

PARRY'S GYMNASTICS, LLC

General Policies & Practices

Please read and observe these policies carefully. We want your experience with us to be enjoyable and positive in every way. These policies allow us to convey to you what to expect in various situations. Please call our office with concerns not addressed here. Office hours: 10:00 AM - 2:00 PM.

PAYMENTS: 1. All fees must be kept current to participate. 2. Monthly class fees vary month to month depending on the number of lessons conducted in the month. Consult Parry's School Year Calendar and Payment Policies. 3. Monthly **fees are due on or before the 20th of each month** in advance for the month you are about to attend. Payments made **after the 1st of the month must include a \$20 late fee**. **Participation will be suspended** if payment is not received by the 15th of the month for which it is due. 4. Fees pay for a reserved place in the class/workout. **Tuition adjustments, credits or refunds will not be permitted for missed classes**. 5. There is a \$40 charge on all returned checks. 6. A Tuition Payment Slip is **required** when making monthly payments (*available at counter and on website*). Please be sure to **circle your class day** and include student name and month of payment. 7. We accept checks or cash only. **Baldwinsville payments must be mailed to our office along with the payment slip**. Hamilton payments may be put in the payment box or mailed. 8. Tuition must be current to register for and participate in meets. It is recommended to use Online Bill Pay service which is available at most banks.

REQUIRED ATTIRE: 1. Girls should wear a modest gymnastics or dance leotard (*no attached skirts*). Footless tights may be worn. Spandex stretch shorts or capri style pants may be worn over a leotard. 2. Hair should be pulled neatly out of the way. 3. No jewelry may be worn except post earrings. 4. No gum or candy is allowed. 5. Boys should wear gym shorts and a T-shirt tucked in.

SPECTATORS / SIBLINGS: 1. Spectators should remain in the designated areas. 2. Siblings must remain with parents, whether in or out of the building, and must not be allowed to wander into the instructional areas or other parts of the building. 3. Do not allow children to run around or tumble in the waiting areas.

WITHDRAWALS: 1. A space is reserved for your child until withdrawn by a parent. 2. You must notify our office if you wish to withdraw from a class. Withdrawal must be made before the first class of the month to avoid being charged for the month. You may send an email or text message to give notice of withdrawal.

MAKE-UPS: 1. Credits or refunds will not be given for missed classes due to a student's absence, inclement weather cancellation, or any other reason beyond our control. 2. **NO PROMISE IS MADE TO PROVIDE MAKE-UPS FOR MISSED CLASSES**. Your tuition pays for a reserved place in a class/workout whether your child attends or not. Every effort should be made to attend your regularly scheduled classes. 3. If you notify us in advance of your child's absence we will try to provide a make-up if a suitable alternate class has an available space. Make-ups are a professional courtesy not a promised privilege. 4. All payments must be current before a make-up class will be considered. 5. If you attend multiple days and drop a day, any pending make-ups for the dropped class will be forfeited. and no **pending** make-ups for any other class may be made up on the day of the dropped class. 6. Drop-in make-ups are not permitted. You may send an email or text to notify us of your absence. 7. Make-ups are not available if you are enrolled in all days of the week scheduled for your class level or if your level only meets one day per week. 8. All pending make-ups are forfeited upon withdrawal.

HOLIDAYS & INCLEMENT WEATHER: 1. We do not follow any school calendar. 2. Classes might be canceled due to poor weather conditions. Consult local television and radio stations for closings. Closings may also be listed on the web. 3. We will usually still conduct classes even when schools cancel. Please use your own judgement regarding driving conditions. 4. **If class is canceled due to inclement weather, no make-up, credit, pro-rating of tuition or refund will be offered.**

TRANSPORTATION: 1. Classes will start on time. 2. Students must remain with their parents until their class starts. 3. Please pick your child up on time. 4. It is the responsibility of the parent to alert us regarding a family situation that could lead to the wrong person picking up their child. 5. When only one instructor is present, the second to last child to be picked up will be asked to wait until a parent arrives to pick up the last

child. This is to prevent a situation of a single child being left in the building alone with an instructor. **6.** If you arrive at our center and no instructor is present, please wait a few minutes and then call to report the problem. We often arrive very close to the class starting time.

STUDENT COOPERATION: **1.** It is essential for reasons of safety and overall enjoyment for students to cooperate at all times with instructors and coaches. Students refusing to cooperate with the directives of instructors and coaches, or who become argumentative or disruptive, may be asked to leave the floor or take a break from the activity and return only when they are ready to follow instructions and participate in a responsive manner. **2.** Bullying or teasing a student or students by another will not be tolerated at any time. **3.** Use of cell phones by students requires permission during class sessions and workouts.

COMMUNICATION: **1.** Information will usually be dispatched via. email messages from our office. Please open and carefully read and respond to messages you receive from the gym. **2.** Our office hours are usually 10:00 AM - 2:00 PM daily. **3.** Make sure your cell phone is on when dropping your child off at the gym in case we need to get in touch with you during class. **4.** Please respond expediently to calls, texts or emails from our office. Calls are made at various times to communicate information you may need to know regarding your child's class. **5.** We are not usually available during classes to discuss questions or concerns regarding your class. Call our office during business hours for assistance. **6. Content of personal interactions** with our office via phone, email or text are **considered confidential** and should **not be shared** with other individuals.

CONCERNS: **1.** We want to know if something we are doing or not doing is of concern to you. **2.** Concerns regarding any aspect of your child's class are between you and the organization and are of no business to others. Inquiries should be presented directly and solely to our office and **not be discussed with other individuals at the gym.** **3.** Please contact our office with any problem you may have. It is best to call during the morning or early afternoon to avoid getting us while we are instructing classes.

PHILOSOPHY: The mission of Parry's Gymnastics is **to help children develop character and well-being;** through fun and purposeful activities. **Our aim is to conduct activities in an organized, fun, challenging, non-threatening environment.** It is our desire that children will learn more than gymnastics moves in our program. We hope children will acquire such **benefits** as: *increased coordination, body control, flexibility and strength, how to participate, how to follow instructions, increased self-esteem, confidence, better social interaction with peers and adults, goal setting skills, mental alertness and positive attitudes, respect for themselves, respect for others and fundamentals of movement and a work ethic that can enhance other sports and activities throughout their lifetime.*

CONTACT INFORMATION

Mailing Address: PARRY'S GYMNASTICS, 1694 Private Drive, Hamilton, NY 13346. We do not receive mail at our centers.

Call or Text: (315) 383-0707 (*office of Charles G. Parry, Owner*)

Email: gm33@twcnny.rr.com

Website: www.ParrysGymnastics.com

Baldwinsville Location: 8512 Rte. 57, Baldwinsville, NY 13027

Hamilton Location: 2498 Rte. 12B, Hamilton, NY 13346

Professional Affiliation: United States Association of Independent Gymnastic Clubs. Website: www.USAIGC.com *There you will find reasons **USAIGC** is our only professional affiliation.*