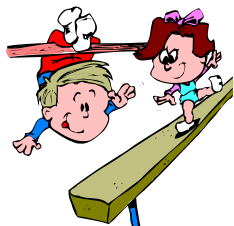


Palmer's Gymnastics Policies & Procedures



(630) 351-8330

266 Glen Ellyn Rd.

Bloomington, IL 60108

Website: www.palmersgymnastics.com

Email: flip@palmers.comcastbiz.net

INSIDE...
Calendar of Sessions
Keep Through August 2016!

Thank you for your interest in Palmer's Gymnastics!

We are a family owned and operated business, established with the idea that children are the world's most precious gift! More than 40 years of experience has allowed us to establish excellent, progressive programs...far outdistancing other local clubs, studios, and park districts. Palmer's has a "family" atmosphere characterized by the love, respect and dedication we have for our students.

The adventure you and your child are about to embark on will be a very special one. Over the years we have had the pleasure of watching hundreds of children learn, grow, develop, and mature into confident young adults. We look forward to the unique opportunities that working with your child will present.

This undertaking will give your child a stage on which to develop his/her confidence, poise, individuality, determination, appreciation for dedicated effort, and self - respect. They will also have a lot of FUN!

Thank you for the trust you place in us to teach and mentor your children. We are aware of the magnitude of this responsibility and we pledge our best effort!

It is our hope that the policies and procedures presented reflect the love and concern that we have for all our students.



Frequently Asked Questions

Q. How often is tuition due?

A. We divide the year into six sessions, averaging 7-9 weeks per session. Tuition is due in advance of each session on or before each *Priority Due Date*. For your convenience, we offer a credit card "auto pay" option so that you will never miss a PDD!

Q. What is the Priority Due Date (PDD), and why do you have it?

A. Our *Priority Due Date (PDD)* is the last possible date by which Current Students may pay tuition in order to maintain their current class spot. After the PDD, our computer system automatically deletes unpaid students from the roster and new students are placed in vacancies. The PDD is approximately 2 weeks prior to the start of the next session.

Q. Can I observe class?

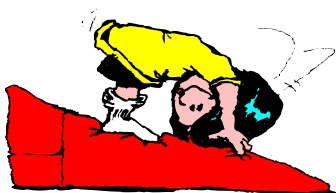
A. Parents and siblings are always welcome to watch the weekly progress of our students. Only two requirements:

1. Viewing is limited to the lobby area. Parents and sibling are not permitted on the gym floor.
2. Parents are not allowed to converse with students during class times.

We have learned from years of experience that these rules are necessary. Speaking with your child from the lobby area is very distracting and could lead to serious injury!

Q. Do you close when the schools have a holiday or "snow day"?

A. To ensure consistent programs, we are open for most holidays (e.g. Columbus Day, Presidents Day). Because, we sit between many different school districts, we do not follow the closing decisions of any particular district. Please call the office to receive any closing information. Such information will be updated regularly.



Developing Exceptional Children.....Developing Great Athletes



Session Information

*If your child's class day falls on a date that we are closed for a Holiday, please contact the office to schedule a make-up class! Tuition *will not be pro-rated* for holiday closings.

SESSIONS: 2015-2016	SESSION LENGTH	PRIORITY DUE DATE	*FACILITY CLOSED*
Session 1 August 17 th – October 17 th	9 Weeks	<i>PDD for Session II</i> October 3 rd	*Labor Day = September 5 th to September 7 th
Session 2 October 18 th – December 19 th	9 Weeks	<i>PDD for Session III</i> December 5 th	*Thanksgiving = November 26 th to November 29 th
Break Between Sessions: December 20 th through January 3 rd			
Session 3 January 4 th – February 27 th	8 Weeks	<i>PDD for Session IV</i> February 13 th	
Session 4 February 28 th – April 23 rd	8 Weeks	<i>PDD for SESSION V</i> April 9 th	*Easter = March 25 th to March 27 th
Session 5 April 24 th – June 11 th	7 Weeks		*Memorial Day = May 28 th to May 30 th
Break Between Sessions: June 12 th through June 19 th			
Session 6 June 20 th – August 13 th	8 Weeks	(Please call for new summer class times)	*Independence Day = July 4 th

