



2121 Crompond Road
Cortlandt Manor, NY 10567

(914) 734-1616
GymnasticsCity.com

GYMNASTICS CITY POLICIES & PROCEDURES

Mission Statement

It is our personal challenge to all of us at Gymnastics City to be honest, caring, courteous, and friendly. We are dedicated to maintain an exceptionally fine "State of the Art" facility, quality equipment, and a safe and pleasant atmosphere. In our nationally renowned programs, our teachers and coaches possess the high caliber expertise necessary to enable each child to get sufficient attention to realize their fullest potential, be the best they can be, and feel special.

CLASS PROCEDURES

All our students will be grouped into class by both their age and their ability level.

General Recreational Classes: In our General Classes, gymnastic instruction is for 1 hour or 1¼ hours. At the beginning of each class there is Warm-up and Stretching. This is important for getting the body ready for gymnastics, and also to teach the youngsters various body positions used in gymnastics.

Preschool Classes: In our Pre School Classes, gymnastic instruction is for one hour, and in our **Mommy & Me Classes**, it is for 45 minutes. The first few minutes will be to stretch and warm-up the muscles. During this warm-up, some activities are done to music in order to develop rhythm and listening skills.

Please have your child in class on time, as this warm-up period is also extremely important in preventing injuries.

GENERAL PROCEDURES

Please use extreme caution when entering or exiting the Gymnastics City parking lot. Follow all one- way signs. **PLEASE KEEP ALL OF OUR CHILDREN SAFE!**

Parents are encouraged to watch their children, but are not allowed to enter the workout area. Please refrain from any gestures or verbal cues while students are in class. This is distracting to both students and instructors.

SAFETY RULES

These safety rules are in addition to all other safety rules that are posted and explained to the students:

No one is permitted on any gymnastics equipment unless supervised by our staff

No food, drink or gum chewing in the Gym

Do not wear any jewelry while performing gymnastics

Long hair should be tied back

All children must be properly supervised by their parent or caretaker, for their safety, while they are in **City Limits Indoor Playground**. They should not disturb or distract any of the classes. The use of the playground is **Free of Charge** for Gymnastics City members.

DRESS

GIRLS - Leotards and bare feet are recommended.

BOYS – Gym shorts, T-shirts, and bare feet are recommended.

TUITION

When you enroll your child at Gymnastics City, your child will be guaranteed that spot for 4 sessions from September until the end of June. You can choose from three of our discounted payment plans: 10 weeks, 20 weeks, or 40 weeks. There is a **10% discount** for any additional children in a family. A **20% discount** will be given for any child signing up for a second day of classes. **Payment must be received in full before the first day of class.** If full payment is not received after the 2nd class of the session, a **\$20.00 Late Fee** will be assessed. You are guaranteed your spot for the entire 40 weeks. If you decide to drop out of any session, **written notice** must be given two weeks prior to the end of the session or you will be billed for those classes. There are absolutely **NO REFUNDS** for any reason.

REGISTRATION – INSURANCE - MEMBERSHIP FEE

There is a Registration - Insurance - Membership fee of \$60.00 per family, which is paid once a school year (Sept.- Aug.). This fee is paid whenever you first register for classes. This fee covers excess Accident Insurance, which each student must have to attend classes. This fee is nonrefundable. It entitles you to receive information on activities and upcoming events in our Newsletters. As a member of Gymnastics City, your child and their siblings may use “**City Limits Indoor Playground**” **free of charge**.

PHOTOGRAPHY POLICY

At times we may use photos of our students on our web site, **GymnasticsCity.com**. In addition, we sometimes use photos of our students on videos and various other advertising and promotional media. If you do not want your child’s picture displayed, we require you to notify us in writing.

MAKE-UP POLICY

You are welcome to inquire about a make-up, however, **it is not guaranteed**. You must make an appointment in advance for a specific make-up day and time. Make-ups must be scheduled during the session that your child’s class was missed.

SCHOOL CLOSING

If there is inclement weather, never assume that the school is open or closed. Please check News 12 on your television, or check our web site, (**GymnasticsCity.com**) or call before coming. If class has to be canceled due to inclement weather, please go to the Front Desk and pick up a Gym Time Pass or schedule a make-up.

GYM TIME

Gym Time is offered on **Fridays from 6:30 - 7:30 PM**. This is a time when our Gym City students can work, with our instructors, to improve skills that they have already learned in class. A **GYM TIME PASS** will be issued at the time of enrollment, entitling students to a **FREE** workout every 7th time. The fee is \$10.00 for Gymnastics City members only. Our staff has found that Gym Time sessions are very advantageous to student improvement and should be included in the students training program.

