



# Houston Elite Gymnastics

11514 Hughes Road \* Houston, TX \* 77089 \* 832-406-7383 \* [www.hegymnastics.com](http://www.hegymnastics.com)

## Gym Policies & Procedures

### Mission Statement

Our mission is to build confident and respectful leaders while maintaining emphasis on physical fitness and success as athletes in the sport of gymnastics.

We offer a variety of programs to best fit each individual. Our programs are designed to develop strength, coordination, flexibility, and balance for all ages and skill levels. Each child will grow physically and mentally. We strive to not only improve overall fitness and body awareness, but also strengthen their minds by instilling leadership skills. We equip each child with the understanding that they control their ability to learn. Every child will learn to set goals and overcome frustrations.

Please read the following policies, as the safety of our participants is our number one priority. These policies are in place to ensure the safety of all and will help us to maintain the best learning environment for our students.

### Enrollment Policies

- Every family must complete the registration card and have signed the "Participant Registration Form" prior to the student's first class.
- Annual membership fee and first month's tuition must be paid before the first class.
- Annual membership fee is due August 1st every year (\$54 for one child and \$90 for two or more children). We will automatically draft your membership fee if your card is on file and on auto-drafting tuition. New membership enrollment after August will be pro-rated for the remainder of the year.
- **Every child will remain enrolled in their class until a written notice is received and approved by the office staff.**
- Our programs are developed to encourage progress in the sport of gymnastics and as an overall athlete. Each student is placed a class determined by skill level.

### Make-Up Classes Policies

- **Only one make-up class will be granted per month!** You must give the front desk notice **prior** to the missed class in order to receive a make up class!
  - These make-up classes are reserved for absences due to illness or an emergency. Students must be signed up through the front desk to be able to attend a make-up class. This must be redeemed during the same month as the absence.

### Withdrawal/Class Change Policies

- **We require a written notice that must be turned into the front office staff before the 27<sup>th</sup> of their last month.** Any verbal communication with our staff does not constitute a notice to withdrawal. (Example: in order for December to be your child's last month, a written notice is required **before** December 27<sup>th</sup>) There are no refunds after the 27<sup>th</sup> of the month.
- **Drop or change** – Any changes to your child's class time that results in an increase or decrease of monthly tuition will be adjusted on your account and you will be notified.

### Financial Agreement

- Tuition must be paid by EFT- auto draft only. Tuition is drafted on the 27<sup>th</sup> of the month prior.
- If you would like to pay cash, this must be done before the 27<sup>th</sup> of the month. If not, the card on file will be charged your child's tuition rate.

- We will charge a \$25 late fee for any unpaid tuition after the 5<sup>th</sup> of each month. (Unless you have spoken with the front office and given notice of a late payment in advance) There is a \$25 fee for any declined transaction.
- We require a copy of a valid debit/credit card on file.

### **Observation Area Policies**

- Students must stay in the observation area until called into the class by their instructor.
- Parents may not step onto the practice floor for any reason, unless requested by the gym manager in the event of an emergency.
- No verbal communication from the observation area to the students and/or coaches will be permitted. It is a distraction to the students/coaches and becomes a safety issue.
- No Smoking/use of drugs including electronic cigarettes in our facility or parking area.
- Children in the observation area must be supervised at all times.
- Failure to follow these policies will result in your student losing their privilege to participate in the class.
- Any concerns must be taken to the office staff.

### **Dress Code**

- Students must be in the proper attire for the safety of the students and their instructors.
- Girls must wear a leotard and boys must wear sport shorts (no buttons or zippers) and have their t-shirt tucked in. Girl's hair **must be** pulled back neatly, not to obscure the athlete's vision.
- All students must wear shoes or slides into the facility. Students will be barefoot during class.
- No jewelry may be worn during class; we are not responsible for misplaced items.

### **Parking Lot Policies**

- Parents **must** come into the facility to get their child. **Absolutely no curbside pick up.**
- No running or playing in the parking lot will be allowed.
- Please exercise caution when it is raining. Running may lead to slipping and falling.

### **General Policies**

- Students are **never** allowed in the gymnastics area or dance room without their instructor being present
- Children are not allowed on the tables in the viewing area
- Children must listen to their instructors and follow safety directions. Disruptive students may be taken to their parents during class time
- In the case of an emergency, follow the exit signs and allow the trained coaching staff to get all children out of the building safely
- If students need to leave class early, please notify the front desk and they will assist you

### **Holidays**

- The gym will be closed for the following holidays. Students will receive make-up classes for the amount of classes missed during these holidays, if redeemed within the same month, granted there are only 4 class days in the month.
  - September- Labor Day
  - November- Thanksgiving (1 week)
  - December- Christmas (1 week)
  - January- New Years
  - May- Memorial Day
  - July- 4<sup>th</sup> of July
- First week in July- We reserve this week every year for our staff and competitive teams to take vacation. There will be no make-up class for this week.

Please know that we are constantly looking for ways to improve our program and safety at Houston Elite Gymnastics. Please note that we reserve the right to update or change our policies at any time. Thank You!