

**HOME OF 2004 OLYMPIC
SILVER MEDALISTS
TERIN HUMPHREY &
COURTNEY MCCOOL**



**REGISTRATION HANDBOOK
2012**
(keep until August 2012)

GAGE CENTER
CELEBRATING OVER 30 YEARS OF CHILDREN'S HEALTH AND FITNESS

Dear GAGE Parents,

We look forward to being a part of your child's physical and mental development. The GAGE Center staff is dedicated to improving children's health and fitness in a fun, positive atmosphere. We believe that gymnastics and other physical activity helps develop the whole person, including physical strength, speed, grace and balance, as well as discipline and self confidence.

Study after study confirms that kids involved in sports, including gymnastics, are more likely to stay away from drugs, score higher on achievement tests, stay in school, have greater self-esteem, and live a healthier lifestyle. But most importantly, we believe that when a child sees health and fitness as fun, it sets them on a path that lasts a lifetime.

If I can do anything to help increase your child's benefit from their GAGE experience, please don't hesitate to ask.

Sincerely,

A handwritten signature in black ink that reads "Al Fong". The signature is written in a cursive, flowing style.

Al Fong
Owner, GAGE Center

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REGISTRATION & TUITION PAYMENT BASICS

NEW STUDENTS: REGISTER ANYTIME, in fact, as soon as possible. Our classes are continuous, so you may enroll at anytime as long as there is a vacancy. Tuition will be prorated relative to your start date.

NO LONG TERM COMMITMENT: Our programs run on a month-to-month basis. If, at anytime, you would like to take a break, your only obligation is to give a two-week notice. Your registration fee is good for one year from your original start date (as long as account is paid in full when you leave) so if you would like to come back, all you need to do is give us a call and select a class. When giving your two week notice, **come to the front desk to complete your withdrawal form. Please, no phone calls, emails, letters, or faxes.**

CURRENT STUDENTS: Current Students have priority over new students ONLY if tuition is paid by the Due Date. If a Current Student fails to pay tuition by the Payment Due Date, priority will be FORFEITED, and New Students are placed in the vacancies.

ANNUAL REGISTRATION FEE: This is a flat, non-refundable fee, **\$39 per family**, which is due upon INITIAL REGISTRATION and on your ANNIVERSARY DATE, thereafter. This fee defrays administrative expenses and offers family members discounts on various GAGE activities.

FAMILY DISCOUNT: At GAGE, ONLY the most expensive tuition in your immediate family pays full price. **ALL lesser tuitions for your immediate family are discounted \$5.00 each.**

PAYMENT PROCEDURES

FULL PAYMENT IS REQUIRED WITH REGISTRATION: *Tuition plus the Annual Registration fee is due at the time of enrollment.* Payments may be made by Money Order, Check, MasterCard, Visa or Discover. Auto-Pay option is available for your convenience. *See next page*

DUE DATES FOR CURRENT STUDENTS: Current Students who pay tuition **PRIOR** to the *1st of each month* are GUARANTEED continued placement in the same class. Those paying ON or AFTER the *1st of each month* will FORFEIT their class spot to any *New Student* waiting for a vacancy in the class. Families who would rather not worry about the DUE DATE should consider our Auto-Pay option. *See next page.*

INVOICES: Invoices for the next month are sent by email during the third week of the prior month. HOWEVER, it remains your responsibility to know the Due Dates and to pay tuition on time.

PAYMENT PROCEDURES Con't

TUITION: Registration and tuition are non-refundable. Because we are a month to month program, if a student wishes to sign up for a class in the middle of the month, tuition is pro-rated.

EARLY BIRD DISCOUNT: Receive \$5.00 off the **regular** monthly fee if payment is received in our office on or before the 25th of the prior month.

LATE FEE: A Late fee equal to 10% of the total account balance is added on the 8th of each month. Any student with a balance due on the 15th will not be allowed to participate in class until the account is current. No Exceptions.

NSF CHECK POLICY: GAGE Center reserves the right to electronically collect any check returned for non-sufficient funds for the check amount plus a \$25.00 NSF collection fee.

AUTO-PAY OPTION: Concerned about forgetting the *Due Date*? No problem, simply use our *Auto-Pay option and automatically receive your \$5.00 early pay discount*. We securely keep your credit card on file and your account balance is paid each month until you notify us to stop.

100% TUITION-BACK GUARANTEE FOR FIRST-TIMERS: If after your family's first month of classes, you are not entirely happy with our programs, we will happily refund 100% of your tuition for the session. **NOTE:** Our money-back guarantee is intended for families BRAND NEW to GAGE.

MAKE-UP POLICY: There are no make-ups or refunds for classes unattended. If a class is missed, a "miss you" card will be on file at the front desk. This is a free pass to use at your convenience for our Friday evening Bump City, any Bump City Jr., Prescription Clinic or Back Handspring Clinic (call for schedule).

SUMMER FLEX-SCHEDULE: To accommodate your family's summer vacation schedule, we offer a *Summer Flex-Schedule*. Just pay tuition based on the number of weeks you will attend. **This is available during the summer session only with ADVANCED NOTICE.** Vacation credit forms are available at the office and the office staff will gladly calculate the revised tuition. Make-up Classes are also available during this session when doing so does not jeopardize the safety or integrity of the class. (Doesn't apply to Sea Dragon Swim Classes) Make-ups are a privilege. GAGE Center reserves the right to refuse to offer a make-up if we feel it will affect safety or lessen the experience of those children who have registered for and paid for that class.

HOLIDAYS: Tuition is based on 4 weeks per month. Months with 5 weeks will serve as the make up for the various holidays throughout the year.

JOINING, CHANGING, DROPPING CLASSES MID-SESSION

CHANGING CLASSES MID-MONTH WITH THE SAME PROGRAM: We will gladly accommodate class change requests with the SAME PROGRAM, assuming there is a vacancy in your desired class.

DROPPING A CLASS: There are no refunds or credits for dropping a class mid-month. **If, at anytime, you would like to take a break, your only obligation is to give a two-week notice.** Your registration fee is good for one year from your original start date (as long as account is paid in full when you leave) so if you would like to come back, all you need to do is give us a call and select a class. When giving your two week notice, **come to the front desk to complete your withdrawal form. Please, no phone calls, emails, letters, or faxes.**

MEDICAL REASON FOR DROPPING A CLASS: For medical situations validated by a written acknowledgment from a licensed medical practitioner, you will be granted a tuition credit prorated from the DATE WE RECEIVE THE WRITTEN ACKNOWLEDGMENT. A RETROACTIVE request for medical credit CANNOT be granted, as it eliminates our opportunity to fill your vacated class spot.

GENERAL INFORMATION

What to wear: Girls should wear a leotard. Boys should wear a T-shirt and gym shorts. Warm-up suits or sweats are fine for cooler weather. Footwear should be socks or bare feet.

PLEASE NOTE:

- No loose or baggy clothing
- No jewelry
- No gum in the gym area
- No food or drink in gym area
- Long hair tied back
- Please leave valuables at home

A Punctuality Plea (arrival & departure)

Moms and Dads, for the sake of your child, as well as the other children, please be on time. Being late is more distressing to your child than most parents realize.

SNOW & INCLEMENT WEATHER

GAGE rarely closes because of the weather. In the unlikely event GAGE does close, it will be announced on our answering machine. We will notify TV and radio stations, and if necessary try to call families.