

## **TEGA Policies & Procedures – Summer 2021**

### **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

50% off tuition fees for each additional gymnastics, ninja, or tumbling class 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 Summer Registration Fees**

Gymnastics, Ninja, & Tumbling: no registration fee

Swim Lessons: no registration fee

Kids Day Out Camp: \$50 per child

### **Summer Payment Policies & Tuition Agreement:**

\*\*Recreational and Swim Lessons\*\*

1) Payment for all **swim lesson tuition** is due upon registration. If you need to drop for any reason, a refund will only be issued if we are able to fill your vacant spot before the session begins. Once the session has begun, no refunds will be offered. There are no registration fees for swim lessons.

**2) Summer Recreational Classes** (Gymnastics, Tumbling and Ninja Zone)

a) New/Inactive families: if enrolling for only one summer session, tuition is due upon registration. If enrolling for both summer sessions, the tuition for Session 1 is due upon registration, and the balance for Session 2 will be due & drafted June 25<sup>th</sup>.

b) Currently enrolled families: Session 1 tuition will be due & drafted May 25<sup>th</sup>; Session 2 tuition will be due & drafted June 25<sup>th</sup>.

**\*\*Summer KDO Payment Policies & Tuition Agreement\*\***

1. A non-refundable registration fee of \$50 per child is required to make a camp reservation.
2. Tuition is due by Monday two weeks prior to the start of each camp week (Example: Week 1 tuition is due Monday, May 17, 2021)
3. Each family is required to have a credit/debit card on file. Tuition is paid via direct debit from any major credit/debit card weekly for the following camp week's tuition. "Auto-drafts" will run at noon each Monday. Declined payments (expired card, etc) **MUST** be remedied by close of business on the Wednesday following the draft date. If payment is declined and attempts to contact customer are unsuccessful, camper(s) will be dropped from that week's camp. Children will not be allowed to attend camp without payment.
4. To opt out of direct debit, simply pay your tuition using any alternative method of payment before noon on the related draft date. You may pay online through the parent portal, or at the front desk. Payments may also be made over the phone by calling our office at 806-866-9765.
5. Your child's spot is reserved for the days and weeks you selected. Once registered, you may adjust or amend your registration **prior to May 14, 2021. After this date, no enrollment adjustments (drops) will be allowed. Thereafter, you will be responsible for the KDO dates you have enrolled your child for. You may add camp days dependent upon availability.**

updated 4/4/2021

Please contact our Accounts Manager if you have any account-specific questions [Katy Skinner: kskinnertega@gmail.com]

Scheduled Holiday Closures Summer 2021:

May 31, 2021: Memorial Day

July 2 – July 5, 2021: July 4<sup>th</sup> holiday break

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 dates may vary due to TEGA closures for holidays. We will send out invoices 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.

For summer rec classes only (gymnastics, tumbling, and ninja) you will be allowed free make-up classes. Call or visit our front desk to schedule.

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

## **Program Specific Policies & Information**

### SCHOOL AGE Summer Kids Day Out 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 and understand that I must fill out and return the travel form prior to my child's first day of attendance.
3. I certify that I will complete and return a discipline form prior to my child's first day of attendance.

### PRESCHOOL Summer Kids Day Out 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 (School Age and Preschool Summer Kids Day Out):

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 or vacations.
2. 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).
3. 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 online. If the allergy listed is a family preference, I will indicate "parent preference" on the registration form.
4. I understand that I must fill out and return the "Supplemental Registration Form" that is available online before my child's first day of camp.
5. I understand that I must fill out and return the "Emergency Medical Treatment Authorization Form" that is available online before my child's first day of camp.
5. 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.  
6. If your child has a diagnosis of ADD, ADHD, Autism, or any other behavioral, conduct, or emotional diagnosis the parent or guardian must visit with the Childcare director before the child's first day of camp to discuss any issues TEGA needs to be aware of and to complete a behavior assistance plan.

### **Personal Items**

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

### **Spot TV**

As we continue to follow current social distancing guidelines and building capacity restrictions, space is limited in the TEGA lobby. As an alternative viewing experience TEGA now provides parents of children in recreational gymnastics 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 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.