



Policies & Procedures

Gym & Safety Rules:

- Please be on time. Tardiness can have a negative impact on the injury prevention process due to the fact that warm up and stretching is missed.
- Before a class begins all students must wait in the locker room, on the blue bench or upstairs in the viewing balcony until an instructor comes to escort them onto the gym floor.
- Unsupervised children, including siblings are not allowed in the gym or on the equipment at any time. Parents are also not permitted to be on the equipment, unless they are helping their child during an open workout.
- For the safety of your child, please escort him/her into the building for drop off and come inside the building to pick up at the end of class. Children are not allowed to wait outside the building for their rides.
- Parents/siblings are more than welcome to observe students during their class from the upstairs viewing area. Please properly supervise your children in the upstairs area and leave the room as you found it. (i.e.: Toys should be placed back on the shelves).
- Parents are asked not to discipline or coach their children from the viewing balcony during class. The coaching staff will deal with any behavior issues and will ask for parental support when needed.
- Absolutely no food, drinks, gum or shoes are allowed into the gym area.

Schedule:

- Our class schedule runs from September to June. Students are automatically reenrolled from month to month. If you would like to discontinue, you must give at least 1 week notice or you will be charged for the next session. We have waiting lists for many of our classes and would like to notify the next person waiting to fill available spots.
- Please watch our calendars in the entry way for payment weeks, holidays, and events.
- You are allowed to make up as many classes as needed per session. Please schedule these in the office.
- Class Cancellations: Please check on www.cancellations.com to see if classes have been cancelled due to weather, etc.

Name: _____

Class day/time: _____

First class: _____

Attire:

- Dress to participate: Girls should wear leotards (elastic waist shorts over leotards are ok). Boys should wear athletic clothing such as t-shirts/tank tops tucked into shorts/sweatpants. Nothing too loose and please no skirts on leotards. Girls' hair must be tied back. All students use bare feet.

Tuition/Refunds:

- Our annual family registration fee is \$45.00.
- All tuition payments are due during the first week of the month.
- If payment is not received by the 4th week of the month, a \$10.00 late fee will automatically be added to your account
- Classes are prorated according to the number of weeks within the month. If class is missed due to us closing for a national holiday, your class payment will be prorated for that month.
- No refunds are given for tuition payments or registration fees.
- Payments can be left in the black mailbox by the office door or given to our office staff.
- There is a \$25.00 fee for any returned check

Pro Shop:

- Merchandise can only be exchanged or returned if the original tag is still attached.

Complaints & Suggestions:

- If you have a complaint or suggestion to share, please feel free to speak with our coaches or office staff.
- We also use the black payment box to the left of the office door for notes of suggestions. We understand that no business is perfect and we are always looking for ways to improve.

Please take this home with you to keep as a reference. We want the best possible gymnastics experience for your child at Gym Hutt. In order to ensure this for all of our students, we need every family (the parents, students & their siblings) to follow these policies and procedures. Thank you for your cooperation and we appreciate your support.

*Thank you,
Gym Hutt Gymnastics Management*