



609 393-5855 www.schafergymnastics.com

2011-2012

School Year Policies

Monthly Tuition / Automatic Payment Plan- Credit/Debit Card or Check- Electronic Funds Transfer (EFT):

Tuition is paid monthly using credit/debit card automatic payment or through your checking account using electronic funds transfer. Tuition is charged/withdrawn from your account on the 25th of each month, for the following month. If there are changes to your credit/debit card or checking account the information must be received by the 20th of the month. If you need to withdraw from the automatic payment plan, a withdrawal form must be received (located in the office) by the 20th of the month prior to withdrawal.

Enrollment: Enrollment in our program is monthly and the students are automatically re-enrolled in the same class from month to month, unless notified ahead of time (see withdrawal policy). We run classes on two different schedules. Our **school year schedule** runs from the day after Labor Day through the third week of June. Our **summer schedule** starts the day after July 4th and runs through the end of August. Automatic enrollment is separate for each schedule; you are not automatically enrolled from the summer to the school year.

Registration: An annual registration fee (\$30/Single or \$45/Family) is paid when you initially enroll and every year on the anniversary month of your original enrollment. A complete and signed registration form is required. Notify us, please, of any changes in contact information. An active email address is necessary for you to receive your monthly billing receipt, tuition reminders, online access to your account, and updates.

Make up policy: Students may make-up any missed classes in any month that they are enrolled. (This would be in a different class than the one for which they are enrolled.) All make-up classes must be scheduled ahead of time and are subject to availability. Make-up classes are not refunded or credited.

Trial Class and Pro-Rating Tuition: Every new student gets a free trial class. Student registration is accepted at anytime and tuition will be calculated according to the number of weeks remaining for the month. Payment is due at the end of the class to keep the spot.

Tuition calculation: Class Tuition is monthly and can vary. It is calculated by multiplying the class fee by the number of calendar days we are scheduled to be open for the given month. For example: If your class fee is \$16 per class, your class meets on a Monday and there are 4 Mondays in the month, then tuition for that month is \$64. If there are 5 Mondays in the month the fee would be \$80, and if only 3 classes are offered (due to a holiday closure) the fee would be \$48. (See chart below)

MONTH	MON	TUE	WED	THU	FRI	SAT
September	3	4	4	4	4	3
October	5	4	4	4	4	5
November	4	5	5	3	4	4
December	3	3	3	4	4	3
January	5	5	4	4	4	4
February	4	4	5	4	4	4
March	4	4	4	5	5	5
April	5	4	4	4	4	4
May	3	5	5	5	4	4
June	3	3	3	3	4	4

2011-2012 Sept. – June Important Class Dates:

This chart reflects the number of days for each month that we are open.

First day of Class: Tuesday Sept. 6

Last day of Class: Saturday June 23

We are closed only on the following days. You are not charged tuition for those class days.

Thanksgiving Day: Thursday Nov. 24

***Winter Holiday:** Sat. Dec. 24 – Mon. Jan. 2

**We are open for Holiday Camp during this time.*

Memorial Day: Monday May 30

100% Tuition Back Guarantee: We believe we offer the finest children's program in the area. Any student of the Schafer School of Gymnastics, if at any time not entirely happy, we will gladly refund 100% of your tuition for the month.

Special Events: We offer special events - Parents' Night Out, Holiday Camps, and Birthday Parties. Children do not have to be registered or enrolled in classes to participate in these events. Children do need to be registered to participate in Summer Camp.

Private Lessons: Call the office for cost and schedule to arrange times. Regular private lessons must be paid by the month.

What to Wear:

- Shorts & T-shirts for boys
- Leotard or shorts & T-shirts for girls
- Bare foot

General Rules:

- Parents are welcome to view classes anytime but all spectators must stay in or near the viewing area. This will allow for the best teaching environment. For special circumstances, viewing is available on the benches inside the gym. Please ask the office for guidance as far as where to walk, and where NOT TO WALK, as there are special PIT mats in the ground that are child friendly only!
- Any children in the school who are not participating in class should remain off the gym floor and must be supervised and accompanied by an adult.
- Parents, please keep your child's clothes and shoes with you or place in the cubbies and hooks. No valuables should be brought into the school. We cannot be responsible for lost or stolen articles.
- Adults are never allowed on any equipment.
- No jewelry of any kind should be worn during class.
- Hair should be pulled back.
- No gum chewing.

Tuition Discounts:

- Sibling discount: 10% off for second child, 15% off for third child, 20% off for fourth child
- Multi-class discount: (the same child takes two classes a week) 25% off of the second class
- Military discount: (Please inquire in the office.)

Inclement Weather: In the event of inclement weather, we will send email notifications if classes are cancelled and all missed classes are offered make-ups.

Withdrawal Policy: In order to withdraw from class without being charged, please return a withdrawal form by the 20th of the month prior to the effective withdrawal month. (Ex: April 20th for withdrawing the month of May.) Otherwise you will be charged for the upcoming month's tuition.

Returned Items: There will be a \$25.00 fee charged for returned checks and returned EFT items. Returned checks and fees must be paid with cash, money order, or credit card.

Declining Automatic Payment Plan: Payments may be cash, credit card, money order, or check.

- Option 1 – Back-up form of payment on file: Tuition is due by the 1st of each month. There is a ten (10) day grace period, and on the 11th of the month the tuition as well as a \$10 late fee will be charged.
- Option 2 – No back-up form of payment on file: Payment must be received by the 20th of the previous month to guarantee your child's class for the following month. If payment is not received by the 20th of the previous month, your child will be withdrawn from class. Late payments are accepted but cannot guarantee same day, same time.

YOU MAY ENROLL IN THE AUTOMATIC PAYMENT PLAN AT ANYTIME.