

# Cobra Gymnastics & Dance Center

## *Policies 2017-2018*

### **Payment Policy**

A \$50 non-refundable deposit is due upon registration. **Your spot is not guaranteed without a deposit.** This is not an extra fee. It will be subtracted from your total tuition price. Half of the tuition payment (minus the \$50 deposit) is due on week one. The remaining 1/2 is to be paid in full by week five. A \$15 late fee will be applied to all past-due accounts. Tuition balances must be paid in full by week seven (with accrued late fees) for your child to continue to participate in classes.

A 5% discount is given to the second sibling with a 10% discount given for the third. Family members must be legal siblings.

A 20% discount is offered toward any additional classes in the same session. To respect our progressive lesson plans and the safety of the child, pro-rated registration is accepted only until the 11th week of the session. Drop-in open gyms are available on a weekly basis for students who simply can't wait!

### **Payment Options**

Cobra accepts cash and personal checks. We also accept Visa, Mastercard. There is a \$25 charge for returned checks. No third party checks accepted. We now accept ACH payments and credit card payments online via our website. Please request a password with our front desk staff and you can begin using our online payment portal. [www.cobravn.com](http://www.cobravn.com)

### **Refunds**

To Receive tuition credit, **withdrawals from class must be submitted in writing or via email to the front desk one week prior to the actual drop date.** Verbal drop notices to teachers or via phone will not be accepted. There will be no tuition credit for classes missed when this policy is not followed accordingly. **You will be charged for any missed classes, previous to the drop-out notice, as you continue to reserve a spot on the roster.**

### **Insurance Fee**

To become a member of Cobra, you must pay an annual insurance fee. You may take drop-in classes without a membership, but only at the full drop-in rate. A membership allows access to all of our offerings (depending on your level of membership) and provides you and you family with discounts on special events and drop-in classes. The levels of membership are as follows:

Dance Studio or Adult Drop-In Classes Only: \$10

Single All-inclusive (gym and dance) \$25

Family All-inclusive (gym and dance) \$40

### **Communication**

We have an excellent website and in house bulletin boards to announce upcoming activities. We send a monthly email announcing new sessions, special events and achievements. If you do not get these valuable emails, please see the front desk staff. We post updates frequently on Facebook as well.

Cobra coaches and instructors would be happy to schedule a conference either by phone or in person if you'd like to discuss your child's progress. Your child's progress is important to us, we value the questions you have and would like the appropriate time to answer them. Please email to schedule a time to answer all of your questions!

**Website:** [www.COBRAVN.com](http://www.COBRAVN.com)    **Phone:** (802) 772-7011    **Email:** [cobravn@me.com](mailto:cobravn@me.com)

### **Make-Up Classes**

**One make-up class per session is allowed.** You must schedule your make-up class with a front desk staff. If you do not attend your scheduled make-up class it can not be rescheduled. Classes must be made up **within** the registered session. Please call when you know you will be missing classes so we may schedule make-ups for other students.

### **Weather Cancellations**

Morning classes will be cancelled by 8:00am, evening classes will be cancelled by 2:00pm. Please check our website, Facebook, or our phone message for cancellation updates. We do not make personal phone calls or emails.

### **Viewing Classes**

At Cobra, we feel it's important for you to observe your child's progress. Our mezzanine is an open area designed for this purpose. Quiet reading and relaxing is also encouraged. We have free wi-fi for Cobra members. **Please refrain from cell phone conversations or chatty conversation as it is disruptive to classes. Coaching from the mezzanine is not permitted. This season, we will be closing the mezzanine for weeks at a time for use of the gymnasts. We are excited about this extra use of space for our athletes.** The lobby will always remain open for viewing. Please remember when in the lobby that we often have yoga or dance classes being held in the studio; quiet voices are always appreciated.

## Food and Beverages

Help us eliminate waste and **bring a water bottle to class!** Please label bottles. We have an excellent filtration system and water fountain; bottles can be filled at Cobra.

No food, beverages or gum are allowed in the gym or dance studio. When eating in the lobby or mezzanine, please help keep the area clean. Please do not bring popcorn into our building.

