



## Policies and Procedures

**Office Hours:** Monday-Thursday 10:30am-7:30pm  
Friday 10:00am-4:00pm

**Registration:** To sign up for a class, you may register in person or by phone. A registration form must be filled out by a parent or legal guardian, and the first month's tuition along with the registration fee must be paid prior to beginning a class. The yearly registration fee of \$30 is due each August. However, your first registration fee will be pro-rated according to the time of year you join. The schedule is as follows:

August – October \$30  
November – January \$20  
February – April \$15  
May – June \$10  
July \$5

**Session Tuition:** To absolutely reserve your spot in each session, you will need to pay tuition during the Priority Registration dates. This permits all current program participants to be guaranteed a place in their class for the following session. The two weeks following are called the Open Registration period. This means that the classes are wide open for anyone to sign-up. If you are already enrolled in a class and wait until the Open Registration period, you could lose your spot in the class of your preferred day and time. It is not recommended for current program participants to wait until the first day of the next session to pay. Your child's spot could have already been given to a paid gymnast, and a \$10 late fee for any current participants registering after the priority and open registration dates will apply.

**Payments:** Payments can be made with check, cash, or credit cards. Checks should be made out to Premier Athletics. To insure payment is properly credited, please utilize the payment envelopes at the registration desk and fill out the necessary information. There will be a \$25 charge for all returned checks. Premier Athletics has a no refund policy.

**Family Discounts:** Family members will receive \$8 off each additional sibling's monthly fee.

**Insurance:** Every student is covered under a *Secondary Accidental Injury Insurance Policy*. The policy covers expenses that your primary insurance does not cover. A \$100 deductible applies.

**Make-Up Policy:** Students can make up one missed class per month by attending the same class offered at a different time or day. Students must sign up in advance for a make-up at the front desk. Make-ups are only allowed in classes that are not already full. Make-up classes are a courtesy, not a guarantee. Refunds will not be given due to inability to make-up a class.

**What to Wear:** Girls may wear t-shirts, leotards, shorts or warm-ups (no crop tops or sports bras). No jewelry or watches should be worn. Long hair should be tied back and secured away from the face. Boys may wear t-shirts, shorts, or warm-ups. Socks and shoes are unnecessary.

**Injury:** Premier only refunds payments in the case of injury. To qualify for a refund, a parent must contact Premier and present a note from a doctor.

**Bad Weather Days:** If the gym closes due to inclement weather, an announcement will be made on the gym answering machine. Additional make-ups will be scheduled if necessary.

**Mailing Address:** Premier Athletics  
P.O. Box 11809  
Knoxville, TN 37939

**Phone:** 865-588-2105  
**Fax:** 865-588-0861  
[www.premierathletics.com](http://www.premierathletics.com)

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