



WELCOME TO *KiDS body shop!*

1217-19 No. Monroe - Papillion 68046-2045 – 402.339.4009

Listed below are the policies that our gym follows. Please take the time to read them and feel free to ask any questions.

Your child is now enrolled in class through May 21, 2019. If you wish to end your child's enrollment before May 2019, you must follow the procedures listed under **ENDING YOUR ENROLLMENT** described below.

PARENT VIEWING: Parents are welcome to stay in our lobby and view classes through our viewing window. Please be aware that the windows will be partially or wholly covered on special occasions, i.e., skill checking and Open House practices. To avoid distractions for students, parents will not be permitted to enter the gym to view classes.

ATTIRE: No special uniform is required for gymnasts, but students must be able to stretch and move comfortably. Leotards or knit shorts and shirts are suggested. No shoes, socks or tights with feet in them for gymnasts please. Also, gum, jewelry, belt buckles, large barrettes or hair ribbons, jeans or jean shorts are not allowed for the safety of the gymnasts. **Long hair must be tied back.**

ARRIVALS-DEPARTURES: Our "*KiDS*" like to arrive on time or earlier for class because they want to be a part of the group. Please be punctual for your child's well being. Parents are to stay with their child(ren) until class begins. You may leave the building once class is in session but we ask that you sign-out on the Sign-Out Sheet located on the lobby desk. Please note that you may be charged for the instructor's time if you do not pick your child up on time and an instructor is required to stay after hours to wait with them. We have parking available on 3 sides of our building and the double entry between the two buildings is accessible from both front and rear parking areas. The preschoolers are little and easily hidden behind a car so for the safety of your child, please walk them into the lobby before class and come inside to pick them up at the end of class.

PAYMENT PROCEDURE: Fees are payable on a monthly basis and are due by the end of the month for the upcoming month. **We do offer an "early bird" \$2 discount per student if fees are paid or postmarked by the 24th of the current month for the upcoming month.** (Example: September fees paid by August 24). **Class fees paid on the 1st of the month or later will be charged an additional \$5 per family.** We do accept cash, check (payable to *KiDS*) or credit cards as payment. The fee deposit box is located in the reception area or checks may be mailed to the office address listed above. There will be a \$15 charge for any returned checks. **Save \$\$\$:** See payment chart on lobby bulletin board for additional savings options. Fees remain the same each month regardless of the number of lessons (school year averages four classes/month).

PARENT PORTAL: A tool that you can use to access information about your family's account. It will give you access to view your current enrollments, update personal information, make online payments, and sign up for automatic withdrawals. Please access our website for information on using this feature.

REGISTRATION FEE: This fee is payable when a student first begins classes at *KiDS* and is \$30/student per year. Fees are renewable on an annual basis in whichever month of the year the student(s) began class(es).

FAMILY DISCOUNT: If more than one family member is involved in gymnastic or swimming classes at *KiDS* and/or gymnastics classes at *Omaha Gymnastics Academy* we do offer a discount on the total class fee due per month. Discounts apply only to full months of tuition. A second child (or more) receives a \$5 discount (per additional child).

ENDING YOUR ENROLLMENT/REFUNDS: Your child(ren)'s enrollment runs from day of sign-up through May 21, 2019. You only pay for your classes one month at a time and you may discontinue classes at any time, **HOWEVER, YOU MUST NOTIFY THE OFFICE IF YOU ARE ENDING YOUR ENROLLMENT BY THE LAST DAY OF THE MONTH WITH EITHER A PHONE CALL/VOICE MAIL, 402.339.4009, OR YOU MAY LEAVE A NOTE IN THE CLASS FEE DEPOSIT BOX.** Any and all termination notices made through e-mails on our website (*kidsbodyshop.com*) must be posted prior to the 1st of the month. **YOU ARE RESPONSIBLE FOR TUITION INCURRED UNTIL THE DATE OF NOTIFICATION.** Your child(ren)'s instructor is not responsible for notifying the office of your intention to discontinue classes. Credits will only be given for lengthy illnesses or injuries and pro-rated fees are based on a four-week month. There is a \$5 per student processing fee for any refunds prior to a class starting, but no refunds will be given once classes for the month have started. **Registration fees are non-refundable.**

