

## ZENITH ELITE GYMNASTICS ACADEMY RULES, POLICIES AND SAFETY

### GENERAL POLICIES:

**Registration & Tuition:** The Member Registration Fee is a processing fee that covers the costs of opening and maintaining your account for the year. The student becomes member of Zenith and may benefit price discounts for different activities organized by the gym during the year. The Member Registration Fee is due upon registration and renewed after one calendar year from the date of registration. At the time you register, you pay the \$45 registration fee and the first month's tuition. Thereafter, tuition is due on the first of each month. A \$10.00 fee is added to any accounts with payments received after the 7<sup>th</sup> of the month. Unless prior arrangements are made with the office, if tuition is past due on the 15<sup>th</sup>, student(s) will not be allowed for practice, and may be dropped from the program if space is limited. All payments must be made to the office, payable to Zenith Elite Gymnastics Academy (ZEGA).

**Refund:** There are no refunds of the registration fee. Tuition payments may not be refunded after the month practice has begun.

**Returned Check:** A \$25.00 fee is charged on all returned checks.

**Electronic Fund Transfer (EFT) Payments:** We highly recommend that you take advantage of our EFT Payment System. It costs nothing to sign up and will save you the trouble of having to remember to write monthly tuition checks. With your permission, we will electronically draft your credit card, checking, or savings account on the 1st of the month. Please ask for an EFT Authorization form at the front office.

**Missed Lesson:** Please understand that a student's place is reserved for the session or class they are registered for, and staff is paid for that time. Therefore, missed lessons may not be deducted from payments due, nor will there be any refunds after the month has started. However, should a student have to miss, we will allow one make up opportunity per month (not one per missed class). You must notify the office within two weeks of the absence that you want to make up. Make up arrangements must be made through the office (not verbally with a coach) and are subject to class availability. There are two options that may be available: 1) to attend one class with the same level on a different day or 2) to receive a pass to attend one Open Gym session free (you must ensure that your pass is signed by an office manager or assistant). These passes are not good for Saturday Night Out.

**Drop Procedure:** In order for us to maintain proper record keeping, all individuals dropping a class are to fill out a drop notice slip. We ask that you please fill this slip out 30 days in advance and turn it into the office staff. You will be billed for your child/children for the 30 days after the date our office staff receives your written notice. It is not sufficient to verbally give your 30-day notice.

**Referral Discount:** A major portion of our business is referred to us from current cliental, for which we are very grateful. In response to your referrals, we will apply a \$10 credit to your next month's tuition for each new member who signs-up. In order for Zenith Gymnastics to reward your referral, your name must be in the "Referred by" bottom space on the registration form.

**Program Closures:** specific dates are posted at the gym but we follow this general schedule:

- Memorial Day: Last Monday in May
- Summer Break: The week of July 4th
- Labor Day: Friday to Monday of Labor Day Weekend
- Thanksgiving: Wednesday to Saturday
- Christmas Break: December 23 to January 1.
- No classes are held on Sundays.

**Bad Weather:** If the schools close for bad weather, Zenith Elite Gymnastics Academy will be closed. Please call before coming to verify that the gym is closed during severe weather.

**Private Lessons:** All private lessons are to be arranged with the individual coach. Individual coaches set their own prices. Private lesson fees should be paid to the coach. However, everyone participating in private lessons is required to pay the \$15 registration fee at the front office before beginning private lessons. It is valid for one full year and renewed after one calendar year. The "Private Lesson" registration fee is not a membership fee, therefore does not benefit the student for

member discounts for extra monthly activities organized by the gym. If later on the student decides to join Zenith Gymnastics and participate in regular classes, the balance amount for the Member Registration fee will be required to be paid.

**Class Attire:** Girls wear leotards (any color or style). Girls not in the pre-competitive or competitive team may wear gym shorts and a shirt if a leotard is not available, however we do recommend. No tights or jewelry are allowed. Long hair should be completely pulled back and secured. Boys must wear gym shorts and a T-shirt that can be tucked in securely (preferably a Zenith T-shirt).

