



# **Essendon Keilor**

## **Gymnastics Academy**

194 Roberts Rd Airport West 3042 | 03 9336 4077 | [gymnastics@ekga.com.au](mailto:gymnastics@ekga.com.au)

### **Separated Parents Policy**

In order to remain impartial and uninvolved in personal and sometimes difficult situations, EKGa has the following policy for dealing with payments and bookings in the case of family separation.

- Once a gymnast is enrolled, the contact persons listed on the enrolment form becomes responsible for all accounts/invoices and is responsible for re-enrolment as well as any decisions regarding the gymnast's classes at EKGa.
- EKGa will send all correspondence, invoices and notices to the contact person listed on the enrolment form. We cannot invoice one parent/guardian for part payment of the fees/events. The person signing the enrolment form is the only person we will invoice and hold responsible for accounts. We do not "split bills".
- If there are any Court/Custody Orders in place preventing access to the gymnast/s by any party, please specify this on the enrolment form so our staff can be made aware of the situation and so we can keep the kids safe.
- Our priority is to ensure the gymnast/s can continue to enjoy their gymnastics classes in a safe environment. Both parents/guardians are encouraged to discuss their children's gymnastics classes and make decisions together to avoid the situation becoming unworkable for the club.
- If a family is unable to follow this policy, it may result in the unfortunate situation of enrolments being cancelled and the gymnast no longer being able to attend the club.