

**Thank you for enrolling in a class at  
Summit Gymnastics Academy!**

1926 N. 4<sup>th</sup> St. Suite 7, Flagstaff AZ  
928-526-0644

Your class name is:  
Class day and time:  
Your coach will be:

**Our Mission:** We strive to develop your child's talents and build their character through the instruction of activities in a fun, safe, nurturing environment. Our goal is to meet every child's individual needs while teaching balance, strength, agility, flexibility, and life skills. We believe that success is defined as personal best and aim to instill this in every child.

**Additionally,** for our Gymnastics and Cheer Teams we strive:

- ✓ To allow children the experience of fun competition
- ✓ To learn the joys of team effort
- ✓ To learn goal setting and self evaluation
- ✓ To develop the habit of "being your best"

**Billing Policy:**

Tuition is posted on the 1<sup>st</sup> of the month and expected to be paid the first week of the month. Accounts are considered past due after the 7<sup>th</sup> of the month (or 1<sup>st</sup> class of the month). A \$5 late fee will be charged to your account each week tuition remains outstanding after the 7<sup>th</sup>, unless prior arrangements have been made. We will need a card on file for any outstanding fees. This card will not be used for any other reason.

We offer an Auto Pay Program that runs on the 1<sup>st</sup> or the 15<sup>th</sup> and is exempt from these fees.

A "**Red Slip**" policy is implemented to past due accounts. Children will no longer be able to participate in their class until the account has been paid. This will be enforced starting the second week (2<sup>nd</sup> class) of the month. If a class is missed due to an unpaid balance the class will not be prorated from tuition.

**Missed Class Policy:**

If for some reason your child misses a class, please let the front desk know. We would be happy to schedule your child in a make-up class at the earliest convenience. Call the front desk (928-526-0644) to schedule your make-up. Availability must be checked before scheduling a make-up. We do not allow "drop-ins", so please do not just show up. We ask that you schedule your make-up class within two weeks of your child's absence.

**Proration Policy:** (2) Months are permissible for pro-ration from September to May, excluding December, as this month will already be pro-rated.

**Enrollment Termination Policy:**

SGA requires written notice that your child will discontinue gymnastics classes. Please turn in notice to the Front Desk TWO WEEKS prior to the end of your time with us. If notice is not received,, your child will still be enrolled in their class and accumulate a month's tuition. Since we were unable to open that spot to a new student, we will require payment for that month.

**SGA Class Cancellation Policy:**

When making class schedules, SGA offers many days and times to accommodate as many schedules as possible. If a class does not have at least three enrolled students, then it will be dropped from the schedule at that day and time. Notice will be given before cancellation of the class.

**Before Class:**

- ✓ All girls must have their hair tied away from their face. No jewelry or earrings, except studs.
- ✓ Girls should wear comfortable clothes such as a leotard or t-shirt tucked into shorts. No tights, socks, or skirts.
- ✓ Boys should wear a t-shirt tucked into stretch shorts or athletic pants.
- ✓ Please arrive 5-10 minutes early and wait for class to begin in the viewing area.
- ✓ Find a cubby and get ready for class! Wait until the coach has called the class onto the floor before entering the gym area.
- ✓ Keep all siblings in the viewing area. We do not allow siblings on the gym floor or equipment. All parents are also required to stay in the viewing area.

**After Class:**

- ✓ Parents must come into the building to pick up their children. We do not allow children outside unaccompanied by an adult.