



Extended Gym Policies

- 1. Students enrolled in Extended Gym for a least 3 days a week will receive a weekly gymnastics, tumbling, or Ninja class as a part of their tuition. In order to participate, the required class clothing must be brought to Extended Gym on class days.**
- 2. Extended Gym ends at 6:30 PM. All children should be pickup by that time. A late fee of \$1 per minute will be accessed after 6:30. If you experience an unexpected delay and cannot be at the gym by 6:30, please call the main line: 770-766-4675. In those circumstances, a 30-minute grace period will be granted. This extended time should not be relied on on a regular basis.**
- 3. Extended Gym tuition is due each Monday. A \$10 late fee will be assessed on any account not paid in full by end of day Wednesday.**
- 4. A current credit or debit card must be kept on file at all times. Families may elect to have tuition automatically withdrawn from this card each Monday.**
- 5. The card on file will be charged for any tuition still outstanding at end of day Friday. If Top Notch is not able to process the payment, the family will be notified and requested to provide an alternative form of payment. A student with a balance more than a week past due may not attend Extended Gym until their account is made current.**
- 6. Enrollment in Extended Gym holds a spot for the days requested. There is no tuition refund or credit for missed days.**
- 7. There is no tuition reduction for school holidays with two exceptions: a) If the student attends Top Notch Day Camp on the school holiday, the Extended Gym tuition for that day may be applied towards the cost of Day Camp, and b) There is no**

Extended Gym tuition when school is out for the full week (Thanksgiving Break, Winter Break, Spring Break, etc.).

- 8. A two-week written notice is required if a student needs to withdraw from Extended Gym prior to the end of the school year.**
- 9. Top Notch must be notified promptly by email: Vicki@TopNotchTrainingCenter.org, or phone: 770-766-4675, any day your student does not need to be picked up from school or will be picked up from Top Notch by someone other than the parent/guardians listed in their Top Notch account.**
- 10. To forgo the possible sharing of inappropriate media, students may not have personal cell phones or other electronics out during Extended Gym. Any needed communication to and from parents/guardians may be made through the Top Notch main line.**
- 11. Respect of Extended Gym instructors and other students is expected at all times. Parents/Guardians will be promptly informed of any behavioral concerns, and in the case of an ongoing situation, their input will be requested when forming a plan of action. For the safety of all students and staff, any student exhibiting violent or sexually inappropriate behavior will be dismissed immediately from the program.**

I understand and agree to all the above stated policies.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Enrolled Student(s): _____

Date: _____