

NOVAKS' GYMNASTIC CENTER, INC. ~ 2007 - 2008 RULES & POLICIES

PAYMENTS:



Payments for each session must be received **before** the session begins. If payment is not received by the due date of the session, your child will NOT be allowed to participate in his/her class. In addition, there is a \$15.00 LATE FEE charged to your account. You will receive a \$5.00 discount per family when paying for two sessions at a time. The \$5.00 discount DOES NOT apply if your payment is LATE or if paying for $\frac{1}{2}$ session or less. There is a \$25.00 returned check fee. Returned checks must be replaced with a money order, cashiers check or cash. A SERVICE FEE of \$10.00 will be charged in the following situations: 1). When a change is made to your child's schedule at your request. 2). To reactivate a currently registered student. (i.e. a student who takes a break to do another sport, then wants to return.)

WITHDRAWALS:



The 2007-2008 gymnastic season continues through Aug 1, 2008. Your child is enrolled in our program until that time. If you no longer desire your child to participate, a **minimum two-week written notice is required in the office prior to withdrawing them from their class. WITHOUT WRITTEN NOTICE, YOU ARE RESPONSIBLE FOR PAYMENT OF YOUR CHILDS TUITION.** You may e-mail your notice to NovaksOffice92@aol.com. *Please give at least two weeks notice.*

MAKE-UPS:



No credits or refunds are given for classes not attended. Make-ups will be offered once a month on a pre-selected Friday of the following session. i.e.(Make up for Session I can only be done in Session II, Session II make ups can only be done in Session III and so on.). Parents must sign their children up on the sign up sheet, which will be posted in the middle office. **Missed make-ups cannot be rescheduled.** For students who come to classes twice a week, only one make up lesson will be allowed. Competitive team members and students with 6 instruction hours per week are not eligible for make-ups.

UNIFORMS:

Girls must wear one piece leotards. NO midriffs allowed. Bike shorts may be worn over their leotards. Hair must be pulled away from face, in ponytail(s), braid(s) or a style that will keep their hair from falling into their face. For your child's safety, please refrain from wearing large barrettes and bows as they may interfere with proper instruction. Boys must wear athletic shorts and T-shirt. No jeans, shorts/ pants with buckles, belts, zippers or buttons. No baggy, oversized pants or shirts. **PLEASE, NO JEWELRY!** Novaks' staff is not responsible for any jewelry your child wears to class.

VALUABLES:

Valuable items should not be brought to the gym. Novaks' Staff is not responsible for any lost or stolen items.

HOLIDAYS:

We are closed Labor Day Sept. 3rd, Easter Break Mar 21-23, Memorial Day May 26th and July 4th. If your child's class is effected by these closings, their tuition will be prorated. (Team members CANNOT prorate.) We are also closed November 19th- 24th for Thanksgiving and December 24th – January 1st for Christmas. These are closings built into the schedule and **DO NOT** effect the number of classes in the session they are in. NO Make-up or prorating is needed. Please refer to our yearly schedule for the dates of our closings.

SNOW DAYS:

Novaks' may be open even if the surrounding counties close schools due to inclement weather. Please call the office **(703) 221 - 5833** and listen for the recorded message regarding our decision. Make-up classes will be offered to those whose classes are canceled. .

CLASSES:

Classes will start and end on time. Please do not drop off students more than 15 minutes early unless prior arrangements are made in the office. Please pick your child(ren) up on time. Children must wait inside the gym for their parent or carpool.

SAFETY:



Children must be escorted into Novaks' facility, and remain supervised until they are called into the gym by their coach. Small children, not attending class must be supervised at all times. Please inform a Novaks' Staff member if outside lights need to be turned on.

VISITORS:

Visitors, to include parents, must watch classes quietly. Please do not wave or talk to your children while they are in class, as any interruptions may cause serious injury.

***PLEASE DO NOT COACH YOUR CHILD FROM THE BALCONY OR DOORWAYS.**

***CHILDREN (friends & siblings who are watching) MUST BE SUPERVISED AT ALL TIMES!**

SUMMER:

Our schedule **WILL CHANGE** for our Summer session. Parents must sign up for the summer class they desire for their child(ren), which will be available March/April.

MEMBERSHIP:

The Novaks' Staff reserves the right to cancel a student's membership at any time.