



FALL/SPRING

(AUGUST 2023-MAY 2024)

2023-2024

HANDBOOK

[Online Registration Opens on Friday, July 14, 2023 at 1:00 on Our Website.](#)

[Classes Begin on Monday, August 7, 2023](#)

EVERYONE, New & Returning, Must READ the Enrollment Instructions AND the Rules & Policies in the Handbook BEFORE they register/ enroll. [Save a lot of Time and Mistakes and READ first.](#)

******* [ONLY A PARENT or LEGAL GUARDIAN May Register/Enroll a Child.](#) Legal Guardians Must supply the Office with a copy of Court Papers showing they are the Legal Guardian of the child. NO EXCEPTIONS. [Even if Someone Other Than a Parent is Paying the Tuition for the child,](#) the Parent or Legal Guardian Must Sign the registrations form. [Online Signatures by Anyone Other Than a Legal Guardian or Parent will be VOID. The child will Not be registered in our program.](#)

Register/Enroll Instructions are in Section 1

Rules and Policies are in Section 2

Register/Enroll Instructions

Gymnastics, Tumbling and Dance

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1. New & Returning Customers Online Registration and Enrollment Instructions.
2. Choosing Classes Online. Filtering Classes

SECTION 1

FALL/SPRING 2023-2024 ONLINE REGISTRATION AND ENROLLMENT INSTRUCTIONS

1. ONLINE ENROLLMENT

***NEW CUSTOMERS-**

Those that were NOT Enrolled in Summer 2023 classes Must Create an Online Account using the Online Registration Form. The Link to the Registration Form is on our website.

***RETURNING CUSTOMERS-**

If your child Was enrolled in Summer Classes you may Log In your online accounts and Enroll in Fall/Spring classes.

*****If your child was enrolled in summer classes but you cannot access your online account Email the Office and get your account reactivated. Then you can Log In and enroll. Be Sure that all of your Account Information is Up to Date.**

****RETURNING AND NEW CUSTOMERS-** When you Sign the Online Registration Form and/or Agree to our Policies When you Log In your online account you are saying that you have Read, Understood and Agree to all of our policies. Your Online Signature is a Legal Signature.

2. CHOOSING YOUR CHILD'S CLASSES ONLINE and FILTERING CLASSES

****First READ the Class Descriptions, Age Requirements, What to Wear Section on the website.**

****INVITATION ONLY CLASSES-** These classes are Only for students that an Instructor has Evaluated and told their parent/guardian to enroll them in one of these classes.

The Invitation Only Classes are:

***Girl's Advanced Beginner Gymnastics-BY INVITATION ONLY**

***Girl's Intermediate Gymnastics -BY INVITATION ONLY**

Classes are listed Online as DAY, TIME, CLASS NAME.

Examples: Friday 3:45 Girl's Beginner Gymnastics, Monday 1:00 Preschool 4-5 Year Olds, Tuesday 4:00 Beginner Ballet

Fall/Spring Classes are Weekly Classes. When you Enroll your Child in a Class or Classes in the Fall/Spring that is the Class(es) your child will Attend Every Week.

Example: 1. Child is Enrolled in Friday 5:00 Preschool 3 yr old class.

The child will come to the Friday 5:00 Preschool 3 yr old class Every Week.

You may enroll your child in 1, 2 or 3 classes a week if the schedule allows.

HOW TO FILTER CLASSES To SEE ONLY the Classes you are interested in.

****New Customers-** On the online registration form when you get to SELECT CLASS, click on it. When the screen comes up look at the Top Left of the screen for a Search icon (magnifying glass). Click on that icon.

Then click on SESSION and For *Gymnastics/Tumbling* choose SCHOOL YEAR AUGUST 2023-MAY 2024. For *Dance* choose DANCE 2023-2024

THEN scroll down to the bottom of the list and click on CLASSES BY LEVEL then

choose the Class level for your child. *Gymnastics/Tumbling* choose BEGINNER GYMNASTICS GIRLS, PRESCHOOL 3 YEAR OLD, BEGINNER TUMBLING ([choose for ALL Tumbling Classes](#)), etc. *Dance*, choose Ballet, Contemporary, etc.

