

**Thank you for enrolling in a class at  
Summit Gymnastics Academy!**  
1926 N. 4<sup>th</sup> St. Suite 7, Flagstaff AZ  
928-526-0644

Your class name is:  
Class day and time:  
Your coach will be:

**Our Mission:** We strive to develop your child's talents and build their character through the instruction of activities in a fun, safe, nurturing environment. Our goal is to meet every child's individual needs while teaching balance, strength, agility, flexibility, and life skills. We believe that success is defined as personal best and aim to instill this in every child.

**Additionally, for our Gymnastics Teams, we strive:**

- ✓ To allow children the experience of fun competition
- ✓ To learn the joys of team effort
- ✓ To learn goal setting and self evaluation
- ✓ To develop the habit of "being your best"

**Billing Policy:**

Tuition is posted on the 1<sup>st</sup> of the month. You may choose the 1<sup>st</sup> or the 15<sup>th</sup> of the month for autopay. If you choose to self-pay the payment is due the first week of the month and there is a surcharge of 10%. After the first week of each month a \$5 late fee will be charged to your account each week tuition remains outstanding after the 7<sup>th</sup>. We will need a card on file for any outstanding fees. This card will not be used for any other reason.

**Auto Pay Program:**

**Monthly Cost is for Autopay, 10% surcharge for Self-pay.**

**Missed Class Policy:**

**If for some reason your child misses a class, please schedule a make-up class with the Front Desk within TWO WEEKS of your child's absence or you will lose the opportunity to do a make-up.** We would be happy to schedule your child in a make-up class at the earliest convenience. Call the front desk (928-526-0644) to schedule your make-up. Availability must be checked before scheduling a make-up, we do not allow "drop-ins", so please do not just show up.

**Enrollment Termination Policy:**

**SGA requires a TWO-WEEK notice that your child will discontinue classes.** Please notify the Front Desk at least two weeks prior to the end of your time with us. If notice is not received, your child will still be enrolled in their class and accumulate a month's tuition. Since we were unable to open that spot to a new student, we will require payment for that month.

**SGA Class Cancellation Policy:**

**When making class schedules, SGA offers many days and times to accommodate as many schedules as possible.** If a class does not have at least three enrolled students, then it will be dropped from the schedule at that day and time. Notice will be given before cancellation of the class.

**Before Class:**

- ✓ All girls must have their hair tied away from their face. No jewelry or earrings, except studs.
- ✓ Girls should wear comfortable clothes such as a leotard or t-shirt tucked into shorts. No tights, socks, or skirts.
- ✓ Boys should wear a t-shirt tucked into stretch shorts or athletic pants.
- ✓ Please arrive 5-10 minutes early and wait for class to begin in the viewing area.
- ✓ Find a cubby and get ready for class! Wait until the coach has called the class onto the floor before entering the gym area.
- ✓ Keep all siblings in the viewing area. We do not allow siblings on the gym floor or equipment. All parents are also required to stay in the viewing area.

**After Class:**

- ✓ Parents must come into the building to pick up their children. We do not allow children outside unaccompanied by an adult.