

Family Name _____ Date _____

Parents Name _____

Below is a copy of San Mateo Gymnastics rules & policies. Please read them over, initial and return via email.

Late Policy: We have a 5-minute policy! **Any child that is not out on the floor with their class within the first 5 minutes after class starts will not be allowed to join class.** It is extremely disruptive to the kids in class as well as the staff and it increases the risk for injury for your child. **Initial:** _____

Attire: **Girls** must wear a 1-piece leotard or swimsuit, **no attached skirts or leggings with feet**, and hair must be put up in a ponytail. **Boys** are to be dressed in shorts/sweatpants and a t-shirt, **no snaps, buttons, or zippers**. No bracelets/watches, anklets or necklaces allowed. **Initial:** _____

Bathroom Use: All kids enrolling in Munchkin 1 and above must be fully potty trained and able to use the restroom on their own. **Initial:** _____

Water bottle and Personal Items: Please make your child bring's a small bag/backpack to place their belongings in as well as their own water bottle to use for the duration of class. Our facility does have water bottle filling station. **Initial:** _____

Viewing: Viewing is only open for recreational parents only, no team/pre-team viewing. **Siblings** are still not allowed in the building at this time. **Initial:** _____

Class Dismissal: After class, kids are released from class from the grey side door to the left of the front door to minimize traffic inside the building. Please make sure you are on time to pick up your child as the instructors need to be back in the building to teach their next class. **Initial:** _____

Make-ups: We do not offer any makeups, pro-rates, credits or holds on classes. If you are going to be gone more than 2 weeks', please inform the instructor or you can send the front desk an email and we will forward it to the instructor info@sanmateogymnastics.com. **Initial:** _____

Holidays and Gym Closures: There are no make-ups for holidays/gym closures as these closures are factored into our monthly tuition. We base our tuition on 4 classes in a month and there are some months you receive 5 classes at no additional charge which are considered the makeup for holidays and gym closures.

Upcoming gym holidays and closures: New Year's Eve and New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday & Saturday after Thanksgiving, 1 week for Winter Break TBD + 1 additional week for cleaning TBD. **Initial:** _____

Tuition & Late Fee: We do not offer autopay at this time; Tuition must be paid online, by check or you can set up electronic payments directly with your bank. We do send at least 2 statements prior to the tuition due date (due by last day of the month for the upcoming month) as reminders to avoid a late fee of \$20 which is billed on the 1st of each month. If you have a credit on your account, it will stay there indefinitely, we do not offer any refunds for any reason. **Initial:** _____

Drop Notice: **We require a 2 week notice to withdraw from our program.** Please send us an email if you plan on withdrawing for any reason; info@sanmateogymnastics.com. You are responsible for tuition up until the time we receive notification which will include the additional 2 weeks. We do not offer any refunds; any credits will remain on your SMG Account. **Initial:** _____

Photography and Video: We do not allow any photography or video recording without prior consent of the instructor and for the safety and privacy of others, we ask you to refrain from including other children from your pictures or video. Any parent that does not have prior consent will be asked to stop and delete any photos/videos. **Initial:** _____