

TEGA Policies & Procedures

Registration Information:

No payments will be processed until we receive and review your registration information. In addition, the registration fee and any additional child/program discounts may not show until we process your registration. Once TEGA receives notification of your enrollment, you will receive an email receipt within 5 days showing the total amount charged to your credit card. This amount will include the discount (if applicable) and your registration fee (if due). Your initial online registration must be paid by credit card, after which your tuition will be paid via direct debit. In-house registration may be paid by cash, credit or check.

Discounts:

10% off tuition fees for each additional sibling in any program

25% off tuition fees for each additional class or program enrolled by same student

**Discount applied to the lesser class/program tuition fees only; registration fees are not discounted*

Registration Fees:

Registration fees are NON-REFUNDABLE and non-transferable. These fees not only reserve your child's spot in one of our programs, but also cover various registration-related administrative costs and insurance. It also covers administrative costs if you should decide with withdraw your child from our facility.

2021-2022 School Year Registration Fees

Gymnastics, Ninja, & Tumbling: \$45 per family

Mother's Day Out:

\$50 per child (2 days/week)

\$75 per child (3 days/week)

\$90 per child (4 days/week)

\$100 per child (5 days/week)

After School Care: \$100 per child

Payment Policies & Tuition Agreement:

School Year Payment Policy (end of August through May)

Each family is required to have a credit/debit card on file. Typically, tuition is paid monthly via direct debit from any major credit or debit card on the 25th day* of the preceding month (or the previous business day if the 25th falls on a weekend or holiday). Declined payments (expired card, etc) must be remedied on or before the 28th day of the month or you risk losing your class spot to a wait-list student. If your unpaid tuition has not been remedied, after the 28th of the month your student will be dropped from class, and a Processing Fee of \$15 must be paid to re-enroll for the current month, if space is available.

To opt out of direct debit, simply pay your tuition using any alternative method of payment at least 1 business day in advance of the 25th (or the closest prior business day) and your card/bank account on file will not be charged.

Calculation of Tuition Rates: Tuition is based on a yearly amount divided into **9 equal payments**. We do not charge more for months with additional lessons, nor do we discount for months with fewer lessons.

Scheduled Holiday Closures for the 2021-2022 School Year:

- Sept 6, 2021: Labor Day (all programs)
- Oct 11, 2021: Columbus Day (closed for Preschool/After School Care; open for gymnastics/ninja)
- Nov 22 – 26, 2021: Thanksgiving Break (all programs)
- Dec 20, 2021 – Jan 2, 2022: Christmas Break (all programs)
- Mar 14-18, 2022: Spring Break (all programs)
- Apr 15: Good Friday (all programs)

Due upon registration:

If you register prior to the start of the SY 2021-22 Session:

Registration fee, as applicable based on program

Tuition: first tuition payment due 8/9/21 (or upon enrollment if registering after 8/9/21)

If you register after the start of the SY 2021-22 Session:

Registration fee, as applicable based on program

Tuition: Current month's tuition, pro-rated as applicable*

**Depending on the date of your registration, this may mean you will make two tuition payments during one calendar month to get "caught up" to our billing cycle*

You may register at any time. New students may start at any time (as space allows) and charges will be prorated as applicable.

Returned check fee is \$25. There is no fee for a declined debit/credit card transaction.

*Occasionally, tuition drafting date may vary due to TEGA closures for holidays (such as Thanksgiving). We will send out invoices at least 10 days in advance notifying families of any changes to the draft date.

Financially Responsible Party

By registering your student, you acknowledge that you are the financially responsible party. If you desire payment to be made by one or more additional individuals, you are responsible for securing and submitting that payment before the related draft date. All unpaid tuition will be drafted on the draft date via the default payment method on file in your account. TEGA is unable to split payment between one or more credit cards during the auto draft process. You or another party may make a payment at the front desk or via phone at any time during regular business hours.

