

## JEAN'S GYMNASTICS – RULES & POLICIES

### GENERAL RULES:

1. **Jean's Gymnastics is a NUT FREE FACILITY.** Absolutely no food or drink products containing nuts are allowed in the facility for any reason. Please respect this policy as it is for the safety of our students who have food allergies!
2. Children are NOT permitted on the gymnastic apparatus unless supervised and instructed to do so by a Jean's Gymnastics instructor.
3. To minimize the risk of spreading illness to others, **please do not bring your child to class if they are sick.**
4. Talking on cell phones is prohibited in the hallways of the facility.
5. Spectators are not to communicate with the students for any reason. This includes giving directions, waiving, or distracting of any kind.
6. Students should not bring drinks into the gym for a class that is less than 90 minutes in length. Water bottles must be left in the cubbies.
7. Parents/care-takers are not allowed in the gym or on the equipment for any reason.
8. Siblings MUST be supervised in the waiting rooms and are not to run or play in the hallways.
9. No food or gum is permitted in the gym.

### POLICIES:

- TUITION POLICY:** Tuition is based on a 10-month program that averages 4 classes per month. This includes the possibility of occasional snow days. Monthly costs are based on a September through June commitment. As the tuition is based on an average of 4 classes per month, there will be some months your child will have 5 classes and some months your child will have 3 classes. The tuition remains the same regardless of the number of classes that month. No upcharge for a month with 5 classes and no discount for a month with 3 classes.
- PAYMENTS:** Monthly Tuition Payments are due ON or BEFORE the first class of each month. Tuition payments must be made by cash, check, or credit card. To pay by credit card you must login to your member portal on the website to enroll in our auto pay. Credit/debit card payments will not be taken at the front desk each month. The \$5.00 on time payment discount is only valid for tuition payments made by cash or check, on or before the first class of each month, regardless of absence from class. It is the responsibility of the tuition payer to include the discount in their payment amount. A discount not included cannot be used after the payment has been entered. Prior months will not be given the discount if it was not included at the time of payment. An unpaid balance will make a child ineligible to participate in the Gym Show at the end of the gymnastic season until that balance is paid in full. Any gym show leotard payment will go toward the unpaid balance and not the gym show leotard purchase. Tuition not paid by the 15th day of any month could result in a student's space in his/her class being forfeited and that space will then be given to a student on the waitlist for that class.
- REFUNDS:** We want your child to love his/her class and we want you to be 100% satisfied. We offer a tuition refund during the first month you become a member of Jean's. You will be refunded the remainder of the tuition for that month after informing us of your departure from Jean's. The membership fee is non-refundable for any reason. Please note: tuition refunds will not be issued to students who have been enrolled at Jean's for more than one month who choose to leave part way through a month.
- PICTURE POLICY:** Flash photography is never allowed as it poses a safety risk to our students and instructors. Spectators are permitted to take pictures of their child only. Parents are not permitted to publish any photographs or videos on social media or the internet taken at Jean's Gymnastics unless those pictures and/or videos specifically contain your own child's image only. Non-parents (friends, relatives, child-minders) must obtain permission from the parent or legal guardian of the athlete prior to photographing them.
- SPECTATOR ETTIQUETTE:** TALKING ON CELL PHONES IS NOT ALLOWED IN THE HALLWAYS. If you must make a phone call, please respect our students and instructors and do so in the waiting rooms or outside. *Any visiting children must be accompanied by an adult and must remain in the waiting rooms. Standing on chairs is never allowed.* The viewing areas are intended to give you the opportunity to watch your child. Under no circumstances should you talk to the students, or cause any disturbance, distraction, or interruption to the class. This poses a safety issue for our students and it does not allow our instructors and coaches to do their job to the best of their ability. No person is allowed on or near the gymnastics equipment unless instructed to do so by a Jean's Gymnastics staff member and under the supervision of a Jean's Gymnastics instructor or coach.
- WAITING ROOM ETTIQUETTE:** It is the expectation that our waiting rooms are left clean and tidy. It is the responsibility of the parents to be sure that your children have put away all toys or other items he/she takes out or moves. The furniture, including children's tables, should not be moved for any reason. There is absolutely no gymnastics or running to be done in the waiting room areas or hallways.
- MAKE-UPS:** No credits or refunds will be given for classes not attended. Students in our age-based programs may make up a maximum of 6 gymnastics classes per year. Attending a skill clinic as a make-up is permitted. Make-ups will not be allowed during the months of May and June. Jean's Gymnastics does not offer make-up classes for holidays. Make-ups are not guaranteed and must be scheduled in advance to ensure there is room for an additional student in that class. To be eligible for a make-up class, the account must be current, and the student must be currently enrolled in a class. Make-up classes that are scheduled, but not attended and not cancelled one day prior are forfeited and cannot be rescheduled. Make-ups that are not used are forfeited the moment a student is unenrolled from a class. Example: A student is absent during the month of January; that student then un-enrolls from the class during the month of March and has not yet attended a make-up class for the absence in January; the January make-up class is forfeited and cannot be made up at any point in the future. Students in our invitation program (developmental classes and pre-team) and our competitive team members are not eligible for make-up classes as there are no level equivalent classes to the classes in those programs.
- CLASS TIME:** Students should not arrive to class more than 15 minutes prior to his/her class start time. The door to the building will be locked each day from 3:00pm-3:45pm. Parents MUST enter the building with their child. Please do not drop your child off at the door. All children must be supervised while in the waiting areas. Once your child has entered class, parents may leave the building with the expectation that you return prior to the class end time. A \$15 fee charged to your account for children left unattended after their class end time.
- SNOW DAYS:** Please check the Facebook page and your email before calling the gym to inquire about a cancellation. Cancellations for morning classes held before 12:00pm will follow the Marlboro Public School closings. The conditions will be re-assessed for all afternoon and evening classes by 2:00pm. Decisions on Saturday class cancellations will be made by 7:15am. A text message and an email will be sent out, and a message will be post on our Facebook Page to confirm whether classes will be held as scheduled or cancelled.
- HOLIDAYS:** Include: Columbus Day, Thanksgiving Day and the Friday and weekend following, the week from Christmas Eve to New Year's Day, President's Day, Patriots Day, and Memorial Day. These holidays may not apply to competitive team classes and Jean's Gymnastics may change the holiday policy at any time.
- UNIFORMS:** Girls must wear a ONE-PIECE leotard. Boys may wear athletic shorts or sweatpants and a t-shirt. Hair must be pulled away from face.
- VALUABLES:** Please leave anything of value at home. Jean's Gymnastics will not be held responsible for lost or stolen items.

*These rules & policies are reviewed and updated periodically to ensure the safety and well-being of our members and instructors.*