



Corinth Gymnastics, Inc.

1402 N. Corinth, Suite 106

Corinth, Texas 76208

940-498-4FUN (4386)

Corinth Gymnastics

Policies & Procedures

Manual

Welcome to Corinth Gymnastics.

This manual introduces our operating policies & procedures. Management and staff are available if you should have any questions.

Parents are asked to read and acknowledge these rules & policies as part of the enrollment process and to take a copy home for future reference.

Thank you!



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MISSION STATEMENT

Our mission is to provide children with safe, enjoyable gymnastics training and after school care that will emphasize discipline, develop physical skills, and inspire confidence and self-esteem.

GOALS

Our goal is to be the leading provider of gymnastics training within the Corinth, Lake Dallas, Shady Shores, Hickory Creek, and surrounding area.

OBJECTIVES

The objectives that will support this goal are:

- Increase community awareness through community involvement
- Maintain USA Gymnastics safety certifications for the coaching staff

VALUES

We at the Corinth Gymnastics, Inc. dedicate ourselves to the following principles of conduct:

- Be aware of the safety of the children within our care at all times
- Act with integrity
- Value the individual child's ability



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CLASS PROCEDURES

PLEASE BE ON TIME FOR CLASS

This is extremely important since we do warm-ups, take roll, cover safety rules, and explain any special announcements.

REGULAR ATTENDANCE IS IMPORTANT

Gymnastics is a progressive sport and missing classes may cause your child to fall behind the rest of the class.

MAKE-UP SESSIONS

Students ages 3 and up, will be allowed to make- up **ONE** missed class per session. A make-up can be requested by calling or stopping by the front office. The make-up will be scheduled for another day depending upon available openings. All make-ups must be taken during the semester in which the class was missed with the exception of the last two weeks, if the student is returning for the next semester. The student will not be allowed to make-up a class unless they have been pre-registered. **No refunds will be given for any missed classes**

STUDENTS ONLY IN GYM

Only participating students are permitted in the gym area during class time (unless otherwise instructed). Students are not allowed on any of the equipment before or after their class, unless supervised by an instructor. In the event of an injury parents are asked to please stay in the waiting room until signaled by a staff member.

PARENTAL CONDUCT DURING CLASS SESSIONS

Parents are asked not to talk with students while in a class situation. Parents may observe their children from the viewing room only. Coaches will be available to speak with you about your child's progress or any special concerns you may have after each class.



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REGISTRATION AND PAYMENT PROCEDURE

CLASS SESSIONS

Our program is divided into six sessions per year – four 8-week sessions and two 10-week sessions. During the 10-week summer session, two weeks will be designated as vacation weeks. During the 10-week winter session, two weeks will be designated as holiday weeks. No classes will be held during these designated vacation and holiday weeks. Please check the bulletin board or our monthly newsletter for specific dates.

TUITION AND PAYMENTS

Full tuition is due for the next session during the 6th week of the current session. Your child's class spot will be held for the next session until the end of the 8th week at which time all unpaid class spots will be opened to new students. Please pay your tuition as early as possible to avoid forfeiting your child's class spot.

Tuition is considered late if received on the Monday of the first week of the new session or later. ***A \$12.00 late fee will be assessed.***

Your session payment covers all lessons within that session. ***We do not prorate class fees except upon initial enrollment. No refunds will be given***

CREDIT CARD AND CHECKS PAYMENTS

As of January 1, 2009 all accounts must have a ***credit card number*** on file. On the first day of the week (for after school pickup), the first of the month or the start of a new session (for monthly or session enrollment) all unpaid accounts will be billed to the credit card number on file. We accept MasterCard, Visa. & Discover. Payments can still be made by check, payable to **Corinth Gymnastics**, on or before the payment due date.

WITHDRAWALS

If your child is going to drop out of class you must give our office a notice two weeks prior to the end of the session. If no notice is given there will be a charge of one-half the next session fees.

No refunds will be given. In the case of injury or extended illness, we will credit your tuition to the next session or another student.



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RETURNED CHECKS

If your personal check is returned to Corinth Gymnastics, *payment plus the returned check fee of \$30.00 must be made for the student to continue.* In addition a credit card, cash, money order, or bank check must be used to make all future payments to the gym.

