



Dear Parent,



Thank you for signing up with Riley's Gymnastics Academy! We are sending you this letter to welcome you to our program and to ensure that you have all the information that you need to make this a fantastic experience. Please review the RGA Gym general information contained on this page.

LOCATION AND PARKING

Riley's Gymnastics Academy (RGA Gym) is located at 960 Gray Ave, Suite C, Yuba City, CA 95991. On the corner of Gray Ave and Louise. Our entrance is on Louise.

Parking is open. Phone: 530-777-9160

ARRIVING FOR CLASS

Please stop at the front desk to ensure you are registered and ready to go for their first class. Coming a few minutes early for the first class will give you and your child the opportunity to meet the teacher, as well as, learn information such as the locations of the restrooms and water fountain and where to store belongings.

WHAT TO WEAR

Students should dress appropriately with hair tied back and jewelry left at home. For gymnastics, students should wear a leotard or a tight fitting shirt with fitted exercise shorts (nothing that is too loose, please). Clothing should allow movement without being baggy. **NO SHORTS/PANTS WITH BUCKLES, SNAPS, OR ZIPPERS (I.E. JEANS) ARE PERMITTED.** These hurt your child's stomach and scratch our equipment.

RGA TUITION

RGA tuition runs on a monthly tuition schedule. Your tuition is not based on number of classes, but on a period of time. In any given month there may be 3, 4, or 5 classes. All tuition payments are due on or before the first of the month. Payment after the 5th will incur a \$10 late fee. You can drop payments at the FF front desk in the RGA drop box.

Tuition may be paid by check or cash only. There will be a \$35 fee for any returned checks.

ENROLLMENT AND ENDING YOUR CLASS

RGA Gym enrollment is continuous – each student is enrolled until a parent gives us written notice to disenroll. To disenroll, please provide Nicole Riley with **WRITTEN** notice at least 30 days before the next billing cycle – i.e., give us notice May 1st that May will be your final month.

MAKE-UPS AND MISSED CLASSES POLICY

RGA Gym tuition pays for your child's spot in class, regardless of attendance. Monthly tuition remains consistent, regardless of the actual number of class days per month. Makeups have no cash value and are offered as a courtesy to currently enrolled clients. RGA offers makeups for any classes students may miss and for any days that RGA may be closed as long as space permits. Makeups must be scheduled in advance and may not be transferred to another client or used as credit. As a small gym, I only have limited classes so I will do my best to work with you on makeup classes.

If you have any questions or need to change the date of your class, please do not hesitate to contact us. Thank you for the opportunity to serve your family.