

WWW.THETUMBLTREE.COM

# THE TUMBLE TREE

**TOTS CREATIVE MOVEMENT  
CHEER AND DANCE**



***Thank you for signing up for classes with us! Please read through the following information carefully regarding the after school programs that we're holding at First Christian Academy starting in January 2024.***

ALL OF OUR COMMUNICATION IS DONE BY EMAIL. PLEASE MAKE SURE THAT THE EMAIL ADDRESS WE HAVE ON FILE FOR YOUR FAMILY IS CORRECT. YOU CAN CHECK THIS BY LOGGING INTO THE PARENT PORTAL. YOU WILL MISS IMPORTANT ANNOUNCEMENTS AND NOTICES IF YOU DO NOT CHECK AND READ EMAILS SENT FROM US. PLEASE BE SURE TO CHECK YOUR JUNK OR SPAM FOLDERS AS WELL FOR ANY MISSED EMAILS.

## **HOW DO THE STUDENTS GET TO US AFTER SCHOOL?**

[CREATIVE MOVEMENT CLASS](#) → Class starts at 3:15 pm.

HALF DAY STUDENTS – Parents or guardians are required to drop their child off with us at the gym by 3:15 pm. Please do not arrive before 3:10 pm, as coaches will not be ready to receive your child at that time.

FULL DAY STUDENTS – Teachers will bring these students to the gym when it is time for class at 3:30 pm.

[CHEER & DANCE CLASS](#) → Class starts at 4:00 pm.

STUDENTS WHO DO NOT ATTEND AFTER CARE AT FCA – Parents or guardians are required to drop their child off with us at the gym by 4:00 pm. Please wait outside the gym doors, if you arrive before 4:00. Coaches will be finishing up the preschool class up until that point and are not able to receive students until 4:00.

STUDENTS ATTENDING AFTER CARE AT FCA – Teachers will bring these students to the gym when it is time for class at 4:00 pm.

## **DISMISSAL AND PICK UP FROM CLASS**

[CREATIVE MOVEMENT CLASS](#) → Class ends at 4:00 pm.

HALF DAY STUDENTS – A parent or guardian will be required to come to the gym at dismissal time to pick up their child from class. Please make sure the person picking up is listed on your parent portal account as a guardian or listed as a person that is authorized to pick up. We will be checking this information the first few weeks while we get to know everyone. So please make sure you bring some type of identification with you.

PRESCHOOL STUDENTS ATTENDING AFTER CARE – Students that should return to after care at FCA will be walked back to their classroom by a Tumble Tree coach when their class is over at 4:00 pm. Parents will pick up from after care at FCA like normal.

[CHEER & DANCE CLASS](#) → Class ends at 5:00 pm.

STUDENTS WHO DO NOT ATTEND AFTER CARE AT FCA – A parent or guardian will be required to come to the gym at dismissal time to pick up their child from class. Please make sure the person picking up is listed on your parent portal account as a guardian or listed as a person that is authorized to pick up. We will be checking this information the first few weeks while we get to know everyone. So please make sure you bring some type of identification with you.

STUDENTS ATTENDING AFTER CARE AT FCA – Students that should return to after care at FCA will be walked back to their classroom by a Tumble Tree coach when their class is over at 5:00 pm. Parents will pick up from after care at FCA like normal.

### **WHAT SHOULD STUDENTS WEAR TO CLASS?**

The registration fee that you paid allows each child to receive a Tumble Tree shirt and bow. We recommend wearing this along with shorts, leggings, sweatpants, etc. to class every week so they can move freely like in PE class. Sneakers and socks are most important! By wearing their t-shirt each week, it is also easy for the children to remember that they have their class with us after school. If they are not comfortable, it will be harder to fully participate. *\*\*\*The t-shirts will be ordered after we are able to determine which size everyone needs. Until then, the children can wear something comfortable that they can move in.*

### **WHEN WILL MY CHILD RECEIVE THEIR SHIRT & BOW?**

We will place the order for shirts after the first two weeks of classes to ensure we have proper sizes for the order. They should receive their t-shirts a few weeks after this order has been placed. Bows will be handed out along with the shirts when they come in, so they receive both items together. If a student is joining late, they may have to wait a few weeks for new materials to arrive.

