



## POLICY BOOKLET

### MEMBER REGISTRATION

1. Complete the registration forms and sign all applicable waivers, releases, acknowledgments, and consents.
2. Full payment of fees. Active class participation requires member's to have completed/updated registration forms and all required signatures ON FILE, and fees paid by the 1st of each month.

### REGISTRATION FEE - \$25 for Recreation/\$50 for teams/competitive

This fee is paid for each individual student and their parents upon BECOMING A MEMBER in our program and includes a gift for each member.

- The registration fee is non-refundable after attending the first class.
- The registration is not prorated.
- The registration fee includes coverage while participating in class and other related activities at Inspirit Gymnastics, LLC. As members of the USA Gymnastics organization, we are required to carry this liability insurance and register students with them.
- This is a supplement to your own insurance and has a deductible.

### WAIVERS, RELEASES, ACKNOWLEDGEMENTS, CONSENTS

- Waivers, releases, acknowledgments, and consents are required to be signed off by the participant (if over 18 years old), a parent, or legal guardian.
- The Release of Liability MUST be signed and on file BEFORE class participation.
- You must sign your child in before every class and out

### TRIAL CLASSES – GYMNASTICS ONLY

- All trials need to be pre-registered over the phone or in person.
- Walk-ins without the parent will not be allowed to participate in the class.
- Completed registration forms, waivers, releases, acknowledgments, and consents must be signed by a parent or legal guardian and placed on file BEFORE a potential member may participate in a selected class.
- After the trial class has been taken, the potential member has to decide whether or not to remain with our program. If the decision is not to stay with INSPIRIT GYMNASTICS, LLC your child will not be granted a space and there will be NO CHARGE for the one session. If the decision is to become a member of our program, then the cost of the trial session will be incorporated into the remainder of the session's membership dues. There is 1 trial per year in each area (Gymnastics/Tumbling)

### ENROLLMENT

Inspirit Gymnastics, LLC strives to provide the best-qualified instructors and coaches, the safest equipment available, and reasonable student/teacher ratios. We must limit our class sizes, and our expenses remain the same whether your child attends on a given day

- Enrollment in our programs with the understanding that your child has a reserved class space for which you must pay for regardless of your child's actual attendance.
- There is NO pro-rating for missed lessons. 1 make-up per session must be prearranged. Parents or guardians are responsible for ensuring that the member uses the reserved class space.
- In order for us to keep an accurate account of class enrollment, we encourage members to pay their membership dues promptly the week before the start of a new session.
- Since membership at INSPIRIT GYMNASTICS, LLC is **based on a year-round program**; payments can be made monthly or quarterly, members who take unpaid temporary break run the risk of losing their spot to a full-paying member.

- To avoid any inconveniences, please call BEFORE returning to gym to confirm that your position is still available. Again, as a courtesy to INSPIRIT GYMNASTICS, LLC and other members, please advise ADMINISTRATION of your intentions IN ADVANCE!
- We need a credit card number (not to use) on file as a security to hold the member's spot in the class(es).

### **MEMBERSHIP DUES**

Membership dues are to be paid per year for as long as a student is enrolled for a class.

- Your paid membership secures your child(ren)'s place for the duration of the current paid session.

### **DELINQUENT MONTHLY DUES**

INSPIRIT GYMNASTICS, LLC reserves the right to drop, without notice, unpaid members from the class roster. Dropped members are held responsible for any unpaid membership dues and late fees that are incurred. This is where the credit card kept on file would be used.

To avoid inconveniences, please contact our administration prior to returning to the gym. Once dropped from the class roster, students need to re-enlist and pre pay for an available class time BEFORE participation is allowed. After an un-paid absence, "walk-ins" may not be accepted if the student's unpaid space was filled during his/her time away. (Your paid membership monthly fee secures your child(ren)'s place for the duration of the current paid session.)

### **REFUNDS**

Monthly fee: We do NOT give refunds after the first three business days of receiving payment. Any refunds authorized within the three-day period will have the appropriate fees deducted. If INSPIRIT GYMNASTICS, LLC received payment by check or money order, there is a minimum 30 day waiting period before a refund check will be issued. Credit card payments will be returned to card originally charged.

