



Policies

Safety

- Parents and other family members are not permitted inside the gymnasium (except Gym-Bug classes). They are welcome to observe classes from the viewing gallery or in our coffee shop "The Coffee Zone." No children are allowed in the viewing gallery unless an adult accompanies them.
- While in the gymnasium every effort will be made to ensure the safety of all class members. It is the parents or guardians responsibility to ensure their safety while in the changing rooms, entrance lobby and Coffee Zone. It is also parents or guardians responsibility in ensuring the safe entry and exit of their children from the car park to the facility and vice versa.
- All children must register at reception before the start of each class.

Medical Issues

- Any child that requires an inhaler must have it clearly marked with the child's name. It should be handed to the coach in charge of the class at the beginning of the lesson for safekeeping and collected again at the end.
- No food or drink is allowed in the gymnasium at any time. Children will be allowed to use the water fountain situated inside the gymnasium.

Clothing

- Children should wear comfortable clothing to allow freedom of movement while at the same time not being open, loose or floppy for safety reasons.
- All long hair must be tied back.
- It is forbidden to wear jewellery of any description in the gymnasium. This includes Gym Bug parents.
- Children must be barefoot during training unless there are any medical reasons, which should be discussed with the coach in charge of the child's class when joining.
- Gym Bug parents or guardians who enter the gymnasium must remove their shoes but can wear socks.

Personal Property

- As *Gymnastics Factory* cannot be held responsible for lost or stolen items it is advisable for items of clothing to be clearly marked with the child's name.
- There is a lost property box in the viewing gallery. At the end of each day the cleaners will deposit any items left in the gymnasium or changing rooms for parents or guardians to reclaim them. Please note that on the last day of each half term the contents of this box will be disposed of.
- Parents and guardians are kindly asked to make sure that the children do not bring any items of value such as watches with them.

Payments

- *Gymnastics Factory* does not offer refunds, make-ups or additional classes, which have been missed for any reason.
- All fees must be paid by the end of each term to guarantee their place the following term.

Discontinuing Classes

- *Gymnastics Factory* will not refund any fees if you choose to stop before the end of term. The £10 joining fee is then payable should you wish to re-join.

Equality

- At the *Gymnastics Factory*, we aim to offer quality classes to all, and acknowledge it is illegal to discriminate on any basis. Where possible we try to cater for special needs within our regular classes.

Our prime philosophy at *Gymnastics Factory* is to make gymnastics fun and enjoyable for all the children who attend.