

# **West Tennessee Gymnastics and Cheer Academy**

## **Policies and Procedures**

**Brantley Smith, Owner**  
**731-614-6788**  
**[www.westtennesseegca.com](http://www.westtennesseegca.com)**

**Mailing Address: P.O. Box 364**  
**Lexington, TN 38351**

**Monthly Tuition:** (includes registration & Annual insurance fees)

\$60.00 1<sup>st</sup> child in household

\$108.00 for 2 children

\$148.00 for 3 or more children

\* Monthly tuition covers a four-week session.

**Monthly tuition is due the first of each month or next business day** and will be automatically drafted from your checking account.

All returned items will be subject to a \$25.00 processing fee.

### **Withdrawal Policy:**

It is the parent/guardian's responsibility to complete a **WRITTEN notification form** and submit it to GCA two weeks prior to the 1<sup>st</sup> of the upcoming month in order to avoid being charged for the upcoming month. No phone calls please!!

**NO REFUNDS** will be issued for late notifications. Please see head coach to obtain a form or print it off of our website.

There are no refunds or credits for missed classes.

GCA reserves the right to dismiss a child from class if fees are not paid in a timely manner.

\*Parent/guardian enrolling child in GCA is responsible for all collection fees, attorney fees and court costs associated with all outstanding debts.

### **Attire:**

Gymnasts should wear comfortable, non-restrictive clothing. Leotards, shorts and tee shirts are acceptable attire. Sports bras and crop tops are not acceptable attire. No jewelry is allowed. Long hair should be tied back with a soft band.

### **Observation:**

Parents and guests are always welcome to observe from the waiting area. All visitors and children should remain in the waiting area, off the gym floor and equipment.

### **Missed Classes:**

Please notify us if your child will be absent. Classes are grouped according to age and ability; therefore it is important that each child attend his/her regularly scheduled class. Make up classes are offered at the coach's discretion and must be scheduled in advance. No adjustments or pro-rations will be given unless a class is cancelled by GCA.

### **Equipment:**

No one is to be on equipment without coaching supervision. Gymnasts waiting for their class to begin should remain in the gymnast waiting area.

### **Inclement Weather:**

A decision to cancel classes will be made by 2:00 pm. You can call 731-614-6788 or go to our website after this time to see if classes will be in session.