



ARTEMIS GYMNASTICS

TERMS AND CONDITIONS

WELCOME TO ARTEMIS GYMNASTICS

Welcome to Artemis Gymnastics, where our goal is to provide a sound foundation movement for children of all ages. Based in our world-class Artemis Centre in South Yarra, Artemis Gymnastics is open to the whole community for school aged children from 4 years to 18 years old. We offer term-based programs along with immersive holiday program experiences.

The following Terms and Conditions apply for the duration of your child's enrolment in the Artemis Gymnastics program.

1. NEW ENROLMENTS

- Artemis Gymnastics Classes are open to the whole community for school aged children from 4 years to 18 years old.
- Please note:
 - + **Foundation gymnastics classes** (4YO - Y4) are open to all to enrol in.
 - + **Tumbling classes** (Y5 – Y12) are open to all to enrol in.
 - + **Pathway + Development Gymnastics, and Gymnastics & Tumbling Squad** classes are invitation-only by the Head of Gymnastics.
- Registration in the program is confirmed upon successful completion of direct debit payment details for continuous programs or successful completion of term payment for fixed term programs.

2. CONTINUED ENROLMENT FOR THE NEXT TERM

- Artemis Gymnastics consists of both continuous and fixed term programs.
- Re-enrolment for the next term is not required for Foundation, Pathway, Development and Squad. Tumbling requires re-enrolment.
- Term dates and closure periods will be communicated via email.
- If you do not wish to continue in the program the following term, please inform the Artemis Gymnastics Team or Artemis Services Team as soon as possible. Please note, 2 weeks' advanced notice will need to be given.



3. REQUEST FOR CLASS CHANGES

- Class day/time changes are only possible based on availability.
- Please contact Artemis Gymnastics via phone or email if you would like a member of the team to action your class change.

4. WAITLIST

- If your preferred class is full, you can request to waitlist for the class.
- Up to two classes can be waitlisted per child at any one time.
- Families will be contacted once a space becomes available.
- Once a child ages out of a foundation class, their new class will be made available through the Customer Portal, and the parent/guardian is responsible for accepting the new class.
- If a child is selected to join Pathway + Development Gymnastics or Gymnastics & Tumbling Squad, their new class will be made available through the Customer Portal, and the parent/guardian is responsible for accepting the new class.

5. FEES AND PAYMENT METHOD

- Initial payment for classes is due the Monday before your first class. This will be charged to your nominated payment method within 24 - 48 hours.
- Artemis Gymnastics operates on a fortnightly direct debit payment cycle. After your initial payment, you will fall onto the fortnightly Monday direct debit cycle.
- To secure your place in the program, valid payment details must be attached to your account. Our online platform is fully Payment Card Industry data compliant.
- If a direct debit fails, a \$5.50 dishonour fee will be charged by our debit provider EziDebit. Please note this charge is not processed via the Artemis Centre and therefore cannot be waived. You will be notified if your payment details need to be updated.
- You will be notified by email of any outstanding amounts. This must be paid as soon as possible. Failure to settle an outstanding account may result in termination of enrolment. All accounts from the current term must be settled before commencing the following term.
- Payment can be processed:
 - + Via the online client portal – Credit Card or Bank Account. Amex is not accepted.
 - + In person or over the phone – Credit Card or Bank Account. Amex is not accepted.



6. CANCELLATIONS AND ENROLMENT WITHDRAWAL

- Request to cancel or withdrawal from the program must be submitted to the Artemis Gymnastics Team or Artemis Services Team by email.
- Artemis Gymnastics requires two weeks' advanced notice for all withdrawals.
- An email confirmation will be sent once the cancellation/withdrawal has been processed.
- Artemis Gymnastics reserves the right to cancel a gymnast's enrolment on the basis that the gymnast has consistently misbehaved, failed to comply with safety rules, has conducted themselves in a disruptive manner affecting peers and staff members, or if the gymnast's parent/guardian has breached the MGGS Parent and Guardian Code of Conduct policy.

7. MISSED LESSONS/PLANNED ABSENCES

- If a gymnast is unable to attend a class due to illness or injury, a credit may be granted for the class missed if the parent or guardian emails Artemis Gymnastics or Artemis Reception prior to the scheduled class. A medical certificate or equivalent is required.
- Missed lessons for personal reasons cannot be substituted for credit or refunded.
- If a student is absent for a longer period due to illness or injury, they are eligible for a credit for the missed lessons. A medical certificate or equivalent and intended return date must be emailed to Artemis Gymnastics and Artemis Reception.
- To ensure the credits for all the missed lessons is accurately tracked, they will be processed at the end of the term block.
- If you have informed us of a planned absence, please do not attend this session unless you have re-confirmed via email to Artemis Gymnastics or Artemis Services Team and have permission to attend.

8. MAKE-UP LESSONS

- Make-up lessons are only offered for due to the reasons outlined in section 7.
- If the gymnast is in a Pathway + Development Gymnastics or Gymnastics & Tumbling Squad class, parents/guardians are advised to email Artemis Gymnastics to determine make-up lesson times based on availability.
- Make up lessons must be completed within the current term.
- Makeup lessons cannot be exchanged for refunds or credits towards next term fees.
- We do not currently offer credit or makeup classes for unadvised non-attendances.



9. CHECKING IN

- All visitors must check in on the Visitor Management System at Artemis Reception. Visitors are required to wear their sticker of identification for the duration of their visit. This is an important part of our child safety measures.

