

Registration Handbook

(Policies and Procedures)



All Policies and Procedures are subject to change without notification.

Terms

Energy Gymnastics, Inc. offers **4 Terms** during the school year and **2 Terms** during the Summer. After careful consideration to the many school systems and communities we serve, the calendar of Terms is provided below.

2011 - 2012 School Year Schedule

<u>Terms: 2011 - 2012</u>	<u>Priority Due Date</u>	<u>Closed for Holiday</u>
① Sept 6 - Nov 7	Aug 13, 2011	
② Nov 8 - Jan 21	Oct 22, 2011	11/24/11 Thanksgiving
<u>Dec 20, 2011 - Jan 1, 2011 Closed for Christmas Break</u> <u>(Term 2 Classes Resume on Monday, January 2, 2012)</u>		
③ Jan 23 - Mar 24	Jan 7, 2012	
④ Mar 26 - May 26	Mar 10, 2012	

Priority Due Date (PDD)

Priority Due Date is the deadline by which the [Currently Enrolled Students](#) must pay the next term's tuition in order to maintain "priority" and be guaranteed their same class. After the PDD has passed, unpaid current students are dropped from their classes for the following Term and Previous Students and/or New Students are placed in class vacancies.

Coming out of the last Summer Term and Term 4, priority is given to all currently enrolled students, however, it's based on a first come first serve basis up to the PDD. Reason behind this is because the schedules change from Summer to the School Year and then from the School Year to the Summer.

Families who would rather not worry about the *PDD* should consider **Pay-In-Advance** or **Credit Card On File options**. (See Payment Information)

Current Students

Current Students have priority over New Students if *tuition* is paid *on or before the Priority Due Date*. If a *Current Student* fails to pay tuition by the *Priority Due Date (PPD)*, priority is *forfeited* and *New Students or Previous Students* are placed in class. Note that *Current Students* must request class changes *before the Priority Deadline* in order to have priority.

Previous Students

Previous Students are given priority over *New Students* **BUT ONLY IF** the registration is received *before the Priority Deadline*. *Previous Students* status is extended to all *immediate* family members of any family who are current with their \$15 Annual Registration Fee.

New Students

Register anytime, in fact, *as soon as possible* (disregard the Priority Due Date which applies only to *Current* and *Previous Students*). Upon receipt, *New Student* registrations are *dated* and placed in the *Holding File*. After the *Priority Deadline* passes, the *Holding File* is opened and *New Students* are placed in class based on their dated order. *Assume that you will get your 1st class choice, unless you hear from us*. Energy Gym will then process payment and mail out a confirmation and receipt. If there is a problem with the first choice, we will then contact you regarding other options.

Joining and Dropping Classes

Joining a class after the term commences. No problem. Registration is accepted if there's available space in the class, otherwise we can offer to put you on a waitlist and we will contact you once a spot becomes available.

Dropping a class/missed classes

There are **NO** prorated refunds or credits for missed classes or for dropping a class. ONCE THE TERM HAS COMMENCED YOU ARE IN CLASS FOR THE ENTIRE TERM, regardless of your attendance.

Changing a class within the same program is OK as long as spots are available. Contact the office.

Changing a class to a different program is considered dropping a class. See above.



Payment Information

Payment Specifics

Full payment is required at the time of registration. There is NO holding spots without payment. Check, MC, Visa, Cash, over the phone, over the counter, fax, or mail-in payments are accepted. **New NSF Check Policy:** If your check is returned for non-sufficient funds (NSF), you will be charged a \$20 NSF Fee on your account.

Pay-In-Advance

Simply pay for multiple TERMS in advance and *lock-in your priority STATUS* for up to the entire school year. In the event your personal schedule changes and you cannot fulfill the obligations for which you have paid, *notify us BEFORE the start of the Term* and your money will be refunded within 14 days.

Credit Card On File

We will securely keep your credit card on file and charge tuition against it each term that you notify us. Change requests must be made in accordance with all regular procedures.

20% or 40% FAMILY DISCOUNTS!!!

At Energy Gymnastics, *ONLY* the most expensive tuition in your immediate family pays full price. Every child after the first child from your *immediate* family, are discounted a full 20%. If the same child takes a second class during a Term, that child receives 40% off the second class.

\$15.00 Registration Fee

There is an annual, non-refundable/non-transferable \$15 registration fee per child. This fee is paid upon initial registration and each 12 months thereafter. This fee defrays administrative, insurance and/or all ancillary costs of running Energy Gymnastics.

