

2009-2010 Registration Handbook

MISSION STATEMENT OF INTEGRITY GYMNASTICS & CHEERLEADING

To design a program with a strong work ethic and the necessary skill development Needed to compete good gymnastics. To instill a desire to succeed in the sport of gymnastics and to provide support and encouragement to all of our athletes.

To provide gymnastics and cheerleading instruction from recreational to competitive for all ages in a fun and safe working environment.

To live up to our name and support the sport of gymnastics and cheerleading in the central Ohio area. Integrity-“firm adherence to a code of especially moral or artistic values, a fairness and straightforwardness of conduct, implying trustworthiness” (Webster’s Dictionary definition).

No procedure has received more careful attention than has our registration and tuition payment procedure. With many classes to organize each session, it is essential that all *Integrity* families take time to read and understand that procedure herein.

Registration & Procedures

New Students: REGISTER ANYTIME, in fact, as soon as possible. If you start after the session begins we will prorate your tuition. (please see “*Joining, Dropping, Changing Classes after Registration is complete or Session Has Commenced.*”)

Current Students: *Integrity’s* tuition payment procedure is similar to many colleges. *Current students* have priority over *new students* ONLY if registration is complete and tuition is PAID ON OR BEFORE A FIRM DEADLINE called “Priority Deadline”. If a *current student* fails to pay tuition by the Priority Deadline, priority is FORFIETED and *new students* are placed in vacancies.

Calendar of Sessions

Six Sessions: *Integrity* molds each year into six sessions, varying in length, giving careful consideration to the many school systems we serve. Just as in most private schools, tuition is averaged out over a 12 month period and divided evenly.

Priority Deadline for Current Students: *New students* should DISREGARD the Priority Deadline and register ANYTIME. *Current students* who register and pay tuition by the Priority Deadline are GUARANTEED placement. Those paying AFTER the Priority Deadline will FORFEIT their class spot to any *new student* whose name is in the *holding file* or *new student* who registers and pays during open registration. See *Payment Procedures*.

	Gym Close Dates*
I –August 24-October 17,2009	Mon. September 7, 2009- Labor Day
II- October 19-December 19, 2009	Th.& Fri.- November 26 & 27, 2009 Thanksgiving
III- January4 -February 27, 2010	No recreation classes from December 28- Jan 2 Possible holiday camps
IV-March 1 -April 24, 2010	April 4 , 2010 Easter Sunday
V-April 26- June 12, 2010	Mon. May 31, 2010 Memorial Day
VI -June 14-August 28, 2010	Sun. July 4, 2010 Independence Day

*Holiday absences may be made-up in advance of the holiday if within the same session.

** Session VI is our Summer Flexi-Schedule...we will prorate any 2 weeks off if registering at beginning of session.

Student Status

New Students: REGISTER ANYTIME, in fact AS SOON AS POSSIBLE. Upon receipt, *new student* registrations are DATED and placed in the *holding file*. After the Priority Deadline has passed, the *holding file* is opened and *new students* are placed in class based on their dated order. ASSUME YOUR 1ST CLASS CHOICE HAS BEEN ACCEPTED, as *Integrity* will NOT contact you unless there is a difficulty in supplying your 1st class choice.

Current Students: *Integrity* tuition payment procedure is similar to many private schools. *Current students* have priority over *new students* ONLY if registration is complete and tuition is paid ON OR BEFORE a firm deadline, called the Priority Deadline. If a *current student* fails to register and pay tuition by the Priority Deadline, priority is FORFEITED and *new students* are placed in class.

Payment Procedures

Full payment is required with registration: We accept payment by check, cash, Master Card, Visa, Discover and American Express. Phone registration accepted with credit card only. If you call to register and **do not** pay with credit card your child's spot in the class will be forfeited to another student.

100% Tuition-Back Guarantee: If after your family's FIRST session of classes you are not entirely happy, *Integrity* will gladly refund 100% of your tuition for that session. Note that this money back guarantee is intended for families **brand new** to *Integrity*. **The registration fee is non- refundable.**

Refunds: For refund procedures see: "*Joining, Dropping, Changing Classes after Registration is Complete or Session Has Commenced.*"

\$45 Annual Family Registration Fee: This is due upon INITIAL REGISTRATION for any instructional class and on your ANNIVERSARY DATE OF REGISTRATION, thereafter. This fee defrays *Integrity's* administrative and insurance policy costs. **It is non- refundable.** The only exception to the registration fee is for a camp held here at *Integrity*. Those costs are

considered in the cost of the camp.

Returned Checks: There is a return check fee of \$20.00 per returned check. If this becomes a recurring problem you will be required to pay by credit card or cash.

Discounts: At *Integrity* ONLY the most expensive tuition in your immediate family pays full fare. Additional children are 15% off and additional classes for one student are 25% off.

Joining, Dropping, Changing Classes after Registration is Complete or Session Has Commenced.

Joining: tuition will be prorated relative to your start as long as there is room in the class you are seeking. Only the weeks you have missed of the session will be considered for prorating. We WILL NOT prorate any weeks that you know ahead you may miss for any scheduling reasons. We **do** allow make-ups for future absences. Please see “*Absences and Makes-ups*”.

CHANGING class once registration has been completed or once a session has commenced: We will accommodate class change requests as long as a vacancy exists, however we will require a fee of **\$5** per change per student unless the class change is requested by the coach.

Dropping: No refunds or credits will be given for dropping a class. Once a session has commenced, you are in class for the entire session, regardless of attendance, except for *medical* conditions (see below).

Medical: For medical conditions, validated by a physician’s statement, a family credit will be issued with the prorated amount based upon the date that *Integrity* receives the WRITTEN STATEMENT. Retroactive requests CANNOT be granted, as it eliminates *Integrity’s* opportunity to fill the vacated spot. Upon request, an *Integrity* check will be issued within 14 days.

Summer Flexi-Schedule: To accommodate your family’s summer vacation schedule we are proud to offer a *Summer Flexi-Schedule* for Summer Session VI **only**. Simply have up to 2 weeks prorated off the session rate to allow for vacations. Make-ups are still available for any other weeks you may miss.

Absences & Make-ups

JUST LIKE COLLEGE, YOUR TUITION PAYS FOR A CLASS SPOT, REGARDLESS OF ATTENDANCE. However, **as a courtesy**, *Integrity* offers make-ups as long as it does not jeopardize the safety or integrity of the class. Make-ups are a **privilege**. *Integrity* reserves the right to refuse to offer a make-up if we feel it will downgrade the experience of those children who have registered for and paid for that class.

Make-Ups: All personal-absence *make-ups* are limited to 2 per session provided the student has paid for an **entire session**. If a student joins after a session has commenced and has been prorated in order to join the session there will be 1 *make-up* per 4 weeks of paid instruction offered. All *make-ups* must be made up within the same session. In the event of an absence during the last week of a session, a *make-up* into the next session will be permitted upon request. You **MUST** request a *make-up* in **ADVANCE**. **Please phone the office**. This is for safety reasons and also to keep the student/coach ratio appropriate. HOLIDAY closing absences can be made up within the same session in addition to personal *make-ups*. If *Integrity* closes because of inclement weather on your class day, you may have a *make-up* for that as well.

Snow & Inclement Weather

Listen for snow closing information on **Radio 610 WTVN** or log onto the website **HYPERLINK "http://www.integritygym.com" www.integritygym.com**. You may also call *Integrity* and listen for the recorded message. NOTE: As we serve many different school systems, we do NOT follow the closing decisions of any particular school system.