

IGM Gymnastics (Revised March 2020)

Recreational Program Policies



Enrollment Requirements: Annual registration form and waiver must be filled out and signed by a parent or legal guardian for each student before they are able to participate in class (one form per family).

Annual Registration Fee: A \$35/child or \$50/family annual non-refundable registration fee is due each year from all new and returning members. Renewal of this fee is due in September of each year. Waived for the months of June – August.

Enrolling Mid-Month: A student may begin at any time. The monthly tuition will be pro-rated accordingly.

Payment Options: IGM accepts cash, personal checks, and offers credit/debit card auto-pay. Card types accepted in person and online are VISA, MasterCard, and Discover.

Payment Due Dates & Auto-Pay: We require your timely payments to maintain the financial state of IGM and appropriately compensate our staff. Therefore, **monthly tuition is due by the 1st of each month**. All families are required to provide a debit/credit card to keep on file. At any time, you may enroll into our auto-pay program to grant IGM the permission to charge your debit/credit card for class fees on the 25th of each month (and/or at the time of enrollment). If you do not wish to sign-up for auto-pay, you are welcome to make payment in person or online prior to or on the 1st of the month via cash, check or debit/credit card.

Outstanding Balance Dues: If you are not signed up for auto-pay, IGM will process the debit/credit card that we have on file if your account is not paid by the 6th of the month for any outstanding monthly tuition balances on your account plus a \$35 late fee. Please check the drop request section below for information regarding enrollment cancellation and termination of credit card authorization. If your credit card was declined or check was returned and no payment has been made, your child will be dropped from class on the 12th of the month.

Insufficient Funds & Late Fees:

- **Checks:** Should a check be returned to IGM for insufficient funds, your account would be charged an additional processing fee of \$35.
- **Late Fee:** If payment is not received on or before the due date, IGM will initiate electronic payments for any balances due on your account **PLUS** a late fee of \$35.00 on the 6th of each month.

End of Month Re-Enrollment: At the end of each month, your child will be **automatically re-enrolled** into the same class for the following month to reserve their spot in class. If/when your child receives a recommendation card suggesting a move up within the program, please stop by the front desk to enroll your child into the new class for the following month. Please remember, each child learns at his/her own pace; typically several months of practice are necessary before a child can safely move up to the next level.

Cancellation/Drop Request Form: IGM requires a written notice of cancellation via the Drop Request Form (found on our website), an email to the IGM office, or a written notice prior to end of the month. If a notice is not received before the 1st of the month, your child will be re-enrolled and you will be invoiced/charged for the following month. **If cancellation is received after the month begins, you will not receive credits or refunds for the remaining classes in the current month.**

Tuition Discounts: We understand that tuition can quickly add up and we are happy to help by offering multi-child and multi-class discounts. Discounts are taken off the lowest tuition value.

Multi-Child: 10% off 2nd child, 20% off 3rd child, 4th child is FREE

Multi-Class: 25% off second class per week

Class Make-Ups: IGM sets itself apart by being as accommodating as possible to its customers. As part of our customer service, we are happy to schedule make-ups for any reason that your child misses class. Please schedule all make-ups through our office via phone, email, or in person. Make-ups must be completed within a month of the missed class and are offered only if we have enough room in the make-up class

Inclement Weather: In cases of severe weather, IGM has the right to cancel classes on the same day as the scheduled class. We will communicate any class cancellations through e-mail, Facebook (www.facebook.com/IGM.Gymnastics), and WCCO (website/television/radio 830AM). IGM is not obligated to schedule make-ups or issue credits or refunds due to poor weather conditions.

Holidays: If a holiday observance occurs on a day your child has class, you will not need to schedule a make-up. IGM's programs are based on a 4-week month/48 week year. Some months may be five weeks and others three. If a student receives five classes during the month instead of four there will be no extra charge although it can be considered a make-up for classes missed while we are closed for holidays. This will even out through the course of a year.

Account Credits: All account credits expire within **6 months** of origination and can be used only for tuition, open gym, day camps, or special events (credits can't be used for birthday parties).

Joining Team: There isn't a doubt that joining pre-competitive or competitive team involves a considerable commitment of time, effort and money. However, team involvement may become the most significant experience in a child's life. They learn self-discipline, group work, leadership, and good sportsmanship among many other life skills. *If a child is ready to join our invitation-only team program, his/her coach will suggest this to you for consideration.*

Referral Program: We are grateful for any referrals by our member families; as a thank you we will credit your account \$20 toward the next session for each referral.

General Gym Guidelines:

- Students may store their clothing and shoes in the cubbies provided
- IGM Gymnastics is not responsible for lost or stolen items
- No child is allowed on the gym floor without a coach
- Only IGM staff and enrolled students are allowed in the gym areas
- If you need to communicate with your child or their instructor during class time, please alert our office staff and they will assist you
- Please be on time for class. Warm-ups are very important in order to prevent any strains or injuries
- IGM reserves the right to close a class if it is full or if it does not meet minimum enrollment.



Class Attire:

- Girls: Leotard, bare feet. Optional: leggings, shorts, close-fitting T-shirt or tank top. No zippers, buttons, or snaps. Please remove all jewelry before class!
- Boys: T-shirt, shorts and bare feet. No zippers, buttons, or snaps.