



## PROGRAM POLICIES

### What to Wear

Female gymnasts may wear a leotard of their choice or shorts/pants and a t-shirt. Males should wear shorts/pants and a t-shirt. Shorts/pants need to have elasticized waists (no buttons or zippers). Long hair needs to be pulled back and jewelry should not be worn. Tumbling for Cheer students should wear shoes that are appropriate for tumbling.

### Tuition Fees

Please refer to our website for tuition costs. We offer both multi student and multi class discounts. The most expensive tuition is always considered to be the "first child."

### Registration Fees

The first child enrolled will be assessed a \$40.00 registration fee. The second child registration fee is discounted to \$25.00. The registration fees are capped at \$65.00 per family. Registration fees are non-refundable/non-transferable and will be assessed at the initial registration each year.

### Payment Information

At the time of enrollment, payment of the registration fee and first month tuition is due.

Monthly tuition is due on the first of each month and is considered late if not received by the 10<sup>th</sup>. A late penalty will be assessed after the 10<sup>th</sup>. Tuition fees are for the current month. August tuition is due at the time of registration.

We accept all forms of payment at the front desk including Visa, MasterCard, American Express, Discover, cash and/or check. We do not accept credit

card payments over the phone. In addition, we offer an automated payment option which allows us to charge your credit card or deduct from your checking account each month without having to walk in the door.

### Absences and Make Ups

Just like college, your tuition pays for a class spot, REGARDLESS OF ATTENDANCE. G.A.A. allows for **ONE** make up class per month. Make ups will be on Friday evenings except for some specialty classes which make up in another class of the same level (e.g. Orange/Parent & Tot classes). Each make up must be scheduled in advance at the front desk. We will not pro-rate tuition for missed classes except in cases of serious illness/injury and a doctor's note is required to qualify.

### Registering/Moving During the Year

G.A.A. is a progressive gym, and therefore, on-going registration is no problem. Each student moves at their own pace based on skill attainment. Children are constantly promoted or moving as a result of birthdays; thus, our class availability changes on a regular basis.

You are welcome to change classes at any time providing there is space available. We do recommend limiting the amount of class movement during the year to promote consistency and the greatest learning potential for the students.

### Dropping

The Fall Session runs the entire school year (early August through late May). We will hold your space in class until you tell us otherwise. A **2 WEEK NOTICE** to the **FRONT DESK** is required from any student wishing to drop their class. Informing the coach of your intentions is not sufficient. You are responsible for any tuition fees through the 2 week notice since we continued to save your space in the class rather than fill it with another student.

### Calendar

The current schedule started on August 1st and will be in place through May 29<sup>th</sup>. Additional classes may be added during the year as needed. In addition, any classes not meeting minimum enrollment requirements may be cancelled. Although our goal is to make as few changes as possible, instructors are subject to change without notice.

G.A.A. does offer a second schedule during the months of June and July. Summer enrollment does require a separate registration since the class times, etc. are different.

G.A.A. closes for the following holidays: Labor Day (Mon. 9/7), Thanksgiving (Thurs. & Fri. 11/26 & 11/27), Christmas (Mon. 12/21/09-Fri. 1/1/10), Spring Break (Mon. 4/5-Fri. 4/9), Memorial Day (Mon 5/24), and Independence Day (Sun. 7/4). Make ups will be offered for Labor Day and Thanksgiving, All holidays do not require make ups.

In addition, there are a couple of Saturdays on which G.A.A. hosts special events that require us to cancel classes. These are the Pre-Gym Spring Spectacular on Sat. 5/8 and Sat. 5/15 due to Mini Mardi Gras (neither Saturday requires a make up due to meeting both Saturdays of Spring Break).

### Inclement Weather

If Cobb County Schools close due to inclement weather, G.A.A. will be closed for morning classes. Management will then consider road conditions, etc., and decide if we will open at 1:00 pm or cancel all classes for the day. Check the website and/or voicemail for the most up to date information. If classes are cancelled, a make up will be offered.

### Training Floor

For safety reasons, we must enforce that **ONLY G.A.A. employees and registered gymnasts** are permitted on the training floor at ALL TIMES. If you need to remove your student from class, please ask someone at the front desk and they will be happy to assist you.

### Viewing Area

We provide a 5,000 sq. ft. viewing area with many amenities for parents and spectators. However, you are not required to stay during your child's class. You are welcome to run errands as long as we have your cell phone number on file.

If you chose to stay, we ask that everybody be considerate of all our clients. Please do not allow siblings to climb the glass railing or run and tumble through the viewing area. Finally, we ask that you not block the walkways or allow siblings on the floor or equipment without an instructor. No one should be on the floor or equipment when not accompanied by a coach.

**Thank you for your help in keeping our viewing area as safe, clean, and pleasant an environment as possible.**

## PRIVACY POLICY

### Our Commitment To Privacy

Your privacy is important to the Gymnastics Academy of Atlanta and our staff. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. The following policy notice serves as a standard for all Gymnastics Academy of Atlanta, Inc. employees for collection, use, retention and security of nonpublic personal information. We

### The Information We Collect

This notice applies to all information collected or submitted on the Gymnastics Academy of Atlanta website. We collect registration data such as names, addresses, phone numbers, email address, credit/debit card information, checking account information and any other information that we see necessary to provide you with outstanding customer service.

### The Way We Use Information

We use the information you provide about yourself when processing your request for class registration, to process payments and to contact you when necessary. We do not share this information with outside parties except to the extent necessary to complete the processing of that registration or payment.

We may disclose nonpublic personal information about you to third parties, such as sub-contractors who depend on accurate financial information to service your account. This might include Collection Agencies, should collection efforts become necessary. We may also disclose nonpublic personal information about you to government entities in response to subpoenas, and to credit bureaus. We do NOT disclose any nonpublic personal information about you to anyone except as permitted by law.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties. Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### Our Commitment To Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic,

and managerial procedures to safeguard and secure the information we collect online.

### How To Contact Us

Should you have other questions about these privacy policies, please call us at (770)975-8337 or send us an email at [judy@gymnasticsacademyofatlanta.com](mailto:judy@gymnasticsacademyofatlanta.com). If you wish to contact us further, please find complete contact information on our contact page.

### Information Correction or Removal

If you wish to update or remove any information about you that may be in our records, please visit our Customer Portal (a link is provided on our web-site, [www.gymnasticsacademyofatlanta.com](http://www.gymnasticsacademyofatlanta.com)) or send an e-mail to [judy@gymnasticsacademyofatlanta.com](mailto:judy@gymnasticsacademyofatlanta.com) with the details of your request.



**2995 Cobb Parkway  
Kennesaw, GA 30152  
770-975-8337**

*Thank you for allowing us to share our love of gymnastics with your child. The above information should help you get the most out of your G.A.A. experience.*