

Madison County Gymnastics



Parent Handbook

Madison County Gymnastics

Staff

Deanna Herrmann

Owner

Head Coach

Childcare Director

Andy Leatherman

Coach

Jann-Michael Barron

Coach

Natalya Franklin

Assistant Coach

Yolanda Brinson

Office Manager

Director Designee

Donna May

Office Assistant

Melissa Brinson

Childcare Teacher

General Rules & Policies

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

Payment Policies

Payment for class/team is due on the 1st of each month and After-school is due on Monday of each week. 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 or on Friday, prior to the due date. **Upon receipt of a denied credit or debit card you will be notified and charged a \$45.00 denial fee.** This includes, but not limited to, competition fees, attire fees or activity fees. 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. This allows us to charge a portion (\$20) of the denial fee. Payment is due whether your child (ren) attends or not. Madison Gymnastics reserves the right to draft your account after any returned payments (including return fees) until all fees are collected. Any chargeback of funds made by the client will result in the client's paying all legal fees accrued by Madison Gymnastics to collect fees owed.

Refund Policy

Should you choose to cancel your registration, NO refunds or credits will be issued (registration fees, tuition, competitions etc.). For extended illness or injury lasting longer than a month, accounts will be credited for use upon return. A doctor's note must be presented. Account will be charged for all fees if failure to present a doctor's note. NO money will be returned. There will only be a credit to your account.

Arrival/Departure

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. Gymnast 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.

Observing

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).

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, full tuition is still due. No additional make-up class will be offered however we encourage you to make-up classes.

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

We provide ibuprofen (Advil), acetaminophen (Tylenol) and Benadryl as needed for pain or allergies. You will be called for approval before medication is administered. We will apply Neosporin (antibiotic ointment), Cortisone (anti-itch cream), alcohol or peroxide as needed for injuries. If your child is allergic to any of these medications, please list in allergy section of registration.

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.

Recreational Classes

Withdrawal

I hereby enroll all children listed as members of Madison Gymnastics for the entire school year which ends in May. Students may not drop mid-semester. The only time a class is able to be dropped is in December.. A withdrawal notice is not needed for students not continuing through the summer.

*You must register for summer classes to continue.

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

Make up dates can be scheduled at the front desk. DO NOT just show up for a missed class. (No make-ups are allowed until after Sept. 1). 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.

Competitive Team

Withdrawal

I hereby enroll all children listed as members of Madison Gymnastics for the entire school year which ends in May. If your child will not continue Team after May, you must send a withdrawal notice via parent portal email by May 1st. If no notice is received, your child is automatically enrolled for the summer and tuition will be drafted from account until a notice of withdrawal is received. All Competition Fees are non-refundable.

*Team does not follow the policies listed under classes.

Make-Ups:

Classes missed cannot be made up and tuition will not be prorated. You are paying for a space in a class regardless of attendance. However team receives additional practices during Holidays and in preparation for Competitions.

Child Care

I hereby enroll all children listed as members of Madison Gymnastics for the entire school year unless I provide a 2 week notice via the Parent Portal. 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. At the end of each school year, you will need to register your child, if attending summer camp. At the end of summer camp, you will need to register your child for ASC. Both need to be done via the Web portal. **Notification of withdrawal must be done through the Web portal.** A withdrawal notice is not needed for students not continuing through the summer.

*You must register for summer camp to continue.

Vacation

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.

Holiday Payments

Payment for days/holidays when schools are closed and Child Care is open is expected regardless of attendance. Additional fee of \$10.00 per day will be added to the week's charges. Accounts will be charged the rates listed in the weekly rates list.

Example 1: *Payments for the two weeks of Christmas Break must be paid even if your child does not attend at all (unless you use your 1 vacation week allotted) however you will still be charged for the other week.*

Example 2: *Payment for Spring Break must be paid regardless of attendance (unless you use your 1 vacation week allotted) If it was used for Christmas then you cannot use for Spring Break.*

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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.