### **WHEN ARE THERE NO CLASSES – HALF DAYS & HOLIDAYS**

If the kids do not have school due to a holiday or teacher workday, we will not hold classes. We also DO NOT hold classes on half days. If there is a weather issue that causes the school to close early, we will not hold classes. Throughout the year you may have fewer classes one month and then more classes in other months. We **DO NOT** prorate the tuition for these missed classes or for shorter months. Tuition for our classes is based on the number of days the students are in school, not by each month.

### **RULES & DISCIPLINE**

When a child is disruptive multiple times during a class, we will ask them to sit out until they are ready to rejoin their class and participate. We want the children to have fun, however they are also here to learn. Our rules are simple and similar to those the children follow in school – No talking when the instructor is talking, keep your hands and feet to yourself, and participate to the best of your abilities.

### **REGISTRATION FEE**

A registration fee is due at the time of your child's enrollment. This fee is \$40 per student.

### **TUITION PRICING FOR CHEER/DANCE CLASSES**

After school tuition is due on the 1st of each month that your child is enrolled. Tuition is \$60 per month for the first child. Any siblings will receive a \$10 discount and pay \$50 per month. Tuition pricing is the same regardless of the number of weekdays there are in a month that a class is held.

### **STATEMENTS**

Statements will be emailed to you a few days before the 1<sup>st</sup> of each month. Please make sure the email you have on file with us is correct in order to properly receive your statement. We will not mail or deliver statements to class. It is your responsibility to pay tuition on time. Please contact Alex (info below) if you feel there is an error on your statement.

### **HOW TO MAKE YOUR PAYMENTS**

***WE DO/WILL REQUIRE A CREDIT OR DEBIT CARD BE PLACED ON FILE. THIS CARD WILL BE AUTOMATICALLY DRAFTED ON THE 1ST OF EACH MONTH THAT YOUR CHILD IS ENROLLED.***

#### **HOW TO SAVE A CARD ON FILE:**

1. Log into your Parent Portal account by clicking the following link:  
<https://app.iclasspro.com/portal/tumbletree2015/login?next=tumbletree2015%2Faccount&nextQueryParams=%7B%7D>
2. Click "Payments" located near the top of the screen.
3. Scroll down and click "Add Payment Info" located under the "Payment Information" section. Then click "Confirm."
4. Enter in all of your payment information, check the box that says "Opt-In to Recurring Billing" and click "Submit."

All cards on file will be automatically drafted on the 1st of each month. If your card on file fails for payment, you will receive an automatic email letting you know. Please continue reading about late fees and enrollment removal below.

**\*\*\*** If you would ever like to pay using a different card than the one you have on file, you can do so BUT – You must log into the portal BEFORE the 1st of the month and manually make your own payment by inputting the card info that you want to use. YOU WILL STILL BE REQUIRED TO KEEP A CARD ON FILE. If your card on file expires or you get a new card you want to use instead, you can log into the Parent Portal, click on "Payments" and update your info there.

### NON PAYMENT & REMOVAL FROM THE PROGRAM

Any account not paid with auto draft or through the Parent Portal by midnight on the 1st of each month will receive a \$10 late fee on their account. Cards saved on file that declined for any reason on the 1st will be auto drafted again on the 5th of the month. Failed payments on the 5th of the month will result in your child being removed from the class. If you do not have a card saved on file and also do not submit payment by the 5th of the month will also result in your child being removed from the class. Payment in full must be received in order for your child to return to class with us. After school coaches and all school front desk staff are notified of any dropped students.

Please click on the link below to read through the steps that must be completed in order to have your child return to class with us:

[https://drive.google.com/file/d/1HNiek3a85gwxCsIZxopf4bAo59OSn5s/view?usp=share\\_link](https://drive.google.com/file/d/1HNiek3a85gwxCsIZxopf4bAo59OSn5s/view?usp=share_link)

***Any child that comes to class after they have been dropped from the class due to non-payment will not be allowed to remain in the class. The instructor will send the child back to their normal dismissal location to be sent home their usual way.***

### HOW TO ENROLL AGAIN AFTER BEING DROPPED FROM CLASS

If a student is dropped from a class for non payment – It is the parent’s responsibility to log into the Parent Portal and RE-ENROLL their child in the correct class. Any required fees due at that time must also be paid in full. This may include a past due payment fee along and/or a prorated tuition amount that may be due at the time of re-enrollment. ***\*\*\* Please note students without an active/current enrollment (and cleared balance) will not be allowed to remain in class. All students present in class must be officially enrolled in our Parent Portal with a zero balance.***

