



Oxford Hills Gymnastics Policies & Procedures

Registration

- All students must be completely registered for a class no later than the day preceding the first class in order to be allowed to participate. A complete registration includes the following: completed signed registration form has been received by Oxford Hills Gymnastics (OHG), tuition balance and membership have been paid in full to OHG and you have been given confirmation of your registration by OHG.
- A spot in class is only filled when registration is complete.
- Registrations can be completed in any of the following ways:

On-Line Method:

Fill out our [registration](#) and [Auto-Pay](#) forms and e-mail them to us at: melody@oxfordhillsgymnastics.com. Your card on file will be charged for the membership and the balance due for the month's tuition. Your card will be charged for the monthly tuition on the 20th of each month for the following month until you submit a drop form. Drop forms are due BEFORE the 20th of each month to avoid being charged for the next month's tuition.

In Person:

Hand in your completed [registration](#) and [Auto-Pay](#) forms along with your full payment of the annual membership and the balance due for the month's tuition. Initial payment can be made using cash, check, Oxford Hills Gymnastics gift

certificates. All subsequent payments will be made through Auto Pay debits, unless you prepay with an alternative method BEFORE the 20th of the month.

Postal Mail:

Mail your completed [registration](#) form AND [Auto-Pay](#) form to:
Oxford Hills Gymnastics * 274B Lewiston Street * Mechanic Falls, ME 04256

- Students will remain enrolled in their class until a drop form has been received by OHG (it is due BEFORE the 20th of the month to avoid being charged tuition) OR no payment has been received by the 30th of the month.

Choosing the Appropriate Class for Your Gymnast:

Walking to Age 3: Any gymnast under the age of 3 will only be permitted to register for the Tumble Tikes class.

Ages 3-5: Any gymnast aged 3-4 will only be permitted to register for the Tumble Tots class.

Age 5: Five year old students are permitted in any of the following classes: Tumble Tots, Explore or Beginner Boys (boys only). Five year old boys are welcome in either our Tumble Tots, Beginner Boys or Explore classes. Five year old girls are welcome in either our Tumble Tots class or Explore class (unless evaluated by an OHG staff member who may decide to have her start in a different class).

Ages 5-17: School aged gymnasts may begin in any of the following classes: Explore or Beginner Boys (boys only). Female school aged gymnasts must start out in Explore unless they are evaluated by an OHG staff member prior to registration. Class placement decisions are at the discretion of OHG staff.

Ages 18+: Any adult taking part in our open gyms or adult classes must be a current AAU athlete member for insurance purposes. Proof of membership must be provided before being permitted to participate. We waive our membership for our adult gymnasts because of the expense of purchasing the AAU membership (unless they wish to also enroll their child).

Risk-Free Membership

- We do not provide single class trials. Instead, we invite new students to try a class for a whole month. If after the month is over and the family is not satisfied, please let us know in writing and we will refund your membership within 30 days of the child's last scheduled class.

Payments/Tuition

- Tuition is based on each class getting an average of four classes per month throughout the duration of the term. Some months may include more than four classes and very few will have less. Tuition will not be prorated for months that have less than four classes.
- A card on file must be given for each family in our programs. That card will be charged monthly tuition (and membership, when due) on the 20th of each month. If you do not wish for your card to be charged, you must pay with an alternate method BEFORE the 20th.
- **Late Payments:** If the card on file is declined, there will be a \$20 late charge added. Student will be dropped from class if payment for the following month has not been paid by the 30th. **There will be no exceptions to this rule.**

Schedule/Make-Ups

- Students are allowed two make-ups per month. The month is determined by the first and last classes, as shown on the calendar. Students must be currently enrolled and be up to date with their account when doing their make-up class.
- There are students from several different school districts who attend our gym so we do not follow school cancellations. If your child's school cancels, his/her class at OHG might still be on as scheduled. We do not make individual phone calls when we decide to cancel classes. We will post cancellations on our website, Facebook page and add it to our voicemail message.
- Students whose classes are canceled by OHG will receive an open gym pass as the class will not be rescheduled.
- Oxford Hills Gymnastics reserves the right to discontinue classes that do not meet the minimum enrollment requirements. Some classes may be combined in order to meet minimum enrollment requirements.
- If a desired class is full or a preferred day/time is not available, we keep wait lists for such classes. New classes may be opened if there is room in our schedule, instructors are available and a minimum amount of students are confirmed.

