



## KLAHHANE GYMNASATICS POLICIES, PROCEDURES AND TUITION INFORMATION 2018-19

### OUR MISSION STATEMENT AND PHILOSOPHY

*Klahhane Gymnastics is dedicated to quality instruction while promoting self-esteem and confidence for each student through participation in and enjoyment of gymnastics. Klahhane is committed to providing an environment that is fun, safe and professional, but also captures the joy of childhood and the satisfaction of learning and achievement.*

*Klahhane Instructors use drills that introduce the skills in smaller, more achievable goals. Strength and flexibility challenges are presented as well as games and safety drills. Our preschool classes are designed to develop coordination for all sports as well as introduce the young child to basic skills in gymnastics. Children will experience a variety of challenges in order to develop basic motor skills, strength and flexibility. Circuits are designed to help children with Kindergarten readiness, and gymnastics skills while learning to follow multiple directions independently.*

### KLAHHANE GENERAL PROCEDURES & INFORMATION:

**OBSERVATION:** Spectators are welcome on the upper mezzanine! Due to fire regulations please do not stand along the lower railing or sit on the stairs. Coaching or calling out to your child from the sidelines is distracting for the students. Cheers and smiles are welcomed. Please keep siblings with you and under your direct supervision at all times. Children in the waiting area are welcome to use the books and videos provided.

**Please clean up after your children and turn off TV/DVR when you leave.**

**FOR THE SAFETY OF BOTH CLASS STUDENTS AND NON-PARTICIPATING SIBLINGS,  
NO RUNNING, JUMPING, CLIMING OR GYMNASTICS UPSTAIRS PLEASE!**

**CLASS ATTIRE:** For girls a leotard is strongly preferred but not required in recreational classes. For boys, Athletic shorts (secured /tied) around the waist) and a tucked in T-shirt are recommended. Footed ballet tights, leotards with a skirt, baggy shorts, sweatshirts or jeans of any length are not allowed. Long hair and side bangs must be securely tied or clipped back. All jewelry (including string/woven bracelets) must be removed. Exception one post earring in each ear. All students go bare footed unless they have a foot fungus or wart, which must be covered. Any scabs, which might bleed during activity, must be covered. Please bring a personal refillable non-spill water bottle with a flip or pull cap filled with plain water only. Students who forget their water bottle may borrow one from the "clean" box" and return it to the "used" box at the end of class. **See the bulletin board posters for examples of approved attire and water bottles.**

**CLASS SCHEDULING & SIZE:** Student teacher ratio for children 7-13+ is 1:8 and 1:6 for children 2 – 7. If enrollment drops to 3 or less the class may be cancelled. If only one student shows up for any class it is considered a private lesson and instruction will occur for 30 minutes or 50% of the class time whichever is longer.

**ARRIVAL AND DEPARTURE:** Students should arrive on time in order to properly warm-up. However, students must not be dropped off more than 10 minutes prior to their class time and must be picked up within 10 minutes of class ending time. Parents who repeatedly do not pick up their children within 10 minutes after their class ends will be charged a supervision fee. The building will be open to children only when 2 or more staff members are on site.

**HOLIDAYS AND CLOSURES:** School year classes for 2018-19 are Sept. 10<sup>th</sup> through June 6<sup>th</sup>. Spring Demonstrations will be @ 6:30pm June 3-6<sup>th</sup>. 2019 Summer Classes are July 1 – August 22<sup>nd</sup>. Klahhane will be closed on the following dates for pre-school and recreational classes: Thanksgiving Week, Nov. 19-24; Winter Break Dec. 24<sup>th</sup> - Jan.4<sup>th</sup>; Spring Break March 30-April 5; Memorial Day May 24-27. Please see our tuition calendar for tuition blocks and trimesters.

**INCLEMENT WEATHER POLICY:** For the safety of students and staff, if the Port Angeles School District schools are closed, Klahhane morning classes are automatically cancelled. Afternoon and evening classes MAY be held if the weather moderates during the day. Announcements will be made on Radio KONP and a message will be placed on the gym phone. Announcements for Saturday closures will be on KONP and the gym phone. Please check to be sure we are open before coming to the gym during severe weather.

### KLAHHANE CLASS RULES: (Please review these expectations with your child)

Rule #1: LISTEN AND DO. Listen to your coaches and do what they ask you to do. We expect respectful behavior and sincere effort to follow directions. "Time-outs" will be used for repeated mis-behavior. Continuing incidents may require a parent conference.

Rule #2: NO RUNNING AWAY. Students must stay with their group and coach at all times.