Yearly Registration fees: are non-refundable.

### **PAYMENT POLICY**

The gym has financial obligations based on our overall membership enrollment, including class spaces available for potential and new member students. Those who have health-spa memberships understand that monthly dues are NOT prorated because of missed days. Likewise, if your child fails to attend class due to an illness, school activities (including homework), vacations, appointments, etc., we do not prorate for missed lessons. Your child's paid membership secures his/her placement in a specific class. We understand that unexpected hardships and extenuating circumstances happen; if you find yourself in this type of situation, please call us so that we can try to work something out, privately. Upper management must approve any and all exceptions. Your support will help us to maintain and improve upon our quality service to you!

- Monthly Membership fees are due one week PRIOR to the first day of the upcoming session.
- Membership dues paid on the second day or thereafter of the new session will be considered late.
- Payments can be made at the front desk. Billing statements are NOT mailed out; however, a sign will be posted as a reminder. Ultimately, this is the parents' responsibility.
- A courtesy call will be made to remind you of any late membership dues.
- \$10 late fees are incurred to delinquent accounts on the 5th day after the start of a session
- Late payments should have the appropriate late fees added to the membership dues.
- NO PRORATING PLEASE! Remember, your annual and monthly membership reserves your child(ren)'s spaces in class for the duration of the current paid session.
- Only new members pay the appropriate pro-rated membership dues at the time of their enrollment.
- Please adhere to the membership policy. Your cooperation is necessary to continue the successful operation of Inspirit Gymnastics, LLC.

## **DISCOUNTS**

- Sibling discounts for the second immediate family member enrolled in our program.
- Multi-Class discounts/additional types of classes
- 5% off for each sibling enrolled in gymnastics.
- 5% discount if you purchase 3 months at a time
- Yearly membership \$25 first child/\$10 each additional family member

## **OTHER FEES**

- Late fee-\$10 (after the 3rd of the month)
- Annual Registration Fee (\$25 REC/\$50 COMP)
- Returned Check Fee-\$50
- Sitter's Fee-\$10 per 10 minutes (after class)
- Extended Sitter Fee- \$10
- Open Gym Members (Team)- \$5
- Open Gym Members (Door)- \$7
- Open Gym Non Members (door)-\$10
- Birthday Parties (up to 12 children) \$125

## **BIRTHDAY PARTIES/SPECIAL EVENTS-\$125 for up to 12 Children**

### **WE PROVIDE**

- 1.5 Hours total
- 1 Hour of gym time instruction
- 1/2 hour of cake and gifts
- Bouncer
- Gym equipment
- Gift for Birthday child

### **YOU PROVIDE**

- Children
- Cake
- Decorations
- Invitations with signed release

## **ATTENDANCE**

- ENROLLMENT IN OUR PROGRAM IS WITH THE UNDERSTANDING THAT YOUR CHILD HAS A RESERVED CLASS SPACE FOR WHICH YOU MUST PAY FOR REGARDLESS OF YOUR CHILD'S ACTUAL ATTENDANCE.
- There is NO pro-rating for missed lessons.
- Parents or guardians are responsible for ensuring that the member uses the reserved class space.
- If your child will be absent from class, please inform our office staff. Also, if you know that your child will not be attending classes for a week or more, please inform us of this as well.
- Unless we receive this notification, we will reserve your child's space in class for the remainder of the session.
- If, at that point, Inspirit Gymnastics, LLC has not been notified of your intentions, your child's name will be dropped from the class and you will be billed for the appropriate amount owed.  
Your child's reserved, but unused space may prevent another child from participating in the class.

Please help us maintain the class ratios and quality of instruction by communicating your plans to use as soon as possible!

## **VIEWING POLICY**

Management at Inspirit Gymnastics, LLC welcomes parents, family members, and friends to observe our classes. We do, however, respectfully request that all those NOT participating in a class, including students waiting for their scheduled class to begin, remain in

the designated lobby area. Only staff members, authorized guests, and students participating in their specified classes are allowed in the gym area.

