

POLICIES OF THE GYM

655 N Somerset Terr – Olathe, KS 66062
913-829-3006- www.debbiehowardsgym.com

1. A \$30.00 non-refundable insurance fee is required per child. You pay this once a year. Monthly tuition is due in **FULL** the 1st lesson of each month. After the 15th of the month there is a **\$10.00 late fee**. There is a \$15.00 charge on **ALL RETURNED CHECKS!**
2. Class Apparel: BARE FEET.. All girls need to wear leotards, for the safety of the child and the teacher. This is a **MUST**. Their hair needs to be tied back. Parents need to supply the hair tie. Boys need to wear stretch shorts and a T-shirt. No jeans or shorts with zippers or buttons.
3. If your child misses a class and needs to make up the class, it needs to be made up by the **END OF THE MONTH** you missed. If you choose not to do this, you lose your chance to make that missed class up. If a make-up is scheduled and your child doesn't come to the scheduled make-up, it may not be rescheduled.
4. If your child is too sick to go to school, please do not have them come to gymnastics. Make up classes are available.
5. I run my program from September to May, I do not run a 6 or 8-week session. I do not have you sign a contract or pay up front for classes you don't want. I do, however, hold your spot for your child for the months (August-May). If you choose **to not return**, it is **THE PARENTS' RESPONSIBILITY** to let the teacher know and **you need to fill out a drop card** and give it to the teacher. You **may not** call over the phone or email us to let us know you have dropped. It is **not** our responsibility to fill out your child's drop card. **We need to hear from you before the next month begins if you are dropping or you will be billed for that month.**
6. Your tuition is due even if your child can't make it to class for whatever reason. It still has to be here by the 15th of the month. You can mail the check, but it has to be here by the 15th. There are no exceptions.
7. If Olathe Schools are in session all day but closes evening activities, we will still continue with all evening classes unless specified otherwise. When in doubt call the answering machine, check our website or watch Channel 4 News. I do follow Olathe School District and close for any Snow Days or Ice Days that might occur. We are **OPEN** for MLK Jr Day/President's Day/Parent Teacher Conferences and Valentine's Day, all weathering permitting. Our program ENDS the week of May 14th, 2012.
DAYS THE GYM WILL BE CLOSED:: THERE WILL BE NO CLASSES

November 23,24,25

NO CLASSES

December 19- December 30

NO CLASSES

Classes Resume Monday, Jan 2nd

March 12- March 16

NO CLASSES

**YOUR TUITION STAYS THE SAME NO MATTER
IF YOU HAVE 3,4 OR 5 CLASSES A MONTH.**

8. I am very proud of my gymnastics facility and glad you have chosen to have your child learn from my staff. If at any time you have questions, please call me. As always I do appreciate your referrals. That's how my business grows. Thank you. Ms. Debbie

Signature & Date