### TO STOP CLASSES OR CANCEL ENROLLMENTS

We will NOT stop your tuition charges, unless you let us know that your child will be discontinuing classes with us. You must give us two weeks (via email) notice prior to dropping your child from any class, event, or program. Notice should be sent to Tumble Tree Billing at the following email address: [alex.tumbletree@hotmail.com](mailto:alex.tumbletree@hotmail.com)

***\*\*\* If you do not give two weeks notice, you are STILL responsible for that current month's tuition. There will be NO REFUNDS given for that month. THERE ARE NO EXCEPTIONS. Verbal communication will not be accepted in regards to dropping your child from the program.***

### SPORTS YOU APP

To make sure our Tumble Tree parents are up to date and current with all of the after school class news for our program, we will use an app called Sports You. Directions on how to download and use this app are located on the last page of this document. Make sure you follow the directions that correlate with the program that your child is enrolled in. Important updates, news, and more helpful information will be posted on this app that you will need to know about!

### CONTACT US

Alex Hood will be your contact person. Please contact her if you have questions relating to enrollment, payments, class curriculum, scheduling, dismissal etc. ***\*\*\*PLEASE MAKE SURE YOU HAVE ALEX'S EMAIL SAVED AS A CONTACT PERSON IN YOUR OWN EMAIL ACCOUNT. THIS WILL PREVENT MESSAGES FROM HER AND OUR EMAIL SYSTEM FROM GOING TO YOUR SPAM FOLDER.***



#### ALEXANDRA HOOD

BUSINESS MANAGER | THE TUMBLE TREE & TWISTERS

A: 170 PONTIAC BUSINESS CTR DR | ELGIN, SC 29045

E: [ALEX.TUMBLETREE@HOTMAIL.COM](mailto:ALEX.TUMBLETREE@HOTMAIL.COM)

P: (803) 237-4995

[WWW.THETUMBLETREE.COM](http://WWW.THETUMBLETREE.COM)



***WE HOPE YOUR CHILD ENJOYS THEIR CLASSES WITH US THIS YEAR!  
PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS OR CONCERNS!***



You've been invited to join

## FCA | Tots Creative Movement

Use your **unique access code** below and follow the instructions.

# Access Code

# RAFS-P7TX

### Join via Website

#### New Users

1. From your computer, phone, or tablet, visit **sportsyou.com**
2. Click **Get Started** and enter your email
3. Go to your email and click **Confirm Your Email**
4. Click **Enter Access Code** to enter code, then finish setting up your account

#### Existing Users

1. From your computer, phone, or tablet, go to **sportsyou.com** and log in
2. In left column, click **Join Team/Group**.
3. Click **Enter Access Code** to enter code, then **Join Team** or **Join Group**

### Join via App

#### New Users

1. On mobile device download **sportsYou app** from the **App Store** (iOS) or **Google Play Store** (Android)
2. Open the sportsYou app and tap **Create Account**
3. Tap **Enter Access Code** to enter code, then finish set up

#### Existing Users

1. On mobile device log in
2. In bottom tray, tap **Teams/Groups**
3. Tap **blue +** button, then tap **Join Team/Group**
4. Enter access code and click **Join**



visit us at [www.sportsyou.com](http://www.sportsyou.com)  
or in the app stores





You've been invited to join

**FCA | Cheer & Dance**

Use your **unique access code** below and follow the instructions.

## Access Code

# NSW6-XKDS

### Join via Website

#### New Users

1. From your computer, phone, or tablet, visit **sportsyou.com**
2. Click **Get Started** and enter your email
3. Go to your email and click **Confirm Your Email**
4. Click **Enter Access Code** to enter code, then finish setting up your account

#### Existing Users

1. From your computer, phone, or tablet, go to **sportsyou.com** and log in
2. In left column, click **Join Team/Group**.
3. Click **Enter Access Code** to enter code, then **Join Team** or **Join Group**

### Join via App

#### New Users

1. On mobile device download **sportsYou app** from the **App Store** (iOS) or **Google Play Store** (Android)
2. Open the sportsYou app and tap **Create Account**
3. Tap **Enter Access Code** to enter code, then finish set up

#### Existing Users

1. On mobile device log in
2. In bottom tray, tap **Teams/Groups**
3. Tap **blue +** button, then tap **Join Team/Group**
4. Enter access code and click **Join**



visit us at [www.sportsyou.com](http://www.sportsyou.com)  
or in the app stores

