



415 Industrial Road A  
Cranbrook, BC  
V1C 4X8  
250-426-2090  
office@keycitygym.ca  
www.keycitygymnastics.ca

## KEY CITY GYMNASTICS RECREATIONAL PROGRAM POLICIES & PROCEDURES

### REGISTRATION AND PAYMENT POLICY

Registration can be completed on line or at Key City Gymnastics Club (KCGC), program tuition, membership and Key City Gymnastics Club (KCGC) administrative fees are due at the time of registration.

\*Membership Fees include: Gym BC membership fees, Zone One membership fees and GymnasticsCanada membership levy. These fees are paid once a year and cover your child from September 1st of the current year until August 31<sup>st</sup> of the following year.

### **PAYMENTS CAN BE MADE USING ONE OF THE FOLLOWING OPTIONS:**

**Option One:** Payment in full at the time of registration.

**Option Two:** Payment can be made in two installments as outlined below.

1. The first payment is due at the time of registration. The first payment includes ½ of the program fees and the membership fees.
  2. The second payment is due mid-way through the session (dates for each session will be provided to you) and can be made by providing a post-dated cheque or credit card authorization - forms are available in the office.
- One of these payment options must accompany your child's registration to be enrolled in his/her chosen class.
  - Registration for further classes/sessions will not be processed if there are outstanding fees on your account.

\* KCGC accepts payment by cash, cheque, debit card, Visa and Mastercard.

**Athlete Funding:** There are three possible funding sources available for those who qualify, KidSport, Jump Start and Athletics 4 Kids.

If you would like information for/or to apply for this support directly, please access the link(s) below.

KidSport: [www.KidSport.ca/BC](http://www.KidSport.ca/BC)

Athletics 4 Kids: <http://www.a4k.ca>

JumpStart: <http://jumpstart.canadiantire.ca>

## **PARTICIPATION AGE**

All children must meet the age requirements of their chosen program within 30 days of the start of their first class.

## **FAMILY DISCOUNT**

Families who have more than one child participating in our gymnastics programs will receive a 10% family discount which will be applied to the lowest priced program(s).

## **NSF CHEQUES**

There will be a \$25.00 service charge for all NSF cheques. Once you have been notified you will have five working days to submit a replacement payment, including the \$25.00 service charge, to the office. If this payment is not received within the specified time, your child will be unable to attend their program until your account is once again in good standing.

## **MEDICAL POLICY**

If your child is injured and unable to attend their gymnastics class please fill out the KCGC Medical Withdrawal Form. If the injury occurred at the gym our coaching staff will assist in filling out this form. Return this form along with a supporting Doctors Note stating that your child is unable to take part in their gymnastics program, the nature of injury and the expected return date.

Upon receipt of this information KCGC will credit your account for the number of classes missed due to the injury. If your child is unable to return prior to the end of their session KCGC will issue a pro-rated refund based on the number of classes missed, less a \$15.00 withdrawal fee.

Please note that Gymnastics BC/Zone One Membership Fees and GymnasticsCanada Membership Levy are not retained by Key City Gymnastics Club and are therefore non-refundable.

If your child would like to return to gymnastics once he/she has recovered, we would be pleased to him/her return to one of our programs! To ensure a safe transition, a note from their Doctor stating that they can participate along with any instructions is required.

## **MAKE UP CLASS POLICY**

Make-up classes are offered only when KCGC cancels a scheduled class. If this happens you will be contacted and provided with information for your child's make-up day and class time.