

CODE OF CONDUCT

Parents



All parents agree and abide to.....

1. Maintenance of Fees

PAYMENT TERMS

There is no refund of class fees. Class fees not paid 30 days after the initial invoice will have a \$25 admin fee added to them.

ENROLMENTS

All spaces are for a full year, enrolments for the following year are due by the first day back for Term 1 each year. All spaces that are not paid for up to 30 days overdue become available for new enrolments. Full payment prior to the first day of each month will secure your child's position in the class.

MEMBERSHIP FEES

Membership fees are payable on anniversary date or from the first lesson for new enrolments. Children will NOT be able to attend the second class if membership fees have not been paid. Membership registers your child with NSW Gymnastics as well as paying for their insurance. Squad members will pay membership in their first monthly payment of that year.

Membership entitles members to discounts on our KidzBreak and Parties.

Kindergym Classes	GFA Classes	Squad Classes
\$60 Annual fee	\$75 Annual fee	\$150 Annual fee
\$50 Subsidised fee	\$60 Subsidised fee	\$100 Subsidised fee

2. Make up Lessons

MAKE UP POLICY

Make-up classes are available by request through our office on the following conditions:

- The class must be cancelled prior to the commencement of the class by notifying the office.
- Make-ups can be made by ringing the office the morning of the day you wish to do the make-up.
- Make-up classes are ONLY available where a class has a vacancy.

3. Care of South Coast Gymnastics Academy's Property

- Keeping the centre clean and tidy at all times indoors and outside in car park
- No smoking in all areas and on the grounds of South Coast Gymnastics Academy including all car parks
- Be gentle with furniture and buildings
- Take care with all equipment when in use
- T.V and DVD player are only to be operated by staff and only if staff are available to service this area.
- All toys in children's play area are to stay inside the enclosure and all other toys, puzzles, books, magazines located in the cabinet are to be replaced after use.

4. Supervision

- To supervise children at all times while they are at the academy, before and after their respective class.
- For the safety and wellbeing for all our members the car park is out of bounds and is not suitable for children to play in. Children should be accompanied by parents at all times.
- Whilst in the centre all visitors and members are to abide by the Safety and General rules which are displayed throughout the centre
- All participants using the viewing area must respect other users and behave in a responsible manner.
- Whilst in the viewing room parents and their children will try to keep noise down to a minimum at all times so everyone can enjoy their stay.

5. Respect Staff, Coaches, Officials and other Members

- Any concerns about members, staff or any other issues should be directed to management. Management will address all issues promptly with sensitivity and confidentiality
- Treat all members, other parents, staff and the academy with respect and consideration
- Accept and respect the role of officials within the club, and at competitions.
- Avoid speaking ill of staff, coaches, other members and to other parents when in viewing room.

6. SCGA - Parent and Visitors Policies

- Comply with all laws, company policies, procedures, rules and regulations
- Comply with all reasonable and legal instructions by the company;
- Respect all members rights by following our “General Rules Policy” stating that smoking is not permitted in all areas and on the grounds of South Coast Gymnastics Academy including all car parks
- Whilst in the centre all Parents and Visitors are to abide by the Safety and General Rules which are displayed throughout the centre

Some more specific examples of standards of behaviour expected of you include, but are not limited to, the following:

- Observe health and safety policies and obligations;
- Respect the company’s ownership of all company funds, equipment, supplies, books, records and property;
- Do not make any unauthorised statements to the media about the company’s business (requests for media statements should be referred to the manager)