



EXCUSED ABSENCE AND MAKE-UP POLICIES FOR CLASSES

Tuition pays for a class spot REGARDLESS OF ATTENDANCE. However, as a courtesy, The Children's Gym does offer make-ups for excused absences when class availability permits, in addition to any missed classes for inclement weather. An excused absence eligible for a make-up will disappear from a student's account once they drop from class or the season comes to an end. Once dropped from classes all eligible absences are no longer accessible to be scheduled as a make-up or coveted to open gym credits. Make-ups cannot be scheduled within a month a child will not be enrolled in classes. In addition to make-ups, excused absences can be converted to open gym credits. 2 open gym credits will be awarded per excused absence.

Excusing an absence: In order for an absence to be considered excused and eligible for a make-up, TCG must be notified at least 24 hours in advance through the parent portal. Excused absences will be eligible to be made up anytime within in the 2022/2023 season, so long as the child is still actively enrolled in classes. For day of absences TCG will grant an open gym credit (1) onto the account for the missed lesson so long as we are notified prior to the class starting. Day of absences cannot be submitted through the parent portal, so we recommend emailing them in. Students are limited to 2 excused absences per month. In the case of a prolonged illness or injury a doctor's note is required to obtain additional excused absences within a month. Please contact our front office directly in these circumstances.

Scheduling a make-up: Make-ups can be scheduled in any classes with openings or an excused absence within the next 7 days. Families are encouraged to schedule make-ups through the parent portal for the most up to date availability. If you need assistance in scheduling a make-up please email us.

Make-up Policies:

- All make-ups must be scheduled in advance.
- Make-ups are not guaranteed and can only be scheduled where class availability permits.
- Make-ups can be scheduled within the next 7 days, no further out.
- Make-ups can be scheduled for a future absence that is occurring within the next 7 days.
- Make-ups cannot be transferred to another student.
- Make-ups cannot be rescheduled. Any missed make-up is considered a wash.
- If your child will not be able to attend a make-up and you notify us no less than 24 hours in advance, we will place open gym credits (2) on the account for the missed make-up lesson.
- If all classes are full a make-up cannot be scheduled and must be waived or converted to open gym credit(s).

Converting excused absences to open gym credits: Excused absences are eligible for a make-up in another class, or they can be converted to open gym credits. To convert an excused absence to open gym credits you must email the request into the front office. Each excused absence will be converted to two open gym credits. Open gym credits can be used by the same child listed above, siblings, or friends. Open gym credits do not expire. We will require pre-registrations for all open gyms.