Click APPLY. You should then only see the classes you are interested in.

****Returning Customers-** Log In your account. Click on FIND CLASSES then click the ADD A FILTER tab. A drop down list will appear. Click on SESSION. A Box will pop up. Click on CHOOSE and a list will drop down.

In the List Click on *SCHOOL YEAR AUGUST 2023-MAY 2024* Or *DANCE 2023-2024*.

Then click on ADD A FILTER Again and choose CLASS BY LEVEL. A box will pop up.

Click on CHOOSE and a list will drop down. Click on the class name/level you are looking for...

BEGINNER GYMNASTICS BOYS, PRESCHOOL 4-5 YR, BEGINNER TUMBLING([choose for ALL Tumbling classes](#)), etc. Or JAZZ, BALLET/TAP etc.

then click *ADD FILTER*. You should then see only the classes you are interested in.

To Enroll In or go on a Wait List for a full class(es) you just Click on the Class Name.

****** On the Class Listing it will SHOW YOU How many *Openings* there are in a Class OR if the

Class has Filled it will say **Wait List.**

-If you are on the online Registration Form the number of openings or Wait List will be in the Middle of the horizontal class listing. *Pay attention to that!*

-If you are Logged In your account that info will be on the Left hand End of the listing. *Pay attention to that!*

Paying attention to Openings and Wait List could save you from being on a Wait List when you Thought you were Enrolled in a Class.

Also pay attention to the prompts when you are enrolling in a class. SAVE , ADD, etc. when it asks you to.

****You may be on More than One Wait List. You may also be Enrolled in a Class AND be on WAIT LISTS for other classes at the Same Time. We will notify you by Email when there is an opening in your waitlisted class and your child's name is next on the Wait list. If you want to take the opening We Will Add you to that class.**

See Payments and Payment Options in the Rules & Policies in Section 2.

SECTION 2
FALL/SPRING 2023-2024 RULES AND POLICIES
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*****YOUR ONLINE SIGNATURE ON THE ONLINE REGISTRATION FORM OR YOUR AGREEMENT TO POLICIES WHEN YOU LOG IN YOUR ACCOUNT ATTESTS THAT YOU HAVE READ, UNDERSTOOD AND AGREED TO THESE RULES AND POLICIES*****

RULES AND POLICIES 2023-2024

(August, 2023-May, 2024)

***Registration Fees and 1st Month's Tuition are Non-Refundable and Non-Transferable.**

****Tuition Paid Monthly is Non-Refundable and Non-Transferable.**

If You Paid 4 Months or More In Advance and You Withdraw Your Child You Will Be Refunded 50% of the Tuition for the Remaining Months paid for After You Withdraw.

***All Customers, Returning and New, Will Pay the Registration Fee for the Fall/Spring 2023-24 Classes. The Registration Fee is good through Summer 2024 Classes.**

1. PAYMENTS-

A. All Payments are made by Online Auto Draft of the credit/debit card or bank account you entered on your online account.

**** The Registration Fee and 1st month's Tuition are DUE WHEN You Register/Enroll online and will be Charged to your account and Drafted immediately or in no more than 24 hours.**

B. TUITION PAID MONTHLY

Tuition will be Drafted Monthly from the Credit Card or Checking Account on your account. Your monthly tuition payment is paying for 4 weeks of classes unless we notify you differently and then tuition will be prorated.

Pay periods may not always be calendar months because of holidays or months with 5 weeks. A list of all Weeks included in each Pay Period and the Holidays will be on the (click) [Gym Calendar](#) on our website.

***** Monthly Tuition Drafts will be processed on the 24th or 25th of Each Month for Payment of The FOLLOWING MONTH. Ex. November's tuition will be drafted on October 24th or 25th.*****

You will receive an Advance Email each month with the exact date/time of the draft.

**C. IF YOU DO NOT WISH TO BE DRAFTED MONTHLY You may
Pay-**

***IN ADVANCE- Sept.- Dec.(1/2 Year) and Jan.-May (1/2 Year).**

The Advance Payment must be made by The Credit/Debit Card on your account or by Cash Only. If payment is made by Credit/Debit Card the *Customer Must be Present* at the Office When the Card is Drafted.

