

# SUMMER 2026 RULES AND POLICIES

(June 1 – July 30, 2026)

**ONLINE Signature required on online registration form**

## 1. PAYMENT OF TUITION AND REGISTRATION FEE:

***Registration Fees & Tuition are Non-Refundable and Non-Transferable.***

The school year registration fee is good through Summer 2026 classes

**\*\* Registration Fee & Tuition for any classes booked are DUE when you register/enroll online and will be charged to your account and drafted within 24 hours.**

**IF your registration fee and/or tuition draft is DECLINED or RETURNED,** You have 48 hours to update your billing information to a NEW CARD or pay your balance in CASH. If you update your billing information, you will need to email the office and notify us to run your draft again. There will be a \$10 re-draft fee. If your draft declines a 2<sup>nd</sup> time or you miss the 48 hour deadline, the \$35 declined draft fee will be added to your account and you will have to pay your balance in CASH. **Any accounts with an unpaid balance after 48 hours will result in your child being dropped from our program.**

**NO ONE WITH AN OUTSTANDING BALANCE IS ALLOWED TO REGISTER IN OUR PROGRAM OR FOR PRIVATE LESSONS UNTIL BALANCE IS PAID!**

**Drafts will be processed within 24 hours of registering.**

## 2. FOR RETAIL SALES

There is a \$35 fee every time a check is returned to us by the bank. You will be asked to bring CASH for the returned check amount plus the \$35 fee within 3 days after notice of return. We reserve the right to charge your account any unpaid returned checks and the \$35 fee.

## 3. ONLINE SIGNATURES

Required signature on online registration form MUST be that of the child's **Parent or LEGAL Guardian**. Legal guardians MUST present legal papers showing their guardianship and must be kept on file in the office. ONLINE signatures by anyone OTHER than the parent or legal guardian will be **VOID**. The child will NOT be registered in our program.

\*If anyone registers using someone else's name online, the child being registered will have their registration **VOIDED**.

## 4. BEFORE & AFTER CLASS

**We are not responsible for any student BEFORE or AFTER class.** Do not drop your child off more than 10 minutes before their class time.

**Parents of preschool students should NOT leave the parking lot or building during class time!**

Many of these students need assistance in the restroom and the instructors CANNOT leave the class to help them. If we need you to help your child, we will call you to come in.

**BE ON TIME TO PICK YOUR CHILD UP at the end of their class.**

**DO NOT LEAVE SIBLINGS, FRIENDS, ETC. UNATTENDED BY AN ADULT AT THE GYM AT ANY TIME! ALL CHILDREN MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES. WE CANNOT BE RESPONSIBLE FOR THEM AT ANY TIME EVEN OUTSIDE OF THE GYM. Instruct your child to stay inside the building at all times. DO NOT ASK THEM TO WAIT OUTSIDE FOR YOU!**

**5. SUMMER SCHEDULING OPTIONS:** There is a REQUIRED minimum of 4 classes that must be chosen when registering.

**PLAN A SCHEDULE:** You choose and enroll in your classes and make NO CHANGES to the date or times you have scheduled. You MAY ADD lessons at any time. There are NO MAKEUPS for missed classes.

**PLAN B SCHEDULE:** Choose and enroll in your classes. For an additional \$15 fee you can make 3 SCHEDULED CHANGES to your child's schedule. You MUST notify the office of the changes you want to make. DO NOT MAKE CHANGES YOURSELF! You will be charged \$25 per class if you add a class. **ALL CHANGES MUST BE MADE THROUGH THE OFFICE!** Any additional changes will be charged a \$5 fee per change. You must also give a 48 hour notice to reschedule a class. There are NO MAKEUPS for missed classes.

**6. 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, [www.courthousegymnastics.com](http://www.courthousegymnastics.com), our Facebook page, and other social media pages as quickly as possible from another location. A mass email will be sent out also. Check our website and your email often during inclement weather!** We DO NOT guarantee makeups for unexpected weather closings, but we will do our BEST! There are NO REFUNDS given for inclement weather.

