

GMS Gymnastics 2009-2010 Rules & Policies

Tuition

- Tuition is due by the last class of the month for the upcoming 2 months
- There will be no tuition deduction for missed classes
- During the months of July and August tuition will be prorated at the beginning of the month according to attendance, similarly for the months of November and December.
- There is a 10% discount off the 2nd & 3rd child. Discount taken off the lesser tuitions
- Tuition is based on 8 weeks of instruction. GMS does not charge for extra classes received throughout the year. Therefore, if a student should get sick, the extra classes received within the two month will serve as make-ups
- All Classes are charged according to the hours of attendance. All classes are charged separately
- A \$50.00 non-refundable and non-transferable registration fee is charged annually
- A total of \$95.00 non-refundable and non-transferable registration fee is collected for 2 students from the same family
- A total of \$135.00 non-refundable and non-transferable registration fee is collected for 3 students from the same family
- Annual registration fees must be paid for a child to be eligible to participate in class
- In the event that GMS has to take steps beyond invoicing to collect unpaid payments, each family will be responsible for interest at the maximum lawful rate from the due date payment, costs of collection, and reasonable attorney fees
- Participation requires accounts to be paid in full. Families not in good standing will not participate in any classes or events held at GMS Gymnastics.

Payment

- All tuition checks must be received by the last day of the month for the upcoming 2 months
- GMS will post signs up on all three entrance doors on the 15th- 31st of every month
- Please include the gymnast's name on all checks
- A \$10.00 coupon will be issued for all referrals. New families MUST mention member's name on registration form

Late fee policy

- A \$15.00 late fee **per child** will apply for all payment received on or after the 1st of the month
- Late notices/invoices will be handed out to students after the 1st
- A follow up letter will be sent prior to the 2nd class
- A child will not be allowed to participate in a class if tuition is not paid after the 2nd class
- GMS reserves the right to go to its waiting list if tuition is not paid after the 15th

Withdrawal of class

- GMS reserves the right to go to its waiting list & withdraw any student who has not attended class for more than 1 month without prior notification
- GMS must be informed of any extended sickness, injury, of a student. Failure to do so will result in the student losing his/her space in the class for the next month
- A drop-out form must be filled out no later than the 25th of the month for all students who wish to withdraw from the program. Failure to do so will result in a 50% tuition charge.

Cancellation & Replacement of classes

- GMS reserves the right to cancel a class due to low enrollment
- GMS reserves the right to replace instructors for any class at any time

Return check

- There will be a \$45.00 charge for all returned checks in addition to a \$15.00 late fee per child
- A cash-only policy will go into effect for checks returned more than 2 times

Refunds

- All withdrawals by the 1st of the month will receive 50% refund of tuition paid. No refunds are given after the 1st.
- The above policy is also implemented for those who have paid for four months and have received a 5% discount.

Placement of students

- It is GMS's sole discretion for placement of all students
- Students must be evaluated by an Master instructor for all "by invitation only" classes
- GMS reserves the right to move a child to a higher class and vice-versa
- Students and parents will be notified of a child's placement if needed
- GMS reserves the right to cancel a student or family's membership at any time.

Student/teacher ratio

- GMS makes every effort to keep our student/teacher ratio 9-1. This ratio assures individualized, quality instruction for every child

Safety

- Parents & siblings are to view from the observation areas
- Parents & siblings are not allowed on the floor or equipment
- Smoking is prohibited on the grounds of GMS
- Jewelry is strictly prohibited while performing gymnastics
- All students must be potty trained prior to registration
- Parents are not to coach their child while under the supervision of GMS staff and coaches

Office hours/answering machine

- Our office is open Monday-Friday form 4:00-8:00 PM and Saturdays from 9:00-1:30 (703) 369-7800.

Inclement weather

- Please call our facility for more information regarding closings due to weather conditions. Our answering machine is on 24 hours a day (703) 369-7800
- If GMS closes due to snow, a make-up pass will be mailed to all gymnast attending on that day

Introductory fee

- A \$17.00 per hour fee will be collected for all introductory classes
- Guests must call ahead for availability of classes
- A guest pass may be obtained by an enrolled student to give to a friend

Graduations

- GMS will have 3-4 graduations during the school year. Invitations will be mailed to those students who are ready both mentally and physically to perform
- A \$15.00 fee is collected per graduation
- Graduations enable gymnasts to move from one alpha level to the next
- It is highly recommended for a student to attend a minimum of 2 times per week in order to attend graduations

Attire

- Hair that is long must be tied back at all times
- Girls must be in a leotard with shorts or shirt if preferred
- Boys must be in T-shirts and shorts at all times
- Absolutely no jeans are allowed

Lost & Found

- Clothes that are found will be placed in a bin in the gym
- GMS is not responsible for lost or stolen items
- All items found will be donated to the Thrift Shop (across the street) every 2-3months

Responsibility of students after class

- GMS does not provide a baby-sitting service after class time
- Students must be picked up on time. A one time warning will be issued to parents who fail to be on time. A \$25 fee will be charged after the 1st warning for all children picked up 10 minutes after class.
- Students are not to wait outside for their ride
- The last GMS class will be dismissed at 8:00 PM

2009-2010 Closings

- September 1 -2 , 2009
- September 7, 2009 (Labor Day)
- November 26 -28, 2009 (Thanksgiving Holiday)
- December 22nd -Jan 1st, 2010 (Christmas Holiday)
- May 29-May 31, 2010 (Memorial Day)
- July 22 -Aug 1, 2010 (Summer Break)
- August 30 - Sept 2, 2010 (Summer Cleaning/Closing)
- September 6, 2010 (Labor Day)

Questions & Concerns

- All questions regarding payment status should be addressed to the office 703-369-7800.
- Mrs. Shirin Youssefi (GMS Head Program Director) 703-369-7800
- Azin Youssefi (Pre-team & Team Program Director) 703-369-7800
- Parviz & Arousha Youssefi (SMI Program Directors) 703-392-5055

