

# WELCOME TO



## New Gymnast Information

Thank you for being a part of **Manchester Gymnastics**! Here's some helpful information. **Please remember to include your EMAIL address on your registration form**, all of our communication is done via email, and you will miss important notices if we don't have a current email.

### **Dress code for Parent Tot, Preschool, and Level 1 classes**

- Appropriate clothing would be any athletic wear – shorts, leggings, tighter t-shirts, etc.
- ALL gymnasts **MUST** have their hair pulled up or back out of their face.
- Leotards are not required at this level, but many students do wear them.
- **NO** jeans, yoga pants, dresses, skirts, dance leos with skirts, sports bras as tops or SOCKS.
- **NO** jewelry other than stud earrings.

### **Dress code for Level 2 and Team classes**

- Leotards **ARE** required at this level for girls – this is for the gymnast's and the coaches' safety.
- Tight shorts or leggings may be worn over the leotard if desired - must be skin tight.
- Shirts may be worn over the leotard **ONLY** during stretching and conditioning.
- Boys at this level must wear a tight shirt, this can be a tight t-shirt or something like "Under Armour".

## Parent Area Policy

The parent area is for the convenience of watching your gymnast during their class. Parents and other children are not allowed on the gymnastics floor or other equipment at any time. Gymnasts are not allowed to go out before their class starts. It is extremely disruptive and dangerous to those in class. Repeat violators of these rules will be instructed to leave.

Please take all belongings with you as we are not responsible for items left behind. Gymnasts are permitted to be dropped off if they are able to use the bathroom by themselves.

## Missed Class Policy

If you miss a class, you may make it up in any equivalent class that is not full. Make-up classes must be done within 12 weeks of missing the class. **Make-up classes ARE NOT done in lieu of payment and you must be currently enrolled in classes in order to do make-ups.** For example, if you have 4 make up classes to do you may not use those 4 classes the following month instead of paying for classes. They would be done in addition to classes that you have joined and paid for. **If you have not paid for the month, you may not do make ups during that month.**

## Holiday and Weather Closings

If a month has 5 weeks, you are not charged for the 5<sup>th</sup> class. That 5<sup>th</sup> class will count toward any make up classes you have or towards a future make up class. Throughout the year you only pay for 48 weeks instead of 52 so **there are no pro-rates for holiday or weather related closings**. Holiday closings and weather related closings – we will email everyone if we close – **again it's very important we have your correct email address**. If you don't have an email from us, it means we're open!

## Moving up levels

When your gymnast is ready to move up to the next level, we will let you know. You do not need to request we move them up or evaluate them. We will catch you after class or email you and let you know that they are ready! Some classes are by coach invitation only. In order to have your gymnast progress faster – it is recommended that they come multiple days in order to keep the progression on their skills fresh in their minds and muscle memory.

## Pricing

**There is an initial, one-time \$30 registration fee PER FAMILY**

The hours listed below are hours per week. The pricing is the amount per month.

	½ hr	1 hr	1.5hr	2hr	3hr	3.5hr	4hr	5hr	6hr
<b>All Classes</b>	\$47	\$71	\$90	\$108	\$132	\$144	\$154	\$179	\$204

## Payments

**Payments are to be made the by the 1<sup>st</sup> of each month. After the 1<sup>st</sup> of the month we will assess a \$10 late fee** to your account if it remains unpaid and your gymnast may not participate until payment is made. Payments can be made by CASH, CHECK, or CREDIT CARDS . You can pay for your gymnast's tuition and fees through our online portal. To sign into the portal, go to: <http://www.myclassmanager.com/ParentPortal> or access it under the Parent Information tab on our [manchestergymnastics.com](http://manchestergymnastics.com) website.

**Sibling Discount** - The 2<sup>nd</sup> and 3<sup>rd</sup> sibling receive 10% off their class fee. Additional siblings receive 15% off. Discount is taken off of the lowest priced class.

Website: [www.ManchesterGymnastics.com](http://www.ManchesterGymnastics.com)

Email: [Office@ManchesterGymnastics.com](mailto:Office@ManchesterGymnastics.com)

Go to [www.myclassmanager.com/ParentPortal](http://www.myclassmanager.com/ParentPortal) to start!

Manchester GYMNASTICS Shrewsbury GYMNASTICS

## Please login

Email Address	<input type="text"/>
Password	<input type="password"/>
<input type="submit" value="Submit"/>	

First time here? Click this link to create a password!

Click the link to register a new account and make a password

Manchester GYMNASTICS Shrewsbury GYMNASTICS

Type the email address associated with your account and then create a password

Email Address	<input type="text" value="justin@gyprograms.com"/>
Password	<input type="password" value="....."/>
Re-type Password	<input type="password" value="....."/>
<input type="submit" value="Submit"/>	

Type the email address that we have on your account, then make a password

Manchester GYMNASTICS Shrewsbury GYMNASTICS

## Please login



Registration successful, please login

Email Address	<input type="text" value="justin@gyprograms.com"/>
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<input type="submit" value="Submit"/>	

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Registration successful message appears, now you can login!

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Here you can see the students and classes we have on file on your account, plus the last 5 invoices on your account

## Schrading Family Account - [Log out](#)

Students in this family:

First Name	Last Name	Member Status	Classes
Justin	Schrading	Test	



Latest Invoices, Payments and Current Balance

Current Balance = \$98.50 Due To pay an invoice, simply click the button

Invoice #	Invoice Date	Invoice Amt	Balance Due	Inv Notes	Pay	Pay Date	Pay Method	Ck #(s)	Total Paid
96267	06/01/2020	\$0.01	\$0.00	Test \$1 minus \$0.99 discount	Paid	06/10/2020	PayPal	6U393212TX583082K	\$0.01
96266	06/01/2020	\$98.50	\$98.50	Yearly Family Registration Fee, Justin: 2hrs per wk: \$73.5, 3 classes left this month	Pay Invoice				\$0.00

If anything about your invoices or which classes you're enrolled in seems incorrect, please contact us so we can fix it for you!

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After making payment, you should be taken back to your account, and it should now show the payment details on the invoice you paid. Sometimes it takes a minute to confirm, so wait 30 seconds and refresh the page if you don't see your payment right away.

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Latest Invoices, Payments and Current Balance

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96266	06/01/2020	\$98.50	\$98.50	Yearly Family Registration Fee, Justin: 2hrs per wk: \$73.5, 3 classes left this month	Pay Invoice				\$0.00

If anything about your invoices or which classes you're enrolled in seems incorrect, please contact us so we can fix it for you!

That's all there is to it, if anything seems incorrect on your account, simply email us and let us know so we can fix it for you before you make a payment. Invoices are automatically generated, so sometimes there can be errors, no worries, we can fix it!