\*\*\*Scheduled closings for holidays, etc. are ALWAYS posted on the website under GYM MASTER CALENDAR page.\*\*\*

**7. UPSTAIRS & OBSERVATION:**

**ALL PARENTS MUST WAIT UPSTAIRS.** Please keep siblings entertained as to not disturb other parents observing classes. **NO RUNNING OR JUMPING FROM THE BLEACHERS AND NO PLAYING ON THE STAIRS OR BANISTERS!** Siblings MUST stay with and be supervised by a PARENT. COURTHOUSE GYMNASTICS CO. IS NOT RESPONSIBLE FOR CHILDREN THAT LEAVE THE BUILDING. If a parent or someone with you cannot climb the stairs, PLEASE notify the office and we will get you a chair inside the gym door. **NO SIBLINGS SHOULD BE IN THE GYM AREA!**

**8. PARKING:**

**ALL vehicles must park in the 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.

**PLEASE DO NOT SPEED THROUGH OUR PARKING LOT! WATCH FOR CHILDREN COMING IN AND OUT OF THE BUILDING AND IN THE PARKING LOT. PLEASE AVOID RUNNING OVER OUR SIGNS & CONES!**

**9. PRIVATE LESSONS:**

Students taking Private Lessons and NOT enrolled in a regular class or team MUST be enrolled online in the PRIVATE LESSONS ONLY class to be allowed to take private lessons. The summer registration fee of \$20 is DUE at the time you register and will be drafted within 24 hours. There is NO SIBLING DISCOUNT. **Lessons must be paid for by CHECK or CASH and payment should be given directly to the instructor. PLEASE make all checks payable to COURTHOUSE GYMNASTICS. Write your child's full name in the memo line. Instructors cannot give change for cash payments!**

**NO ONE HAVING A PAST DUE BALANCE WILL BE ALLOWED TO TAKE PRIVATE LESSONS.**

Private lessons are done on the instructor's own time. Their first responsibility is to Courthouse Gymnastics. Private lessons MAY HAVE TO BE RESCHEDULED because of gym activities or because the instructor is needed by the gym. Private lessons may have to be rescheduled, cancelled temporarily or permanently on short notice.

**10. CONTAGIOUS CONDITIONS:**

**DO NOT SEND YOUR CHILD TO CLASS WITH ANYTHING THAT COULD POSSIBLY BE CONTAGIOUS** i.e. poison ivy, fever, diarrhea, rashes, lice, or vomiting. **ALL warts & ringworm MUST be covered with gauze or band aids. PLEASE DO NOT SEND YOUR CHILD TO CLASS IF HE/SHE HAS THROWN UP IN THE PAST 24 HOURS. THEY MUST BE FEVER FREE FOR 24 HOURS WITHOUT MEDICINE BEFORE THEY CAN RETURN TO CLASS.**

**11. 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 and social media. PLEASE KEEP YOUR EMAIL ADDRESS UPDATED IN YOUR ONLINE ACCOUNT! CHECK YOUR EMAIL AND OUR WEBSITE OFTEN! All of our emails have Courthouse Gymnastics in the subject and in the address. Easy to spot! You can always login to your account and view all emails sent to you. Login to your account, click "menu" at the top right of the page, then click "messages" to see any recent emails sent to you. **MOST OF OUR EMAILS ARE MASS EMAILS SO CHECK YOUR JUNK & SPAM FOLDERS OFTEN.**

**12. PICTURES:**

Your child's picture may be taken by Courthouse Gymnastics staff and used for promotional purposes, on our website and our Facebook page. PLEASE email the office if you do NOT want your child's picture taken.

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

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

**14. YOUR ONLINE ACCOUNT UPDATES:**

It is the **CUSTOMER'S RESPONSIBILITY** to login to their account and update any information that is needed, example: billing information, address change, emergency contact, email address, etc. **THE OFFICE CANNOT UPDATE YOUR ACCOUNT!**

**YOUR SIGNATURE ON THE ONLINE REGISTRATION FORM SIGNIFIES THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO THESE RULES AND POLICIES.**