**Lost Items:** Zenith Gymnastics cannot be responsible for any lost items.

**Conduct of Students:**

Do not use apparatus without your coach's permission or qualified supervision.

Do not leave the class for any reason without the coach's permission.

If you are injured or sick, tell the coach right away.

Do not bring food or drinks into the workout area.

Only competitive team members are allowed in the locker room. All other students may use the wire cubbies located in the lobby to store their items.

Do not go into the workout area of the gym until an instructor/coach has called you to class. After class, you must remain outside the workout area.

**Parents/Guardian Responsibilities:**

Observation is allowed only from the lobby/parent's area.

Please review the rules and safety guidelines with your child and be sure they understand them.

Anyone not registered with Zenith for a scheduled activity is not allowed in the gym, unless permitted by the staff.

Do not make signs or comments to the girls or boys during practice. Any interruptions could result in serious injury.

If you have young children with you, please supervise them at all times. Do not allow them to enter the workout area. This could be extremely hazardous to them and to the gymnasts.

Do not allow your child to do any gymnastics tricks outside the gym (home, backyard, school, etc.).

Please escort your child to and from the gym. Children are not allowed to wait for parents in the parking lot.

For safety purpose, camera or video flashes are not permitted.

When entering the gym, please have your child put their belongings in a cubby or locker. Team members should use their locker in the locker room, all others members should use the wire cubbies in the lobby area.

Do not let your child bring food or drinks in the workout area of the gym at any time.

Please help your child/children respect the property of the gym, including restrooms, furniture, lobby and parking lot.

**Competitive Team Additional Policies & Etiquette:** available at the front office.

## **SAFETY GUIDELINES:**

**Appreciate the Risk:** Participation in gymnastics, even under the best conditions, carries with it a reasonable assumption of risk (Appreciate the fact that improper conduct of this activity can result in catastrophic injury, paralysis, or even death).

**Be Supervised:** Every gymnastics session should always be supervised by a competent professional. Never participate in gymnastics without proper supervision.

**Dress Appropriately:** Always dress in terms of the learning/performing situation. Use chalk, resin, handgrips, tape, protective body equipment, etc., where appropriate. When in doubt, consult your coach.

**Double Check Equipment:** Before every session, be sure with your coach that the apparatus is in proper working condition, is correctly aligned, and is adjusted according to individual needs. Also, be sure to have adequate and properly placed matting. When in doubt, consult your coach.

**Communicate Clearly:** Establish a clear, accurate, communicative link with your teacher/coach. Make certain that both of you know exactly what, when, where, how, and why the skill is to be performed and/or spotted.

**Be prepared to Participate:** Be sure that you are physically, as well as mentally, ready to perform. Total fitness is a fundamental prerequisite to safe practices in gymnastics. You should always participate in proper stretching and warm-up as it is necessary preparation for the sport of gymnastics. Stretching and warm-up are always performed at the beginning of the class, therefore you are required to arrive on time.

**Master Basic skills:** Follow a definite progressive pattern in skill learning. Master first those basic skills that have the broadest application to the more complex skills.

**Know the skill:** Be sure to have an accurate visual concept of the full potential of the skill. Know how to initiate, execute, and complete the entire movement. Develop awareness for the more critical aspects of each skill.

**Always Follow Through:** Once you commit to and/or go for a skill, always follow through to its full completion. Be keenly aware that a prime consideration is protection of your head and spinal column.

**Know Your Limitations:** Develop a healthy awareness and respect for your individual limitations in learning and performing gymnastics.

**Rest:** Sleep your 10 hours per day. You are physically and mentally growing, your body must rest. Also ask Mom or Dad to massage you whenever possible before sleep.

**Food and Drinks:** Please be aware that gymnastics requires a tremendous amount of energy - healthy meals and drinks are recommended for the athletes. No junk food, EAT AND DRINK HEALTHY !

Good life practices start with Mom and Dad's examples !!!