

# Madison County Gymnastics Center

## Parent Handbook

### Payment Policies

#### ***Class***

Payment for class is due on the 1st of each month. All payments must be done with a credit or debit card through the Parent Portal. Cash payments are accepted before the 1st of the month. Any account changes (card expiration, new account etc.) need to be updated immediately. If account changes have not been updated and your card is denied you will be charged a \$45 denial fee. If your account is compromised due to circumstances, **out of your control**, documentation from your financial institution must be provided. Payment is due whether your child (ren) attends or not. **Upon receipt of a denied credit or debit card you will be notified and charged a \$45.00 denial fee.**

#### ***Team***

**Team is a continuous commitment.** Team members are automatically re-enrolled each year. An annual registration fee is a part of this commitment. Team members do not get the summer off. All payments must be done with a credit or debit card through the Parent Portal. Cash payments are accepted before the 1st of the month. Any account changes (card expiration, new account etc.) need to be updated immediately. If account changes have not been updated and your card is denied you will be charged a \$45 denial fee. If your account is compromised due to circumstances, **out of your control**, documentation from your financial institution must be provided. Payment is due whether your child (ren) attends or not. **Upon receipt of a denied credit or debit card you will be notified and charged a \$45.00 denial fee.**

**No one with a past due balance is allowed to register or enroll in class or private lessons until the balance is paid in full.**

#### ***After School Care (ASC)***

Payment for after school care is due every Monday. All payments must be done with a credit or debit card through the Parent Portal. Cash payments are accepted prior to the following week. Any account changes (card expiration, new account etc.) need to be updated immediately. If account changes have not been updated and your card is denied you will be charged a \$45 denial fee. If your account is compromised due to circumstances, **out of your control**, documentation from your financial institution must be provided. Payment is due whether your child (ren) attends or not. **Upon receipt of a denied credit or debit card you will be notified and charged a \$45.00 denial fee.**

### Withdrawal from Program

#### ***Class***

MCGC request a 30-day notice and payment for dropping a class, otherwise your monthly payment is expected. Cash payments are accepted before the 1st of the month. If we do not receive a drop notification

you will be charged until drop notification is received. Withdrawal from a class is not permitted after March 1st due to preparation for end of year program. **Notification of withdrawal must be done through the parent portal ONLY. Verbal request will not be accepted.**

### *Team*

**Team withdrawal is not permitted after State Meet through May 31st.** A 30-day notice is required to drop from Team (notification will not be accepted March 1st), otherwise you will be obligated to Team policies and fees. Cash payments are accepted before the 1st of the month. If we do not receive a drop notification you will be charged until drop notification is received. **Notification of withdrawal must be done through the parent portal ONLY. Verbal request will not be accepted.**

### *After school care (ASC)*

MCGC requests a 2-week notice if you drop from after school care, otherwise your weekly payment is expected. Cash payments are accepted prior to the following week. If we do not receive a drop notification you will be charged for 6 weeks from the date of the last class your child attended. **Notification of withdrawal must be done through the parent portal ONLY. Verbal request will not be accepted.**

## **Arrival/Departure**

### *Class and Team*

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. Gymnasts will need to sit on the bleachers assigned to class kids and wait for class to start. 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 emergencies happen and may prevent you from being on time. Parents who are continually late will be notified and charged a late pick up fee of \$1.00 per minute.

### *After school care (ASC)*

ASC parents must come into the building to sign their child out daily. During school holidays you must also sign your child in. ASC parents need to notify the gym if your child is going to be absent, during the school year, for transportation purposes. If the gym is not contacted the 3<sup>rd</sup> time of an absence, scheduled for pick up, you will be charged \$5.00 for verification of attendance. If anyone other than those listed on your pick-up list will be picking your child up, we ask that you call AND send an email through the Parent portal, so staff is aware of the change. That person must show identification for your child to be released to them. MCGC is aware that emergencies happen and may prevent you from being on time. Parents who are continually late will be notified and charged a late pick up fee of \$1.00 per minute.

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

## **Class Changes**

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

### **Make-Up Dates**

Makeups are not available for Team members. Make up dates can be scheduled at the front desk. DO NOT just show up for a missed class. You are allotted 2 make ups September-December and 2 make ups January -April. If you sign up, for a make-up class, and your child does not show up for class it counts as a make-up class. Inclement weather make ups are allotted at scheduled make up times. They cannot be scheduled the first 4 weeks of the new session. Make up dates are not offered to Team members.

### **Observing Class**

Parents, relatives, and friends are 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 leave your child unattended. They need to be sitting with you or in the area assigned to class students. Please be sure to clean up after yourself. Parents of children 5 and under should not leave the building during class. Many children, at that age, require assistance in the restroom and instructors cannot leave class to help them.

### **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.

### **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. Socks and (foot in) tights are **not** to be worn. Long hair must be tied back and away from the face. No large hair accessories. No jewelry (stud earrings are acceptable). Gym suits are sold in the front lobby.

### **Lost and Found**

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

### **Holidays**

MCGC will be closed: Labor Day, Thanksgiving, Christmas, New Year's, Good Friday, Memorial Day and Fourth of July.

Please see Parent Portal for exact days.

### **Closings**

We follow ALL inclement weather closings as Madison County School District. If we close because of weather emergencies, you will receive an email through the parent portal. You may also check the Parent Portal or Facebook for weather updates. If for any reason MCGC is closed, full tuition is still due.

### **Illness**

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

### **Medication**

#### ***Class and Team***

We provide ibuprofen (Advil), acetaminophen (Tylenol) and Benadryl as needed for pain or allergies. You will be notified upon arrival of medication given the reason and time. We will apply Neosporin (antibiotic ointment), Cortisone (anti-itch cream), alcohol or peroxide as needed for injuries.

#### ***After school care***

We provide ibuprofen (Advil), acetaminophen (Tylenol) and Benadryl as needed for pain or allergies. You will be notified upon arrival of medication given the reason and time. We will apply Neosporin (antibiotic ointment), Cortisone (anti-itch cream), alcohol or peroxide as needed for injuries.

### **Discipline**

Our discipline policy is: a time out from activities and strength work. The time limit for each consequence is based on your child's age and ability. If unacceptable behavior continues, we will notify the parent/guardian. If unacceptable behavior persists, MCGC will request that your child be removed from our program.

### **Vacation (After school care)**

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. All vacations start over at the beginning of the school year. You must be absent in order to use your vacation time. You must send in your vacation request in an email through the Parent Portal.

### **Liability Waiver**

I have read the Madison County Gymnastics Center Rules and Policies, Liability Waiver, Assumption of Risk and Indemnity Agreement. I understand that I have given up substantial rights by registering and have registered freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of liability to the greatest extent allowed by the law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding shall continue in full force and effect.