



*"Home of the World Champion  
& Olympian Chellsie Memmel!"*

# 2018-2019 Parent Handbook

262-789-6885  
16760 W Victor Rd  
New Berlin, WI 53151

## Important Information about M&M Gymnastics

Address:	16760 W Victor Rd New Berlin, WI 53151	Email:	mmgymnastics@sbcglobal.net
Phone:	262-789-6885	Website:	www.mmgymnastics.com
Office Hours:	Monday-Thursday 9:00am-12:00pm & 4:00-7:00pm Saturday 9:00am-11:00am		

**School Year Session:** Tuesday, September 4th 2018 - Saturday, June 1st 2019

**Closed Dates:** November 3rd (M&M Invitational Women's Meet)      April 19th-20th (Easter Break)  
November 20th-24th (Thanksgiving Break)      May 18th (Spring Show)  
November 20th (Class Competition)      May 27th (Memorial Day)  
December 24th-January 4th (Holiday Break)

**Monthly Tuition Payment:** Tuition is due on the first of the month (for the upcoming month). M&M requires every family to have a valid credit card information on file. If opting out of automatic withdrawal: Payments may be paid in person during office hours, postmarked on or before the due date, or paid online on or before the due date.  
(See **Billing & Payments** for additional details)

- \*TO set up your Automatic Payment ONLINE:
- 1) Update/Add your Payment Information through Parent Portal.
  - 2) Log into your account: Choose **Manage Payment Options** under Payments (left hand side)
  - 3) Choose your form of payment: (Credit Card OR E-Check)

**Program withdrawal:** M&M Requires a written notice on or before the 20th of the month to withdraw for the coming month. (See **Program Withdrawal** for additional information)

- First time Parent Portal Log In:**
- 1) Click create account & enter your email address (Verify you are over 18yrs)
  - 2) Check your email for your validation code & enter your code & validate your email
  - 3) Fill out all of your information, password, choose create account, acknowledge all policies
  - 4) Add in your students information
  - 5) Register for classes, camps, clinics



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## **Gym & Class Policies**

- DROP OFF-PICKUP:** Please arrive 5 minutes before class begins so your child has time to use the bathroom, put up hair neatly, and cover any warts or cuts. Children should wait quietly on the white tile lobby area. Running & Gymnastics in the waiting area is NOT allowed. ALL Children in the waiting area should be supervised at all times. Please meet your child promptly in the lobby at the end of their class. Children may never wait or play outside with out a supervisor of at least 18 years of age. If you are going to be late picking up, please call M&M to let us know.
- Parking Lot:** Please do NOT speed in parking lot, please turn around in the back of gym by dumpsters to avoid any accidents. Please do NOT park in the lot next door. (Violators may be ticketed)
- OBSERVATION:** Parents & siblings may observe from the waiting area only. Please do NOT "coach" your child from the sidelines. Comments made by parents distract all of the students in the class. Coaches are NOT able to assist children in the rest room during class time.
- HEALTH:** Cuts must be covered with a bandage and athletic tape before class. A bandage alone does not stay on. Warts must be covered with athletic tape or duct tape before coming to M&M. Any child with a contagious illness is asked to stay home.
- MAKE UPS:** Ideally it is best for your child to attend every class. However M&M understands due to illness classes may be missed, please see your coach for an OPEN GYM PASS for missed class.
- CLASS CHANGES:** M&M allows day and time changes at any time as long as there is an opening in the class. Request a class change by contacting the office or by logging into the parent portal, call or stop by the front desk to change your class day and time.
- WEATHER:** Inclement weather closings are posted on the M&M website, Facebook Page & TMJ4. There are NO make ups or credits for inclement weather closings.
- SCHEDULING:** M&M reserves the right to change, combine, or cancel classes based on enrollment and coaching availability. We will contact you if this situation should arise and work with you to find another class for your child.
- ADVANCEMENT PROCEDURE:** M&M students will receive a "Advancement Notification Sheet" from his/her coach. The advancement notification sheets will be handed out in Dec and May, to those students who have attained their skills to pass their current class level, and who are ready to move up into the next level.
- WHAT TO WEAR:** Girls~Leotard Boys~tucked in t-shirt. NO chewing gum or dangling jewelry. Hair should be pulled neatly and securely away from the face so that it stays up for the entire workout. Girls should NOT wear bows as it may cause discomfort during activity.
- Personal items:** Should be left with parents. Jewelry should not be worn during classes. PLEASE LEAVE JEWELRY at HOME. This facility staff will not be responsible for ANY items that may be lost or stolen. Be sure your students personal items are marked with their names. NO Cell phones/IPads available out on the floor. M&M is NOT responsible for any lost or stolen items.
- Photography & Videos:** M&M Gymnastics periodically takes photos & videos of the gymnasts during classes, special events & birthday parties for use in publicity and advertising. Unless you opt out as specified below, you hereby authorize M&M Gymnastics to retain the right to use any photographs, videos & motion picture recordings or any other record of the participants at M&M Gymnastics for publicity, advertising or any legitimate purpose. If you do not want your child's image used by M&M Gymnastics please contact our office: 262-789-6885 OR email: mmgymnastics@sbcglobal.net



