

SADDLE ROCK SCHOOL OF GYMNASTICS

Rules and Guidelines

1. ATTIRE:

Proper attire must be worn at all times. No Jewelry.

Girls: Leotards and shorts or unitards and barefoot. No tights.

Hair must be pulled back from the face. **Boys:** T-shirts and shorts and barefoot.

2. DROP-OFF/PICK UP:

Students are to arrive no earlier than 10 minutes prior to class time and are to be picked up no later than 10 minutes after class dismissal.

3. BELONGINGS:

Students must use designated cubbies for all belongings. Saddle Rock School of Gymnastics is not responsible for lost or stolen items.

4. SESSIONS:

All sessions are 4 weeks long. Saddle Rock School of Gymnastics DOES NOT run month to month. Please refer to the **Session Calendar** for start and end dates.

5. REGISTRATION FEE:

Saddle Rock School of Gymnastics charges a **\$30.00 annual registration fee per student** at time of registration. Student's renewal registration fee will be due on their registration anniversary date.

6. TUITION:

Tuition is due the last week of the current session for the following session. This will ensure your child's space in class for the following session. A "Tuition Due" sign will always be posted on the front window during the tuition due week. Our session newsletter will also have tuition reminders. Tuition due weeks are also circled on the Session Calendar. Tuition can be dropped off in the "Tuition Box", paid in the office, or mailed to:

5940 South Gun Club Road Aurora, Colorado 80016

Saddle Rock School of Gymnastics accepts the following forms of payment:
Cash, Check, Visa, MasterCard, and Discover cards.

7. FAMILY DISCOUNTS:

A \$5.00 discount on total family tuition will be applied for 2nd and 3rd students. The discount applies to siblings only.

8. LATE FEE POLICY:

Once a session has started, all late tuition will be subject to a \$10.00 late fee. Any tuition not paid by the second class of the session may result in your child being dropped from the class.

9. RETURNED CHECK FEE: There is a \$25.00 fee on all returned checks.

10. REFUNDS:

There are NO REFUNDS once a session has started. Tuition payments are not transferable.

11. CLASS CANCELLATION:

When classes are cancelled due to bad weather or the gym is closed for specific holidays (Please see **Session Calendar**) a make-up time will be scheduled for the entire class on a specific day and time. In case of bad weather, you may call the gym at **303-680-1710** or visit our website www.saddlerockgym.com after 8:00a.m. for morning classes and after 3:00p.m. for afternoon/evening classes for cancellation updates.

12. DROPPING CLASS:

If your child will not be continuing in a gymnastics class, please notify the office prior to the end of the session. This will help accommodate students on the waiting list.

13. CLASS OBSERVATION:

Parents are more than welcome to observe class from our observation windows. For the safety of the students and classes, no parents or siblings will be allowed in the gym during class time. There will be times throughout the year for parents to observe and take pictures.

14. MAKE-UP POLICY:

Make-ups for absences will NOT be allowed. We do not grant financial credit for absences. We limit our class size and our student/instructor ratio and our expenses remain the same whether your child attend class or not. We feel this policy is important for the consistency of our program and the benefit of your child. With regular attendance, your child's skill and progress will improve from week to week.