



# SUMMER 2024

STUDIO A

# DANCE

# HANDBOOK

**Please Read Section 1 And Section 2**

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## **Section 1**

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## **SECTION 1**

### **SUMMER 2024 DANCE ONLINE REGISTRATION AND ENROLLMENT INSTRUCTIONS**

#### **1. NEW CUSTOMERS-**

Those Not Enrolled in Aug. 2023 through May 2024 classes must Create an Online Account using the online Registration Form Link on the Classes, Registration, Enroll page of our website. But **FIRST** you Must READ the Summer Information and Enrollment Plans A & B, Rules & Policies Files in the Handbook **BEFORE** you register/ enroll.

#### **2. RETURNING CUSTOMERS-**

If your child Was Enrolled through May, 2024 and your account is Paid Up you can Log In your account and enroll in summer classes BUT FIRST you Must **READ ALL** of the Summer Information and Enrollment Plans A & B, Rules & Policies in the Handbook **BEFORE** you enroll.

**UPDATE** your account as necessary, **ESPECIALLY** your **BILLING INFORMATION**.

**\*Registration Fees paid for Fall/Spring2023- 2024 Classes cover you through July and are not due for Summer\***

**\*\*\*If your child has Dropped from our program since August, 2023 you may have to Email the Office and get your account reactivated. Then you can Log In and enroll.**

Be sure you Check All information on your account and Update or Re-enter information as necessary. Child's Age & School, Your Address, Phone Number and **ESPECIALLY** your **BILLING INFORMATION**.

**ALSO READ ALL** of Summer Information in our Handbook **BEFORE** you enroll.

### **3. Classes are listed Online as SUMMER 2024, DATE, DAY, TIME, CLASS NAME.**

**\*Each DATE Counts as A Class\*** Example- Summer 2024 June 10 Monday 9:00 7&Up Contemporary, Summer 2024 June 17 Monday 10:00 Advanced Contemporary, Summer 2024 July 3 Tuesday 9:00 7&Up Ballet

**You must enroll in Every DATE your child will attend,**

### **4. ENROLLMENT REQUIREMENT AND PRICES-**

***You Must Enroll In a Minimum of 4 Classes By Date, Day, Time And Class Name For Each Child. Each DATE Counts as a Class.***

**You must enroll in Every Date your child will attend.**

**\*\*\*IT IS YOUR CHOICE:** Your child may take classes the same day and time every week, a different day and/or time every week, take multiple classes in the same week, skip a week or two (or more), spread classes out over the entire summer, just whatever works for you and the Class Schedule accommodates.\*\*\*

**PRICES-** **\*\*4 classes (dates) are \$75.00 per child. You can Add Additional Classes (dates) beyond the required 4 at any time for \$18.75 per child per class.**

**\*\*An \$18 per child Registration Fee is due for any student(s) NOT enrolled with us at any time this past August-May and will be drafted with class tuition.**

**\*If the student is Also taking Gymnastics or Tumbling classes the Registration Fee is \$10 and is due and will be drafted with the class tuition.**

### **CHOOSING YOUR CLASSES ONLINE**

**NEW CUSTOMERS-** (Not Enrolled At All in Aug. 2023-May 2024) After you have Read the Handbook and looked at the Class Schedule, on our website you should click the Link for *New Customers* to go to the online Registration Form.

When you get to the SELECT CLASSES section of the form, click on Select Classes and it will take you to the list of classes.

**\*\*\*When enrolling on the online Registration Form, to *Filter* classes to Only see the classes you are interested in, click the Search Icon (magnifying glass) on the top left of screen and choose SESSION and then choose the session SUMMER 2024 DANCE. Then you will Only See the dance classes.**

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

All of the classes you clicked on Will Be Listed On your online Registration Form. If you see that you have made a Mistake in choosing your classes, you can delete the incorrect class by clicking the X on the right of the class name. Then click Select Classes again and add the correct class.

**Be sure to scroll down and Read the ALL CUSTOMERS information below before you select your classes.**

**RETURNING CUSTOMERS-** (Enrolled Anytime Aug. 2023-May 2024) After you have Read the entire Handbook and looked at the Class Schedule, Log In your online account.

To see Only the classes you are interested in, click the *Add a Filter* Tab and choose SESSION and then choose the Session SUMMER 2024 DANCE. Then all you will see is a list of dance classes. Click on the classes you want to enroll in or waitlist. You will also have to slide a button to Agree to our Policies.

**\* ALL CUSTOMERS \*\***When you Are Enrolling Online it SHOWS You How Many Openings there are in a Class Or if it is FULL it will say WAIT LIST on the class listing. LOOK for that Before you click on a class.