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## Billing & Payments

**ANNUAL MEMBERSHIP FEE:** An annual membership fee of \$30 per child or \$50 per family is due upon registration and is non-refundable. The membership fee is pro-rated in January, March and Summer. The membership runs from September 1st-August 31st. M&M carries excess medical and liability insurance for all members. Your own carrier is your primary insurance.

\* Online Registration : PLEASE ADD THE MEMBERSHIP FEE CLASS TO YOUR CART WHEN CHOOSING YOUR CLASSES THROUGH THE PORTAL. Choose: FILTER YOUR CLASS LOOK UP then PROGRAMS then MEMBERSHIP FEES

**DISCOUNTS:** Apply's to Classes ONLY\* ~Second Sibling 10% off ~Third Sibling 20% off ~ Second class for same child: 15% discount

**MONTHLY BILLING:** Class tuition is monthly, based on four classes per billing cycle. Please note that you are paying for a time slot in a class whether your child attends or not. Pro-rating due to missed classes is NOT allowed. The four classes may not necessarily occur in the same month. Occasionally, due to holidays or special events, there are 3-5 weeks in a billing cycle. M&M assumes that once your child is enrolled, they will attend through the last class in June. However, you are not required to attend the entire year. Your participation is at your discretion.

**DUE DATE:** Tuition is due on the first of the month (for the upcoming month). If opting out of automatic withdrawal: Payments may be paid in person during office hours, postmarked on or before the due date, or paid online on or before the due date.

**MONTHLY STATEMENTS:** Billing Statements are emailed on the 21st of each month. Billing statements are generated monthly in an effort to be "green." \*PLEASE ADD [mmgymnastics@sbcglobal.net](mailto:mmgymnastics@sbcglobal.net) TO YOUR CONTACT LIST TO ENSURE YOU RECEIVE EMAILS & STATEMENTS FROM M&M\*

**LATE FEE:** At the start of business day on the 6th, a \$25 late fee will be added to unpaid accounts. All credit card information must be current to avoid late fee.

**AUTO-PAYMENT:** For your convenience, M&M Gymnastics offers Automatic Withdrawal option. Your tuition will be automatically charged to the card number or E-check provided on the 1st of each month. M&M strongly suggests every family to have valid credit card or checking information on file.

**FAILURE TO PAY:** A reminder statement will be emailed on the 6th of the month. Your child will be removed from the class on the 8th of the month if your account is unpaid. Your account will be liable for the current month's tuition, and will be charged a \$25 late withdrawal fee. Non-payment accounts will be subject to collections. Special arrangements can be made if necessary

**PROGRAM WITHDRAWAL:** A class spot is automatically held for your child while you are enrolled at M&M. Before withdrawing we suggest talking to your instructor to help better your experience.

- 1) Notification of withdrawal is required by the 20th of the month to withdraw for the upcoming month.
- 2) A parent must notify the office in person, via phone, via email & Fill out the Withdrawal Form.
- 3) The final class date is the last date in the current month's billing cycle.
- 4) Drops received from the 21st-31st will be honored, minus a \$25 late withdrawal fee.
- 5) Drops received from the 1st-20th will apply to the following month.