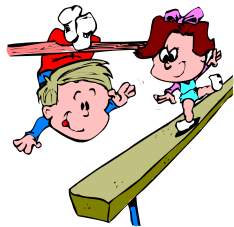


# Palmer's Gymnastics Policies & Procedures



(630) 351-8330

266 Glen Ellyn Rd.  
Bloomington, IL 60108

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INSIDE...  
Calendar of Sessions  
Keep Through August 2025!

**Thank you for your interest in Palmer's Gymnastics!**

We are a family owned and operated business, established with the idea that children are the world's most precious gift! More than 40 years of experience has allowed us to establish excellent, progressive programs...far outdistancing other local clubs and park districts. Palmer's has a "family" atmosphere characterized by the love, respect and dedication we have for our students.

The adventure you and your child are about to embark on will be a very special one. Over the years we have had the pleasure of watching hundreds of children learn, grow, develop and mature into confident young adults. We look forward to the unique opportunities that working with your child will present.

This undertaking will give your child a stage on which to develop his/her confidence, poise, individuality, determination, appreciation for dedicated effort and self-respect. They will also have a lot of FUN!

Thank you for the trust you place in us to teach and mentor your children. We are aware of the magnitude of this responsibility and we pledge our best effort!

It is our hope that the policies and procedures presented reflect the love and concern that we have for all our students.



## **Frequently Asked Questions**

### **Q. How often is tuition due?**

**A.** We divide the year into seven sessions, averaging 6-8 weeks per session. Tuition is due in advance of each session on or before each *Priority Due Date*. For your convenience, we offer a credit card "auto pay" option so that you will never miss a PDD! If you are interested in enrolling in the auto pay program, please contact our office for additional information.

### **Q. What is the Priority Due Date (PDD), and why do you have it?**

**A.** Our *Priority Due Date (PDD)* is the last possible date by which Current Students may pay tuition in order to maintain their current class spot. After the PDD, our computer system automatically deletes unpaid students from the roster and new students are placed in vacancies. The PDD is approximately 2 weeks prior to the start of the next session.

### **Q. Can I observe class?**

**A.** Parents and siblings are always welcome to watch the weekly progress of our students. Only two requirements:

- Viewing is limited to the lobby area. Parents and sibling are not permitted on the gym floor.
- Parents are not allowed to converse with students during class times.

We have learned from years of experience that these rules are necessary. Speaking with your child from the lobby area is very distracting and could lead to serious injury!

### **Q. Do you close when the schools have a holiday or "snow day"?**

**A.** To ensure consistent programs, we are open for most holidays (e.g. Columbus Day, Presidents Day). Because we sit between many different school districts, we do not follow the closing decisions of any particular district. Please call the office or check our website to receive any closing information. Such information will be updated regularly.

# Session Information

\*If your child's class day falls on a date that we are closed for a holiday, please contact the office to schedule a make-up class! Tuition will not be pro-rated for holiday closings.

SESSIONS: 2024-2025	SESSION LENGTH	PRIORITY DUE DATE	*FACILITY CLOSED*
<b>Session 1</b> August 19 <sup>th</sup> – September 29 <sup>th</sup>	<b>6 Weeks</b>	<i>PDD for Session 2</i> <b>September 14<sup>th</sup></b>	*Labor Day = August 31 <sup>st</sup> to September 2 <sup>nd</sup>
<b>Session 2</b> September 30 <sup>th</sup> – November 10 <sup>th</sup>	<b>6 Weeks</b>	<i>PDD for Session 3</i> <b>October 26<sup>th</sup></b>	*Halloween = October 31 <sup>st</sup>
<b>Session 3</b> November 11 <sup>th</sup> – December 22 <sup>nd</sup>	<b>6 Weeks</b>	<i>PDD for Session 4</i> <b>December 7<sup>th</sup></b>	*Thanksgiving = November 28 <sup>th</sup> to December 1 <sup>st</sup>
<b>Break Between Sessions:</b> December 23 <sup>rd</sup> through January 5 <sup>th</sup>			
<b>Session 4</b> January 6 <sup>th</sup> – February 23 <sup>rd</sup>	<b>7 Weeks</b>	<i>PDD for Session 5</i> <b>February 8<sup>th</sup></b>	
<b>Session 5</b> February 24 <sup>th</sup> – April 20 <sup>th</sup>	<b>8 Weeks</b> <i>(tuition based on 7 weeks)</i>	<i>PDD for Session 6</i> <b>March 29<sup>th</sup></b>	*Spring Break = March 31 <sup>st</sup> to April 6 <sup>th</sup> *Please Note: Session 5 tuition was based on 7 weeks of classes. No make-ups are necessary for the Spring Break closure. *Easter = April 18 <sup>th</sup> to April 20 <sup>th</sup>
<b>Session 6</b> April 21 <sup>st</sup> – June 8 <sup>th</sup>	<b>7 Weeks</b>	<b>NO PDD</b> (Please call for new summer class times)	*Memorial Day = May 24 <sup>th</sup> to May 26 <sup>th</sup>
<b>Break Between Sessions:</b> June 9 <sup>th</sup> through June 15 <sup>th</sup>			
<b>Session 7</b> June 16 <sup>th</sup> – August 10 <sup>th</sup>	<b>8 Weeks</b>	<b>NO PDD</b> (Please call for 2025-2026 school year class times)	*Independence Day = July 4 <sup>th</sup> to July 5 <sup>th</sup>



