

## **CLASS TUITION**

Tuition is billed monthly based on a general schedule of four classes per month. We do not charge increased tuition if there are five available classes in any given month, given your day of practice, and we do not prorate tuition if there are only three classes available. If federal holiday closure dates cause less than three classes to be available in any given month, tuition will be automatically prorated (See closure policy). Tuition prices are subject to change without notice.

## **LATE PAYMENT POLICY**

Tuition is run on the 1st of each month **via autopay**. If payment is not received by the 6th, a \$10.00 late fee will be applied. If full tuition payment is not received by the 8th, the student will be dropped from all enrollments. If enrollment is dropped due to late payment, the student cannot be re-enrolled without manager approval. We cannot hold and/or guarantee that a spot will be available once you are dropped. If payment is late or declined a second time, enrollment will be dropped from PCG.

## **REGISTRATION FEE**

All students will be charged a \$65 annual registration fee. This registration fee will be charged immediately upon enrollment and again in the original month of enrollment each year of continuous active enrollment.

## **MAKEUP POLICY**

We do not provide make ups for any reason. No exceptions.

## **REFUNDS**

We do not provide refunds for classes missed due to individual student absence, scheduled gym closures, or due to heat or any other unforeseen circumstances.

## **CLOSURES POLICY**

We do not offer refunds or makeups due to the following planned closures: maintenance and/or training weeks, MLK Weekend, President's Day, Juneteenth, Memorial Day, 4th of July, Labor Day, Indigenous Peoples' Day, Halloween, Veteran's Day, Thanksgiving, and Christmas & New Year Break. Specific dates to be determined by the calendar year. Closures due to temperatures over 95 degrees in the gym, wildfires, power outages, floods and any other natural disasters will not be given credits, refunds, or make-up classes.

## **DROP PROCEDURE**

**Guardians must notify PCG before the 1st of the month to drop an enrollment.** Only a written notice via drop request through iClassPro, email, regular postal mail, or hand delivered to our front desk will be acceptable. Drop requests must be received before the 1st of the month in order to avoid payment. If drop requests are received after the 1st of the month, you will be charged the full month's tuition whether or not your student is in attendance.

**Please note:** You are responsible for payment for your student's classes whether or not your student attends class until the time you notify the staff **via written notice**. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification, that student's account will be charged for the additional 30 days. This charge will be for holding the student's place in that class instead of offering that enrollment spot to a student on the waitlist.

## ATTIRE

**Please plan to wear tightly-fitted athletic clothing without any large zippers, hoods, or ornamental designs that may get in the way of their gymnastics or of their coach's ability to safely spot them.** All hair must be neatly secured in a ponytail, braid, or bun and pulled securely away from the face so that it stays up for the entire workout. There are no shoes allowed on the gym floor nor socks worn on the trampoline or beams of any height due to safety concerns. Please leave jewelry articles at home.

Personal items may be stored in cubbies. Be sure your student's personal items are marked with their name. **This facility is not responsible for any items that may be lost or stolen.**

### YES

- Leotards
- Hair neatly pulled away from face and off of shoulders
- Tight-fitting shirts, sweatshirts, shorts, and leggings

### NO

- Necklaces of any kind
- Bracelets of any kind
- Earrings (ONLY stud earrings permitted)
- Watches
- Hats
- Large bows or hair ornaments
- Chewing Gum
- Loosely-fitted shirts or sweatshirts that block their view when upside-down
- Baggy pants.
- Crop tops or sports bras without a full length shirt or sweatshirt.

If your attire does not meet all of the above requirements, you may not be able to participate due to safety concerns at management discretion. Please keep in mind when dressing your student for class that gyms are industrial facilities and often feel the effects of the outside weather.

## ILLNESS AND INJURY

For the protection and health of all students and staff, if a child is showing obvious signs of illness we reserve the right to excuse them from the class and the gymnastics facility - unless the student has a doctor's note that he/she is not contagious. For the safety of our gymnasts, if a child shows obvious signs of injury and complains of an injury or pain, we reserve the right to modify their workout or excuse them from the class to avoid further injury or irritation of a potential injury. It's up to management's discretion to require a doctor's note before the child is able to return to class.

### ***Disclosure of Medical Information***

Pacific Coast Gymnastics relies on parents and guardians to disclose pertinent medical information, upon registration with updates where relevant, that may affect child behavior or physical performance. This information is disclosed on an as-needed basis to your child's coach so they may create safe accommodations as needed during practices. As such, there are some diagnoses that PCG may not have the ability to safely

accommodate in a group setting. If we are unable to accommodate your child in a group setting based on medical history, we will assist in directing you to a program that may be a better fit.

## **BEHAVIOR POLICY**

### ***Students***

We are proud to offer a fun, safe, and positive experience for all of our students. With this in mind, the expectation for all students is that they assist in fostering a positive and inclusive environment through the use of appropriate language and respect for their peers and coaches. Students who cause a continued safety concern for themselves or other students, or who create a negative environment for their peers, will be dismissed from class. Students who run away from class, scream without injury, show strong discomfort staying in class, hit or push other students or coaches and / or demonstrate aggressive behavior towards another gymnast or coach will be dismissed from class immediately. All students must stay with their assigned class and coach for the duration of the class. Students must adhere to all class prerequisites to enroll and stay enrolled in the class. If the student is dismissed from class for any of the above reasons, no refund will be given.

