

Oaks Gymnastics Academy - Program Rules and Procedures

To register for a gymnastics class at the Oaks Gymnastics Academy you will be required to fill out a Parents Permission Form which will remain ON FILE.

The parents permission form is an acknowledgement of the risks involved with gymnastics and the inherent danger associated with a sport that involves height and motion and the chance for serious accidental injury. Every possible precaution is taken to assure that your child will have a safe and enjoyable experience, but accidents can happen through no fault of the staff. If you don't understand the risks involved, ask to OBSERVE a class and see what happens during a typical gymnastics lesson.

Don't sign the permission form if you're not going to be bound by the agreement.

Don't sign the permission form if you don't understand the true nature of the sport.

The permission form is available online for your REVIEW.

You MUST register in person - an original form will be provided.

An authorization form is required for all credit card charges. There is a 3% convenience fee for this service. We no longer store your personal information and the form is shredded as soon as the charge is approved. Credit card charges are one time only, unless you specifically ask for the information to be encrypted and filed electronically.

Avoid the service charge and pay with a check or cash.

The credit card form is available for download and your review.

When you authorize a charge - an original form will be provided.

Register "early" with a check or cash and you'll get a nice discount and avoid the service charge. Cash payments made with the exact change is helpful - ask for a receipt.

New students are added to the program from a waiting list if the class is filled or through "open enrollment" if the class time has space that is available.

If a class is available you can start any time and your fees will be pro rated - you will only pay for the classes left in the session.

There are no refunds once your child is enrolled in a class. If you're not sure what to expect at Oaks Gymnastics you may visit the gym to observe a class. If you're not sure if your child will like gymnastics you can attend a 20 minute introductory lesson - but you will be required to register.

Once each season a \$35 registration fee is charged for every student. This fee covers the administrative cost to enroll your child in the class of your choice. It also cover the high cost of liability insurance and secondary medical insurance - the cost of which we have no control over. The registration fee is current from September (the start of the school year) through the following year ending in August.

Registration fees are pro rated through they year.

Starting September through December - full price \$35.

Starting January though April - \$25

Starting after April - \$15

Registration fees are not refundable.

A registration form is used to help track the class you are signing up for. During re-enrollment for the next session all you need to do is hand in your payment and the registration form. And the a coupon for any discounts or "early enrollment".

Oaks Gymnastics - Program Policy

Class Size - we limit the size of EVERY group to just six (6) students an instructor. Occasionally an extra student may be present to make up a class they missed, but it's never going to be an "assembly line" at the equipment with rows ten deep. The standard ratio accepted across the country is about 10:1 for students to instructors. 6:1 is a great value!

Waiting list - if you register for the program and can't get into the class day and time you want it is possible to "wait" for a space to become open. The session are seven (7) and eight (8) weeks long, so it might not happen right away. The waiting list is limited to four (4) students. Once we know what class you want new coaches are trained and assigned, other students are moved around. Strict class size limits apply.

Lengthly Waiting List - you can be on a waiting list with more than four (4) students, but it's unlikely we could add you to a class right away. And we'll track the class for free - you would not have to join the program, but a registration form would be required so we know how to contact you.

Sessions - most of the session are eight weeks long. In some instances a seven week session is needed to fit the schedule to the calendar. Each session is priced according to how many weeks are offered.

Current Students - if you joined a specific class day and time you are IN. Class size is strictly limited and once you have a spot we're NOT going to sell it - you'll be allowed to re-enroll in the next session before we add any NEW students. If you don't re-enroll another student will be added to the class from a waiting list. Re-enrollment begins about half way through the session.

Re-enrollment - we can't wait until the end of the session to determine where all the students and instructors are going to be. Three weeks before the end of the session you'll be given the chance to enroll for the next session with a discount. Two weeks before the end of the session it will be the regular price. After that it "open enrollment" and new students are added to the classes from waiting list or first come / first serve. You must re-register to continue!

Drop A Class - the program rolls over every seven or eight weeks. If you need to withdraw from a class - no problem - schedules change all the time. Once you drop the class it is unlikely you'll be able to get back in right away. Students on a waiting list will be added immediately - some of who waited for the whole eight week session to get in!

Observing A Class - if you've never seen a gym class before or you just don't know what to expect from our program, you should plan to visit the gym and observe. We can't really describe everything on the phone and the web site has limited information. A visit to the gym will help you decide if gymnastics is right for your family.

Introductory Gym Class - many kids want to try a class before they sign up for an entire session. On Saturday around noon, we occasionally run an introductory gym class. You must register for the program with a permission form and the registration fee before you can participate, but the introductory gym class will help you choose the correct day and time for your regular class. The "intro" class is 20 minutes long with time at the end for parents to discuss their choices.

Waiting Area - a generous waiting area is located at the front of our building for parents to pass the time while their child is in class. The gym is all open space - almost 4000 square feet and the waiting area has a half wall for observation, but parent's are NOT allowed in the gym. We ask that cell phones be turned OFF and parents speak in a soft inside voice. No food or drink is allowed anywhere in the building. Students are asked to bring water in a reusable PLASTIC bottle.

The gym will be closed for emergencies - from time to time a regularly scheduled class might be canceled due to an emergency. These are mostly weather related and mostly in the winter, but a few nasty thunderstorms have knocked out the power in the summer. Bad weather means we might close. CALL BEFORE YOU DRIVE OVER!

If school is out (closed) for a snow day it is almost certain that the gym is also closed. Please CALL before you come over. A message will be on the answering machine indicating that the gym is closed and why. We might be able to call everyone on the roll sheet in the event of an emergency, but we

can't always reach every parent. If the weather is bad enough to make the roads unsafe we'll want you to stay home and stay safe. The lost time will be offered as a special make up class at a special day and time.

Absence and Lost Class Time - if you are going to miss a class for any reason you must send an email to the gym with the details, such as name, class time, etc. BEFORE the class is held. The teachers might make changes to that day's lesson and another child might be added to make up their lost time. If you expect to make up a class you must send an email or you'll lose the class time. Once you sign up for a class there are no class refunds or credits of any kind - including time lost to sickness, etc. There are very few exceptions to this rule. Just let us know when you will miss a class and we'll do what we can to help you recover the time (and the money you spent).

There are a few times during the week when the same class is offered but you can't just show up for a class unannounced and "walk on" for a lesson. The teacher must plan for extra students so as not to ruin the class for everyone else. If a whole evening of gymnastics is canceled the whole evening will have special times to make up the time. If you don't send an email notifying the gym you will not be allowed to make up a class.

Gymnastics at HOME - when the kids do gymnastics at home... "sometimes they break the furniture and sometimes the furniture breaks them". It is common for kids to want to practice at home, but they need lots of room and a soft surface to be comfortable. The gym has mats that range in thickness from 2 inches to 32 inches. And you can still get hurt seriously even if you land correctly on a soft mat. The teachers tell the kids NOT to do gymnastics at home as a general rule. If your house has a wide open space and carpet with even a little padding you can expect to see some skills being done. But we don't encourage this due to the risk of accidental injury.