Rule #3: LAND ON YOUR FEET. No crashing on purpose. We will fall many times when learning new skills, but we will learn to fall safely with the intention of landing correctly on our feet.

Rule #4: BE POLITE. Take turns, hands and feet to your self and only kind, helpful comments please.

Rule #5: HAVE FUN

## KLAAHANE ENROLLMENT PROCEDURES & PAYMENT INFORMATION:

### ENROLLMENT:

**Option 1: Rolling monthly enrollment:** Students may enroll at any time. Tuition is based on four-week tuition blocks with payments due monthly at the first class of the tuition block or no later than the 2<sup>nd</sup> class of the block. Tuition is pro-rated for the initial enrollment block only. Once enrolled, class space is reserved for your child and you are responsible for payment of the monthly tuition. **It is your responsibility to notify the office if your child will not be returning for the next tuition period. Failure to notify the office by the 3<sup>rd</sup> lesson of the current tuition period will result in a charge of 50% tuition for the next tuition period.**

**Option 2: Three Month renewable discount enrollment contract:** Students may enroll or transfer from the rolling enrollment plan in September, December or March only. All payments will be collected. No refunds for early exit. Credit will be applied for documented extended illness or injury.

### TUITION INFORMATION AND PAYMENT FOR ROLLING ENROLLMENT

The Klahhane class schedule is based on the Port Angeles School District school year calendar. Our tuition block periods always cover a four-week period. Some tuition periods overlap the previous or following month as illustrated by our tuition calendar. **Tuition is due at the 1<sup>st</sup> scheduled class of each tuition period regardless of attendance. A payment grace period extends through the 2<sup>nd</sup> class of each month.** Payments are expected on time unless special arrangements are made. **Children whose accounts are not paid by the 2<sup>nd</sup> class will be un-enrolled.** If there is a wait list the gymnast will be placed at the end of the wait list and waiting gymnasts will be called. **If the space is not filled, parents will be notified that they will need to come in and pay the balance due plus a \$5 re-enrollment fee before their child can continue classes.** Tuition is not refundable and is not pro-rated for personal absences.

**MEMBERSHIP FEE:** A non-refundable / non-transferable annual membership fee (\$40) is required of all students. This fee is valid Sept. 1-Aug. 31 each year regardless of the date of enrollment. The membership fee includes secondary medical insurance, discounts on Birthday Parties, and a free T-Shirt at the Spring Demonstration.

#### 2018-2019 MONTHLY TUITION RATES

#### PRE SCHOOL and RECREATIONAL GYMNASTICS CLASSES:

Class Length	Monthly - 1 class/ week	Monthly - 2 classes/ week
45 min. class	\$68.00	\$112.00
60 min class	\$73.00	\$125.00
75 min class	\$89.00	\$140.00
90 min class	\$100.00	\$150.00

Students enrolled in our 3-month renewable **credit card auto pay** program receive a discount over the month-to-month tuition rates. **Debit/credit cards are not accepted for month to month tuition payment or pro shop purchases. Credit card auto pay is reserved for trimester enrollment only.** Transfers between rolling enrollment and trimester enrollment are done only in September, December and March. **Trimester tuition is not pro-rated for late entry or early departure from classes.** Credit given for extended, documented injury.

**COUPONS AND DISCOUNTS:** Coupons must be presented at time of payment. Discounts and credits cannot be combined or credited after payment.

**DELINQUENT ACCOUNTS, NSF CHECKS::** An account will be considered delinquent if more than one month's tuition is due. Please contact the director if you need to arrange a special payment plan. Klahhane does not negotiate rates or provide financial aid for recreational classes. NSF checks will be re-deposited. If the check is returned again a \$20 return fee will be charged. Unpaid accounts will be turned over to collections if they exceed 2 months tuition. All collection charges will be added to the amount due.

**MAKE-UP CLASSES:** Tuition is not prorated for missed classes. As a courtesy Klahhane allows one make-up lesson per month. No make-ups are scheduled for personal absences in permission classes. Multi level make-up classes are scheduled twice monthly. **Advance sign-up in the office is required. Missed make-up classes may not be re-scheduled or made-up in regularly scheduled classes.** Make-up classes of 1-2 students will be considered a 30-minute private lesson. Make-up classes can be scheduled in advance of a known absence. All make-ups must be completed by May 31<sup>st</sup>.

**Klahhane Gymnastics is a tobacco, alcohol and drug-free facility. Service animals only, no pets please. All food and drink except plain non-colored water in personal non-spill water bottles must be consumed in the office area or on the mezzanine.**