

# Madison County Gymnastics Center

## General Rules and Policies

### Payment Policies

#### *Class*

Payment for class is due on the 1<sup>st</sup> of each month. All payments must be done through credit card or bank draft. Payment is due whether your child (ren) attends or not. Upon receipt of a denied credit card, debit card, echeck or bank draft you will be notified and a \$45.00 denied fee will be added to your account. MCGC reserves the right to remove your child(ren) from the program.

#### *Childcare*

Payment for child care can be done either weekly or monthly. All payments must be done through credit card or bank draft. Payment is due whether your child(ren) attends or not. Upon receipt of a denied credit card, debit card, echeck or bank draft you will be notified and a \$45.00 denied fee will be added to your account. MCGC reserves the right to remove your child(ren) from the program.

### Childcare Tuition

Normal Afterschool Care Tuition is \$70.00 a week. Based on school closings weeks may differ on price. There will be a calendar posted in the front lobby and on the website. All tuition prices are for Part Time and Full Time students.

### Withdraw from our Program

#### *Class*

Withdrawal from a class is not permitted after March 31<sup>st</sup>, due to preparation for end of year program. MCGC request a minimum of 30 Days' notice if you intend to drop a class, otherwise payment is expected in full. If we do not received a drop notification you will charged for 3 months from the date of your child's last class attend. Notification of withdrawal must be done through the parent portal ONLY. Verbal will not be accepted.

#### *Childcare*

MCGC request a minimum of a 2 week notice if you intend to drop childcare, otherwise payment is expect in full. If we do not receive a drop notification you will be charged for 6 weeks from the date of your child's last day attended. Notification of withdrawal must be done through the parent portal ONLY. Verbal will not be accepted.

### Holidays

MCGC will be closed: Labor Day, Thanksgiving, Christmas, New Year's, Good Friday, Memorial Day and Fourth of July. Please see your Parent Portal for exact dates.

### Illness

Parents are expecting to pick up their child immediately upon notification. Do not send sick children to the gym, they must be fever free for 24 hours.

### Lost and Found

Unclaimed items are donated to Goodwill. MCGC is not responsible for lost or stolen items.

### Photography

Pictures may be taken of your child in the gym and gym activities. These pictures may be used by Madison County Gymnastics for promotional purposes, website and Facebook page.

### Discipline

Thankfully, we rarely experience any serious problems with children misbehaving. When a problem does arise, as it inevitably when working with children, our policy is a “time out” from activities. The fact that MCGC is a facility that specializes in sports, we also give “strength work”. The amount of time a child is placed in time out or is given strength work is kept within a reasonable amount and limited to that particular child’s strength and gym level. After any serious or repeated discipline problems, we will notify the parent/guardian. If the inappropriate behavior persists, MCGC will request that your child be removed from out program.

### Class Changes

All class changes/additions must be done through the parent portal. You may change your class day and/or time as long as there is available space in the requested class. You are allowed to be enrolled in one class and on a waiting list in another.

### Closings

In case of server weather or any emergency, we do our best to follow what the schools do as far as closing. If we close because of bad anticipated weather, we will send an email through the portal. You may also check the Parent Portal or Facebook.

### Proper Attire

All students should arrive for class on time and properly dressed. Gym suits without the skirt attached are required. Spandex/tight fitted shorts and a tight fitted shirt may be worn over the gym suit IF needed. No socks or tights may be worn. Long hair must be tied back and away from the face. No large hair accessories. No jewelry (stud earrings are ok).  
New gym suits are sold in the front lobby.

### Make-Ups

Do not just show up for any class: please schedule a makeup through your parent portal. You are allotted 2 make ups August-December and 2 January – May. Makeups are not available for Team. If you sign up and your child does not show up for class it counts as a make-up class. We will only do make-ups for weather if the gym is closed for classes, otherwise you will have to use one of yours. Make-ups cannot be scheduled the first 4 weeks of the new session.

### Vacation (Childcare)

All full time Child Care students are allotted 1 week of vacation time during the school year and 1 Week of vacation time during the summer. If you do not use your vacation during the school year, you may use it during the summer. All vacation starts over during the new school year. You must be absent in order to use your vacation time. You must send in your vacation request via email through the Parent Portal.

## Arrival/Departure

### *Class*

DO NOT DROP CHILDREN OFF IN THE PARKING LOT. All students are to enter and exit the building from the front lobby entrance. The side door is for emergencies only. Class parents should escort their child(ren) into the building. Gymnast will need to sit on the bleachers assigned to class kids and await the start of class. When your child's class is over be prompt in picking them up and once again parents need to enter the building to retrieve their child. MCGC is not responsible for any student before or after class. MCGC is aware that an emergency may arise that prevents you from getting here on time, however, parents who continually arrive late will be warned prior to the Late Pick up Charge of \$1.00 per minute you are late.

### *Childcare*

Childcare Program (CCP) parents must come into the building to sign their child out daily. During school holidays you must also sign your child in. CCP parents need to notify the gym if your child is going to be absent. If you do not contact the gym more than 2 times stating your child will be absent you will get charged \$5.00 each time we must call for verification of attendance. If anyone other than those listed on your registration forms will be picking up your child, our policy is that you call AND send an email through the Parent Portal to let the staff know. If we are not familiar with that person we will ask for some form of ID. MCGC is aware that an emergency may arise that prevents you from getting here on time, however, parents who continually arrive late will be warned prior to the Late Pick up Charge of \$1.00 per minute you are late.

You may text or call 601-862-1712 five (5) minutes prior to arriving to make departure quicker.

## Observing Class

Parents, relatives, and friends are more than welcome to come and watch our classes. Videotaping of classes is permissible as well as non-flashing cameras. NO ONE other than students, coaches, and staff are allowed in the gym area. Siblings or friends not enrolled at MCGC should not be left without adult supervision. Please do not allow your child (ren) play or jump off the bleachers, sit or play on the fence, or in the gym. They must be seated on the bleachers with you or on the bleachers assigned to class students ready for their class to start. Please be sure to clean up after yourself. Parents of children 5 and under should not leave the building during class. Many of these students need assistance in the restroom and instructors cannot leave the class to help them.