

Wings Gymnastics

CLASS POLICIES & PROCEDURES

Trial Classes

Trial classes are \$10, and a student can do up to 2 of them before registering with our program. Contact Wings at (901) 452-6588 or wingsgymnastics@comcast.net to schedule your trial class. Payments for trial classes are by cash or check and due before your trial class or upon arrival for your class. A completed registration form is required to participate in a trial class. However, you will NOT be registered unless you choose to do so.

Registration

Our classes listed on the website run year-round. You can register at any time. Contact Wings at (901) 452-6588 or wingsgymnastics@comcast.net to schedule your first class and start date. Annual registration is valid for 1 calendar year after your first class. Once registered with Wings, you can transfer class times and location if needed with no additional fees. Annual registration fees will be included in your statement on your anniversary month.

Tuition & Payments

Refer to www.wingsgymnasticsmemphis.com for class tuition prices. Payment for registration & your first month's tuition is due by the first day of class with registration form. We can accept cash, check or card. Make payments to Wings Gymnastics and write your child's name on your check. A cash receipt will be given for all cash payments. All Credit Card payments will require a completed Credit Card Authorization form one week prior to your start date. Prearranged monthly tuition payments can be set via credit card with the signed Prearranged Payment Agreement on the Credit Card Authorization Form. There is a \$3.00 processing fee for all card payments. You can pre-pay ahead as many months as you like. There is NO PER CLASS fee. Monthly tuition is based on a 48-week work year and the same each month. If you attend semesterly at your school, fees are adjusted for scheduled classes. Monthly Statements are emailed by the 15th day of each month and tuition is due in full before the 30th for the upcoming month. After the 5th of each month, a \$15.00 late fee will be assessed to your account. Your student will be allowed to participate only if your account is up-to-date. There is a \$25.00 fee for returned unpaid items to cover bank processing and penalty charges. All payments are final and non-refundable.

Attire & Personal Items

Leotards or form-fitting workout clothes. No buttons, zippers or snaps. **2K-JK:** lightweight gym shoes with socks if we come to your school, bare feet if you come to our gym. *No boots, crocs or buckle shoes.* **SK-8th:** Bare feet. *No tights or "SOCK FEET"-too slippery!* Long hair must be secured off the face and neck. No large bows, balls or barrettes. No jeans, jewelry or street clothes. We are not responsible for broken or lost items, so keep jewelry and toys at home. No food or gum in the gym. Water bottles are encouraged-water only, no juice or pop.

Absence, Make-Up, Drop Off & Pick-Up Policy

Students must attend classes on a regular basis to develop their full potential. If your child is going to be absent from his/her class, contact Wings to schedule a make-up lesson within 1 month after the missed class. Teachers will cancel a class 15 min. after class start time if no students arrive. Students must be dropped off and picked up on time. There is not staff to attend to early drop offs. Accounts will be assessed a Late Pick-Up Fee of \$10.00, 5 minutes after the end of class. An additional \$1.00 per minute will be assessed after 10 minutes.

Withdrawal/Class Hold

Withdrawal notification and temporary class hold must be submitted to Wings in writing 15 days prior to the start of the month you wish to withdraw/hold from the program. The full monthly tuition is due to Wings Gymnastics if withdrawal is after the 15th day of the prior month.

Holidays & Inclement Weather

Scheduled Holidays-refer to our website for the yearly calendar. Make-ups for Holidays are determined each year to maintain a 48-week work year. We do not do make-ups for Winter Break. December is full price because at least 48 classes are received each year. Wings Gymnastics will close when Shelby County Schools close due to inclement weather. Any other alerts will be sent via email. A make-up class will be arranged by Wings. You can also contact the office to arrange a make-up class that fits your schedule.

Class Observation

For safety and focus, all classes are closed sessions unless deemed appropriate by the instructor. You are welcome to use our observation windows or waiting rooms anytime. Parent observation week is the last week of each month. You may watch in the class area this week. Bring your camera, but ONLY take photos of your child.

Annual Recitals & Awards

Recitals are in May, and they are SPECIAL! Students receive a medal (2K-JK) or trophy (SK-8th).

KEEP THIS FOR YOUR RECORDS. Your signature on the Registration Form verifies that you have read, understand & agree to the policies and procedures outlined above.