



2008-2009

Policies and Procedures

1. Medical History and Waiver Release Forms:

- A completed **Medical History and Waiver Release Form** must be on file for each student enrolled at Tulsa World of Gymnastics, Inc. Forms must be signed, dated and renewed at the beginning of each new year or at the time of enrollment. No child can participate in classes unless we have both forms on file. Forms are available at the time of enrollment. Any changes in Medical history needs to be made in person at the front desk.

2 Tuition:

- All checks for tuition may be made to Tulsa World of Gymnastics or TWOG.
- Monthly tuition is due the First of the month and late after the 10th. A \$10.00 late fee is in effect after the 10th. A two week notice is required in writing should you discontinue the program during the year.
- No refund is given after a month begins.
- ****Some months may have more or less classes than another and can be affected by holidays, however, monthly tuition remains the same. Do not deduct any payments for missed classes due to illness, vacations, etc.**
- If you do pay by cash, always request a receipt. Please identify your child's name on the check if last name is different. We do cross check our payments by the address on the registration card.
- Tuition checks may be dropped in the tuition drop box at the front desk or mailed. We do provide envelopes in the front lobby for your check to be mailed. All tuition payment by mail should be sent to:

**Tulsa World of Gymnastics
7020 E. 38th Street
Tulsa, Oklahoma 74145**

- Tulsa World of Gymnastics accepts payment from Visa, Mastercard, Discover and American Express. If interested you may request an auto debit from your personal checking account.
- **No statements are sent unless you are past due. Returned checks will be charged \$25.00 return fee to your account.**

3. Parents' Responsibilities:

- Parents and children who arrive at the gym early are to remain in the designated waiting area until the instructor signals the beginning of class. Children are not to run around in the front lobby area and must be supervised when in the building and not in class.
- Parents should accompany young children to the bathroom before class.
- Only students enrolled in class will be allowed to be in the gym. Siblings not enrolled in class are to remain with the parents. Do not bring friends with your child expecting them to be able to participate unless it is a designated "Bring a Friend Day." Parents may wait in the Observation area, front lobby, television studio or the Fitness room during class.
- Plan to be early for class and if you leave the building during their class time (which is perfectly fine!) always be sure to be back to pick up on time. If you are going to be late for any reason you **MUST** call the desk @ 664-8683 so that we will be able to notify your child, their instructor and the directors.
- Children must remain inside the gym until you come in to pick them up. Children are **never** allowed to wait outside the building .
- If someone other than you is picking up notify the front desk.
- Exercise with your children at home and ask them periodically what they're doing in class. We'll all see faster results if they do exercise and practice at home.
- Help us with the traffic flow in and out of the parking lots. Enter slowly, always look before you begin backing in or out of the area. We all know how unpredictable little ones are.
- Provide an Email address for updated information and events.
- Please remember to lock your vehicle when in the building and **NEVER** leave your purse or valuables in your car even if it is locked!! Unfortunately, thieves do seek and prey on facilities where they know that parents are waiting for their children at scheduled activities such as ours. Not to scare you and we've seldom had problems, but we can't be too careful these days.

**HELP US KEEP A SAFE FACILITY FOR OUR FAMILIES. NOTIFY THE
DESK IMMEDIATELY IF YOU SEE ANYTHING IN OUR AREA THAT IS
SUSPICIOUS OR OUT OF THE NORM.**

4. Attire:

- **Girls:** Requirements are to wear a body leotard, no tights, and work barefooted. Hair should be pulled away from the face and secured. No jewelry of value should be worn into the gym. We can't assume responsibility for any items lost or misplaced in the gym during class. A class instructor is not allowed to hold bracelets or rings for the child during class.
- **Boys:** T-shirts tucked into stretch pants or shorts.
- Shoes and articles may be placed inside the "cubbies" that are provided in designated areas. No gum is allowed during class.

5. Inclement Weather:

- Notification of class cancellations are available by email to each family and also on our answering service phone system. Please call to check when necessary. We do follow the Tulsa Public Schools Closing for inclement weather.
- Several Snow Days are written in to the end of each year for classes missed because of weather.

6. Child's Illness:

- Please inform us if your child has any physical problems or medical information that we should know about. Do talk to your instructor and let them know of any problems that could affect your child's safety during class.
- Please do not bring sick children to class. We do not want to expose other children to any unnecessary illness. Unfortunately, we can't make up classes missed because of illness.

7. Injury and Safety Procedures:

- **Should an injury occur in the gym during class the instructor will follow the Safety Procedures Manual provided by Tulsa World of Gymnastics.**
- Your instructor or one of our Directors will call you if there has been any unusual falls or spills that they think you need to be aware of.
- If a weather alert and Tornado Warnings are issued our instructors will follow the Safety Procedures Manual provided and recommended by Tulsa World of Gymnastics.

8. Parent Observation:

- Parent observation is available only through the observation windows and on the monitors. When our staff invites you in for any classes we must have siblings secured and under parent supervision. Programs and opportunities are offered during the year when parents and friends may come in for viewing and observation.

9. Facility Cleanliness:

- We do ask you to keep all food and drinks in the observation area. We can easily clean the tile floor in the observation room but the carpet in the lobby is difficult. Please report any spills to the front desk.
- Do not hesitate to report if the restrooms are not to your satisfaction.
- We have high traffic area throughout our gym! Mats and carpets are sanitized for health and safety standards on a regular schedule.

10. Parking:

- Be sure to use the West Entrance and the East Exit for our traffic flow in and out of the parking lot. If you drop off a student at the front door we ask you to watch for them to make their entrance before you leave.
- Never park your car at the drop off and leave it unattended.
- Enter and exit slowly/always look when you are backing up.
- Parents are allowed to park on the street and also in the parking area directly across from the gym.

11. Suggestions:

- Your comments (good or bad) are welcome. We are here for you! Allow us to better serve you by letting us know your concerns.

12. Smoking:

- No smoking is allowed inside our facility for the safety of our children.

"If you like us, tell others; If you don't, tell us!!"