## Absences & Make -Ups

Due to the popularity of our classes, many run at full capacity, therefore we may be unable to accept make-ups in them. Please make every effort to attend your regularly scheduled class time. Make-ups depend on safety concerns, space, equipment, and teaching ratios. **School age students are asked to attend one of our 2 hour long open gyms for all make-ups.** To optimize learning, make-ups are asked to be completed within the same session of the missed class.

**Unfortunately, we are not able to credit or refund for missed classes.**

PROGRAM	MAKE-UPS	PROCEDURE / NOTES
All Boys & Girls <i>Pre-School</i> Classes	School Year = 1 make-up per session  Summer = Unlimited make-ups	<ul style="list-style-type: none"> <li>May schedule a make-up in any other regularly scheduled pre-school class</li> <li>Please call our office in advance to schedule (630) 351-8330</li> </ul>
All Boys & Girls <i>School-Age</i> Classes	School Year = 1 make-up per session (To be scheduled during open gym time)  Summer = Unlimited make-ups	<ul style="list-style-type: none"> <li>Will receive a <b><u>FREE OPEN GYM</u></b> pass.</li> <li>Please call our office in advance to schedule (630) 351-8330</li> </ul>
<i>Tumbling</i> For Cheerleading	School Year = 1 make-up per session (To be scheduled during open gym time)  Summer = Unlimited make-ups	<ul style="list-style-type: none"> <li>Will receive a <b><u>FREE OPEN GYM</u></b> pass.</li> <li>Please call our office in advance to schedule (630) 351-8330</li> </ul>





# **Additional Information**

## **CURRENT STUDENTS.....**

To continue in your current class, please **PAY TUITION BEFORE THE PRIORITY DUE DATE (PDD)** to guarantee your class spot! In addition, if you need to change your class day/time, we will gladly accommodate your request (assuming there is a vacancy in your desired class). Please be advised that there are **NO REFUNDS** or credits for missing a class.

## **NEW STUDENTS.....**

Our open enrollment policy allows your child to join us at anytime (as long as there is a vacancy in your desired class).

## **PROPER ATTIRE.....**

**Girls** = Wear a leotard. No tights, socks or jewelry. Hair must be pulled back!

**Boys** = Wear a t-shirt tucked into athletic shorts (no buckles or zippers).

## **PAYMENT SPECIFICS.....**

Full payment is required with registration. Payment may be made by check, cash, Discover, MasterCard or Visa.

*Please make checks payable to Palmer Sports, Inc.*

NSF Check Policy: If your check is returned for non-sufficient funds (NSF), a \$25 processing fee will be automatically charged to your account.

## **ANNUAL REGISTRATION FEE.....**

An annual administration/insurance fee is required of all students at time of enrollment, **or** each August if previously enrolled. *This fee is NON-REFUNDABLE and is NOT transferable.*

## **FAMILY DISCOUNT.....**

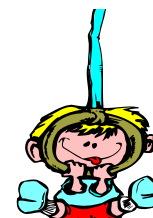
At Palmer's, only the most expensive tuition in your immediate family pays full price. All additional siblings are discounted 10%! *(Discount does not apply to team students).*

## **MULTIPLE CLASS DISCOUNT.....**

Since many students choose to attend classes more than once a week, each additional class will be discounted 10%! *(Discount does not apply to team students).*

## **IMPORTANT REMINDERS.....**

- Smoking is not permitted in our facility.
- Only registered students are allowed on the gym floor.
- No gum, food, or drinks are permitted on the gym floor.
- Children who have a break between classes must remain in the lobby.
- A water bottle is a must to send with students!



