





## TUITION PAYMENT POLICIES

**Administrative Hours**  
 Monday - Friday:  
 7:30 a.m. - 8:00 p.m.  
 Saturday:  
 9:00 a.m. - 12:00 noon

- ◆ I understand that tuition is due on the 1<sup>st</sup> of each month for the entire month as indicated by the monthly tuition program fees below. I understand that a \$10.00 Late Fee will be charged to my account if tuition is paid after the 8<sup>th</sup> of the month. Furthermore, my credit card will be charged for any unpaid balances on the 16<sup>th</sup> of the month.
- ◆ I understand that check payments or automatic checking account debit transactions with insufficient funds will result in a \$35 returned check fee to cover bank penalty charges plus any additional fees. Returned checks or insufficient bank fund debits exceeding two instances will result in suspension of check writing privileges/automatic checking account agreement.
- ◆ I understand that registration and monthly tuition are non-refundable.
- ◆ I understand that tuition will only be prorated the month of August and at registration thereafter, if necessary. No other months will be prorated. I understand that ACE Gymnastics After School Care Program follows the Seminole County Public School schedule from beginning to end, including school closings for all holidays and student non-attendance days. I understand that NO tuition reimbursement or credit will be given for holidays, natural disasters, absences, illness, or vacations. Days missed from this program will ***not be prorated*** nor made up in any fashion.
- ◆ I understand that the After Care Program hours commence from the time of Seminole County School's daily dismissals until 6:00 p.m. In the event that I am late, I understand that I will be charged \$10.00 for every 15 minutes past 6:00 p.m. until pick-up.
- ◆ I understand that a **"30-Day Written Drop Notice"** is required to drop from the After Care Program. I also understand that the notice must be received before the 1<sup>st</sup> of the month prior to the month dropping. I understand that I am responsible for tuition for the month notice was not given. Notices received AFTER the 1<sup>st</sup> week will not be processed until the 1<sup>st</sup> week of the following month and will take effect the following month.
- ◆ I understand that if my account is "60 Days Past Due" it will be filed with the Credit Bureau. I also understand that I am responsible for any fees incurred in the process of collection.

<b>Monthly Tuition</b>	<b>Progressive Discipline Program</b>												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1 day (M, T, TH, or F)</td> <td style="text-align: right;">\$ 89.00</td> </tr> <tr> <td>1 day (Wed only rate)</td> <td style="text-align: right;">\$ 99.00</td> </tr> <tr> <td>Any 2 days</td> <td style="text-align: right;">\$ 165.00</td> </tr> <tr> <td>Any 3 days</td> <td style="text-align: right;">\$ 243.00</td> </tr> <tr> <td>Any 4 days</td> <td style="text-align: right;">\$ 277.00</td> </tr> <tr> <td>All 5 days</td> <td style="text-align: right;">\$ 309.00</td> </tr> </table>	1 day (M, T, TH, or F)	\$ 89.00	1 day (Wed only rate)	\$ 99.00	Any 2 days	\$ 165.00	Any 3 days	\$ 243.00	Any 4 days	\$ 277.00	All 5 days	\$ 309.00	<ul style="list-style-type: none"> <li>➤ Time Out or Cool Down:               <ol style="list-style-type: none"> <li>1. The student will receive a warning prior to being placed in time-out or will be given a cool-down period.</li> <li>2. The time out period for a will be no longer than 5 minutes in duration.</li> <li>3. The time-out/cool-down period will be followed by a discussion between the student and the coach. Discussion shall include the reason for the time-out, behavior that caused the time-out, alternative behaviors and the consequences if the behavior recurs.</li> </ol> </li> <li>➤ Verbal Warning: If a student is placed in time-out/cool down twice in one day, the parent will receive verbal notification.</li> <li>➤ Written Notice:               <ol style="list-style-type: none"> <li>1. A student who receives 3 time-outs in one day will receive a written notice.</li> <li>2. A discussion between the student and coach shall take place when a notice is issued.</li> <li>3. A written notice shall be documented and retained for the After Care Program files.</li> <li>4. Parents shall be made aware of the student's behavior and be provided with a written notice of the incident(s).</li> <li>5. Parents, students and the After Care Director shall have a discussion about behavior, future alternatives and future consequences should the behavior reoccur.</li> </ol> </li> <li>➤ Suspension:               <ol style="list-style-type: none"> <li>1. After receiving 3 written notices, a subsequent violation of the <b>same</b> rules will result in a 1 to 3 day suspension.</li> <li>2. Suspensions will be documented and retained for the After Care Program files.</li> <li>3. Parents will be immediately notified if a suspension is imminent.</li> <li>4. Parents shall be provided a written notice of the suspension.</li> <li>5. Parents, students and the After Care Director discuss the behavior, future alternatives and future consequences should the behavior reoccur.</li> </ol> </li> </ul>
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<b>Student Expectations</b>													
<p>After Care Program Rules have been established to ensure the safety and security of each child. Students are expected to behave appropriately at all times and not cause danger to themselves or others.</p> <ul style="list-style-type: none"> <li>➤ Students shall follow directions including rules of the gym and those given by coaches or other adults in a position of authority.</li> <li>➤ Students are expected to respect themselves, others and their belongings. This includes:               <ul style="list-style-type: none"> <li>• Keeping hands and feet to themselves.</li> <li>• Not touching others' belongings.</li> <li>• Refraining from name calling.</li> </ul> </li> <li>➤ Student involvement is expected in all planned activities and they must be willing to participate in the set-up and clean up.</li> <li>➤ Students are not permitted to use obscene, inappropriate or offensive language.</li> <li>➤ Students are responsible for their own property and money, i.e., lunch boxes, back packs etc. <b>The use of cell phones is prohibited.</b> If student is caught texting or making calls, the cell phone will be removed and parent will have to pick it up at the front desk.</li> <li>➤ Misuse or abuse of program facilities, equipment or supplies will not be tolerated.</li> </ul>													