If a class you want is FULL we Encourage you to click on it to go on the Wait List. The Only way to get in a full class is to be on the wait list.

**\*\*You may be Enrolled in a Class AND be on the Wait List for another class at the Same Time.** We will notify you by Email when there is an opening in your waitlisted class and your name comes up on the Wait list. If you want to take the opening We Will Transfer you to that class.

**5. PAYMENTS-** All Payments will be Drafted Online From the Card or Checking Account on your account.

**\*\*\* Class Tuition and Registration Fee are Due When You Enroll and will be Drafted from the Credit Card or Bank Account on your account *Immediately* Or no later than 24 hours after you enroll.\*\*\***

If your Draft is PAID you will receive an Email Notice that it was paid. That email will include the bank/credit card account it was drafted from , a list of your classes, charges and the amount paid. Please READ that Email to see what you were charged for, what account it was paid from and to check for errors.

If your Draft is DECLINED

A \$5.00 Declined Fee will be added to your account and your child(ren) will be Dropped from our program Unless you update your account to a Card and pay or pay Cash before the 24 hour deadline .You will receive Three (3) Email notices of the declined draft, one of which will be a Statement that shows the REASON for the decline. READ those Emails.

You will have 24 HOURS from the time the first Declined notice was sent to update your Billing Information with a Credit Card Only AND You Must EMAIL the Office that it is updated and that you want your account Redrafted OR you have 24 HOURS to bring Cash Only to the Office for the amount due.

**\*\*\*We Do NOT Redraft CHECKING ACCOUNTS after a Declined Draft.**  
*Those Accounts with Checking Accounts must add a credit card or pay cash.*

**\*\*If your draft is Declined TWICE Or 24 HOURS HAS PASSED with No Payment, a \$20 Declined Fee will be added to your account balance and your entire balance will be due in Cash Only.**

**\*\*\*Any Account that with an Unpaid Balance after 24 Hours will result in the Child(ren) being DROPPED from our program.**

**To enroll your child back in their class you will have to pay Cash Only for your amount due. If the class has filled your child will have to go on the Wait List and/or choose another class.**

**IF YOUR CHILD'S CLASS MEETS *BEFORE* THE 24 HOUR DEADLINE, PAYMENT IS DUE BEFORE THEIR CLASS FOR THEM TO ABLE TO ATTEND THE CLASS THAT DAY.**

**ENROLLMENT PLAN A AND PLAN B ARE BELOW.**

## **6. Enrollment Plan A and Plan B**

Everyone is Automatically on Plan A *Unless they email the office that they want to be on Plan B and pay the \$15 fee..*

### **PLAN A**

You choose and enroll in your classes (dates) and can make No Changes to the Classes you have scheduled after your account is drafted.

To make Any Changes to your scheduled classes after your account is drafted you must Switch to the Plan B and pay the \$15 fee.

PRICE- \$75 per child for 4 classes (dates) and \$18.75 per child for Each additional class (date) scheduled.

You may Log In your account and add additional classes (dates) beyond the required 4 at any time.

There are NO MAKE UPS with this plan.

**There are No Make Ups for Summer Classes.**

### **PLAN B**

***Notify The Office By Email If You Choose This Plan.***

You choose and enroll in your classes (dates).

**\*For a One Time additional \$15 fee you can Make Unlimited Changes to your schedule once the fee is paid.**

**\*If you decide to Cancel a class and Reschedule, it Must be done 48 hours Prior to The Class you are Canceling.**

**When Switching from one class to another class you must Email the Office IMMEDIATELY for them to Drop the class you are canceling and add the new class.**

**\*\*\*You Cannot drop a class yourself.**

**If you Do Not Email the request for a drop at the time of adding the new class you will be charged \$18.75 for each added class.**

**PRICE- \$75 per child for 4 classes (dates) PLUS the \$15 fee to be on this plan, total \$90. It is \$18.75 per child for Each additional class beyond the required 4 classes.**

There are NO MAKE UPS with this Plan.