Missed Class Policy & Make-up Lessons

Classes missed for personal reasons will not be refunded or deducted from tuition. TEGA does not offer make-up classes for lessons missed due to illness, schedule conflicts, or other reasons, with the following exception:

- Make-up classes will be provided if TEGA cancels classes due to inclement weather.

School Year Drop Policy

TEGA requires 30-day written notice to discontinue services. Once we have drafted tuition, no refunds will be issued for drop requests. Customers must notify TEGA of the intention to drop in writing. NO verbal, email, or voicemail drop requests will be honored.

I understand that I am responsible for payment whether or not my student attends classes until I notify TEGA in writing to drop my student from class(es).

Program Specific Policies & Information

AFTER SCHOOL CARE ONLY:

1. I certify that my child's immunization record and current vision/hearing screening record are on file at my child's school.
2. I authorize my child to be transported and supervised by a representative of TEGA, Inc.
3. Absence Procedures - If your child will be absent from school pick-up, please phone the office by 1:00pm that day. "No Shows" cause much stress while attempting to locate your child and produces problematic transportation delays. Repeat occurrences will result in a \$10 charge per incidence.
4. Early dismissals are included in the monthly tuition. TEGA offers camp days for many school holidays. Full-day camp days are an additional charge and require advance registration. Spring Break camp will be offered pending customer need.

PRESCHOOL CHILDCARE ONLY:

1. I certify that my child has been examined within the past year by a health care professional and is able to participate in the childcare program. I will obtain a health care professional's signed statement and will submit it to TEGA prior to my child's first day of attendance.
2. I certify that I will provide TEGA with a copy of my child's most current immunization record **prior** to my child's first day of attendance.
3. I understand that I am providing meals for my child and TEGA, Inc. is not responsible for its nutritional value, or for meeting my child's daily food needs.

ALL CHILDCARE (Preschool & After School Care):

1. Your child's spot is RESERVED upon enrollment, and space is limited. Therefore, we do not pro-rate or discount tuition due to illness, holidays or vacations.
2. Childcare programs may operate during the holiday breaks. Customers are charged separately for these days based on customer need. Advance registration is required.
3. Summer care is provided through our Kid's Day Out program. Camp information will be available in March. Registration for this program begins in April.
4. I certify that I have received a copy of the Parent Handbook, as well as a copy of TEGA's Discipline and Guidance Policies (contained within the Parent Handbook).
5. I understand that if I have listed an allergy for my child, I must have my child's doctor fill out the "Emergency Care Plan" that is available in the office. If the allergy is a preference, I will indicate "parent preference" on the registration form.
6. I understand that I must fill out the return the "Supplemental Registration Form" that is available in the office.
7. I understand that upon pickup, I am responsible for buckling my child into my vehicle, including car seats, booster seats, or regular seatbelts. TEGA staff members are not responsible for securing my child in my vehicle.

ALL CHILDCARE PROGRAMS (Preschool & After School Care)

If your child has a diagnosis of ADD, ADHD, Autism Spectrum Disorder, or any other behavior, conduct, or emotional disorder the parent or guardian must visit with the Childcare director before the child's first day of class or camp to discuss any issues TEGA needs to be aware of and to complete a behavioral plan.

Childcare Enrollment Approval

Submission of registration form is not an automatic enrollment into either Preschool or After School Care. Parents will be notified within 2 business days of approval of registration and given their child's official start date.

Personal Items

Please put your child's name on all belongings. TEGA is not responsible for lost or stolen items.

Spot TV

As an alternative viewing experience TEGA now provides parents of children in Recreational Gymnastics, Tumbling, and Ninja Zone classes the ability to view their child's class remotely at no additional cost to the parent through a live streaming service called Spot TV. To view classes, the parent must download the free mobile app and sign up for an account. TEGA staff will then complete the activation process. This service is limited to students attending recreational gymnastics, tumbling, and Ninja Zone classes and may be discontinued at any time.

Classrooms are considered private viewing areas. Families are granted access only to the classroom or classrooms that their child or children are enrolled. It is important that parents notify Spot TV and/or TEGA immediately when a classroom change takes place so we can move access to the new classroom.