



## **FAMILY RULES**

Welcome to TRICKS Sacramento! We're so glad you're here. Below is a quick list of information important for your enrollment here at TRICKS Sacramento. Please ask questions if you need clarification. We're here to help.

### **TUITION**

Tuition is due on the 1<sup>st</sup> day of each month. All families are required to have a valid credit card on file with TRICKS. Alternative forms of payment will be accepted up to the due date; however, the credit card will be charged on the 1<sup>st</sup> for any unpaid balances. We also accept online payments @ [www.tricksgym.com](http://www.tricksgym.com)

If the credit card on file is declined and not remedied by the 5th business day following such decline, a \$20 Decline Fee will be applied to the account. For any checks returned "Non-Sufficient Funds" by the bank, there is a \$25.00 returned check charge.

### **Drop Off/Pick Up Policy**

If your child is 5 years old or younger, you are required to stay in the building for the duration of their class. If your child is 6 years or older, you may drop off up to 10 minutes prior to class and must pick up within 10 minutes of the class end time.

### **ATTENDANCE & MAKE UP CLASSES**

- Tuition must be paid on time in order to keep your position in class.
- In order to be eligible you must notify us of absences at least 2 hours prior to their class start time using the "Notify of Absence" form on our website @ [www.tricksgym.com](http://www.tricksgym.com)
- Make-up classes are subject to availability.
- Make-up classes have NO cash value. Tuition will not be refunded for missed classes.
- Make-up classes are valid as long as your child is enrolled and for 30 days following dis-enrollment.
- Make-up classes can only be used at the facility you are currently attending.
- Make-up classes can be transferred between enrolled siblings.
- You can schedule make-up classes in any program offered at TRICKS for which your child is eligible.
- Make-up classes can be scheduled up to 7 days in advance.
- If you schedule a make up class and do not show up, the make up will be forfeited.

### **DISCOUNTS**

We offer a sibling discount as well as a multi-class discount. Please see the office for details.

### **TAG UNIFORMS**

All students who participate in a TAG class are required to wear the correct uniform shirt to class. Students who are not in the correct uniform will not be allowed to participate in class. We will have shirts available for purchase in the office. *If your child does not have their shirt for class you are welcome to rent a loaner shirt from the office for \$2.00.*

### **DISCONTINUING ENROLLMENT**

Please let the office know if you decide to suspend classes at TRICKS. Since you are holding a spot in a class, your credit card will continue to be charged until you submit a *Notice to Discontinue* or personally notify the office. This notice can be found in the "forms" link on the website.