

# Flip Tuck Gymnastics Policies and Procedures

## Gym Rules:

- Hair and bangs are to be pulled back and out of face.
- Proper attire is to be worn during class, girls must wear leotard, and boys wear shorts and t-shirt. Cheerleaders must have clean tumbling shoes (No street shoes) shorts and tank tops.
- Gum is **not** permitted in the gym ever!
- Please keep your personal belongings in waiting room in the square cubbies. We are **not** responsible for lost or stolen items.
- All students must check in at the check-in desk before their class, children must wait in the sitting area until their instructor calls them to class.
- Please drop off students earlier than 10 minutes before their class time. We are not responsible for children after their class, please pick up your child promptly.
- Bad attitudes and unruly behavior are not tolerated during classes. Disciplinary actions will be handled as the instructor sees fit. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> warnings are first and then parents are contacted to pick up child).
- Please try to provide a water bottle for your child this helps to keep classes moving smoothly.
- Anyone not registered at Flip Tuck Gymnastics is not permitted in the gymnastics area. Only registered students and coaching staff are to be on the equipment. This is a liability on Flip Tuck Gymnastics and all who enter the gym need to abide by the gym rules. Registration will be renewed at the start of the fall session (1) regardless of the child's start date. Cost is \$25.00.
- Parent watch week is during the 6<sup>th</sup> week of the 8 week session. We do not offer parent watch week during our 4<sup>th</sup> session due to our home meet.
- Please be sure to check your child's mailbox weekly. If your child does not have one please be sure to let us know.
- Session 1-4 will be rolling sessions. This means once you sign-up for the class you will be required to attend the 32 week program. Just like dance we do a show at the end of the school year to show you what your children have learned during their time at Flip Tuck Gymnastics.

## Payments:

- Your child's tuition is due by the end of the 1<sup>st</sup> week, of the 8 week session. After that week there will be a \$50.00 late fee applied. We accept check, Credit card, and cash. You may now pay online in the parent portal. Go to our website to register to pay and sign-up for classes; [www.flip-tuck-gymnastics.com](http://www.flip-tuck-gymnastics.com)
- **If you decided to take your child out of the class before the session is over, you must report to the staff, otherwise you will continue to be charged for tuition, late fee and 3% service fee, until the session is over or until we are notified that your student has dropped out.**
- **Family discount** is 20% off each child after 1<sup>st</sup> student.
- **Early Bird** discount is 5% off the 8 week session if paid in full, must be paid by the last day we are open prior to the start of the session.
- If you need to schedule other payment options please see Coach/Owner Monica McKeddie

## Make-Up Classes:

- You will be allowed 1 open tumbling per session to use for a make -up class. In order to make up class you need to call the gym and let the office know you will be absent with an **illness, funeral or family emergency**. All other reasons need to be approved to allow a make-up.
  - **Open tumbling** – Is offer every day we are open. All students registered with the gym can attend. Cost is \$10.00/per class
  - **Open gym** – This is offered one Friday per month during session 1, 2, 3 & 4. Time is 4-6pm and costs \$8.00 for 2hours or \$4.00 for 1 hour. Must be a registered student.

## Bad Weather:

- If there is inclement weather, be sure to check the website [www.flip-tuck-gymnastics.com](http://www.flip-tuck-gymnastics.com) & our [Facebook page](#) for any updates.
- If your class gets canceled for a weather day, that class will not be made up unless the class is canceled two consecutive weeks. Classes can be made up at open tumbling or open gyms.

## Holiday Cancellations:

- If classes are closed for a holiday, such as Veterans Day, Labor Day or MLK Day. Your child will receive an open tumbling pass to make up their class. Christmas, Thanksgiving, 4<sup>th</sup> of July and Spring break are not counted into our 8 week session.