



GYMNASTICS AND TUMBLING

SUMMER 2024 HANDBOOK

****Please Read Section 1 And Section 2****

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SECTION 1

SUMMER 2024 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 Summer 2024 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/Spring 2023-24 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. ALL CUSTOMERS- Classes are listed Online as **SUMMER 2024, DATE, DAY, TIME, CLASS NAME.**

Each DATE Counts as A Class Example- Summer 2024 June 10 Monday 3:00 Beginner Girls, Summer **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, Ex. Summer 2024 June 10 Monday 3:00 Beginner Girls, Summer 2024 June 13 Wednesday 3:00 Beginner Boys,

*****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.***** BE AWARE-** Gymnastics Class lesson plans are setup so that 2 events are taught one week and another 2 events are taught the next week. Example- beam and floor may be one week and bars and vault the next week. If you consistently schedule classes Every Other week your child will have the same events two weeks in a row, which isn't a bad thing, But they will Not have the other two events for two weeks. Just something to remember when you are choosing your classes (dates).

PRICES- Gymnastics, Tumbling**4 classes (dates) are \$85.00 per child. You can Add Additional Classes (dates) beyond the required 4 at any time for \$21.25 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.

CHOOSING YOUR CLASSES ONLINE- VERY IMPORTANT TO READ.

*****The Fall/Spring Classes will still be listed online through May. "Filter" per instructions below to Only see the Summer Classes.**

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 by clicking to See Only the classes you are interested in, Click the Search Icon (magnify glass) on the top left of screen and choose SESSION and then choose the Session Name that corresponds with the Class Name you are looking for.

Ex. Summer 2024 Beginner Girls, Summer 2024 Preschool 3 yr olds, Summer 2024 Tumbling,

To Enroll In or be on a Wait List for a class(es) you just Click on the Class Name. All 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 after you Log In click the *Add a Filter* tab and choose SESSION and then choose the Session Name that corresponds with the Class Name you are looking for. Ex: Summer 2024 Beginner Girls, Summer 2024 Preschool 3yr old, Summer 2024 Tumbling. Click on the classes you want to enroll in or waitlist for. You will also have to slide the 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 or FULL on the left or right side of 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.

*******Classes with **“BY INVITATION ONLY”** in the Class Name are ONLY for students that an instructor has Evaluated and told the parent to enroll them in that class.

Ex. Advanced Beginner Girls By Invitation Only, Intermediate Girls By Invitation Only

5. PAYMENTS- All Payments are 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 will be due. 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 for Reg. Fee and Tuition was sent to Log In and update your Billing Information with a 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 THAT 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- Gymnastics, Tumbling - \$85 per child for 4 classes (dates) and \$21.25 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 \$21.25 for each added class.

PRICE- Gymnastics, Tumbling- \$85 per child for 4 classes (dates) PLUS the \$15 fee to be on this plan.

\$21.25 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 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 2023 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.*** You will be sent an Email after the draft showing you the status of your draft. Please READ It.**

If your Registration Fee and/or Tuition Draft is Declined, 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..

****THERE WILL BE A \$5.00 REDRAFT FEE ADDED TO YOUR ACCOUNT EACH TIME YOUR ACCOUNT IS REDRAFTED.**

*****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 fee.

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 amount 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 in. 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 lessons Or your student is Not taking a regular class and 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:

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 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.**