

HIGH ENERGY FITNESS
Policies and Procedures

The following is a list of policies and procedures I have regarding our contract. Please read it completely. If you have any questions feel free to discuss them with me.

1. Current fees for a 60 minute class are \$30 per class.
2. A contract period is eight scheduled 60 minute classes, unless otherwise arranged. Your payment for monthly sessions includes any sessions scheduled but not used.
3. Payments are due at the beginning of the first session of each month. There is a \$30 fee for returned checks.
4. You are responsible for your baby's cares and needs.
5. Messages can be left on my answering machine any time of the day or night throughout the week. I will return calls during my office hours (which vary), Monday through Friday.
6. Information concerning your work with me can only be released with your written consent.

I have read the above information and understand it completely.

Signature

Date

Nancy C. Karabaic

Date