Advance Payment Deadlines: ½ Year

***For September-December- Must be paid by August 18.**

***For January-May- Must be paid by December 18.**

The End of Year Exhibition \$15 per child fee will be included in this payment.

See #13 for information on The End of Year Exhibition

If payment is Not made by these deadlines you will Drafted Monthly.

OR you may pay-

*** IN ADVANCE, Sept.-May (Full Year).**

The End of Year Exhibition \$15 per child fee will be included in this payment.

See #13 for information on The End of Year Exhibition.

The Advance Payment must be by the Credit/Debit Card on your account or by Cash Only. If payment is made by Credit/Debit Card the *Customer must be Present* at the Office When the Card is Drafted.

Advance Payment Deadline- Full Year

***For September-May- Must be paid by August 18.**

If payment is Not Made by this deadline you will be Drafted Monthly.

D. PAID AND DECLINED DRAFTS- Please Check your Email After Drafts are Processed.

***If your Registration Fee and/or 1st Month's Tuition Draft is PAID you will receive an EMAIL telling you that is was Paid, what Charges were paid and what Card or Checking Account it was paid from. Please READ THE EMAIL.**

***If your Registration Fee and/or 1st Month's Tuition Draft is DECLINED you will receive 3 Emails telling you it was declined, one of which is a Statement telling you the Reason for the decline. Please Watch for and READ THE EMAILS.**

D1. You will have 24 Hours after the First email notice of a declined draft is sent to you to Update your Billing Information with a Credit Card ONLY to be Redrafted or pay in CASH ONLY to the gym your balance due.

***You Must EMAIL the Gym that you have Updated your information and want to be Redrafted.**

We Do NOT Redraft Checking Accounts. Checking accounts must update to a credit card or pay cash.

D2. If your Draft is Declined Again when we Redraft your account your child will be Dropped from our program and you must pay CASH ONLY your Balance Due PLUS a \$20 Declined Fee to Reinstate your child in our program.

If your child's class has filled they will have to go on a waiting list or choose another class.

D3. Failure to Update your account and pay Or to Pay cash within 24 hours will result in a \$20 fee being added to your account And your child being Dropped from our program. You must pay in CASH ONLY your Balance Due PLUS a \$20 Declined Fee to Reinstate your child in our program. If your child's class has filled they will have to go on a waiting list or choose another class.

If your child has a Class scheduled Before the 24 hours is up and your Registration Fee and Monthly Tuition are not paid, you must pay your balance due in CASH Only to the office Before your child can attend that class.

If your Monthly Tuition Draft is PAID you will receive an EMAIL telling you that it was Paid, what Charges were paid and what Card or Checking Account it was paid from.

Please READ THE EMAIL.

If your Monthly Draft is DECLINED you will receive 3 Emails telling you it was declined, one of which is a Statement telling you the Reason for the decline. Please READ THE EMAILS.

D4. You will have 48 hours from the First Emailed Declined Notice sent to you to update your billing information to a new Card Only AND you MUST EMAIL Courthouse Gymnastics that you have updated and want your account to be Redrafted OR Pay in Cash Only.

We Do Not Redraft Checking Accounts. Those with Checking Accounts must update to Credit Card Only or Pay Cash Only.

D5. If your Draft is Declined Again when we Redraft your account your child will be Dropped from our program and you must pay CASH ONLY your Balance Due PLUS a \$20 Declined Fee to reinstate your child in our program.

If your child's class has filled they will have to go on a waiting list or choose another class.

D6. Failure to Update your account and pay or to Pay cash within 48 hours will result in a \$20 fee being added to your account And your child being Dropped from our program.

You must pay CASH ONLY for your Balance Due PLUS a \$20 Declined Fee to Reinstate your child in our program. If your child's class has filled they will have to go on a waiting list or choose another class.

If your child has a Class before the 48 hours is up and your monthly tuition is not paid, you must pay Cash to the office Before your child can attend that class.

E. RETAIL SALES AND RETURNED CHECKS- If your check is returned to us by your bank a \$25 fee will be charged to you. You will asked to bring Cash Only for the returned check amount plus the \$25 fee within 3 business days of notice of return being sent to you.

