

**ATTENDANCE, ABSENCE and PAYMENTS POLICY**

1. **Please inform the Club** if your child is going to be absent from their class if at all possible. Call or text the Club mobile: 07722986897 and leave a message. This phone will NOT be answered but messages will be picked up at each Club session.
2. **If your child is absent for 3 weeks, without notifying the Club,** on the 3rd week their name will be removed from the register and the place offered to a child on the waiting list. If your child then wants to return they may have to re-join via any waiting list that is in place for their class.
3. If your child returns on the 3rd week you will be expected to pay for the missed weeks if they haven’t already been paid for.
4. **All classes must be paid for** whether attended or not, except in specific circumstances.
5. **Classes must be paid monthly in advance** except in exceptional circumstances when you have made an alternative arrangement with the agreement of the Club.
6. We do understand that there are sometimes circumstances that prevent your child from attending: they may have another engagement or a party; as long as the class has been paid for their place is protected.
7. **If your child is ill or injured** such that they will miss several weeks, please inform the Club and, at the Club’s discretion, we may waive fees but protect your child’s place until they are able to return.
8. If you give the Club one month’s notice of **a holiday,** we may, at our discretion, waive the fees for 2 weeks.
9. **If the Club cancels** a class due to unforeseen circumstances, fees paid will be carried forward.
10. **If a child does not attend their class regularly,** without good reason, even though classes have been paid for, you may be asked to review your child’s commitment to gymnastics classes. Children need to attend regularly to make progress.
11. **If your child decides that they no longer wish to attend,** **please let us know,** so that we can invite another child in without having to wait for 3 weeks.
12. **If it is financially challenging** for you to pay for classes monthly, please let us know and make an alternative arrangement to pay. All classes still have to be paid for. However, in more serious instances, we may be able to direct you to financial assistance; please talk to us.
13. **If your working hours, or other circumstances, change** so that it is difficult for you to get your child to their class, please ask about transferring into another class at a more convenient time.
14. **If your child is invited for further training** but you cannot afford this, please talk to us and we will help if we can. We do not want youngsters to be denied additional training because of financial difficulties.

**Review**

Last review: 22/08/2024

Next review due: August 2025