



RULES & POLICIES

Payments: Due at the beginning of each month. Any payments received after the 10th will be charged a \$5.00 late fee. If payments are received before the 1st of the month you will receive a \$5.00 discount. We do not bill, nor do we pro-rate for missed classes. All bank returned checks will incur a \$10.00 charge.

1. **Payment methods:** We accept cash, checks or charge. Most major credit cards are accepted. Automatic monthly credit card charge is offered on request.
2. **Membership Annual Registration:** Our policy requires us to insure every student. For secondary insurance and administrative costs, a fee of \$40.00 per year. Membership to be renewed only if a student discontinues classes for longer than a six-month period.
3. **Family Discount :** With 2 or more children enrolled you will receive a 20% discount on monthly fees, and registration. Maximum of \$85 registration fees per family.
4. **Warm-Up:** For your child's safety, please arrive on time. The warm-up is **very important** to your child's safety. Therefore, **students arriving fifteen or more minutes late will not be allowed to participate in class.**
5. **Make-Up:** Classes missed can be made up. Make-ups must be made up within one month of absence and scheduled in advance of the make-up day. Once scheduled, all make-ups are counted unless canceled prior to make-up day.
6. **Holidays:** There are no make-ups for holidays. They are fixed into the monthly tuition rates. **Scheduled holidays will be posted in the Gym.**
7. **Dress Code:** Girls can wear either a one-piece leotard, or stretch shorts with a t-shirt. (Tights may be worn - without feet). Hair must be tied up neatly. Boys can wear shorts or sweats **without pockets** and T-shirts. No large baggy clothes or jeans. **No zippers, snaps, buttons, or jewelry allowed for your child's safety.**
8. **Class changes:** Classes may be changed with the approval of an instructor. Please fill out class change forms to notify the office.
9. **Parent Viewing 1:** Parents are welcome to view classes at any time. Please stay in the designated parent seating area, and keep all food and drinks on tiled area by the entrance. A children's play area is provided for your convenience. Please talk and play quietly. All children in play area must be supervised by an adult.
10. **Parent Viewing 2:** For safety of your child and others please **do not talk to your child** while viewing. Gymnasts need to hear the voice of their instructor/coach without distraction.
11. **Insurance Restrictions:** Only registered participating gymnasts are allowed in the training area. Due to insurance restrictions and for the safety of your child, no one is allowed in the training area before class or without an instructor. When class is over, the gymnast must leave the training area. Parents or non-registered students must remain in the viewing area.
12. **Sign up and Drop:** Monterey Gymnastics will pro-rate classes for 1st and last month only. If you decide to discontinue class, please notify the office no later than **2 weeks prior to the date you wish to stop!**
13. **Parking:** Please park only in areas designated for Monterey Gym in the rear of the building. **Do not park in the red fire lane.** Space is limited, so please free up spaces for the next classes as soon as your child's class has ended. Thank you.