

Please read the following and sign your name at the bottom of the page.

## OFFICE POLICIES

**ENROLLMENT:** Athletic Horizons offers a limited class enrollment that is continuous. **From August through May, your child is automatically signed up for each session unless you officially drop the class.** When your child is enrolled in a class, we are reserving that spot for your child. If you do not officially drop a class prior to start of a new session, you will be required to pay for that session.

**MAKE-UPS:** We do not pro-rate for missed classes. If your child misses a class, you are welcome to make it up in another class. **Make-ups MUST be scheduled in advance to avoid over crowding. Make-ups can be made in paid sessions only, either the session when the missed class occurred or in the following session.** Known absences can have make-ups scheduled prior to the missed class.

**TUITION:** All class fees are due during the 1<sup>st</sup> week of each session. **We accept cash, check, Visa, MasterCard and Discover.** There is a \$25.00 charge on all returned checks. **If payment has not been received by the end of the 2<sup>nd</sup> week of the session and/or your child has not attended class, he or she will lose their spot in the class.** Session and payment dates are prominently posted on the doors, the white board, the calendar and the lobby. You may also request a copy to take home with you. **Athletic Horizons does not routinely bill for tuition.**

**MEMBERSHIP:** Our annual registration/membership fee is \$28.00 for the first child and \$23.00 for each additional child in a family. It is due the month that you start classes and then in the same month each year thereafter.

**DISCOUNTS:** There is a 10% family discount on tuition for families with more than one child enrolled in a class concurrently. Private lessons are excluded.

## STUDENT/PARENT RULES

### **PLEASE**

- DO NOT BRING FAMILY PETS INTO THE GYM**
- DO NOT SMOKE IN OR AROUND THE GYM**
- DO NOT COACH YOUR CHILD(REN) FROM THE SEATING AREAS**
- NO GUM, FOOD OR DRINKS IN THE WORKOUT AREA OR DURING WORKOUT**
- NO PLAYING ON THE EQUIPMENT OR ON THE GYM FLOOR**  
Equipment should be considered hazardous unless supervised by trained personnel.  
Parents and/or children not participating in a class are not allowed on the gym floor or the equipment.  
Parents are expected to closely supervise all children while in the spectator areas. Excessive play is distracting for students and parents.
- BE ON TIME FOR CLASS**  
Warm-ups are a very important part of gymnastics safety. To help prevent injury, if your child is more than 10 minutes late for class, he or she may not be allowed to participate. We do leave this judgement up to the individual instructors.
- BE PROMPT IN PICKING UP YOUR CHILD AFTER CLASS**  
Children should be picked up within 15 minutes of the end of class and they **MUST** remain inside the building while waiting for their ride. **Do not ask your child to meet you at the gate.**
- PROPER ATTIRE**  
Leotards, sweats, shorts or one-piece swimsuits are allowed. Clothing with zippers, snaps or buttons can hurt both your child and our equipment and are not allowed. No bare midriffs are allowed. Only small, stud earrings may be worn during class to avoid injury to your child and the instructor. Jewelry and other valuables should be left at home. **We are not responsible for lost items.** Cubbies are provided for personal items and all such items should be placed in one. Shoes, clothing and/or other personal articles should not be left on the floor or in the seating areas. A hair tie is required for long hair.

**PRACTICING GYMNASTICS SKILLS AT HOME IS NOT RECOMMENDED**

I, \_\_\_\_\_, have read and understand the above OFFICE POLICIES and STUDENT/PARENT RULES.

(Please don't forget to sign this side too! Thank you.)