure:

- Please wait in the lobby until your child's instructor comes to take your child into class.
- You may watch class from the lobby area, but may not go into the gym area.
- Please send your child to class with a water bottle. If you forget we do have shared water stations.

Parties, Groups, Private Lessons:

We have awesome activities custom tailored to give **parents a night out, open gym for all members**, birthdays, field trips, scout troops or church groups in the gym. Contact the office for details or check our website at www.jewartsgymnasticsnw.com.

Pro Shop:

We keep a rotating stock of leotards, shorts, doll leotards, T-shirts and specialty items for your gymnast. Check us out!

New Classes:

Check our bulletin boards and website for additional classes. Clinics, Camps, Open Gym, Adult Gym, and more.

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