



# INLAND EMPIRE GYMNASTICS ACADEMY

## SUPPLEMENTAL CHARTER SCHOOL POLICIES & GUIDELINES

Welcome to Inland Empire Gymnastics Academy's Charter School Program. Below you will find a number of supplemental policies & guidelines, as well as important program information, which are in addition to our normal IE GA registration packet, which we hope will help you navigate enrollment into the IE GA Charter School Program. If you have any questions, please don't hesitate to give us a call at 909-383-6655.

---

### REGISTRATION FEE

All IE GA families, including those in the charter school program, pay an annual Family Enrollment Fee, which may or may not be covered by charter school funds. This fee covers all children in your household and is due upon your initial enrollment at IE GA. This fee covers the period from August 1-July 31 annually and is non-refundable and non-transferable. Should you elect to drop your student's enrollment at point and then wish to reenroll later, within the above timeframe, you will not be required to pay this fee again.

---

### INITIAL ENROLLMENT

*Initials*

When enrolling into the charter school program with a purchase order, we strongly recommend that you initially enroll as a self-paying customer in order to immediately secure your desired class day & time. Obtaining a purchase order can take time and we cannot hold a class spot without either the payment of tuition or an approved purchase order at the time of enrollment. Once your purchase order is received & approved, all future tuition will be invoiced directly to your charter school at the end of each month.

All charter school program families are required to place a valid credit card on file with IE GA upon initial enrollment, whether they elect to enroll as self-paying or wait for an approved PO.

*Initials*

### PURCHASE ORDERS (PO)

- A purchase order must be received and approved by IE GA before we can enroll your student in the charter school program. Until that time, tuition will be the responsibility of the parent and charged to the card on file.
- If you elect to initially enroll as a self-paying customer, which we strongly recommend, be sure that your purchase order is for your student's tuition beyond your initial enrollment month.
- **Tuition at IE GA is auto processed on the 26<sup>th</sup> of every month for the following month.** To remain in the charter school program and have IE GA invoice your school for the following month, a purchase order must be submitted to our office **BEFORE** the 25th of every month, unless the purchase order is for multiple, consecutive months. If a PO is not received by this deadline, your student will be transitioned out of the charter school program and the card on file will be charged for the upcoming month's tuition on the 26th of the month.
- It is your family's responsibility to ensure that IE GA has an accurate PO on file at all times. For families with PO's that are for multiple consecutive months, if the PO runs out and IE GA is not provided with a new purchase order, your family will be required to pay for your student's tuition with the on file credit card, or the student will be dropped for non-payment.

---

*Initials*

## ATTENDANCE & MAKEUP CLASSES

Attendance in class each week is critical for skill development and we certainly hope to see you each week. At the same time, your student's enrollment at IEGA, with your school's purchase order, guarantees that we hold their class spot for them regardless of whether they attend class or not.

- Students who miss a class can request a makeup class through the Parent Portal or by calling the front office. Makeup classes are available every Saturday afternoons at 12:15PM, however space is limited. **Makeups for charter school students must be done within their currently enrolled month.**
- If your charter school is closed for a particular holiday or for winter, spring or summer breaks and IEGA is open for classes, you are responsible for tuition for that day or those days, even if your charter school will not include this on your PO. Because we invoice all PO's at the end of the month, if your charter school is unable to pay for some reason, IEGA will charge your card on file for those days not paid by your charter school.

*Initials*

## CLASS CHANGES

Charter school program families wishing to change class days and/or times must obtain a new PO from their school and submit it to the front office before class changes can be made.

*Initials*

## DROPPING YOUR ENROLLMENT

Your child's safety and the integrity of their gymnastics instruction is our primary concern. To that end, IEGA has very low student-teacher ratios so that we can provide an optimal learning environment for every child and ensure that safety is a priority for everyone. Your approved charter school PO is what guarantees your student's class spot and should you decide to discontinue your enrollment, either temporarily or permanently, you must notify us so that we can fill your spot with a student from our waiting list.

Drops can only be processed for the end of any month that you are enrolled. Drops can be completed multiple ways including processing a Drop Request online through the IEGA Parent Portal, calling IEGA at 909-383-6655, emailing us at [inlandempiregymnastics@gmail.com](mailto:inlandempiregymnastics@gmail.com) or by stopping by the front office to fill out a Drop Card. **DROPS MUST BE DONE BY THE 25<sup>TH</sup> OF THE MONTH AND THE DROP WILL BE EFFECTIVE AS OF THE LAST DAY OF THE CURRENTLY ENROLLED MONTH.** Failure to drop by the deadline will result in you being responsible for your student's tuition for the next month. If an exception is granted, a \$25.00 late drop fee will be assessed and charged to your card on file.

*Initials*

**My initials above & signature below acknowledges that I have read, understand and will comply with Inland Empire Gymnastics Academy's Supplemental Charter School Policies Guidelines policies and procedures. I also understand that I will need to complete the IEGA Registration packet prior to enrollment.**

Student Name: \_\_\_\_\_

Charter School: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_