YEARLY REGISTRATION

A yearly registration fee is due upon enrollment (\$30.00 for the first student and \$55.00 for an entire family). It is payable when you enroll and every enrollment anniversary date thereafter. This is an administrative fee, which helps cover the cost of registering and maintaining your family in our records.

FREE TRIAL CLASS

We offer a free trial class, on a space available basis, with your first visit to Corinth Gymnastics.

SPLIT-PAYMENT OPTION

This payment option is only available at the beginning of each session. You may divide your payment into two equal parts, however a **\$10.00 fee** will be added to your payment. Please see management to make special arrangements.

FAMILY DISCOUNT

Families who have more than one student enrolled receive a discount on classes. The student with the highest tuition is billed at the full price. All other immediate family members receive a 10% discount on their monthly/semester class tuition.

PARENTAL RESPONSIBILITY FOR PAYMENT

The parent who registers a child or children is the responsible party for all payments. When special circumstances arise, we can accept partial payments from two sets of parents for the same child/children in the family (both checks/credit cards must be presented at the same time).



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SAFETY & CLOTHING REQUIREMENTS

CHILD SAFETY

We at Corinth Gymnastics are proud of our professional staff who have been certified and continue to update their professional growth and safety training. This is important for gymnastics as well as in other sports that involve activity in which there is a possibility of injury. An injury may be anything from a bruise, sprain or broken bone to a permanent disability or even death. We take special steps to assure reasonable safety. This does not assure that the children will never be injured.

WEATHER CANCELLATIONS

Our weather cancellations will follow those of the Denton and Lake Dallas Independent School Districts. If they are closed for the day, we will not have classes. We will reschedule all cancelled classes.

Listen to KDNT Radio (1440 AM), WBAP (820 AM), KRLD (1080 AM), or KVIL (103.7 FM) in the morning for specific school closings.

REGULAR CLASS ATTIRE

All girls are required to wear a leotard. The boys are required to wear gym shorts with no buttons, buckles or zippers and a T-shirt.

PRE-SCHOOL ATTIRE

We highly recommend a leotard for girls and gym shorts for boys. All preschoolers may wear a T-shirt along with shorts

JEWELRY

No loop or dangling earrings, necklaces, bracelets, rings or other jewelry is allowed in the gym. They can be dangerous to students and instructors, and damaging to the equipment. We are not responsible for jewelry or other items left in the gym. Please leave all jewelry at home.

OTHER INFORMATION

Students will workout barefooted. All long hair must be tied back. This is for the safety of the student. It is not the responsibility of the instructor to put up the children's hair.



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GENERAL INFORMATION

BULLETIN BOARDS

Gym closings and special announcements will be placed on the gym bulletin board, the monthly newsletter and on the web-site (<http://www.corinthgym.com>). Parents are responsible for checking the bulletin boards weekly.

LOST AND FOUND

Please ask the office staff where the "Lost and Found" box is kept in the gym. It is emptied at the first week of every session and sent to a charitable organization. Please check it often.

FOOD IN THE GYM WORKOUT AREA

No food, drinks or gum is permitted in the gym workout area. Only Water in closed containers may be carried into the gym. (**A SPORTS** drink is not water!)

QUESTIONS

If you have questions, please do not hesitate to ask. Our office staff and instructors want the best for your child, and are happy to answer your questions and/or concerns.

TEAM INFORMATION

If your child is enrolled in Pre-Team or Team, please ask the front desk for information regarding Rules & policies that is specific to that program.

POLICY & PROCEDURES AGREEMENT

Once you have read this entire set of policies & procedures, please sign the attached Policy & Procedures Agreement, date it, and return it to our front office with your registration forms and payment.



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POLICY & PROCEDURES AGREEMENT

By signing below you acknowledge that you have received, read, and agree to abide by the policies and procedures set forth in the Corinth Gymnastics Policies & Procedures Manual. Please return this signed form to the front office before your child's first class.

Printed name: _____

Signature: _____ Date: _____

Student's Name(s) (please print): _____
