

# **SOKOL NEW YORK**

## **REGISTRATION AND POLICY INFORMATION**

### **2009-2010**

These rules pertain to your safety and the safety of your children. Please read the information below, share it with your caregiver and your child.

**REGISTRATION & CLASS FEE:** Registration forms must be completed & signed **and** full fee paid before you or your child may participate in class.

**REFUND POLICY:** There are **NO REFUNDS** with Early Registration or registration during the summer. For September registration, there are **NO REFUNDS** after the third week of class. A written request for a refund is required during the first three weeks of class: the refund will be issued less \$75.00. Sokol reserves the right to recommend dismissal if a child's behavior creates a safety hazard to him/herself or to the other children in the class. If a student is dismissed because of improper conduct or unsafe behavior, all class fees are automatically forfeited.

**RETURNED CHECK FEE:** A \$25.00 fee is charged for any check returned for non-payment.

**CLASS CHANGE:** All changes must be made through the Sokol office manager with approval by the class leader. A \$25.00 fee will be charged for any class change. (No changes after the third week of class.)

#### **GYM AND OTHER PROGRAM AREA RULES:**

- No food or beverages are allowed.
- Absolutely no gum chewing is permitted.
- No cell phone usage during class time.
- Jewelry is not to be worn during class.
- Dogs are not permitted in the building.
- Only children registered in the class are allowed on the gym floor during their scheduled class.
- All siblings/friends waiting with a parent/caregiver must stay with them at all times. There is no free play in the building.
- Children should arrive on time but no sooner than 15 minutes prior to the start of class.
- DO NOT ENTER the equipment storage area unless supervised by a Sokol instructor.

**NO SMOKING:** Sokol Hall is a smoke free facility.

**LATENESS:** Children will not be permitted admission to class 15 minutes after the scheduled start.

**MAKE-UPS:** Sokol does not offer make-up classes.

**PARENTS:** Instruct your child to wait for pick up in the gym. Make sure your child knows who will be picking him/her up. If pick up is late, your child should notify the class leader. If someone other than a parent or caregiver is picking up your child, the class instructor must receive written notification. If your child travels to and from Sokol alone, please prepare a signed note to that effect for the class leader.

**APPAREL:** All classes: Do not bring or wear jewelry (**safety rule**).

**Girls:** Sokol leotard, white gym slippers (long hair is to be tied back).

**Boys:** Sokol shorts, Sokol T-shirt, white gym slippers.

**Tots:** Red, navy or black bike/stretchy shorts, Sokol T-shirt, barefoot (no glitter)

**Pre-Tots:** Stretchy, fitted clothing; barefoot (no jeans nor glitter). Adults wear socks (no shoes in gym).

**Tae Kwon Do:** Uniform/belt, barefoot.

**Ballet:** Girls - Sokol leotard; Boys - Sokol shorts, Sokol T-shirt

**CHANGING ROOMS AND RESTROOMS:** Are located on the lower gym level (Pre-Tots & Tots), behind the Tot changing room (Boys & Junior Boys) and on the second floor (Girls & Junior Girls) of the building. All belongings should be in the cubbies – not in gym areas or lobbies. Please make sure you have all your belongings before your leave, as Sokol does not provide storage facilities. Sokol is not responsible for any valuables lost or stolen. Please do not bring them to class.

**CLASS SCHEDULE:** Sokol reserves the right to alter class times when necessary. Every attempt will be made to notify you in advance. All classes are subject to enrollment and instructor availability.

**ILLNESS:** We must insist that you or your child do not attend class should either of you be ill or experiencing symptoms of fever, diarrhea, nasal mucus or excessive coughing. Participants must be symptom free for at least 24 hours before returning to class. The class leader has the authority to ask those exhibiting these symptoms to leave the class.

**COURTESY:** Verbal courtesy is expected from each of us, as is respect for the gym, dojo and studio environments, the apparatus and the equipment used. Proper care for the facility is strictly enforced. Lobby area must be kept clean and clear passage to the doors must be maintained at all times.

### **ADDITIONAL TOT/PRE-TOT RULES**

**NO SIBLING ATTENDANCE:** Only children who are registered for the class will be permitted on the gym floor before, during and after class. Only younger siblings in a snuggly will be permitted in the gym during a Pre-Tot class. No crawling or walking of younger siblings will be allowed during Tot/Pre-Tot classes.

**CARRIAGES AND STROLLERS:** Are to be kept on the main floor. They may be taken downstairs only if needed for a sleeping infant.

**CELL PHONES:** Parent or caregiver **cell phones must be turned off** while accompanying child in the gym. (Step out of the gym class with your child if you must take a call during the class time.)

**DIAPERS:** To maintain sanitary conditions, **DO NOT dispose of diapers at Sokol.** Put diaper in a plastic bag and take wet or soiled diaper out of building with you to deposit in outdoor trash.

**PRE-TOT:** Under no circumstances are children under the age of three allowed in the gym unless accompanied by parent or caregiver during class. Parent/caregiver must be within arm's length of child at all times (spotting).

**PRE-TOTS/TOTS:** At no time are Tots and Pre-Tots and their supervising adult allowed on the main gym floor or equipment storage area (this includes when the gym is not in use). We ask that parents aid us in enforcing this rule. We cannot emphasize enough the importance of keeping your children off apparatus unless properly supervised by a Sokol instructor.

**Thank you for your cooperation!**

**Sokol New York Board of Instructors**

Rev. 6/22/09