

# MATTOON ACADEMY OF GYMNASTICS, INC.

412 SHELBY AVE.

PH: (217) 235-1080

## New Student Information & Policies

*Welcome to Mattoon Academy of Gymnastics, Inc. We offer instruction in gymnastics, tumbling & trampoline, cheerleading and dance. Please see the descriptions of each class and let us know if you have any questions. We are happy to help you decide the best program for your child.*

### FEE STRUCTURE

Our fee structure is based on the type of class your child takes. We offer fall, spring and summer sessions for recreational class students. The fall session is 18 weeks from August 19th - December 21st; the spring session is 20 weeks from January 6th – May 24<sup>th</sup>. Unless you notify us, your child will be automatically re-enrolled from fall session to spring session. Our schedule changes during the summer session to include daytime classes, therefore students must re-enroll for summer classes. There is a \$25.00 annual registration fee (\$15.00 for add'l children in the same immediate family; \$50 per family maximum).

### PAYMENT OPTIONS

All registration fees are due at the time of enrolling your child for classes. We offer two payment options for tuition.

- 1.) Monthly Payments You may pay your child's tuition on a monthly basis only through automatic deduction of your checking or savings account. Payments will be debited on the 5<sup>th</sup> of each month. Please fill out an authorization form when registering. If you wish to discontinue automatic withdraw, please fill out a discontinuance form by the 15<sup>th</sup> of the last month you wish to be enrolled or you will be charged for the following month's tuition.
- 2.) Session Payments We accept cash, check or credit card (Visa, Mastercard or Discover) for full session tuition payments. All returned checks are subject to a \$25.00 fee.

### DISCOUNT:

Family Discount: There is a 10% discount for having more than one child in our class program.

1<sup>st</sup> Child (Most Expensive Tuition): Regular Tuition Applies

2<sup>nd</sup> Child (Next Most Expensive Tuition): Regular Tuition less 10% of Tuition

3<sup>rd</sup> or More Children: Regular Tuition less 10% of Tuition

### MAKE-UPS:

Students that miss their regular class can make-up during another class. Students must be enrolled in the session and must call in or notify the receptionist in advance when they are coming for a make-up. You can check the schedule at the gym or online at [mattoonacademy.com](http://mattoonacademy.com) for available classes. We do not deduct fees for missed classes.

DISCONTINUANCE or CHANGES: You may enroll your child in our program at anytime. If you need to change days, times or type of class your child is taking, please fill out a "Change of Class" form at the front desk. If you need to withdraw from the program, please fill out a "Discontinuance of Class" form at the front desk. We require the discontinuance form to be submitted by the 15<sup>th</sup> of the last month they are attending or you will be charged for the following month's tuition.

**Please see other side**

### **ATTIRE:**

Students should be dressed in proper attire to participate in class. For girls in gym class, we recommend leotards or fitted tops and elastic waistband shorts. For boys, we recommend a t-shirt and elastic waistband shorts. Students in trampoline classes will need to wear socks or trampoline shoes. For dance class students, we recommend a leotard or fitted top with shorts (with tights), a dance skirt (with tights), or jazz pants. Ballet, tap, or jazz shoes are also required. We do not allow street shoes, jeans, shorts with zippers or snaps in the gym or dance studios. Long hair should be pulled up.

### **SPECTATORS:**

Parents are welcome to watch your child's class from the lobby. However, we ask that you do not disrupt the class by coaching or distracting your child from the windows. We also ask that parents stay in the lobby and do not enter the gym. If you need to speak with your child, please ask the receptionist for assistance.

### **HOLIDAY/WEATHER CLOSURES:**

Mattoon Academy of Gymnastics, Inc. is closed on major holidays (Labor Day, Thanksgiving, Christmas, New Year, Memorial Day, July 4<sup>th</sup>) If you child's class falls on a holiday, please refer to the make-up policy. If the weather is bad, our policy is to make a decision by 2pm whether or not we will have class. Even if schools are closed, we may still be open if conditions have improved. If we decide to cancel class, we will put a message on our voicemail. We will also put an announcement on local radio station WMCI 101.3 and our website.

### **OTHER ACTIVITIES:**

*Pizza Fun Night:* Friday night from 6:30pm – 9:00pm, bring your child to the academy for an evening of jumping, tumbling, dance and inflatable slide & obstacle course. Pizza and drink provided.

Cost: \$15 per child, \$10 for additional children in the same immediate family. Ages 3 yrs old & up.

*Birthday Parties:* Book your child's next birthday party at Mattoon Academy of Gymnastics. Parties are available on Saturdays starting at 12pm. Birthday party participants will tumble, jump & play on our new 17ft inflatable slide & obstacle course for one hour then move to our party room for treats, gifts, etc. for 30 mins (parent provides all refreshments)

Cost: \$100 for 12 children; \$5.00 per add'l child. Invitations included.

*Clinics:* Through-out the year, we offer camps, clinics and fun days. These are great for extra time your child may need to master a skill. It is also a great activity for those days off school.

*New Year's Eve Party:* Come celebrate the New Year with us!! We will be having an overnight New Year's Eve party at the gym. Bring your sleeping bag, pillow & pajamas. We provide jumping, tumbling, games, movies and supper, breakfast & snacks. Drop off at the gym at 6pm on New Year's Eve. Pick up by 9am New Year's Day. Register early, limited spaces available.

Cost: \$40 per child; \$30 for add'l children in same immediate family

*Field Trips:* Groups & organizations, such as daycares, pre-schools, Girls Scouts, church groups, etc. are welcome to schedule field trips to the gym. Call the gym for more information.

### **COMMUNICATION:**

If you have questions at any time, please feel free to contact us.

Ph: (217) 235-1080

Email: [mattoon\\_academy@yahoo.com](mailto:mattoon_academy@yahoo.com)

Website: [mattoonacademy.com](http://mattoonacademy.com)

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