If payment is not made within 3 business days your account will be charged a \$5 a day Late Fee, including weekends and holidays. And your child may not return to class or private lessons until your balance is paid in Cash.

We reserve the right to charge your account for any unpaid returned checks and the \$25 fee and draft your account.

2. ONLY PARENTS or LEGAL GUARDIANS May Register/Enroll A Child. The Signature on the Registration Form must be that of the parent or legal guardian. ****Legal Guardians Must supply the Office with a Copy of Court Papers making them the legal guardian.**

Even if Someone Other Than the parent or legal guardian is Paying for the child, the parent or legal guardian Must register/enroll the child, Sign the registration form and Agree to our Policies.

Online Signatures by Anyone Other Than a Legal Guardian or Parent will be VOID. The child will Not be registered in our program.

*If anyone registers and signs someone else's name online, the child being registered will have their registration Voided. *The person registering someone else's child online will also have their Own child's registration Voided.

3. PRIVATE LESSONS- ****[\(Read the Private Lessons section on the website for payment information and other important information\)](#)**

If a child IS Taking Classes and ALSO wants to take Private Lessons All they need to do is contact an instructor and schedule their private lessons.

****If a child is NOT taking classes and wants to take private lessons they Must Enroll in the PRIVATE LESSONS ONLY Class and Pay the \$50 Registration Fee. The Private Lessons class is in the Session PRIVATE LESSONS. See the Enrollment Instructions above. [Private Lessons Only Class Must fill out the Online Registration Form Every Fall.](#)**

No one with a past due balance may take private lessons.

4. UPDATES TO YOUR ONLINE ACCOUNT- It is the Customer's Responsibility to Log In their online account and make changes or updates to their account. i.e. Billing Information, Email Address, Phone Number, Address, etc. The Office Cannot make changes to online accounts.

5. CLASS CHANGES- All class changes Must be done through the Office, Never through an instructor. You can log in to your account and add a class online as long as there is available space in the class.

You can ADD a class online but you can Cannot DROP a class online. You Must contact the Office to Drop a class for you to avoid being charged for that class.

We usually have Waiting Lists for most of our classes. If a class has a waiting list and you want to change to or add that class, you can log in to your account and add your child to the waiting list.

Even if a student is changing levels or age groups, he/she may have to go on a Waiting List.

6. MAKE UP CLASSES: Make ups for classes you miss are never guaranteed.

Our policy is that we will try to get you in a class of the same level if that class is not full. No make ups are allowed in full classes.

Often all of our classes are full, so periodically we offer Saturday make ups for those who need them. You will Enroll Online in Saturday Make Up Classes.

If, for any reason, the gym has an Unscheduled closure or cancellation of a class, we will do our best to offer make up classes. We will notify you by note/email of a special make up day. If you Cannot Attend the offered make up classes, there will be no refunds or credits for cancelled or missed classes.

7. WITHDRAWAL FROM CLASS- If you wish to Withdraw your child from classes you must do so In Writing To The Office. A Note or Email will be fine.

****Your written Withdrawal Notice Must be made By the 20th of the month** Preceding the month you want to be their last month to avoid being charged for the next month.

For Example- You want your child's last month to be November. You must give a written withdrawal notice By the 20th of October to avoid being drafted for November.

VERBAL Notices Of Withdrawal to the office or to any staff member Do Not count as a valid withdrawal and will Not be accepted.

8. UPSTAIRS OBSERVATION AREA- Parents, Siblings and Visitors.

If a Parent is waiting for their child inside the building they **Must Wait Upstairs** in the Observation Area, Not in the lobby or halls.

Siblings and Friends must stay with And be supervised by a Adult at All Times and they must stay upstairs. Do Not Allow Them to run around, climb or play on the bleachers, play on the stairs or go downstairs. Be considerate of other people in the Observation Area.

If parents allow their children to go Outside, Courthouse Gymnastics is Not Responsible for them or their safety.

****If a parent or someone with them is in a Wheelchair or Physically Unable to climb the stairs, please Tell the Office right away.**

9. PRESCHOOL PARENTS- Parents of Preschool Students Should Not Leave the Observation Area or Parking Lot during their child's class. Many of these students need assistance in the restroom or need other help and Instructors Cannot Leave The Class to help them. If we need you we will Call your cell phone for you to come help them.

