

Member Handbook & Welcome Packet

Make-up policy: Please notify The Flip Factory gym office in advance if your child will be absent. Make-up classes must be scheduled in advance. Make-up classes must be taken within four weeks of the absence.

Transfer policy: Please notify The Flip Factory gym office one week in advance if you must transfer to another class. Please complete a class transfer form. The class transfer form will be submitted to our account manager to make the necessary billing changes.

Dropping a class will require notification to The Flip Factory gym office one week in advance. Please complete a class drop form. The class drop form will also be submitted to our account manager to make the necessary billing changes.

Monthly tuition is due by the 1st of each month. A \$10.00 late fee will be billed to delinquent accounts by the 10th of each month. A fee of \$20.00 will be charged to accounts with returned checks. A payment drop box is located in the lobby for your convenience. Please include the student's first and last name on the memo section of your check.

Extended absences will require notification to The Flip Factory gym office. Courtesy calls will be made to students with (2) consecutive absences. Students with (4) consecutive absences will be dropped from the attendance records.

Registration is annual. The fee is \$35.00 for the first child registered and \$15.00 for each additional child. You must complete a new registration card annually.

Sessions will be pro-rated accordingly. Payment for the session must be made prior to the first day of the term.

Students must remain in the viewing area until their designated class has begun. Students must be under the **DIRECT SUPERVISION** of their designated instructor when inside the activity area. Parents/custodians and siblings must remain in the viewing area at all times.

Please be prompt when arriving and departing the gym. Advise your child to wait in the viewing area if you are tardy. Students are **NOT ALLOWED** to **WAIT IN THE PARKING LOT or OUTSIDE OF THE BUILDING.**

Comment sheets are located in the lobby for your convenience.

Thank you for choosing the Flip Factory!