

# Mid-Columbia Gymnastics & Elite Force Cheer

## Rules & Policies

### First Visit:

- A parent or legal guardian must fill out a trial waiver or register online **before** a child may participate in class and some events. Online registration is still required even if trial waiver has been filled out before the next class if enrolling.
- **After the Trial class please let the front desk if you want to enroll in this particular class otherwise there is not a guarantee there will be space.**
- Tuition for the remainder of the month and Annual Registration is due upon enrollment
- If the instructor feels the child needs a different class, he/she will notify the parents or office.

### Email:

It is imperative that we have your current email address and that you are opening /reading our emails. As we become more automated and green conscience, emailing is becoming our preferred method of communication. Your email allows us to inform you of important billing information, facility closings, upcoming events, special events, and pro-shop sales.

### Annual Family Fee:

Covers all immediate children in the family.

- A \$45 Yearly Registration/Insurance Fee is charged to every family and then recharged annually.
- The Registration Fee is non-refundable and non-transferable. It is good for one full year.

### Tuition & Payments:

- **Class Tuition is due the last week of each month— no later than the 1st.**
- **Tuition is paid in advance for the upcoming month. A drop request is required to discontinue one week before the month dropping. The drop request is available on your customer portal.**
- 10% family discount on tuition! Ask about multiclass discounts.
- **If your account becomes 30 days past due, your child may lose their spot in class.**
- **For your convenience we offer auto pay, you are not obligated to enroll however if your account is consistently late we reserve the right to require your account to be on auto pay.**
- **Late accounts are charged a \$5 late fee. We will send an email statement when new month is charged**
- Tuition is based on 4 classes per month. Some months are shorter, some longer ( it averages out).
- **There is no pro-rating** or deductions due to holidays or classes missed.
- MCGA accepts online payments, checks, credit cards and cash payments. Automatic credit card payments are available.

### Discontinuing Lessons:

- **A DROP REQUEST must be submitted at least one week in advance to the month dropping. This is located in the drop down menu on your customer portal.**
- **No Drops will be accepted over the phone, neither will verbal notice to the coach**
- **If no notice is given, parents are still responsible for payments whether or not class is attended.**
- **Make ups are only for currently enrolled students**

### Make Up Lessons:

- MCGA does allow a child to do make up class due to illness or family emergency. Make ups must be scheduled in the office within 30 days of the missed class.
- Please schedule the make up at least 24 hours in advance so it will be on the schedule.
- If your student cannot attend the make up, please call the office. Without notice, the make up is lost.
- Make ups are not allowed for regular gym closures such as holidays.

### Viewing Area:

- All non-participants must remain in the viewing area at all times.
- **Parents must supervise all children not participating in class. Only students & instructors on the floor.**
- If you need to speak to your child, please notify the office. Do not talk to your child during class.
- Instruct your child to stay in the building until picked up. Student's are gym's responsibility during class, the parent's responsibility before and after. Disruptive students may be asked to sit out with parent.
- We are not responsible for any lost or stolen items left in the gym.
- Please be on time, Being late is difficult on your child as well as distracting to classmates.

### Gym Closures:

- Throughout the year, each student will receive an average of 4 classes per month. (Several have 5!)
- There is no prorating or make up classes allowed for holiday closures.
- MCGA remains open on Labor Day, Memorial Day, most three day weekends and all professional days!
- Holiday closures are listed in monthly newsletters and on the front door of the gym one week in advance.
- See the monthly newsletters, mcga.org or become a fan on Facebook for more info.