***Inquire about having us host your next birthday party!***

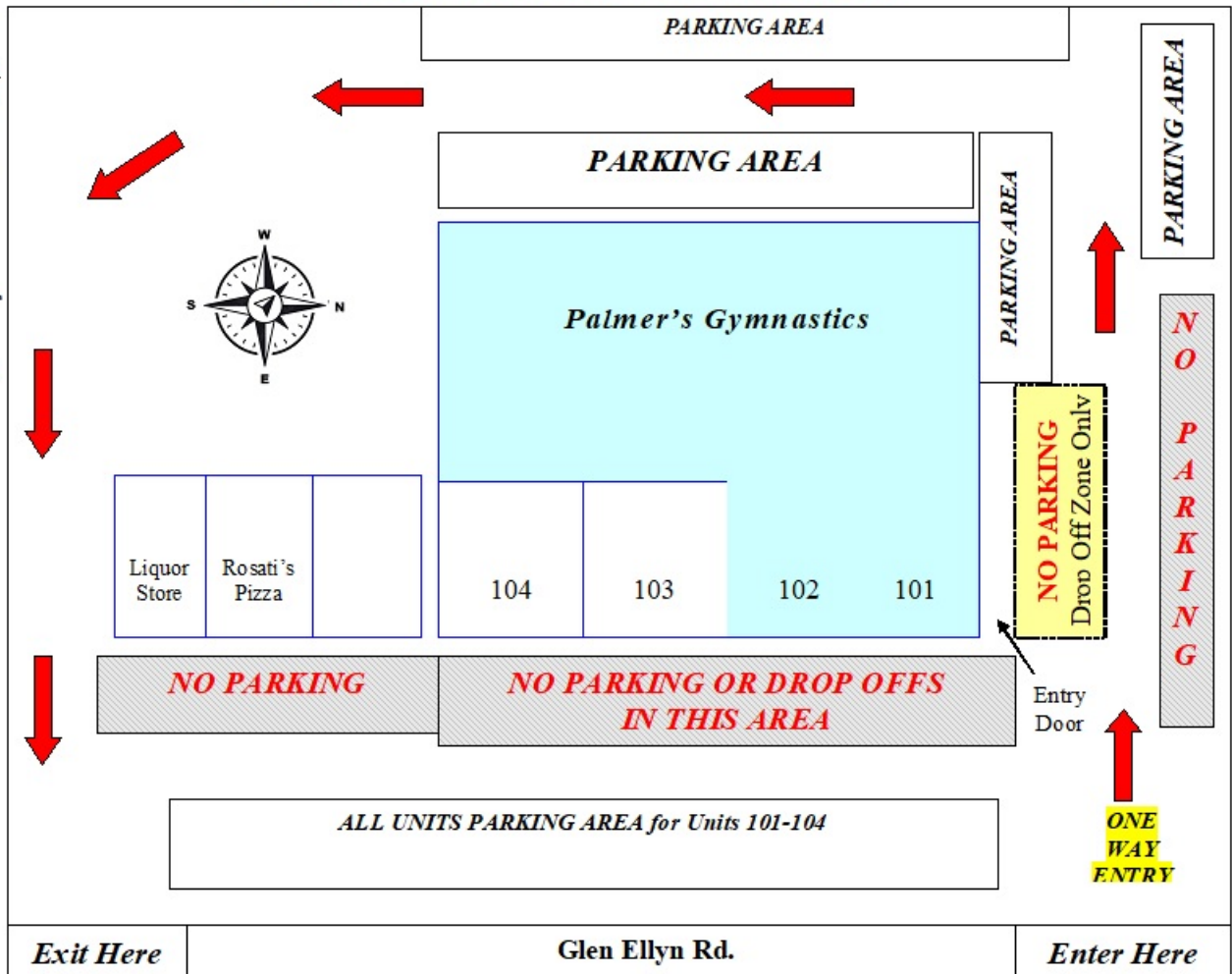


# Parking Procedures

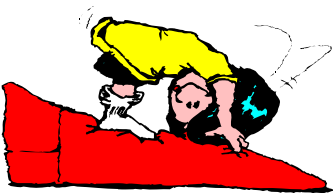
We occupy Units 101 & 102, with entry made through the North driveway. For your safety, we ask that you **enter through the NORTH driveway**, and when leaving, please drive around the back of the building and **exit via the SOUTH driveway**. This alleviates congestion and promotes safety. Please do NOT park in front of the entry way to Units 101-104. *No child is allowed to wait in the parking lot for pickup.*  
Thank you!

**ATTENTION: PLEASE DO NOT PARK IN NO PARKING ZONES**  
**YOUR CAR WILL BE TOWED**

**Drop Off Instructions:**  
Enter through the north driveway and pull straight up along the side of Unit 101 to let your child off. Then continue straight around the back of the building and exit via the south driveway.



**PLEASE Find Additional Parking around rear of building**



Developing Exceptional Children.....Developing Great Athletes