## Punch Cards

Many of our classes are by enrollment only. The remaining classes are drop-in and can be paid for with a drop-in rate or with a 10-class punch card. You must be a studio member to purchase a punch card. You may use this card as an individual or as a family. We can keep the card at the front desk for convenience; they do not expire. Punch cards vary in price depending on the classes you are attending:

\$90 cards are good for Open Gyms, Bellydance and Nia

\$100 cards are good for all 90-minute Yoga Classes

## Arrival/Departure Time & Tardy Policy

**Students more than 10 minutes late to class may be asked to reschedule the lesson.** It can be both disruptive and dangerous for a child to enter class late and miss the warm-up activities. This is also a time when the coaches discuss safety and the activities for the class. We agree to supervise your children ten minutes *before* and *after* their scheduled class times, but we do not have the staffing to supervise your children outside of these times. **Anything earlier or later can be subject to charges of \$5 per 15 minutes.**

## Attire

In the gym it is recommended that girls wear a one-piece leotard. Fitted shorts or footless tights are accepted. Boys should wear a t-shirt and fitted shorts or sweat pants. Zippers, buckles, or buttons on the students' clothing should be avoided. **Long hair or bangs needs to be secured back out of the student's face.** No jewelry while in class (except for studded earrings). No shoes or socks in the gym. All clothing must be appropriate for children (appropriate referring to styles, slogans and graphics).

In the dance studio, it is recommended that students of all ages wear comfortable clothing suited to their class type. Only clean dance shoes are allowed on the floor. **NO street shoes.** *Please do not wear any perfume or cologne as some students are sensitive to smells.* Please refer to the individual instructor for more details about proper dance attire.

Cobra is not responsible for lost or stolen items. Lost & found items will be donated after 3 weeks.

All street shoes must be removed at the entrance door and either placed in the shoe shelves, or brought into the changing rooms. Please remember we have barefooted gymnasts and dancers walking through the lobby areas.

## Safety

- Only registered students are allowed on the gymnastics floor or in the dance studio.
- Children must be accompanied by a coach/instructor/teacher when on the gym floor or in the dance studio.
- Children must be escorted into and out of the building by an adult. Children must wait for their ride in the lobby area, they are not allowed to wait in the parking lot.
- Parents are allowed to watch classes from the lobby or mezzanine, and are only allowed in the gym area when participating in the Parent/Child class, during Birthday Parties or on Award Week.
- Cobra reserves the right to remove students from the gym/dance area if they are deemed to be a danger to themselves or others, arising from disobedient, defiant or disrespectful behavior.

## Photo Release

We will periodically take photos of students at Cobra. If you do not want your child to appear on our website, brochures, flyers, Facebook or newspapers, please check the appropriate box on the signature form. Please do not take photos or video of your children during class time unless approved by the front desk or coaching staff.

## Award Week

During the last week of each session, we award the gymnastics students with ribbons. Parents are invited into the gym to take photos and honor their kids! In June, we will honor the students who commit to the full year with an attendance trophy.

## Advancing Levels and Changing Classes

During the year the coaches test skills and check the progress of our gymnastics students. In all sessions, we award advancements to students who have gained knowledge and athleticism in all of their skills. It may take two or more sessions before a student advances to a higher level. Medals are awarded for each level of advancement in recreational, advanced and team level gymnastics classes.

**I understand and agree to the Cobra Gymnastics & Dance Center Policies.  
I will comply with these policies, while I or my child is participating in the gymnastics and/or  
dance programs at Cobra Gymnastics & Dance Center.**

\_\_\_\_ I **will allow** photographs and/or video of my child to be published on the website, brochures or advertisements for Cobra Gymnastics & Dance Center.

\_\_\_\_ I **do not give permission** for photographs and/or video of my child to be published on the website, brochures or advertisements for Cobra Gymnastics & Dance Center.

**Participant's Name(s)**

---

---

**Parent/Guardian Signature**\_\_\_\_\_

**Date**\_\_\_\_\_