



## 2008-2009 REGISTRATION HANDBOOK

- LETTER & FAQ'S
- PAYMENT PROCEDURES/DROPPING,  
CHANGING CLASSES
- STUDENT STATUS/CALENDAR OF TERMS
- ABSENCE & MAKE UP PROCREDURES
  - REGISTRATION FORM
  - RELEASE AGREEMENT
- LET'S TALK SAFETY IN THE GYM...

**260-9990-Gym Phone #/Located on K-Beach in the Save-U-More Bldg.**

# 2008-2009 Registration Handbook (Good until August, 2009)

Dear River City Cheer Parents,

I wanted to take this opportunity to thank you for looking into our programs and to welcome you to River City Cheer! Our primary job and pledge to you is to see that our mission to **build responsible, confident and healthy kids in a safe, fun environment**, grounds everything we do, without fail, day in, day out! If you ever have suggestions or comments or if I can do anything to help your children receive more benefit from their RCC experience please don't hesitate to contact me! Below, please see the particularly important points about which all families must be aware:

1. **Longer Terms:** We are now offering 5 terms per year instead of a month-to-month schedule. Each term averages about 8-9 weeks in length. I mention this change solely to alert all of our families that there was a necessary tuition adjustment at the point the yearly pie was divided into FIVE slices!
2. **New STUDENTS should register NOW** (the Priority Deadline applies only to *Current Students*). As a *New Student*, your registration will be dated and placed in the *Holding File*. After the *Priority Deadline* passes the Holding File will be opened and *New Students* will be placed into vacancies *based on their dated order*.
3. **Reminder to CURRENT STUDENTS**—you must pay tuition on or before the *Priority Deadline* or stand the chance of losing your class position. Our *Priority Deadline* procedure was implemented for one reason—to *benefit the kids*, as it allows us time to organize classes in advance of the Term start date. Thanks in advance for your understanding and cooperation!

Warmest Regards,

Jennifer Rosin  
River City Cheer

## FAQ'S

**Q: Can I drop off my child(ren) for classes?**

A: Although we don't mind if you drop off your child, please remember that you may not drop them off 10 minutes prior to a class. We are not equipped to supervise children before or after classes. Parents of children who are unable to safely supervise themselves are to stay ON SITE during their child's class and be at the appropriate pickup area when class ends. Thank you for helping facilitate safety for all children.

**Q: Why don't you phone Current Students to remind them that they missed the Priority Deadline?**

A: Because it is not feasible! If you are concerned about forgetting the *Priority Deadline*, please consider our two payment alternatives: **Pay-In-Advance** or **Credit Card on File** (see next page)

**Q: What is the \$35.50 Annual Fee-Individual/\$61 Annual Fee-Family?**

A: To encourage consistency in attendance over the year. The benefits of any educational program comes from *long term* involvement and our choice to charge an annual administrative fee rather than slightly increasing tuition over the year is to encourage consistency. It may help to remind readers that some industries such as martial arts or health clubs opt for *yearly contracts* while others such as academic schools and some dance schools opt for *semester payments*. Our approach still allows in/out flexibility for those families who need it for one reason or another.

**Q: Why are some Terms 9 weeks in length while others are 8, yet tuition remains level?**

A: For the same reason it is not feasible for institutions to charge varying amount for rents, mortgages or auto payments even though the months range from 28-31 days. Depending on the year-to-year vagaries of the international calendar, holidays, numerous school calendars, community sports programs and repair and maintenance needs, there remains 45 weeks to divide into five Terms averaging about 9 weeks in length. We then calculate the yearly operational costs and spread it out throughout the five Terms.

**Q: Do you offer make ups?**

A: We offer make ups in programs where doing so does not jeopardize safety or the integrity of the class. See Page 4.

# PAYMENT PROCEDURES

**100% TUITION-BACK GUARANTEE:** For families brand new to River City Cheer. If after your family's *first Term* of classes you are not entirely happy, we will gladly refund 100% of your tuition for that Term.

**REFUNDS:** In the event your first class choice is not available your entire payment will be credited or refunded. For refund procedures under other circumstances see *Dropping, Changing Classes After a Term Begins* below.

**20% FAMILY DISCOUNT:** When more than one *immediate* family member is enrolled at the same time, *ONLY* the most expensive tuition in your family pays full fare; ALL lesser tuitions are discounted 20% (does not include day camps or special events).

**REGISTER & PAY:** Onsite, by phone, fax or US mail. **There will be NO HOLDING of classes without payment.**

**FORMS OF PAYMENT:** Check, Cash, Mastercard & Visa

**WE DO NOT INVOICE:** We do hand out a notice in class but it remains *your* responsibility to pay tuition on or before the *Priority Deadline* in order to maintain your place in class (see *Calendar of Terms*). If you are concerned about forgetting the *Priority Deadline* please consider *Pay-In-Advance* or *Credit Card on File* (see below).



1. **Pay-In-Advance:** Simply pay for multiple TERMS in advance and *lock-in your priority STATUS* for up to the entire school year. In the event your personal schedule changes and you cannot fulfill the obligations for which you have paid, *notify us in writing BEFORE the start of the Term* and your money will be refunded within 14 days. Not available for *Summer Flexi-Schedule*.



2. **Credit Card on File:** We will securely keep your credit card on file and automatically charge tuition against it each term until you notify us otherwise. Change requests must be made in accordance with all regular procedures. Not available for *Summer Flexi-Schedule*.

**\$35.50 INDIVIDUAL/\$61 FAMILY ANNUAL ADMINISTRATION FEE:** The administration fee is due upon *initial registration* and on your anniversary date, thereafter. This fee defrays *River City Cheer* administrative costs and bestows *Previous Student* status to any immediate family member of a *Current Student*.

**RETURNED CHECKS:** There will be a NSF fee of \$35.00 for all returned checks.

## DROPPING, CHANGING CLASS AFTER A TERM BEGINS

**JOINING:** No problem...tuition will be PRORATED, relative to your start date.

**CHANGING CLASS:** We will gladly accommodate class change requests within the SAME PROGRAM as long as a vacancy exists.

**DROPPING:** No refunds or credits will be given for dropping a class. Once a Term has commenced, you are in class for the entire term, regardless of attendance, except for Medical conditions (see below).

**MEDICAL:** For medical conditions validated by a physician's statement a family credit will be issued with the prorated amount based upon the date River City Cheer RECEIVES THE WRITTEN STATEMENT (retroactive requests CANNOT be granted, as it eliminates RCC's opportunity to fill the vacated class spot.) Upon request, a *River City Cheer* check will be issued within 14 days.

**SUMMER FLEXI-SCHEDULE:** To accommodate your family's summer vacation schedule we are proud to offer *Summer Flexi-Schedule*. Simply pay tuition based on the number of weeks you will be in town. It is NOT necessary to attend consecutive weeks to take advantage of *Flexi-Schedule*. In a word, FLEXIBLE!