

Artistic Sports Academy Plus Rules and Policies

Tuition Policy:

- This Class session runs from September 10th, 2009 through May 27th, 2010. Summer Session runs separately from June 2010 through August 2010.
- **Payment is due on the first of each month**, and is considered late on the fifth day of the month. Statements are only sent for past due accounts and will be accompanied by a **\$10 late fee**.
- **ASAP currently accepts cash, check or money order only.**
- There is a **\$20 returned check fee** regardless of the reason for return.
- Payments may be made in person, dropped off in the black payment box outside of the office or mailed to Artistic Sports Academy Plus. Payments are credited to your account the day that they are received.
- **Monthly tuition stays the same regardless of the number of classes scheduled for that month.** There will be 36 classes held for your child between the months of September and May. This averages out to 4 classes per month. There is no prorating of tuition unless initiated by ASAP staff.
- **When you register for this session you are registered for the entire session which ends May 27th.** You will be responsible for monthly payments whether or not your child attends the classes scheduled.
- You must withdraw your child from class in order to stop billing. You will continue to be billed until a withdrawal form is received by the office. **Withdrawal forms must be received by the office no later than the 15th of the month** prior to withdrawal. For example if your child will not be returning for April, the withdrawal form must be received before March 15th. Artistic Sports Academy Plus reserves the right to withdraw students with delinquent accounts. You will be notified if your child is withdrawn from class.
- Registration fees collected for this session expire the last day of Summer Session (August 2010).

Attendance Policy:

- Your child may only attend the class day and time for which they have been registered.
- Group Make-up Classes will be scheduled for classes cancelled due to inclement weather or gym closings.
- **No other make-up classes will be offered.** Please do not deduct any missed days due to illness or vacation from your monthly tuition.

Appropriate Attire:

- **Girls** are required to wear a one piece leotard free from skirts and belts, have bare feet, and hair off of necks and faces. Trampoline and Tumbling participants may wear gym shorts and a close fitting tee **over** their leotard if desired.
- **Boys** are required to wear gymnastics pants or close fitting shorts, a close fitting tucked in tee, and have bare feet.
- For the safety of coaches and athletes no jewelry, loose fitting clothing, or clothing containing zippers, snaps, or buckles will be permitted. **If attire is deemed inappropriate it is possible that your child may not be able to participate until suitable attire is attained.**
- Appropriate attire can be purchased in the ASAP Pro Shop located in the main office.

Gym Rules:

- No child is allowed to participate without the written consent of a parent or guardian. A release form must be filled out each year to insure that we have the most up to date information. This form gives us important information, both physical and medical, and advises gymnasts and parents about the inherent risk in any physical activity such as gymnastics.
- **Children must be supervised by a responsible adult at all times when not actively engaged during scheduled class time.**
- **Please pick up your child on time.** When circumstances arise that make it impossible for you to be on time, please call the gym so that we can pass the information along to your child. Children must wait inside the gym for their safety. Be careful when entering and exiting the parking lot as many children are leaving and entering the building at varied times.
- We are not responsible for lost or stolen items. A lost and found bin is located in the lobby area. The contents of this bin are donated to local agencies before winter break and again before the end of the session or whenever full. Please keep all valuables at home.
- **No one is permitted to enter the Big Gym or Kids Zone areas without the permission of an instructor.** Instructors will invite students to enter the gym at the beginning of class. They should not enter on their own. If your child is late please have them enter the gym area and wave to let an instructor know that they are present. Children should not run to join their instructor.

Scheduled Closings & Special Dates

Sep. 10 – Start Date

Oct. 29 – Trick or Treat Night, NO CLASSES, make-up date TBA

Oct. 30 – ASAP Halloween Party!

Nov. 21 – Home meet , NO CLASSES, make-up date TBA

Nov. 26 – NO CLASSES, No Make-up necessary

Dec. 24 to Jan. 3 - CLOSED

Dec. 29 – Thursday on a Tuesday Holiday Make-up

Jan 9 – Home meet , NO CLASSES, make-up date TBA

May 29 – Memorial Day Weekend, No CLASSES, make-up TBA

June 1 – 3 – Gym Show Rehearsals

JUNE 5th – GYM SHOW!!!