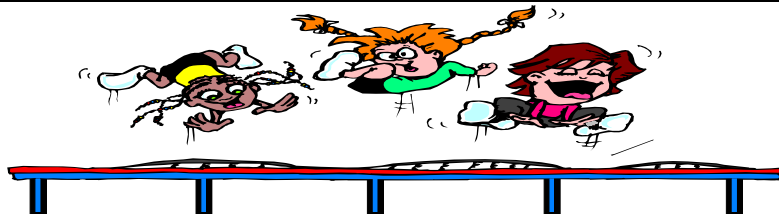


Absences & Make –Ups

Due to the popularity of our classes, many run at full capacity, therefore we may be unable to accept make-ups in them. Please make every effort to attend your regularly scheduled class time. Make-ups depend on safety concerns, space, equipment, and teaching ratios. School age students are asked to attend one of our 2 hour long open gyms, for all make-ups. To optimize learning, make-ups are asked to be completed with in one session's time of the missed class.

Unfortunately, we are not able to credit or refund for missed classes.

PROGRAM	MAKE-UPS	PROCEDURE / NOTES
All Boys & Girls <i>Pre-School</i> Classes	School Year = 1 make-up per session Summer = Unlimited make-ups	<ul style="list-style-type: none"> May schedule a make-up in any other regularly scheduled pre-school class or Wiggle Time Open Gym Please call our office, in advance, to schedule (630) 351-8330
All Boys & Girls <i>School-Age</i> Classes	School Year = 1 make-up per session (To be scheduled during open gym time) Summer = Unlimited make-ups	<ul style="list-style-type: none"> Will receive a FREE OPEN GYM pass. Please call our office, in advance, to schedule (630) 351-8330
<i>Tumbling</i> For Cheerleading	School Year = 1 make-up per session (To be scheduled during open gym time) Summer = Unlimited make-ups	<ul style="list-style-type: none"> Will receive a FREE OPEN GYM pass. Please call our office, in advance, to schedule (630) 351-8330



Additional Information



CURRENT STUDENTS.....

To continue in your current class, please PAY TUITION BEFORE THE PRIORITY DUE DATE (PDD) to guarantee your class spot! In addition, if you need to change your class day/time, we will gladly accommodate your request (assuming there is a vacancy in your desired class). Please be advised that there are **NO REFUNDS** or credits for dropping or missing a class.

NEW STUDENTS.....

Our open enrollment policy allows your child to join us at anytime (as long as there is a vacancy in your desired class). If a class is full, your child's registration form will be dated and their name will be placed on a waiting list. After the Priority Due Date (PDD) the office will place new students into classes based on the order in which we received the registrations.

TRAFFIC FLOW.....

We occupy Units 101 & 102, with entry made through the North Driveway. For your safety, we ask that you **enter through the NORTH driveway**, and when leaving, please drive around the back of the building and **exit via the SOUTH driveway**. This alleviates congestion and promotes safety. Please do **NOT** park in front of the entry way to Units 101- 104. For your child's continued safety, please enter the building to pick up your child. *No child is allowed to wait in the parking lot for pickup.*

Thank you!

PROPER ATTIRE.....

Girls = Wear a leotard. No tights, socks or jewelry. Hair must be pulled back!

Boys = Wear a T-shirt tucked into athletic shorts (no buckles or zippers).



PAYMENT SPECIFICS.....

Full payment is required with registration. Payment may be made by check, cash, Discover, MasterCard or Visa.

Please make checks payable to Palmer Sports, Inc.

NSF Check Policy: If your check is returned for non-sufficient funds (NSF), a \$25 processing fee will be automatically charged to your account.

ANNUAL REGISTRATION FEE.....

An annual administration/insurance fee is required of all students at time of enrollment, **or** each August if previously enrolled. *This fee is NON-REFUNDABLE and is NOT transferable.*

FAMILY DISCOUNT.....

At Palmer's, only the most expensive tuition in your immediate family, pays full price. All additional siblings are discounted 10%! (*Discount does not apply to team students*).

MULTIPLE CLASS DISCOUNT.....

Since many students choose to attend classes more than once a week, each additional class will be discounted 10%! (*Discount does not apply to team students*).

IMPORTANT REMINDERS.....

- Smoking is not permitted in our facility.
- No siblings or friends are allowed on any equipment. Only registered students are allowed on the gym floor.
- No gum, food, or drinks are permitted on the gym floor.
- Children who have a break between classes must remain in the lobby to eat and /or do homework. There is a microwave available if you wish to send food with your child.
- A water bottle is a must to send with students!
- Students are not allowed to bring bags, shoes or clothing onto the gym floor. Please use the cubbies located in the lobby area for your gear.



Inquire about having us host your next birthday party!