### **MAKE-UP LESSONS**

We do NOT prorate, carryover, or refund fees for personal absences or holidays unless otherwise posted (a coach has already been paid to teach the class and the space was reserved, even if your child was not present). INSPIRIT GYMNASTICS, LLC does NOT take responsibility to provide make-up lessons for absences occurring when the GYM is open for classes. As a courtesy, we will make every effort to offer a make-up lesson in a “like” class on a class/space-available basis\*. The make-up must be taken within the same session. Missed lessons cannot be made up during our summer sessions or for tumbling only. Missed make-up lessons may not be re-scheduled. When scheduling a make-up, please check with INSPIRIT GYMNASTICS, LLC staff for space availability and schedule the lesson IN ADVANCE with office staff and the instructor. Unscheduled make-up lessons might not be honored. There is a maximum of one make-up lesson per paid session. \*In view of the fact that there are no other “like” classes for any of the intermediate through team levels – NO MAKE-UPS will be provided.

### **CLASS CHANGES (ADD-ONS/DROPS)**

Inspirit Gymnastics, LLC tries to accommodate your family’s busy schedule. Class changes, including adding or dropping, may be made any time during the session, providing that the space is available in the class into which your child wishes to move. The front desk staff will assist you in making any class changes. Students who wish to drop the class are respectfully asked to inform ADMINISTRATION a minimum of one week before the start of a new session to reduce the risk of turning away potential students from a vacant slot caused by a non-attending student being listed for that particular class. As a courtesy to INSPIRIT GYMNASTICS, LLC and other current and potential members, please advise ADMINISTRATION of your intentions, in advance.

Since membership at INSPIRIT GYMNASTICS, LLC is based on a monthly pay session; students who take a temporary break run the risk of losing their spot to a full-paying student. To avoid any inconveniences, please call BEFORE returning to gym to confirm that your position is still available. As a courtesy to INSPIRIT GYMNASTICS, LLC and other current and potential members, please advise ADMINISTRATION of your intentions in advance!

### **PRIVATE LESSONS**

Students must be a registered member of the facility with current registration on file, registration fee and current membership dues paid.

- Private lessons should be arranged with the instructor of choice.
- Student MUST be enrolled in current class session.
- \$20 for a 30-minute session.
- Payments are made directly to the coach.
- If a private lesson is scheduled during the facility’s “off hours”, at least one adult companion, preferably a family member and MUST be of same gender to accompany the student and wait in the lobby during the lesson.

### **LEVEL ADVANCEMENTS**

At Inspirit Gymnastics, LLC, students are NOT advanced to the next level based solely on their age or length of experience. A gymnast’s advancement to the next level entails more than just passing of skills. It also includes their over-all attitude, mental preparedness, work ethics, and sportsmanship.

Our trained staff is here to provide your children with a positive gymnastics experience. Our instructors and coaches are continually observing, teaching, re-enforcing, and evaluating the students during their regularly scheduled classes/workouts. We have developed a testing program that students must pass with a score of 90% (ninety percent) or higher before advancing to the next level or allowed admittance to our competitive program.

Advanced or competitive students transferring from other in-state or out-of-state gyms are required to be evaluated prior to placement in our program.

**STUDENT ATTIRE**

For safety reasons, BELTS, JEWELRY, TIGHTS WITH FEETIES, DENIM SHORTS, OR ANY OTHER RESTRICTIVE CLOTHING should NOT be worn for gymnastics classes. Long hair should be pulled back with a plain elastic band. Girls may wear leotards, bodysuits, t-shirts, athletic-type shorts, or sweat shirts/pants. Boys may wear athletic-type shorts, t-shirts, or sweat shirts/pants.

**STUDENT CONDUCT**

Students are expected to remain in the lobby when not participating in class. While participating in class, students should remain with their class and follow the instructor's directions. While on the premises, both inside and outside, students are expected to refrain from vulgar, disrespectful, and destructive behavior. Students are encouraged to show respect towards instructors, fellow classmates, other gymnasts and their personal property, as well as the gymnastics facility and equipment. INSPIRIT GYMNASTICS, LLC staff members reserve the right to dismiss students, without refund, for repeated activities that are considered to be disrespectful, disruptive, destructive, or that jeopardizes the safety of oneself or others.