Gym Attire

- Students should be dressed in comfortable clothing that allows freedom of movement. NO zippers, belts, jewelry, watches or gum are allowed. Socks tend to be slippery on some surfaces so students may be asked to remove their socks for safety reasons on certain events. Hooded garments prohibit a gymnast's ability to see while upside down and are not allowed to be worn in class.
- Long hair must be tied back, pulled away from the face and off the neck. Students with especially long hair may be asked to have it in a bun or braid. These are important safety measures. Long hair can be easily "stepped on" by a gymnast or

- coach's hand or can potentially get wrapped around a bar. If hair is in the gymnast's face, s/he is unable to see and that is unsafe and they will be asked to put their hair up.
- Students who are not appropriately dressed will be asked to change or will not be permitted to participate in class. This is an important reason to accompany your gymnast inside the gym before the start of class. Any clothing borrowed from OHG must be returned at the end of class/activity.
 - Water is also highly encouraged to be brought to class and drinking it is built into the culture of our classes here at OHG. Hydration during exercise is crucial. Water is available for purchase at the gym. We do not have a water fountain.

Class Conduct for Students and Spectators

At Oxford Hills Gymnastics, we not only believe in developing strong gymnasts, but also building solid social skills in our students. In order to do this and also to ensure your child's safety while under our care, we have certain behavior expectations not only of our students, but also of our spectators.

Students' Behavior Expectations:

- Instructions will be given to students during class. It is the responsibility of the student to listen to and follow those instructions. Coaches will check for student understanding before commencing the activity. Students are encouraged to ask questions when they are unclear of what is expected of them.
- Students are expected to keep up with the class. With the exception of our Tumble Tikes class, all students must be able to participate in a class independent of a parent or aide. Skills are broken down into parts and while we understand that some skills may be difficult for some students, we expect all students maintain a positive attitude and put forth their best effort in every class.
- Students are to speak to all coaches and other students with respect. Unless the activity requires, students are expected to maintain their own personal space.
- Students are not allowed to spot each other. The coaches are the only people with permission to spot any gymnast (with the exception of our Tumble Tikes class in which the responsible adult can spot their own gymnast).
- Equipment is to only be used as instructed and while under coach's supervision and permission.
- Students must refrain from conversing with spectators during class. They must also remain with the class at all times, unless permission is given from the instructor.
- Students will be given three warnings when unacceptable behavior occurs. Upon the third warning, the student will have to sit with their parent or off to the side of class until the student is ready to rejoin class. If they cause disruption to the class

- during time out, they will be asked to leave the class. If this is a common occurrence, OHG reserves the right to ask that you find instruction elsewhere.
- Any belongings of the student that are not necessary for class (i.e. shoes, jackets, jewelry, backpacks, etc.) need to be placed in a basket and put out of the way. Baskets may be placed on or under the bleacher area. Anything left behind after everyone has left for the day will be placed in the Lost and Found basket in the lobby. OHG is not responsible for lost or stolen items and will periodically donate Lost and Found items to Goodwill.
 - Students are not permitted to bring food to class/activity unless it's medically necessary.