Madison County Gymnastics Center

Assumption of Risk

I do hereby give approval and permission to Madison County Gymnastics Center for my child(ren) to participate in any of the gymnastics, dance, exercise program, educational program, or child care program offered at Madison County Gymnastics Center. I represent that I understand the nature of this activity and that my child is qualified, in good health, and in proper physical condition to participate in such activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue my child's participation in such activity. I fully understand that this activity involves risk of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my child's own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, and risks either known to me or not readily foreseeable at this time. The participant is fully aware of the risks inherent in engaging in or observing any activity at or provided by Madison County Gymnastics Center. No matter how careful the participants and staff, no matter what safety equipment is used, the risk cannot be eliminated. Risk can be reduced but never eliminated. I fully accept and assume all such risk and all responsibility for losses, cost, and damages I incur as a result of my child's participation in such activity.

I acknowledge that Madison County Gymnastics Center may provide transportation to and from places of activities, including but not limited to transportation from schools to Madison County Gymnastics Center. I do hereby waive, release, absolve, indemnify and agree to hold harmless Madison County Gymnastics and its representatives for any claim arising out of any injury to the student.

I hereby release, discharge, and covenant not to sue Madison County Gymnastics Center, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages, on my account and future agree that if despite this Agreement, I, or anyone on my behalf, makes a claim against any of the RELEASEES, I will indemnify, save, and hold harmless each of the RELEASEES from any loss, liability, damage, or cost which any may incur as the result of such claim.

The participant agrees to indemnify Madison County Gymnastics Center against, and save it harmless from, any and all damages, actions, claims, judgments, costs of litigation and attorney fees, which may result from the participant's use of or presence upon the property or facilities, or services of Madison County Gymnastics Center, including damage to the equipment used by Madison County Gymnastics Center.

I have read the MADISON COUNTY GYMNASTICS CENTER LIABILITY WAIVER, ASSUMPTION OF RISK, and INDEMNITY AGREEMENT. I understand that I have given up substantial rights by signing it and have signed it 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 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.

I certify that the student is covered by insurance to cover any injury or damages I or they may suffer or cause, or else I agree to bear the costs for such injury or damage to myself, or others.

I hereby warrant that I am of full age and have every right to contract for the minor in any regard. I state further that I have read this complete agreement. I am signing them voluntarily and of my own free will.

Covid-19 Waiver

Waiver of liability and hold harmless agreement

In consideration for receiving permission to be on premises at **K.E.B. Investment INC DBA Madison County Gymnastics Center** (hereinafter the "activity or activities"), I, on behalf of myself and any minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

1. I understand the hazards of the novel coronavirus ("covid-19") and am familiar with the centers for disease control and prevention ("CDC") guidelines regarding Covid-19. I acknowledge and understand that the circumstances regarding covid-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.

2. Notwithstanding the risks associated with covid-19, which I readily acknowledge, I hereby willingly choose to participate in activities.

3. I acknowledge and fully assume the risk of illness or death related to covid-19 arising from my being on the premises and participating in the activities and hereby release, waive, discharge, and covenant not to sue (on behalf of myself and any minor children from whom I have the capacity contract) **K.E.B. Investment INC DBA Madison County gymnastics center**, employees and assigns (the "releasees") from any liability related to covid-19 which might occur as a result my being on the premises and participating in the activities.

Madison County Gymnastic: Emergency Action Plan

MCGC students will be relocated to the Ridgeland Police Dept. in the event of an emergency where the building/area is deemed unsafe.

EVACUATION SITES	Site for all emergency situations: <ul style="list-style-type: none">• Ridgeland Police Department 115 W School St Ridgeland, MS 39157
EVACUATION DIRECTIONS:	<u>577 Highway 51, Suite D, Ridgeland, MS 39157</u> <ul style="list-style-type: none">• Turn right onto Hwy 51 leaving MCGC• Head toward W Washington St on Highway 51 (US-51) 0.3 mi/• Continue on US-51 0.3 mi/• Continue on Highway 51 (US-51) 0.3 mi/• Turn right onto W School St 0.3 mi/• Arrive at W School St. Your destination is on the left B Ridgeland Police Department 115 W School St, Ridgeland, MS 39157-2706
TRANSPORTATION TO EVACUATION LOCATIONS	<ul style="list-style-type: none">• Children will be transported by one of the three vans we have on site. 1.If facility vans are not available; staff vehicle will be used as the transported vehicle.