**CHILD CARE POLICY**

We do not provide a child-care service. When our staff is on duty, they are unable to focus on children other than their current class. Although we try our best, INSPIRIT GYMNASTICS, LLC is unable to guarantee the welfare of children left unsupervised. For the safety of your children as well as others, please pick them up promptly after their scheduled class. Repeated late pick-ups AND/OR early drop-offs may result in a sitter's fee [SEE OTHER FEES] being charged to your account. We ask your help to discourage your children from wandering around the outside property. NO CHILD IS ALLOWED TO LEAVE THE AREA WITHOUT A PARENT. Parents will be charged \$10 for anyone later than 10 minutes.

**MEDICAL RELEASE**

The medical releases give INSPIRIT GYMNASTICS, LLC staff members and/or authorized agent's permission to render first-aid treatments; and/or obtain emergency AND/OR medical treatment without the worry of negative repercussions.

**PUBLICITY POLICY**

Inspirit Gymnastics, LLC, the Booster Club, and other individuals representing INSPIRIT GYMNASTICS, LLC may submit articles, photographs, and advertisements to newspapers and other print media from time to time. We may also make our gym and athletes available to various broadcast media as well. The purpose for providing this information and access is: to promote the individual gymnasts and teams at INSPIRIT GYMNASTICS, LLC; provide the community with a better understanding of gymnastics and the role our gym plays in the local and national gymnastics community; to promote the sport of gymnastics; and to promote INSPIRIT GYMNASTICS, LLC. We do our best to inform potential members that membership and participation in any of our gymnastics programs at INSPIRIT GYMNASTICS, LLC provides permission and approval for these submissions for all the athletes and families involved in any of these gymnastics programs. We also do our best to convey the understanding that participation in any INSPIRIT GYMNASTICS, LLC publicity is WITHOUT compensation.



## GYM RULES

### GENERAL RULES

- Always check bulletin boards and front door for up-to-date information.
- Park in designated areas only. Please do NOT block driveways and entrances!
- DO NOT LEAVE VEHICLE UNATTENDED IN DROP-OFF/PICK-UP ZONES.
- Please pay annual membership and monthly fees ON TIME.
- NO pro-rating membership fees.
- Be considerate, drop off and pick up students ON TIME.
- Parents, siblings, and gymnasts waiting for scheduled classes are NOT ALLOWED IN THE GYM AREA unless requested by the instructor.
- Participants should wait quietly in the lobby area for their instructor to call them to class.
- If there are concerns/questions, please direct them privately to the instructor either before or after class. In consideration of the instructors' limited time between classes, if you feel that your concerns or questions may require extended time, please schedule an appointment for a later time/date.
- When class is over, participating gymnasts MUST LEAVE THE GYM AREA AND WAIT IN THE LOBBY. If your child waits longer than 10 minutes, there will be an additional sitter's charge of \$10.
- For safety reasons, we request that students wait INSIDE the building, after class pick up.
- NO GUM, CANDY, FOOD, OR DRINKS in the gym.
- The **ONLY** DRINK ALLOWED INTO THE GYM AREA IS **WATER...IN SPILL RESISTANT CONTAINERS!**
- Please, NO running in the lobby area.
- No "horsing" around or "rough housing" in the lobby or while participating in class.
- Be respectful and considerate to others and the gymnastics facility and equipment.
- No swearing, fighting or pushing.
- Remain with your class and instructor while participating in class.
- Ask for permission before leaving your group for an unscheduled interruption (i.e. drink or restroom break, etc.)
- Stay in designated areas only.
- Wear appropriate clothing in the gym.
- Do NOT wander around the grounds, beyond the immediate entrance area of the building.
- Please do not throw objects.
- Follow these general rules and any other safety rules (implied or otherwise) that may be prescribed as needed by the staff at INSPIRIT GYMNASTICS, LLC.

ANY PARTICIPANT WHO REPEATEDLY BREAKS THESE SAFETY RULES, OR IS DISRUPTIVE, OR DISRESPECTFUL, WILL BE ASKED TO TAKE A "TIME OUT" OR ASKED TO CALL HOME TO BE PICKED UP. DISMISSALS ARE WITHOUT REFUND.