

CLASS and FEE ADMINISTRATION

CLASS SIZES (maximum recommended)

- Kindergym – 1 coach to 10 children – parent assisted. Includes GymAble Kindergym.
- Beginners – 1 coach to 7 children, may be more depending on parent assistance.
- Levels WG – 1 coach to 8 children. Apprentice may be assigned.
- Levels MG – 1 coach to 6 children. Apprentice may be assigned.
- National MG - 1 coach to 8 gymnasts or Coach discretion.
- National WG - Development to NL5 : 1 coach to 8 gymnasts, minimum 6;
NL6 to NL8: 1 coach to 7 gymnasts, minimum 6;
NL8 to NL10: 1 coach to 7 gymnasts, minimum 5.

TERM FEES

- The nominated deposit must be received in order to secure a child's place in a class.
- Enrolment forms are NOT to be taken without a deposit.
- Fees normally need to be paid in full by the 3rd week of term or attendance.
- Fees are not refundable.
- Make up classes are to be taken during the current term.
- The only time fees will be credited to the next term is if a gymnast misses 4 or more consecutive lessons due to medical reasons (a medical certificate must be sighted).
- Fees must be paid in full by the week stated on the member's fees note.
- Fee discounts apply for subsequent children in families of 2 or more children – see members' handbook.
- Discount is on term fees only, not registration & insurance, with the exception of NEW members in Term 4 – registration & insurance is reduced by approximately 50%.
- For families with 4 children the fees for the youngest child are waived.
- Fees will be reduced for late starters. The amount of reduction will be set by the management and may be changed at any time.

HOLIDAY PROGRAM

- Holiday program fees must be paid prior to the day of the holiday session.
- Holiday program fees are not refundable and cannot be transferred to the following term's fees unless a medical certificate is produced.

GENERAL

- Staff may not take phone calls while they are on the floor unless it is an emergency. This rule applies to ALL staff.
- Staff may not use the phone to make calls without permission from the Office Manager or Senior Staff.