



2015-2016 GENERAL RULES POLICIES & WAIVER OF LIABILITY

Welcome to Excel Gymnastics, LLC (Excel). We understand our customers are the most important reason for our being in business. Our goal is to provide you and the community with excellent goods & services at reasonable rates. In order to best serve our customers, we have established these general rules and policies which apply to all programs offered by Excel. We encourage our customers to take advantage of the many complimentary programs we offer. Each individual program will provide a specific set of fee schedules, rules and policies.

Parent viewing is important to us, feel free to stay. We ask that you do not coach from the side or come onto the gym floor without a coach's consent. Because of the activity in the gym these actions may cause an interruption or create an unsafe environment. **No flash photos!**

Drop / Withdrawal Notification

A written and signed Drop/Withdrawal Notification Form must be delivered to the Excel business office at least 2 (two) weeks prior to the beginning of the next month to avoid charges being assessed and due for the upcoming month. This policy allows appropriate time for the staff to reconcile any accounting concerns; and allows suitable time to fill the vacated slot. **Failure to do so will result in an additional monthly charge. Place drop notices in drop box.**

Business Year

Since the majority of the services provided by Excel are intended for school age children, we run on a 2 Session business year. Session 1 (Fall) runs from August to May. Session 2 (Summer) runs from June to July and part of August. Classes run continuously on a monthly basis for the entire sessions. Monthly tuition fees are averaged over the entire session and will be constant from month to month. When a student enrolls in a class, it is assumed that they will remain for the duration of the session, unless a **Written Drop Notice** is provided to the Excel business office.: Classes are scheduled base on Mat-Su School Schedule.

Note: Excel follows the public school calendar, some programs may start and end mid-month. Tuition fees are pro-rated in these instances.

Membership / Enrollment

Each program offered at Excel has a non-refundable annual fee associated with each student/member enrolled in the program. The fee is used to cover the cost of enrollment, processing, insurance, and other administrative costs, and is charged on the yearly anniversary date. The fees range from \$40 - \$150 depending on the program.

Classes

Classes start and end at the scheduled time. Please DO NOT drop students off more than 10 minutes before class start time. All students must be picked up on time. Fees may be applied for students dropped off more than 10 minutes before start of class, or picked up more than 10 minutes after end of class.

Payments

All scheduled program fees are charged on a calendar month basis. Fees are due and payable on the 1st week of the month. Payment attempts resulting in NSF (non-sufficient funds), declined credit card, expired credit card, returned check, etc. may be subject to a \$25 service charge. It is your responsibility to update your information with us. Delinquent accounts may result in student(s) being removed from the class roster and refused admittance to class. Excel reserves the right to use all legal means to collect outstanding debts including sending accounts to a collection agency and charging your credit card on file if you have a past due balance at the time of drop.

Holidays and Closures

Excel will be closed on the following holidays: Thanksgiving, Christmas, New Year's Day & Memorial Day. As a general rule, Excel is open for classes on Teacher In-Service Days. Competitive team programs are not eligible for pro-rated tuition. Excel Gymnastics, Cheer and other programs will be cancelled due to Mat-Su Borough School District emergency weather closures.

Missed Classes

There are **no make-ups, refunds, or credit for missed classes**. The student / teacher ratio is designed to provide the best quality program possible. A student's place is reserved for the entire session. Therefore missed classes may not be deducted from payments, nor will refunds be issued.

Dress Code

Sweats, shorts, t-shirts and leotards are acceptable. **No clothing with zippers, buttons or snaps**. Socks, gymnastic shoes, and bare feet are acceptable. No jewelry. Hair must be in a ponytail with no pretties sticking out.

Valuables

Valuable items should not be brought to Excel. Excel is not responsible for lost or stolen items.

Equipment

All equipment, rooms and offices are off limits unless students are under the supervision of a staff member or coach. Please provide supervision for all young children and keep everyone in the designated waiting areas until students are called by the coach.

Illness

Sick students and family members are requested to refrain from attending class or visiting the facility. Excel cannot provide services to anyone who is not well. If a student becomes ill while they are at the facility, our staff will contact the persons listed as responsible or emergency contacts.

First Aid

Coaches or trained staff may administer first aid for minor injuries, such as cuts or bruises. In the case of more serious injury, after care and subsequent treatments is the responsibility of the parent or guardian. Please remember it is your responsibility to inform Excel of any allergies, illness, previous injuries or special circumstances. It is also your responsibility to keep Excel informed of your Emergency Contact information.

Discipline

Excel reserves the right to remove any student from class if the student is presenting a danger to themselves or others. There will be no corporal punishment used at Excel. "Time Out" will be used and parents will be informed of the situation.

Competition / Special Events

Some programs include competition and special event fees (These fees are described in the Rules and Policies of the specific program). These fees are the responsibility of the customer. Special event fees are due and payable within 15 days of notification. Payments received after the due date is subject to a \$5 or later fee, depending on the event.

WARNING

Any activity involving motion or height creates the possibility of serious injury, including permanent paralysis and even death from landing or falling on the head or neck. You assume a risk of serious injury in the use of this equipment, but the risk can be significantly reduced by always following the rules.

WAIVER of LIABILITY

All precautions will be taken to prevent accidents. Simple First Aid will be administered for minor injuries and parents or doctors will be called when necessary. I hereby consent to have my child participate in programs offered by **Excel Gymnastics, LLC**. It is hereby agreed that I, my child(ren), or otherwise, my heirs and executors, waive and release all rights and claims for damages that they may have at any time against **Excel Gymnastics, LLC**, its representatives, whether paid or volunteer, for injury, death or damages in connection with the gymnastics program or other activities related to **Excel Gymnastics, LLC**. The risks involved in respect to such a program are fully understood and agree to assume all risk of injury, whether minor, serious or catastrophic in nature, that may result from myself, spouse or my child(ren)'s participation in the instructional and/or recreational activities at Excel Gymnastics, whether allegedly resulting from my negligence or the alleged negligence of Excel or any of their employees or representatives. Understand that I am responsible to ensure the safety of myself and my child(ren) while participating in the instructional and/or recreational activities at Excel.

If you have any questions or concerns about the **GENERAL RULES, POLICIES & WAIVER OF LIABILITY** of Excel Gymnastics LLC, please do not hesitate to call us at (907) 357-3935 or email us at excelgymnastics@yahoo.com