If a student is a trial enrollment and demonstrates any of the above behavior, they will not be admitted to active enrollment at PCG to prevent a safety concern.

### ***Parents & Guardians***

We are proud to offer a fun, safe, and positive experience for all of our students. With this in mind, the expectation for all parents and guardians is that they assist in fostering a positive and inclusive environment through the use of appropriate language and respect for all students, coaches, and staff. Parents or guardians who create a negative environment in the gym or disregard any of the policies will be dismissed from the gym.

## **ARRIVAL AND PICKUP**

Please be sure your student arrives 5 minutes before their scheduled class time. Students must be picked up **inside the gym by an approved guardian** at the end of their scheduled class time and no greater than 5 minutes after the end of their scheduled class time. If you need to drop off or pick up more than 5 minutes before or after class, it must be arranged ahead of time with the office staff. **Instruct your student to wait inside the building and escort them from the building to your car at the end of their class. Students will not be released to walk to cars alone.** During peak times the parking lot is crowded. Please take into consideration that our students include young children, and drive slowly and carefully. Do not take a chance on your child running to and from your car.

## **LATE ARRIVAL POLICY**

If you are late to class and your child's coach is at an event after warm-up, **please have another coach or front office staff walk your child to their coach. This is to avoid safety concerns of students walking in the path of other athletes.** Only coaches and gymnasts are allowed on the gym floor.

## **FREE TRIAL CLASSES**

When you enroll in a class for a free trial, you have **24 HOURS** from the end of the trial class to enroll in and pay for the class. After the 24 hour grace period, we cannot guarantee that a spot will be available in the class. If you are on a waitlist for a class, you will receive an email as soon as a space is available in the day and time you enrolled in the waitlist. You must respond to this email within **24 HOURS** to confirm your spot in the class

for a free trial. Trial classes cannot be rescheduled for any reason without manager approval. Only one free trial class is permitted per student.

## **PROSHOP**

All proshop sales are final. No returns or exchanges.

## **BIRTHDAY PARTIES**

To schedule a party we require a **non-refundable deposit of 50%** of the total party cost at the time of booking. The remaining balance is due 48 hours before the party.

When you reserve a birthday party, please let us know as soon as possible if there will be more than 12 participants attending the birthday party. **Participants** are any child on the gym floor during the birthday party. Pacific Coast Gymnastics will reach out to you one week prior to the birthday party to confirm the total number of guests. Any greater than 12 students requires a second party coach; therefore, you are not able to add additional participants over the limit of 12 less than a week in advance of the event date.

Every participant above 12 students will incur an additional charge per participant, charged to the account of the primary guardian the Monday after the birthday party date. Price per extra child is determined by the party package selected.

### **Birthday Party Rules:**

- Only participants with signed waivers will be allowed on the gym floor. Waivers will be provided at the front desk upon arrival for all students and must be signed by a legal guardian before a student is allowed on the gym floor.
- The first hour and fifteen minutes of the party will be on the gym floor. The remaining 45 minutes are set aside for presents, cake, food etc. At this time no one will be permitted to return to the gym floor, and guardians are responsible for all children.
- No glitter decorations or noise makers will be permitted in the gym.
- Children or parents may not bring food, dangling jewelry, shoes, or gum onto the gym floor.
- Families may arrive up to 15 minutes prior to the start time of the event for set-up. All guests must be out of the gym by the end time of the party, at which time the family will have 15 minutes to do any take-down of decorations and food from the event. The party coach hosts will lock the main door for general cleanup 15 minutes after the party ends.

## **OPEN GYM**

Open gym is available to current PCG students. Students not currently enrolled are not eligible to attend. Open Gym is designed for boys and girls ages 6-12 who would like extra skill practice outside of class time. Pricing and schedule is subject to change.

## **PRIVATE LESSON POLICY**

### **PRICING-**

\$100 per hour or \$60 per half hour paid directly through your iclasspro account.

\*Full payment must be received before the private lesson occurs.

\*Non-Members are not eligible for private lessons.\*

## **CANCELLATION/RESCHEDULING POLICY**

Appointments can be canceled or rescheduled with no penalty up to 48 hours before the scheduled Appointment time. Canceling or rescheduling an appointment after that time may result in a cancellation fee being charged for the original Appointment booking.

## **GROUP APPOINTMENT POLICY**

This facility allows a single student to book a Group Appointment timeslot and invite other students to attend, up to the maximum allowed number of enrollments. However, any fees for this Appointment booking will be the sole responsibility of the student who booked the Appointment. This facility's staff will not be responsible for "splitting" the Appointment fee among multiple accounts. Any "split fee" arrangements will need to be handled externally by the families involved.

## **WHAT TO WEAR**

Boys or Girls may wear tucked-in T-shirts and shorts OR Leotards for Girls. NO chewing gum or dangling jewelry. Hair should be pulled neatly and securely away from the face so that it stays up for the entire workout. Girls should not wear bows or other large hair ornaments that may cause discomfort during activity. All students should have activity-appropriate footwear during his/her scheduled Appointment time. Personal items should be left in cubby holes. Jewelry should not be worn during this time. PLEASE LEAVE JEWELRY ARTICLES AT HOME. This facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name.

## **ARRIVAL AND PICKUP**

Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled Appointment time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car.