100% Tuition-Back Guarantee

We are proud to offer a 100% *Tuition-Back Guarantee* for all **first time families**. *If after your family's first term of classes you are not entirely happy with our programs, we will happily refund 100% of your tuition for that term (or apply it as credit toward another Energy Gymnastics program).* **Note** that our money-back guarantee is intended for families **brand new** to Energy Gymnastics. (Current families with students sampling programs for the *first time* will be extended **credit** toward future terms.)

What to Wear

Girls - One piece leotard for all gymnastic classes or a snug fitting t-shirt that can be tucked in and shorts for all tumbling classes and bare feet. Please no spaghetti strapped shirts. No jewelry at all, if ears are pierced, small posts are acceptable. Hair needs to be secured off the face in a pony or clips.

Boys - Gym shorts and a t-shirt and bare feet.

Punctuality, Attendance and Make Ups

A Punctuality Plea:

Moms and Dads, for the sake of your child as well as all of the other children in class, please be on time! Being late is far more difficult on a child than what many parents realize. In addition, it greatly distracts the rhythm of the class. Students who are late for class can have a "Snowball Effect". What do we mean by this? Most pre-schoolers who are late for class become shy, tentative, stressed or even anxious. This can spill over to the rest of the class causing whatever trust and control the instructor had to disappear, thus, causing what we call the "Snowball Effect", the instructor losing his or her effectiveness for an entire class. The first 10 minutes of class is valuable warm-up time for a pre-schooler and is the most important part of the entire 30 or 45 minutes.

During this time the instructor is :

- Establishing Class Control
- Establishing Ground Rules
- Building Trust with Each Student
- Reviewing Last Week's Theme
- Introducing this Week's Theme

These are all important in creating a fast, fun, and exciting learning environment. So, if you do arrive 10 minutes after the class begins, you will **not** be able to participate. Please do not attempt to enter class or speak with the instructor during this time.



Attendance:

At Energym, your tuition pays for a class spot, REGARDLESS OF ATTENDANCE. However, as a courtesy, *Energym Gymnastics* offers make-ups only when doing so does not jeopardize the safety or integrity of the class. Hence, make-up procedures vary class to class, depending on safety concerns, space, equipment, and teaching ratios.

Make-ups are a privilege:

Energym Sports Campus reserves the right to refuse to offer a make-up if we feel it will affect safety or lessen the experience of those children who have registered for and paid for that class. If Energym Gymnastics has to cancel a class for whatever reason, we will provide a make up class on a specific scheduled day. That make up will be held on that day only; we will not schedule into other classes. Based on the nature of cancellation or the particular day of cancellation, we may opt to schedule a make-up in another class time.

Each term **ONE** Make-Up Day can be scheduled in another class time. Contact the office to schedule into that day or as a courtesy you may receive **ONE** Supervised Open Gym Pass. ***Limit 1 per term.***

Weather Closings

From time to time Energym must close due to the weather. There are various ways to check on our weather closings.

PLEASE READ & REMEMBER!...

- Check the **Website at www.energysports.com** for closing information located on our home page.
- Call our **Voice Mail at (815) 899-6424** as a source of information.
- Cancellations will be announced on the local **Radio Station B95.**
- We **do not** always necessarily follow School Closings, but we do however take them into consideration.
- Special note to **parents of Team Athletes**—During questionable weather, team may or may not be closed when other classes are closed. We will typically email, post on the website and on the voice mail as to whether team practices will run as scheduled. In case a mid-stream cancellation, you will be notified via a phone call to pick up your athlete early. Notices from your coach shall supersede postings here.
- Difficult travel for one does not mean difficult travel for all. Our closing decisions must accommodate Clients and Employees who live in a 25 to 35 mile radius as well as an operational day that spans more than 12 hours.
- **Please make your own driving decisions** based on local conditions, your vehicle and your comfort level. Most of all, please stay **SAFE**. In inclement weather please allow **extra time, extra space** and be **extra careful**.

In the event Energym cancels classes, we will provide a makeup class for you. Please refer the Make-Up Policy in this Handbook.

Office Hours

Monday	8:30 a.m. - 1:00 p.m. and 3:30 p.m. - 7:30 p.m.
Tuesday	8:30 a.m. - 1:00 p.m. and 3:30 p.m. - 7:30 p.m.
Wednesday	8:30 a.m. - 1:00 p.m. and 3:30 p.m. - 7:30 p.m.
Thursday	8:30 a.m. - 1:00 p.m. and 3:30 p.m. - 7:30 p.m.
Friday	8:30 a.m. - 1:00 p.m.
Saturday	8:30 a.m. - 12:30 p.m.
Sunday	Closed

As always there are certain times the office becomes extremely busy.

Please Be patient and don't hesitate to call back! Thanks!!