

# Excel Gymnastics of Steamboat Parent Policy Contract

## MISSION STATEMENT

At Excel Gymnastics our mission is to promote, to the children of our community, physical fitness and mental well-being, and to encourage participation in and the pursuit of excellence in all aspects of gymnastics. To accomplish this mission we strive to provide quality coaching in a fun and safe environment. To help us reach this goal we ask for the parents to follow the rules and policies of Excel Gymnastics as a school that aids in the growth of children physically, emotionally and cognitively.

## PAYMENT POLICY

All tuition payments, past due and present, are due prior to the four (4) week session in which your student is enrolled. Due to our school year calendar, all billing and automatic payments are done on the 15<sup>th</sup> of each month prior to the session for which payment is owed, and statements will be sent electronically. All non-automatic payments are due by the 22<sup>nd</sup> of each month prior to the session for which payment is owed. A credit card is required at the time of registration, and we encourage you to enroll in our automatic payment plan to avoid complications. Automatic payments can be by credit card or a draft checking account system (a voided check). Cash is discouraged due to the difficulty of tracking payments and creating the potential for confusion. Your student will not be allowed to participate in class until payment is received in full. There are no exceptions to this policy. If a check is returned for insufficient funds (NSF), your card will be charged for the unpaid amount and your student will not be allowed to participate from the date the unpaid amount is discovered until the amount is paid in full including any additional charges incurred. All payments over 30 days late will be sent for collections through THPK Accounting firm and may incur related collection charges.

Additional Costs: Students participating in our annual Spring Exhibition show will be required to purchase a class leotard. Exhibition participation is not required. Also, for students on teams there are associated uniform, meet and coaches fees. All additional costs must be paid in full prior to participation.

## WITHDRAWAL POLICY

If you wish for your student to withdraw from a future class session, you must provide a written, three (3) week notice of withdrawal prior to the start of the next four (4) week class session. If you fail to provide a three (3) week notice prior to that date, you will be charged as a spot has been reserved for your student in the next session. This withdrawal policy applies to all types of payments.

**Notice should be provided in writing to main desk and not to the coach.**

## ABSENCE/MAKEUP POLICY

Students may make-up any missed class. Students should attempt to make-up a class of the same type, but otherwise they may make-up a class in any other class that is of the same length and cost as the missed class. Students should make-up any missed class within three (3) weeks of the absence.

No proration or refunds can be provided for any missed classes. We will only prorate for students who enroll after the beginning of a class session, and then only for classes occurring prior to the date of enrollment.

These policies are being implemented not to be punitive but rather create a better environment for your child by insuring the financial health of Excel. For Excel to continue to provide quality instruction and care for your student at reasonable costs, we must take the above steps and apply them equally to all participants.

By signing below I acknowledge that I have read and understand the policies listed above and further authorize my credit card to be charged if my payment is late per above policy.

Parent Name Printed: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_