

POLICIES & PROCEDURES

(Updated 9/16/21)

MONTHLY BILLING

- Enrollment is ONGOING for the season you enroll in. The school year season runs September – May. The summer season runs June – August.
- Monthly charges will continue for the entire season you are enrolled in, until we receive a DROP REQUEST via the iClass Parent Portal PRIOR to the 25th of the month.
- Tuition is based on 48 weeks annually. We charge the same monthly amount, regardless of how many days the gymnasts' class meets that month. Some months they may only meet 3 times, and some months they will meet 5 times. Most months the class will meet 4 times. *Regardless of how many times the class meets, North Shore charges the same monthly fee each month.*
- The 48 week calendar includes these *scheduled* 4 weeks off. NO make-ups will be given for these weeks off. And, tuition won't be prorated for the months these weeks fall in. They were taken into account when North Shore set the annual tuition amounts (broken into monthly tuition fees).
 - August 30th – September 3rd (1 week)
 - December 20th – January 1st (2 weeks)
 - May 30th – June 4th (1 week)
- First month's tuition is due at registration and paid monthly thereafter.
- Fees will be prorated for NEW registrations submitted after the 1st of the month. The gymnast will be charged for just the classes left in the month (if there are less than 4 classes).
- Credit cards will be charged on the 1st of each month for the next month's tuition (or first business day after the 1st if it falls on a weekend).
- If we are unable to process a payment due to a declined, expired, or invalid credit card, a \$25 late fee will be applied to the account on the 5th of that month.
- NO refunds or credits issued for dropped or missed classes.

REGISTRATION

- All class/camp registrations are completed through the iClass Parent Portal accessed on the North Shore Gymnastics website – www.northshoregym.org
- Parents must register for an age/level appropriate class for their child(ren). Please contact the North Shore office with questions regarding class selection or to schedule an assessment.
- A credit card payment is required with registration.
- Enrollment is ongoing until a DROP REQUEST is submitted via the iClass Parent Portal PRIOR to the 25th of the month.
- We reserve the right to cancel a class with fewer than 3 students at any time and help you find another class offering that will work for you.

LEVEL CHANGE/CLASS TRANSFERS

- Students are assessed on an ongoing basis with the ability to move up as skill requirements are mastered.
- Quarterly skill testing is conducted with progress reports available online and sent home with each gymnast.
- Students and parents will be notified by their coach when ready to move to the next class level.
- A TRANSFER REQUEST for the must be submitted via the iClass Parent Portal to officially enroll/transfer to the next appropriate level class OR to switch to a different class day/time in the same level.
- TRANSFER REQUESTS must be submitted by the 25th of the month. If approved, students will start their new class on the **first class of the next month if moving up a level.**
- TRANSFER REQUESTS are allowed in the **middle of the month** if requesting a new day/time within the **same level** and there is availability in the desired class.
- If desired class is showing FULL online, please add your gymnast to the WAIT list. Our office will contact you if space becomes available in that class.

WITHDRAWAL

- A DROP REQUEST must be submitted through the iClass Parent Portal PRIOR to the 25th of current month to avoid charges for the following month.
- Student's last class date will be the last class in the current month, unless specified otherwise by the family.
- NO refunds or credits issued for missed or dropped classes.

MAKE-UP CLASSES

- Each student is allowed 1 make up class per month.
- Make-up tokens will be generated per absence with a maximum amount of 1 per month.
- Make-up classes must be pre-scheduled with the North Shore front desk staff.
- Make-up classes are NOT GUARANTEED
- Students must be enrolled in the month of the make-up.
- NO refunds or credits for missed classes.
- Make-up tokens EXPIRE after 30 days
- Make ups will be given for these dates North Shore is closed since these holiday closures were not accounted for in the 48 week tuition rate:
 - Monday, Sept. 6th (Labor Day)
 - Wed. Nov. 25th – Sat. Nov. 27th (Thanksgiving holiday)
 - Monday, July 4th (4th of July)

CANCELLING CLASS

- North Shore reserves the right to close or cancel a class if it is full or if there is not enough interest. Some classes may have a combination of ability levels. We will do our best to place your child in their first class choice.

WHAT TO WEAR

- Students should wear athletic clothing including: leotards, warm-ups, athletic pants, shorts, leggings and t-shirts.
- No baggy clothing.
- No shoes or socks in the gym.
- Hair must be pulled back.
- No jewelry

WEATHER CLOSINGS

- Information can be found at WCCO.com as well as on the North Shore website and FB page.