Spectators' Behavior Expectations:

- Parents and family members are encouraged to stay and watch their gymnasts during class from the bleacher area.
- Students' ability to focus in class is critical for safety and their success. For this reason, we ask that any spectator refrain from talking, motioning to or otherwise distracting any student or coach during class. If you feel that it is absolutely necessary for you to speak with your child during class, we ask that you do so in the lobby area and limit this to no more than once per class. Our staff is experienced with children and class management so we ask that you allow us to conduct and maintain control of our classes. Please do not be offended if we feel the need to remind you of this rule.
- If we are having a particularly difficult time with your child, we may request that you come into the gym area to remove your child. Please refrain from entering the gym area unless a staff member asks for your assistance.
- Spectators (including siblings and friends) are not allowed in the gym area unless requested to do so by OHG staff. **There are no exceptions to this rule.**
- No gymnastics or horseplay is permitted in the lobby or spectator area. Please do not hang on or sit your child on the counter or half wall. Please do not lean against the half wall as it is not weight-bearing. All of these things are unsafe and may lead to injury.
- Non-participating children need to be supervised by a parent or responsible adult at all times. Our staff is busy and are not able to supervise behavior in common areas. Students who are either waiting for their class to begin or have finished class need to remain in the lobby area and will also need to be supervised by a parent or responsible adult. Students will not be allowed to remain in the gym after their class is over.
- We ask that you respect our facility by leaving displays alone and cleaning up after yourself. Anyone bringing food into our common areas will be expected to clean up

before leaving. There is a device by the door to assist you in cleaning up. If a mess cannot be cleaned up with it, we may ask that you use our vacuum. Keeping the gym clean is a team effort and we appreciate everyone playing their role in this.

- Use of the yard is permitted but please note that we are in a shared space and doing so is at your own risk.

Tumble Tikes/Open Gym

- A minimum of one but a maximum of two adults are allowed in the gym area with each Tumble Tikes student or open gym participant under the age of 5. These adults must sign a waiver prior to entering the gym area with the participant. These adults are not permitted to use any of the equipment for any reason. They must remove their shoes and are allowed on landing (flat) mats and the spring floor to assist their gymnast.
- Instructors are the only adults allowed in the gym to assist enrolled students in the Tumble Tots or higher classes as well as open gym participants ages 5 and older.
- Specific open gym rules are posted in the lobby before and during open gym time. Please review these rules prior to participating.
- OHG must have a waiver for every participant that is signed by the legal guardian of any student under the age of 18. Waiver must be signed **prior** to the participant beginning any activity in our facility. **There are no exceptions to this rule.**
- Siblings not enrolled in the Tumble Tikes class are not permitted to play on any of the equipment during class.
- OHG reserves the right to remove anyone not adhering to our rules without refund.

Parking

- Parking is prohibited in the carport. It is a pull-through space only.
- Please do not block any of the doorways.
- OHG is not responsible for any theft or damage of vehicles in our parking lot.

Communication

- Oxford Hills Gymnastics requires there to be a contact person for each enrolled student at our gym. This will be the person we get in touch with if we need to speak about the student's attendance, class conduct, progress, account or any other issue regarding the student. It is the responsibility of the student's contact person to relay any messages to other family members the issue may pertain to (i.e. Suzy Gymnast's contact person is Mom, but Grandma pays Suzy's tuition. OHG will

contact Mom about the tuition and Mom will need to relay the message to Grandma).

- The vast majority of our communication with our clients is done electronically. We send out monthly newsletters using Jackrabbit so we require the student's contact person to provide us with a valid e-mail address. Additional family members are also welcome to join our mailing list by providing us their name, e-mail address and the student's name. Please check your e-mail settings so that our newsletters and announcements reach your inbox.
- We keep a monthly calendar on display in the lobby. Please note that one calendar is for our rec program and another is for our team program. Please refer to the correct one. The calendars in the lobby are constantly being updated so please make it a point to look at it each week. Tuition reminders are posted there, as are other announcements. The calendars do not include all of the gym announcements so please check your e-mail for updates from us.
- We make a lot of our announcements on our Facebook page. If you are on Facebook, please like and follow our page so that you get instant notifications on cancellations or any other updates.
- We also regularly update our website (www.oxfordhillsgymnastics.com). We also have links there to updated policies and important forms. The latest version of our schedule can be found on our website. When classes fill up, that information is added on our "Recreational Gymnastics" page.
- We are happy to answer any questions that you may have, but prefer that you first seek out your answer by referring to e-mails, Facebook or our website before contacting us. We spend a great deal of time getting information out to all of our families.