






POLICIES & PROCEDURES





Impacting children & families for life!

CLASSES: Classes are based on a 48-week tuition cycle. Tuition will be billed monthly. Some months have 5 weeks and others have 3 weeks, but the schedule is designed on a 48-week year that averages 4 classes per month. You can join at any time. If you join in the middle of a month, your tuition will be pro-rated. You are enrolled until you complete a Withdrawal form and bring it to the Hospitality Desk. Written notification of a withdrawal must be received by Impact Gymnastics Academy (IGA) on the 15th of the month prior to the start of a new month to avoid additional fees. We offer auto-pay and on-line payments for your convenience.

PAYMENT POLICIES:

-  Payment is due by the 25th of the month prior to start of a new month. If tuition is not paid by the 3rd of the month, a late fee of \$25 will be applied to your account. If tuition is not paid by the 7th of the month, your child will be dropped from class(es).
-  Payment can be made via cash, check or credit card prior to the due date. Auto-pay is strongly encouraged to avoid late fees.
-  Annual registration fee is due every 12 months from your enrollment date.



ATTENDANCE

-  When you register for a class, you are paying for your child's **place in class, NOT THEIR ATTENDANCE.**
-  We cannot be responsible for your child's attendance. We do not pro-rate, refund or carry forward fees for classes missed.
-  If your child is more than 15 minutes late for class, they must schedule a make-up. It is dangerous for your child to join a class that has already warmed up and stretched out and thus, late arrivals will not be able to attend that class.
-  Please bring your child to class prepared with their hair pulled back and in the proper gym attire (no loose clothing or dangling jewelry). No socks, tights or shoes please!

MAKE-UP POLICY

Tuition reserves your child's place in class for the month which is paid. IGA cannot be responsible for missed classes. We are happy to offer make-up classes based on space and availability in the same level of class. If you schedule a make-up class and miss that class, you will NOT be given a make-up for your missed make-up class. IGA cannot pro-rate or credit for missed classes. ***Students must be currently enrolled in class and your billing account must be current to be eligible to do a make-up. Make-up classes must be completed within 4 weeks of the missed class or classes and are no longer valid once student has dropped class.*** You must contact the Hospitality Desk in advance to schedule a make-up class. Make-up classes are only scheduled after the enrolled class is missed.

PARENT OBSERVATION




-  Parents are welcome to watch from our viewing area. Please do not talk or coach your children from the viewing area when they are in class. This causes a distraction that can lead to injury. Never leave children, not in class, unattended.
-  If parents choose not to stay and watch practice, they are EXPECTED to come INSIDE and pick up their children after class. It is NEVER acceptable for a child to leave the building without a parent. ***Please discuss this rule with your child.***

ADVANCING LEVELS

There is a set criterion for each class level. When the student has mastered 100% of the skills for that level, they will be awarded a medal and will advance to the next level. Advancing levels is done individually. Factors that affect advancement are physical abilities, body composition (size, strength & flexibility), attendance, and how often the student takes class. The students will be evaluated on a regular basis.

If you have questions about your child's progress, please feel free to talk to the coach.

EXTRA ACTIVITIES

-  **BIRTHDAY PARTIES** – We offer birthday parties for your child in the gym. Please stop at the Hospitality Desk to pick up a flyer for details about how to book your child's birthday bonanza or go to our website and book it on-line!
-  **SUMMER, WINTER, and SPRING BREAK CAMP** – We offer summer, winter, and spring break camps. Please stop by the Hospitality Desk for information about our camps.
-  **OPEN GYM** – We offer Open Gym for ages 6 yrs.-17 yrs. every Friday evening from 7:30 – 9:00 pm. Kinder Kids Open Gym is offered various mornings, please see the current schedule for dates and times.