10. PUBLIC HOLIDAYS & SCHOOL HOLIDAYS

- Artemis Gymnastics is closed on Public Holidays and MGGS Term Breaks. Fees will not be charged for these days.
- Artemis Gymnastics term classes may continue during MGGS School Holidays (for example, Saturday classes after the end of MGGS School Term).
- Please check term dates on the Artemis Centre website.

11. CLASS CHANGES

- Artemis Gymnastics reserves the right to make changes to the class schedules including teachers, students, times, and class ratios as appropriate.
- Artemis Gymnastics aims to provide a consistent learning environment; however, changes may be necessary from time to time.

12. GYMNASTICS ATTIRE

- All gymnasts are required to wear a gymnastic or dance leotard, sport uniform, or similar active wear. Additionally, long hair must be tied back.
- Gymnasts are also encouraged to bring a water bottle.
- Please refrain from wearing loose-fitting clothing, dresses, skirts, or stockings.

13. PARENTAL SUPERVISION

- All children must be accompanied by a parent or guardian whilst in The Artemis Centre.
- Parents/guardians must collect the gymnast at the end of every lesson from Jump Start Room.
- Children must not wait at the Artemis Centre Service desk to be picked up.



14. LOST PROPERTY

- All property left behind in the Jump Start Room or in the changerooms will be collected and taken to the Artemis Centre Services Desk.
- Owners of labelled items will be contacted, and every reasonable effort will be made to return the property to the rightful owner.
- If property is not collected by the end of term, MGGS branded items will be donated to the School Swap Shop. Other items will be donated to the local clothing bins.

15. PHOTOGRAPHY AND PUBLISHING

- Artemis Gymnastics believes strongly in the privacy of our gymnastics participants, parents, and families whilst balancing those needs with a desire to showcase our programs and events, gymnasts, and their achievements to our community and beyond.
- Artemis Gymnastics complies with Melbourne Girls Grammar School Photography and Publishing Policy.
- At the time of registration, parents/ guardians are asked to give consent for their child to have their photo taken by a professional photographer engaged by MGGS. Images or video may be used for:
 - + Recording child participation in Artemis Gymnastics classes, events, and activities.
 - + Celebrating student achievements.
 - + Marketing and promotional initiatives such as publication on the Artemis Centre website, MGGS and Artemis Programs social media platforms, digital marketing, campaigns, promotional print or electronic media, school or centre brochures, flyers, posters, and advertising material.
- While it is understood that parents/guardians may wish to have a photographic record of their child's participation in gymnastics lessons, there are safety issues related to who is taking the photos, for what purpose and how to protect the identity of other children who may not wish to have their photo taken or where we are required to protect their identity.
- To this end, we politely request parents/guardians not to take any photos or video recording in the Jump Start space, Team Zone, or in the changerooms on their personal devices.

16. FEE SCHEDULE AND PRICE CHANGES

- Any changes to the Fee Schedule or Class Fees will be published on our website and announced prior to the commencement of the following term.



17. COMMUNICATION

- The Artemis Gymnastics team primarily use email as the main communication channel.
- Updating the client portal or the School for MGGs student families, with your preferred email address ensures you receive important communications about gymnastics lessons and the Artemis Centre.
- So that our gymnastics teachers and coaches can focus on teaching and looking after the gymnasts in their care, we ask the following:
 - + Parents/ guardians to refrain from approaching the gymnastics teacher or coach to discuss the student until after the gymnastics lesson has concluded.
 - + Parents/guardians to direct questions to the Head of Gymnastics or Supervisor on duty.

18. CHANGE OF DETAILS

- Parents/guardians are responsible for providing the most accurate contact and medical information.
- Updates are made via the client portal or by emailing Artemis Reception. MGGs Student families will need to update their details directly with the school. Please contact Student Services or Artemis Reception for the online link that will allow you to make the required updates.

19. SPORT CODES OF BEHAVIOUR

For young people to enjoy sport it must be safe, fair, and friendly.

Positive and high standards of behaviour from all people involved in sport is vital to our experiences and opportunities as players, athletes, coaches, supporters, and administrators, and importantly to safeguard the integrity of the sport.

As such, Codes of Behaviour are in place at all levels of sport to uphold the principles of fairness, respect, responsibility, and safety. Melbourne Girls Grammar Sport Codes of Behaviour are intended to be positive documents for all relevant groups who play a vital role in upholding the values of fair play:

1. Coaches and support staff.
2. Parents and supporters.
3. Players / athletes / participants.

The Codes of Behaviour have been developed in reference to "Play by the Rules," a unique collaboration between the Australian Sports Commission, Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the Office of the Children's Guardian (NSW), the Australian New Zealand Sports Law Association (ANZSLA) and the Anti-Discrimination Board of NSW. These partners promote Play by the Rules through their networks, along with their own child safety, anti-discrimination, and inclusion programs.



The MGGS Sport Codes of Behaviour applies to all coaches and teachers, parents and supporters, officials and participants who represent MGGS and Artemis Programs, and requires them to:

- + Agree to abide by the Codes of Behaviour; and
- + Acknowledge that MGGS and Artemis Programs may take disciplinary action against them if there is a breach of the Codes.

For a full copy of the Codes of Behaviour, please ask at Artemis Reception.

20. CHANGEROOM ACCESS

- Children aged 8 years old and above are not permitted in the changeroom of the opposite gender.
- All children under 8 years old must be supervised by a parent or guardian whilst in the changerooms.

21. POLICIES AND GUIDELINES

- Artemis Gymnastics is bound to comply with all policies and guidelines of Melbourne Girls Grammar School.