

HAHN'S GYMNASTICS AFTER SCHOOL **RULES AND POLICIES**

Behavior Management Policy: I have read and reviewed the behavior management and discipline policy below and agree with everything as outlined _____.

Discipline steps for inappropriate or disruptive behavior are as follows:

1. Clear and specific verbal redirection of what the child should be doing.
2. Remove child from activity and assign an age appropriate "personal time".
3. Verbal/written communication with parent/guardian.
4. If behavior continues, parents will be called and child removed from the program.

Drop Off and Pick-up Procedures: Child must be signed in and out each day. Picture ID is required by everyone until staff knows and recognizes authorized individuals. _____

Transportation: I permit my child to be picked up from their school and transported to Hahn's Gymnastics facility. By signing this form you give permission for your child to be transported in a Hahn's Gymnastics vehicle. _____

Medication Policy: If your child needs a prescription medication during after school hours, please make arrangements with front desk staff. _____

Registration Paper Work: I understand that registration paper work must be completed with no areas left blank or my child will not be able to attend the program. Only the person completing paperwork may make any alterations to forms. The person completing paper work is responsible for monthly tuition payment. _____

PAYMENT POLICY

1. A \$65.00 registration fee per child is due when registering your child for Hahn's Gymnastics After School Program. This fee is non-refundable and non-transferable. _____
2. **Auto Payment must be set up for tuition payments.** _____
3. Hahn's Gymnastics will process auto payment for half the months tuition on the 1st and 16th of the month. . _____
4. A \$25.00 "Late Fee" will be added to your account three days after the due date, If auto payment is declined. _____
5. Refunds or credits will not be given for missed days or weeks. _____
6. A \$5.00 "No Call" fee will be added to your account if Hahn's is not notified by 2:00 PM that your child does not need to be picked up at their school. _____
7. **A written withdrawal notice must be given to the office two weeks prior to withdrawing your child from Hahn's After School Program.** Tuition will be charged until written notice is given. _____

Student Name: _____

Parent/Legal Guardian Signature: _____

Date: _____