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## SECTION 2

### SUMMER 2024 DANCE RULES AND POLICIES

**\*\*\*Registration Fees and Tuition are  
Non-Refundable and Non-Transferable\*\*\***

#### **1. PAYMENT OF TUITION AND REGISTRATION FEE:**

**Returning Customers-- The Fall/Spring 2024 Class Registration Fee is Good through  
Summer, 2024 classes.**

**\*\* Registration Fee and/or Tuition for classes are DUE When You Register/Enroll online and will be Charged to your account and Drafted Online.**

**\*\*Drafts will be processed Immediately or within 24 hours of registering/enrolling.\*\***

**If your Registration Fee and/or Tuition Draft is Declined, a \$5.00 Declined Fee will be added to your account. Your child will be Dropped from our program *Unless* you bring cash to the gym within 24 hours OR update your billing information to another Card And *Email the office* that you want your account Redrafted within 24 hours.**

**Only debit or credit cards will be drafted again. *We Do Not redraft Checking Accounts.* Those accounts must update to a Card or pay Cash.**

**If your draft is declined the Second time a \$20 fee will be added to your account and your balance must be paid in Cash Only including the \$5 and \$20 fees.**

**Any accounts with an Unpaid Balance after 24 hours will result in the child(ren) being dropped from all classes.**

**To enroll your child(ren) back in their class you will have to pay Cash Only for your balance due.**

**If that class has filled your child will have to go on the Wait List and/or choose another class.**

**NO ONE WITH AN OUTSTANDING BALANCE WILL BE ALLOWED TO REGISTER/ENROLL OR PARTICIPATE IN CLASSES OR PRIVATE LESSONS UNTIL THEIR BALANCE IS PAID IN FULL**

## **2. FOR RETAIL SALES, PRIVATE LESSONS: RETURNED CHECKS**

**There is a \$20 fee every time a check is returned to us by the bank. You will be asked to bring Cash Only for the returned check amount plus the \$20 fee within 3 days after notice of return. We reserve the right to charge your account for any unpaid returned checks and a \$20 fee and draft your account.**

## **3. ONLINE SIGNATURES:**

**Required Signatures on the online registration form Must be that of the child's Parent or Legal Guardian. Legal Guardians Must present legal papers showing their guardianship.**

**EVEN IF Someone Else is Paying, a parent or legal guardian must 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.**

#### **4. 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 inside. 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.**

#### **5. 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.**

#### **6. 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. Check our Website First and often.**

**We DO NOT guarantee make ups for unexpected closings such as weather or Covid.**

**We will do our best to offer make ups. No Refunds will be given.**

**\*\*\*Scheduled Closings for holidays, etc. are Always Posted on the**

***Gym Calendar* on our website.\*\*\***

#### **7. SUMMER CLASS SCHEDULING OPTIONS:**

**A Minimum of 4 classes must be scheduled At Registration/Enrollment. You will have 2 scheduling options, Plan A and Plan B.**

**All information about the Plans is in Section 1, Online Scheduling Instructions.**

#### **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 must stay with And be supervised by a parent 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. We suggest you bring a game, book or something for them to do.

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.\*\****

## **9. PARKING:**

All vehicles must park in Designated Parking spaces. Parking is Not Allowed on the Street. You may 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 also 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.

**10. PRIVATE LESSONS:** Whether your student is taking a regular class And also taking private lesson Or your student is Not taking a regular class but is taking Private Lessons Only you Must Read the PRIVATE LESSONS Enrollment section on the Website for payment policies and other information.

## **11. IF YOUR CHILD HAS A CONTAGIOUS CONDITION:**

Do not send your child to class with anything that could possibly be contagious or spread to others. i.e. 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 class if he/she has Thrown Up in the last 24 hours.

No One may enter the gym if they have directly been exposed to COVID or have symptoms of COVID.

## **12. EMAIL, WEBSITE, AND NOTES:**

We hand out periodic notes to the students and we Communicate Regularly and Often by EMAIL. We also post information on our Website.

Check the GYM CALENDAR on the website Often.

Please keep your Email Address Updated on your online account.

Please Check your Email and our Website Often.

***Missed an Email?*** To See All Emails Sent To You--

Log in to your account, click the Menu in the top right corner of the screen and then click on MESSAGES to see all of your emails.

Most of our emails are mass emails so also check your Junk and Spam folders often and mark us as Not Spam.

**13. PICTURES OF STUDENTS:**

Your child's picture may be taken by Courthouse Gymnastics Co. or Studio A and used for promotional purposes and on our Website and Facebook pages.

If you do Not want your child's picture to be taken, please notify us.

**14. CLASSES THAT DO NOT FILL:**

We reserve the right to cancel any class that does not fill or remain full.

**15. \*UPDATES TO YOUR ONLINE ACCOUNT:**

It is the Customer's Responsibility to log into their account and update any changes they may have had. Example: billing info, address change, emergency contact, email address, child's age, school, grade etc.

The Office Cannot Update your account information.

**YOUR SIGNATURE ON THE ONLINE REGISTRATION FORM and/or YOUR  
AGREEMENT TO POLICIES WHEN YOU ENROLL IN CLASS ATTESTS  
THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO THESE RULES AND POLICIES and THE INFORMATION  
IN OUR HANBOOK.**