



## 2015-2016 Gym Handbook

**Thank you for choosing Cheaha Cheer & Tumble!  
Please review our handbook and contact us with any questions.**

### **Warm-Up**

All students are required to participate in an instructor lead stretching and warm up session prior to any regular class activity. In order to ensure your child gets the maximum amount of value from his/her class, please arrive on time so that all stretching can be done as a group.

### **What to Wear**

Female students should wear a leotard or gym shorts/pants and a t-shirt. It is recommended that Female students wear sports bras to classes. Male students should wear gym shorts/pants and a t-shirt. Jeans or pants with zippers or buttons are not allowed. Long hair needs to be pulled back and any hair that could obstruct vision must be pinned away from the face. No jewelry is to be worn on the gym floor or equipment. Lockers are available at the gym entrance for book bags, other clothing items, and shoes. Please leave all valuables at home. Cheaha Cheer & Tumble is not responsible for any lost or stolen items.

### **Registration**

All students are required to pay an annual registration and insurance fee. The fee is \$40 per family. This fee covers secondary insurance and administrative costs. Registration fees are non-refundable and non-transferable. Registration fees are due by January 10<sup>th</sup> of each year or upon new student registration. Students who begin in the months of July through December will have a reduced registration fee of \$20. Registration fees must be paid in order to continue class participation.

### **Tuition**

Please refer to our website for our tuition costs. We offer family discounts, multi-class discounts, and many other student incentives. Tuition is non-refundable and non-transferable. Students are expected to attend their scheduled class. Monthly fees are based on a four-week calendar month. Since some months include five weeks and billing is not increased, billing will not be adjusted for observed holidays.

### **Payment Information**

Registration fees are due at the time of enrollment and tuition is due the first day of each month. Monthly tuition is due on the 1<sup>st</sup> of each month and is considered late if not received by the **15<sup>th</sup>** of each month. A late fee of \$10.00 will be assessed on the 16<sup>th</sup> for all unpaid tuition. Tuition fees are for the current month. We accept all forms of payment including Visa, MasterCard, Discover, cash, and/or check. In addition, we offer recurring electronic payment which allows CC&T to charge your credit/debit card each month without any action required.

\*A \$20.00 service fee will be issued on all returned checks.

## Make-Up Classes & Absences

Cheaha Cheer & Tumble offers two make-up classes per month for tumbling. These classes will be scheduled on two different weekends each month (typically on a Friday or Saturday). The scheduled make-up class dates/times will be posted on the gym website ([www.cheahacheerandtumble.com](http://www.cheahacheerandtumble.com)) on the Gym Calendar by the 1<sup>st</sup> of each month. If your child has missed a class and plans to attend one of the make-up sessions, please let us know which session your child plans to attend in order to ensure proper staffing.

## Discontinuance

A two-week written notice (email or hand written) is required for all students who choose to discontinue our program. Your intention to discontinue must be communicated in writing (email or hand written) to CC&T before the 1<sup>st</sup> of the month, prior to the next billing cycle. We do not hold spots unless tuition is for the classes held.

## Calendar

The CC&T calendar is located at [www.cheahacheerandtumble.com](http://www.cheahacheerandtumble.com). It is regularly updated and is very useful for parents. During major holiday weeks, CC&T will offer Holiday Hours which will be posted on the gym calendar, social media, etc. Holiday hours are a more relaxed format, offering students additional hours of gym time.

CC&T will close for:

- A portion of Spring Break (based on Calhoun County Schools)
- The week of July 4<sup>th</sup> (or week of designated 4<sup>th</sup> of July Holiday)
- Thanksgiving day and the day after
- Christmas week & New Year's Week

Gym management generally remains open for other holidays (presidents day, Martin Luther King Day, Memorial Day, etc. but reserves the right to close on those days for downtime. All holidays do not require make-up classes as some months include five weeks with no increase in billing.

## Gym Etiquette

On normal class days, the gym opens at 3:15PM. Please do not drop your child off before that time. For safety reasons, we must enforce that **ONLY** Cheaha Cheer & Tumble staff and registered students are permitted on the training floor and gym equipment at all times. If you need to remove your child from class, we ask that you notify the coach who will escort your child out of the training area. We offer a viewing area, however, parents are not required to stay during their child's class. If you choose to stay and observe, we ask your consideration for all of our clients. Please keep noise to a minimum. Siblings and other children who are not CC&T students must be supervised at all times. When class is over, students must leave the training area immediately. Instructors must begin the next class and will not be able to supervise students from previous classes. Keeping safety and good hygiene in mind, no eating, drinking, or gum chewing is allowed on or near the training floor or equipment. Thank you for helping keep our viewing area and gym as safe, clean, and enjoyable as possible. **Smoking is NOT allowed on Cheaha Cheer & Tumble property.**

Please contact us with any questions or concerns. We can be reached by phone, text or email.

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Thanks,  
Cheaha Cheer & Tumble, LLC