10. STUDENTS, BEFORE AND AFTER CLASS- Courthouse Gymnastics is Not Responsible for Any Student Before or After class.

Do Not drop your child off more than 10 minutes before their class time and instruct them to go straight in the gym and watch to see that they do. *Also Be On Time to pick them up.*

Do Not Leave siblings, friends, etc. Unattended by an Adult at the gym at Any Time. We cannot be responsible for them at any time, even outside the gym.

Instruct your child to stay Inside the Building at all times.

Do Not Ask or Allow them to Wait Outside for you. That could be Unsafe.

11. PARKING- All vehicles must park in Designated Parking spaces. Parking is Not Allowed on the Street.

You may also park in the Field in front of the gym but please Only Enter and Exit From the Street Side. We have a Sprinkler System that runs along the parking lot edge of the field and will break if driven over.

No Parking is allowed under the Covered Drive Through for Any Reason or for Any Amount of Time. This area is for Drop Off and Pick Up Only. *It is NOT a Carpool Line.*

You Can Park in a parking space and walk up to get your child.

Please Do Not Speed in the parking lot and Always Watch for Children coming in and out of the building and in the parking lot.

12. GYM CLOSINGS- With severe weather we may Not have power or phone service. In that case or any emergency, we will post any unscheduled closings on our Website, courthousegymnastics.com, And on our Facebook page as quickly as possible from Another Location.

Please do not call or email the office asking if we are closing. As soon as a decision is made it will be posted on our website and on Facebook. Check our Website First and often.

We will do our best to offer make ups But We DO NOT Guarantee Make Ups for unexpected closings such as weather or Covid. No Refunds will be given.

****Scheduled Closings for holidays, etc. are Always Posted on the Gym Calendar on our website.*****

13. END OF THE YEAR EXHIBITION FOR GYMNASTICS CLASSES-

The Exhibition is a time in May when parents, family and friends come on a weekend and watch the students show off what they have learned in class. Every student will stand on the Award Stand and receive an Award at the end of the Exhibition.

In order to Attend the Exhibition, you will enroll online. Instructions will be sent prior to registering.

Every student will be Charged the \$15 Exhibition Fee in the April tuition draft.

If your child is Unable To Attend The Exhibition the Fee is Still Due and the child will receive their award the Following Week in Class.

TO PARTICIPATE IN THE EXHIBITION A CHILD MUST BE ENROLLED FOR THE ENTIRE MONTH OF MAY And MAY TUITION Plus ANY OTHER FEES DUE MUST BE FULLY PAID.

****Mommy & Me and Tumbling classes Do Not Participate in the Exhibition and do not pay the fee.****

14. CONTAGIOUS CONDITIONS:****

Do not send your child to class with anything that could Possibly be contagious or spread to others. i.e. Covid Virus or Exposure to Covid Virus, poison ivy, fever, diarrhea, rashes, lice, or warts. Ringworm MUST be covered up with gauze or band aids.

PLEASE DO NOT send your child to gym if he/she has Thrown Up in the last 24 hours.

15. EMAIL, WEBSITE, AND NOTES:

We hand out periodic Notes to the students and we Communicate Regularly and Often by EMAIL. Check your Email Often.

All of our Emails have Courthouse Gymnastics in the Subject and in the Address. They are Easy to spot. Please keep your Email Address Updated on your online account.

We also post information on our Website. The Gym Calendar on our website lists all important dates and events. Check the Calendar often.

Most of our emails are mass emails so check your Junk and Spam folders often and mark our email as a safe sender/not spam.

******You can Also See All Emails Sent To You by logging in your account, clicking on the Menu in the top right corner of the screen and then clicking on MESSAGES.

16. PICTURES: Your child's picture may be taken by Courthouse Gymnastics Co. and used for promotional purposes and on our Website and Facebook pages. If you do Not want your child's picture taken and used please let us know in writing.

17. CLASSES THAT DO NOT FILL: We reserve the right to cancel any class that does not fill or remain full