



Southern NH Gymnastics Academy Registration & Business Policies



NOTE: Additional policies concerning our competitive team program are addressed further in our Team Handbook.

CLASS REGISTRATION:

- SNHGA offers ongoing enrollment in our recreational gymnastics and tumbling program year-round. There are six sessions during the year and each session is 8 weeks long.
- Families register for classes by creating an online account through our Customer Portal or by contacting the SNHGA Main Office during normal business hours.
- SNHGA uses **"rolling enrollment"** - meaning once a student has paid for a spot in a rec class, his/her spot is held and automatically **"rolled"** or carried forward to future sessions until such time you notify the Main Office in writing that you wish to withdraw. It is not necessary to re-register again for the same class if you are keeping your spot!

ANNUAL MEMBERSHIP FEE:

- All families with an active enrollment must pay an **Annual Membership Fee of \$50.00** which is due promptly at time of initial enrollment and thereafter annually on the anniversary month of your original enrollment.
- The annual membership fee is charged **per family** (not per student).

CLASS TUITION:

- All SNHGA members are required to have a card on file in the event that tuition is not paid by Week One of the current session.
- Tuition amounts are loaded onto your account at the time of initial registration or prior to the start of each new session. Payment is due by Week One of the session.
- If a different form of payment hasn't been received by the conclusion of Week One of the current session, the card on file will be charged automatically to pay for the class tuition.
- All overdue accounts will be charged a \$25 late fee. **Failure to pay tuition on time may result in a student being removed from his/her class.**
- **Tuition is prorated if joining mid-session.**
- There is a 10% discount on class tuition for siblings and for any students who take more than one rec class in the same session.
- SNHGA accepts cash and checks as well as Visa, Mastercard, Discover and AMEX.
- Returned checks will be charged a \$20 fee.

MAKEUP CLASSES:

- As a courtesy, each student is allowed **ONE makeup class** per 8-week session.
- You must contact the Main Office to schedule your makeup.
- Makeup classes **do not** carry over to future sessions and **no refunds** will be given for classes that are missed.
- Additional makeups may be considered under extenuating circumstances and must be approved ahead of time by SNHGA management.

WAIT LISTS:

- Students may request to be added to a class waitlist either through our online customer portal or by contacting the Main Office.
- You will receive a notification via email and contacted by the Main Office when a spot becomes available. Failure to respond within one business day may result in being skipped or dropped from the waiting list so others may use the open spot.

CLASS TRANSFERS:

- Students wishing to transfer to a different class may request to do so through our online portal (Click on - *My Account / Student / Enrollments / Transfer Enrollment*) or by contacting the Main Office during normal business hours.
- Note: There must be an open spot in the class you wish to transfer into.

CLASS WITHDRAWALS:

- If you wish to withdraw your student from his/her class before the start of the next session you may do so through our online portal (Click on - *My Account / Student / Enrollments / Drop Enrollment*) or by contacting the Main Office directly.
- If withdrawing, please notify us in writing **as soon as possible** so your spot may be opened up to other families on our waiting lists.

WEATHER RELATED CLOSINGS:

- SNHGA may close at times due to inclement weather. Whenever possible, we will post a message on our website and Facebook pages as well as send an email communication/notification to all impacted classes/practices.
- Students whose rec classes are canceled due to inclement weather will be allowed an additional makeup class that session.
- Occasionally, we may announce separate makeup classes if an unusually high number of class cancellations took place during a session due to weather events.

HOLIDAYS & SCHEDULED CLOSINGS:

- SNHGA is closed annually on the following holidays: New Year's Day, Easter Sunday, Memorial Day Weekend (Saturday thru Monday), Fourth of July, Labor Day Weekend (Saturday thru Monday), Thanksgiving Holiday Weekend (Thursday thru Sunday), Christmas Eve, Christmas Day and New Year's Eve. There are also no activities scheduled during Halloween in the evening so kids may Trick or Treat!
- In addition, the gym will be closed during the 4th of July week each summer.
- Recreational students who normally have class that happens to fall on a holiday or scheduled closing will be allowed an additional makeup that session.

WHAT TO WEAR / WHAT TO BRING:

- Most students prefer to wear a leotard during class or buy one from our PROSHOP; however, students may choose instead to wear proper fitting athletic attire.
- All clothing must be free of buttons, zippers, snaps, velcro or other features that could get entangled on the gymnastics equipment.
- Hair should always be pulled back neatly and securely away from the face
- Do not wear jewelry, accessories or large hair ornaments as these items present a hazard when performing skills.
- No shoes and socks are to be worn into the gym area.
- Each student should bring to class a water bottle clearly marked with his/her name.
- No chewing gum or food is allowed in the gym.

Students may store personal items in our cubbies located in the lobby. Please leave all valuable items at home. **SNHGA is not responsible for ANY items that are lost or stolen.**

ENTERING AND EXITING OUR FACILITY:

- Students should arrive at least 5-10 minutes before their scheduled class time and wait in the viewing lobby area until an instructor announces that class has begun.
- No student is to enter the gym-area unsupervised without permission from an instructor.
- Parents are not allowed into the gym-area unless they are part of a class.
- Restrooms are located in the lobby. All parents are asked to monitor their children in the lobby and restrooms, including younger siblings and those not participating in class.

Please be sure to pick up your student on time at the end of class/practice. If you are running late (more than 5 minutes), please notify the Main Office (603-404-6181 Option 2) of your arrival time. Instruct your student to **always wait inside the building** until you have arrived. Do not take a chance on your child running to and from your car.

PARKING:

There is ample parking in the Apple Tree Mall lot. **Please do not park your vehicle in front of the gym doors as this blocks the fire lane.** During peak times the parking lot is crowded with

vehicles and pedestrians, many of which are students of the gym. Please drive slowly and carefully taking into consideration that many of our families have young children in tow.

OTHER RULES:

- SNHGA is a tobacco and smoke-free facility. There is no smoking or vaping allowed anywhere in the gym. If you choose to smoke or vape please take it outside, and move away from our main entrance.
- Students are not allowed to carry cell phones during class. Cell phones should remain either at home, with a responsible adult while taking class, or safely stored in a backpack or bag. SNHGA is not responsible for lost, damaged or stolen cell phones.