



Interested in joining our club? Fantastic! Below is some information to help make the process easy.

If your child has never been a member of Birralee Gymnastics, they are entitled to a trial class at no charge. At the end of this class, you will need to confirm that your child enjoyed the class and wishes to continue.

**If your child does not wish to return, you must let the club know they will not be returning.**

### **To book a "Trial" class**

**(Only available to people who have never been a member of Birralee in the past)**

Follow the link on our website by clicking on the CUSTOMER PORTAL button on the home page. This will take you through to our customer portal where you will complete information on the family and registration on your child. You can then view the classes available and request an enrolment into a class that suits.

- Evening classes – New gymnast start at Level 1, Green group
- Morning classes – New gymnast classes are based on age.

If you need help to choose the correct class, click on the UNKNOWN CLASS and we will give you a call to discuss your class requirements. You can read more information about the classes on the website.

Once you have completed requesting the class on our customer portal, we will confirm the enrolment in the chosen class, and you will receive a confirmation email

Please arrive 5-10 minutes before the class is due to start, gymnasts arriving late, after warm up will not be permitted to join the class. On arrival report to the front desk to let them know your child is ready for class.

**Parents are required to stay on the premises until the child is fully registered.**

**BOOKINGS CLOSE THURSDAY EVENING 11.59PM FOR ATTENDING CLASSES THE FOLLOWING WEEK**

### **Registration and Insurance**

As per Gymnastics Australia's guidelines, all gymnasts will be charged a registration fee. This compulsory fee includes membership with Birralee Gymnastics, Gymnastics Victoria, Gymnastics Australia, and Personal Accident Insurance. This registration is non-refundable and must be paid prior to commencing a class with

Birralee Gymnastics. If you are participating in a trial class, and decide to continue with classes, this registration fee must be paid prior to participating in the ongoing classes. This registration is non-refundable and runs from January 1<sup>st</sup> to December 31<sup>st</sup> in the current calendar year. Payment for the registration fee will be direct debited prior to the attending classes (trial class excluded)

Toddler / Kindergym / Introgym	\$70.00
Recreational / Teen / Development / Squad	\$90.00

Class fees payment – Direct Debit

Classes run during school terms only at the prices set out below.

Class fees must be paid 1 month in advance by Direct Debit. Class fees will be added to your customer portal for 1 month in advance on the 15<sup>th</sup> of each month and will be direct debited from your nominated account on the 1<sup>st</sup> of each month. If you make the required full payment prior to the 1<sup>st</sup> of the month, no direct debit will occur.

*Eg. Class fees for the month of March will be added to your customer portal account on the 15<sup>th</sup> of February and direct debited from your nominated account on the 1<sup>st</sup> March.*

Toddlerym / Kindergym / Introgym – 45-60 minutes	\$17.00 per class
Recreational Gym (Level Green – Red) – 60 minutes	\$22.00 per class
Teen classes – 90 minutes	\$28.00 per class
Development – 90 minutes	\$31.00 per class
Squad classes – 120 minutes	\$41.00 per class

Direct debit bank account details are set up in your customer portal under **My Account > Payments > Stored Payment information**. You must tick the box ‘This payment method is authorized for recurring billing’. All payments can be seen in your ‘Payment History’

Full details of these bank account / credit card details cannot be seen by Birralee Gymnastics.

Classes do not run on Public Holidays and holiday closures as nominated by Birralee Gymnastics, fees will not be charged for these classes. List of dates can be found on website

**A booking is not considered to have been made (with the exception of a trial booking) until such time as Direct Debit auto pay details have been submitted or the first monthly tuition has been paid.**

Gymnasts are not able to participate if class fees are not paid as per above schedule.

Any issues with payment of fees relating to financial hardship must be directed to Birralee club president via email [info@birraleegymnastics.com.au](mailto:info@birraleegymnastics.com.au) details will be kept confidential.

## Cancellations

Once enrollment has commenced in a class, it is assumed that your child will continue in classes until the end of the calendar year (December). Each month, fees will be added to your customer portal for payment. If you wish to cancel the classes, you **MUST** notify us by email immediately to [info@birraleegymnastics.com.au](mailto:info@birraleegymnastics.com.au) Fees will continue to be added to your online portal and are payable until a cancellation email is received. Any money paid in advance for classes after the cancellation email is received, will be refunded.

Gymnasts are not able to participate in class if fees are not paid as per above schedule.

## Class Absence / Makeup classes

If your child is going to be absent from the class, you can let us know by creating a 'future absence' under your child's name in the customer portal. If your child is absent for two consecutive weeks, no absence has been noted in the customer portal and no contact has been made to Birralee Gymnastics, we may assume that you are not returning and cancel your class booking. No refunds will be given if this occurs. If your child is going to be absent for a period of time, you must notify us. Charging / payment of classes continues during the absence.

If your child is absent, we will do our best to offer you one makeup class per term in a similar class. This may not be on the same night or time as your standard class and depends on availability. If you wish to organize a makeup class, please email [info@birraleegymnastics.com.au](mailto:info@birraleegymnastics.com.au) or notify the front desk.

## Class Refunds

No refund will be given for missed classes unless exceptional circumstances have been provided and approved by the committee. A credit / fee hold may apply if the gymnast has a long term injury (3 weeks or more) complete with a medical certificate preventing them from participating in gymnastics which is provided to the committee before the absence. All information must be supplied via email to [info@birraleegymnastics.com.au](mailto:info@birraleegymnastics.com.au)

A medical clearance must be supplied before returning to class for long term injuries.

## What to wear

All gymnasts should wear comfortable clothing allowing them to move freely ie. T-shirt, shorts, track pants or leggings. It is recommended to layer clothing in cold weather so items can be removed once warm. No denim, dresses or skirts are to be worn and hair must be tied back neatly. Jewellery, hoodies, zips and buckles must not be worn to class. The club offers a range of Birralee clothing which can be purchased from the front desk.

## Drink Bottles

Each gymnast is required to bring a drink bottle to class with them containing water only. You can purchase a bottle of water from the front desk if needed, but there is no bubble tap available.

If you have any questions, please don't hesitate to email us.

[Info@birraleegymnastics.com.au](mailto:Info@birraleegymnastics.com.au)

We hope you enjoy your time at Birralee Gymnastics.

[Birraleegymnastics.com.au](http://Birraleegymnastics.com.au)

