



## **POLICIES**

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### ***Registration***

A \$40/Family registration fee is due at initial registration and on your family registration anniversary thereafter. This fee will be charged to your credit card at the time the front office completes the registration process.

### ***Tuition***

For New Enrollment, tuition is prorated based on the number of classes remaining in the current month. *If you would like to sign up for a future month, you must wait until at most 6 days prior to the start date to enroll. Pre-enrollment more than 6 days ahead of your start date is not allowed.*

Since we are closed the last two weeks of December, tuition is reduced by 25% for the month of December.

***Tuition Discounts:*** Tuition discounts will be applied at the time the front office completes your registration.

**Sibling Discount:** 5% Off lesser tuition for second sibling; 10% Off lesser tuition for third sibling; 15% Off Lesser tuition for fourth sibling; and so on...

**Multiple Class Discount:** 25% off lesser tuition for second, third, etc class tuition.

### ***Payments / Drop Policy***

Credit card must be entered when registering in order to enroll in a class and to be a member at Liberty Gymnastics.

At mid month, students are automatically enrolled in the same class/time for the next month and invoices are posted to your account. You can access your customer statement by clicking the link to the customer portal from the [libertygymtrainingcenter.com](http://libertygymtrainingcenter.com) website and following the directions to log on to your account.

Payments can be made at the front office prior to month end, can be made online, or will be made automatically by the front office on the 20<sup>th</sup> of the month with your credit card information submitted during enrollment.

**If a student wishes to drop a class, the student must drop before the 20th of the month prior.**

**To drop a student, login to your customer portal from the [libertygymtrainingcenter.com](http://libertygymtrainingcenter.com) website. Send an email through Contact Us with the drop information. Your credit card will not be charged for next month's tuition if the drop request is submitted before the 20th of the month prior.**



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If class drop request is received by Liberty after the 19th of the month there is no refund. A student will not be allowed to participate in class if tuition has not been paid. A \$25 fee will be applied to all returned checks and must be paid by cash or credit card.

### **Make-ups**

Liberty Gymnastics does not offer make up classes. A student's regularly scheduled class gives a child familiarity and consistency that allows them to build confidence and have a better overall gymnastics experience.

### **Transfers**

Transfers are allowed after the last class of a given month without a fee by dropping current class and enrolling in an open class for the next month.

Transfers that occur during the month result in a \$10 transfer fee. Notify the front office to make a mid-month transfer.

### **Membership**

LGTC reserves the right to cancel a student's membership at any time.

### **Gym Schedule**

December 31 – January 3 – gym closed  
March 29 – no preschool/rec classes  
March 30 – gym closed – Good Friday  
March 31 – April 2 - no preschool/rec classes  
May 28 – gym closed – Memorial Day  
May 29 - May 31 – no preschool/rec classes  
June 29 - July 3 – no preschool/rec classes  
July 4 – gym closed – 4<sup>th</sup> of July  
August 22 – August 24 – no preschool/rec classes  
September 3 – gym closed – Labor Day  
September 15 – gym closed – Future Star Testing  
September 22- gym closed – Gypsy Meet  
October 29 – October 31 – no preschool/rec classes  
November 22 – gym closed  
November 23 – no preschool/rec classes  
December 24 – January 3, 2019 – no preschool/rec classes

### **Attire**

Female gymnasts are required to wear leotards. Shorts may be worn over a leotard. Hair must be pulled back and out of the face. Male gymnasts may wear shorts and shirt. Bare feet only, no socks or shoes are allowed during workout. No jewelry, t-shirts with inappropriate sayings, tank tops or bare midriffs are allowed. LGTC is not responsible for lost or stolen items.



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### ***Drop Off/Pick Up***

We require you to park in parking spaces and walk your child into the building for drop off and pick up. Please let the office know if someone other than yourself will be dropping off or picking up your child. Do not drop off children more than 15 minutes prior to the beginning of a class. Children are to be picked up immediately after class and are not allowed to stay at the gym without parent or guardian supervision.

### ***Late for class policy***

Warm-up is an essential part of class for prevention of injury. Preschool students who are not in class within 10 minutes from start time will not be permitted to participate in that class. Recreational students who are not in class within 15 minutes from start time will not be permitted to participate in that class.

### ***Viewing Area***

Parents and visitors are allowed to observe classes from the mezzanine area. Please allow coaches to train gymnasts and refrain from distracting gymnasts, commenting or sideline coaching. Video taping is allowed; however, **flash photography is not allowed.**

### ***No Pet***

Many adults and children are allergic to pet dander. Pets are not allowed in the gym.

### ***Photo Release***

Pictures taken during classes and events held by Liberty may be used on brochures and programs. A Photo Release is included in the Registration Form.

### ***No Obligation Try-Out Class***

Trial classes are available with no obligation to sign up. If a student is not 100% happy with a trial class, there is no fee for the class. If a student decides to enroll in that class, tuition and registration, including the trial class fees, will be charged. Full payment must be made in order to obtain a spot in that class. A signed Release and Waiver Form is required before participating in a class.

### ***Business Hours***

Monday-Friday: 9:30 a.m. - 8:30 p.m.  
Saturday: 9:00 a.m. - 1:00 p.m.