



# POLICIES, PROCEDURES AND TUITION INFORMATION

## 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.*

## KLAHHANE GENERAL PROCEDURES:

**OBSERVATION:** Spectators are welcome on the upper mezzanine! However, please refrain from coaching or calling to your child from the sidelines. Cheers and smiles are welcomed. Please keep siblings with you and under your direct supervision at all times.

**CLASS ATTIRE:** For girls we strongly prefer a leotard but it is not required in recreational classes. Shorts and a close fitting t-shirt are allowed. For boys, shorts (secured (tied) around the waist) and a tucked in T-shirt. We do not allow, footed ballet tights, leotards with a skirt, baggy shorts, sweatshirts or jeans of any length. Long hair and side bangs must be securely tied or clipped back. All jewelry (including string/woven bracelets) must be removed except 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 plain water only. There is no drinking fountain in our facility.

**CLASS SCHEDULING & SIZE:** Student teacher ratio for school-age children is 1:8 and 1:6 for preschool children. If enrollment drops to 3 or less the class may be cancelled. If only one student shows up for class on any given day, it is considered a private lesson and instruction will occur for 30 minutes only.

**ARRIVAL AND DEPARTURE:** Students are encouraged to arrive on time in order to properly warm-up. However, students should not be dropped off more than 15 minutes prior to their class time and should be picked up within 15 minutes of class ending time. Parents who do not pick up their children within 15 minutes after their class ends will be charged \$1 per extra minute.

**HOLIDAYS AND CLOSURES:** School year classes for 2010-11 begin Sept. 7 and continue through June 3. Spring Show performances will be scheduled June 7-9. The 2011 Summer Session dates are June 27 – August 26. Klahhane will be closed on the following dates for pre-school and recreational classes: Thanksgiving Week, Nov. 24-27; Winter Break Dec. 20 - Jan. 1; President's Day Feb. 21; Spring Break April 2-8; Memorial Day May 30; and Independence Day July 4<sup>th</sup>. These closures are factored into our tuition rates and no make-up classes are necessary.

**INCLEMENT WEATHER POLICY:** For the safety of our students and staff, if the Port Angeles School District schools are closed, Klahhane morning classes will automatically be 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:

Rule #1: LISTEN AND DO. Listen to your coaches and do what they tell you to do. We expect good behavior and sincere effort to follow directions. A "time-out" consequence will be used for miss-behaving students. Repeated 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

**ENROLLMENT:** Classes are on going throughout the school year and students may enroll at any time. Tuition payments are due monthly. Tuition is pro-rated the first month of enrollment 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 continuing. Failure to notify the office at least two weeks before the next tuition is due will result in a drop charge of 50% of the monthly tuition rate.

**TUITION INFORMATION AND PAYMENT**

The Klahhane class schedule is based on the Port Angeles School District school year calendar. There is an average of four weeks per month. Although some months are longer and others are shorter, monthly tuition remains the same. The only exception is December tuition for Pre-School and Recreational classes, which is 50% of the normal tuition rate. Tuition is due on the 1<sup>st</sup> scheduled class day of each month. Payments are expected on time unless special arrangements are made. Tuition that is not paid by the 10<sup>th</sup> of the month will incur a late fee of \$10. Tuition is non-refundable and is not pro-rated for class absences.

**REGISTRATION FEE:** A non-refundable / non-transferable annual registration and insurance fee (\$25) is required of all students. This fee is valid Sept. 1-Aug. 31 each year regardless of the date of enrollment. The registration fee includes secondary medical insurance.

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

**DELINQUENT ACCOUNTS:** 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. Unless contact and payment arrangements are made delinquent accounts will be sent to a collection agency. Klahhane does not negotiate rates or provide financial aid for recreational classes.

**NSF CHECKS:** NSF checks will be charged a \$20 return fee. If the account is not settled within 2 weeks time, the check will be turned over to a collection agency. A \$20 returned check fee plus an additional 50% of the amount due will be added to the account.

**MAKE-UP CLASSES (Policy Change effective 9/2010):** Tuition is not prorated for missed classes. As a courtesy to our clients, Klahhane allows limited make-up lessons. Make-up classes will be scheduled twice a month on Fridays. The monthly schedule will be posted on the bulletin board. Limited make-ups can also be pre-arranged in Saturday classes. Missed classes cannot be made up in any other regularly scheduled class. Make-up classes are multi-level classes and advance sign-up with the front desk is required. Classes with sign-ups of 1-2 students will be considered a 30-minute private lesson. Make-up classes can be scheduled in advance of an absence and must be completed by the end of May.

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

**2010-2011 MONTHLY TUITION RATES**

**PRE SCHOOL CLASSES:**

	6 class Punchcard	1x week	2x week
My Grown-up & Me	\$40		
Pre-Gym I & II		\$40	\$70
Kindergym I & II		\$46	\$80

**RECREATIONAL CLASSES:**

	1 x week	2 x week
55 min class	\$46	\$80
85 min class	\$65	\$95
2 hour class	\$75	\$110

**PERMISSION GROUPS:**

	2 x week
K-Kids +	\$85
Aerials	\$95

**TEAMS:**

	2 x week	3 x week
Rec Optional	\$120	
Level 4-5		\$130
Level 6-7		\$135