

Courthouse Gymnastics Co
RULES AND POLICIES 2021-2022
(August, 2021-May, 2022)

ONLINE SIGNATURE REQUIRED on online registration form
MUST BE A PARENT OR LEGAL GUARDIAN!

1. PAYMENT OF TUITION AND REGISTRATION FEE: All payments are made by auto draft of the credit card or bank account entered on your online account.

Registration Fees and Monthly Tuition are Non-Refundable and Non-Transferable. Tuition is non-refundable for those who pay monthly. If you have paid for 4 months or more up front and you withdraw your child you will be refunded 50% of the tuition for the remaining classes after your withdrawal date.

The Registration Fee is good through Summer, 2022 classes.

**** Registration Fee and 1st month's Tuition are Due When You Register/Enroll online and will be Charged to your account and Drafted.**

If your Registration Fee and/or 1st Month's Tuition Draft is Returned or Declined, you have 24 Hours after being notified by Email to Update your Billing Information with a **Credit Card** to be Redrafted or pay in CASH ONLY to the gym your balance due. Failure to do this within 24 hours will result in your child being dropped from our program.

You must pay your balance due in CASH ONLY to reinstate your child in our program. If your child's class has filled they will have to go on a waiting list.

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.

Tuition Payment Options:

(A) MONTHLY TUITION MUST BE PAID BY AUTO DRAFT OF A CHECKING ACCOUNT, DEBIT OR CREDIT CARD ACCOUNT.* No Checks or Cash. This starts with August tuition.

If you Do Not Want to be Drafted Monthly you may pay:

(B) SEPT.-DEC. (1/2 year) Tuition and JAN.-MAY (1/2 year) Tuition In Advance. Payment must be by Credit Card or Cash Only. If you pay by Credit Card you must be Present at the Office when payment is processed. **Payment Must be made by August 18th and December 17th.** If not paid by Aug 18th and Dec 17th, your account will be Drafted Monthly. **Registration fee & 1st month's tuition WILL BE DRAFTED.**

SEPT.-MAY (Full year) must be paid by Credit Card or Cash only. If you pay by Credit Card you must be Present at the Office when payment is processed. Payment **Must be made by Aug 18th.** If not paid by the 18th, your account will be Drafted Monthly. **Registration fee & 1st month's tuition WILL BE DRAFTED.**

NO ONE WITH AN OUTSTANDING BALANCE DUE IS ALLOWED TO REGISTER IN OUR PROGRAM Or TAKE PRIVATE LESSONS (even if enrolled) UNTIL BALANCE IS PAID IN FULL IN CASH.

TUITION PAID:

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 will be on the Gym Calendar on our website.**

*****Drafts will be processed on the 23rd, 24th or 25th of each month for payment of the FOLLOWING month. Ex. Novembers tuition will be drafted Oct. 23rd, 24th or 25th. You will receive an Advance Email each month with the exact date of the upcoming draft. The date will also be on the Gym Calendar on our website.*****

GYMNASTICS TEAMS- PLEASE REFER TO CLASS DECLINE DRAFT POLICY. If your payment is not received before the 24 hour grace period ends, your account will be charged a \$5 per day late fee (including weekends & holidays) and your child may not participate in practice or competitions until balance is paid.

FOR RETAIL SALES AND TEAM FEES:

There is a \$20 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 \$20 fee within 3 days after notice of return. If payment is not made within 3 business days, your account will be charged a \$5 per day late fee (including weekends and holidays) and your child may not return to class or private lessons until CASH payment is made.

2. ONLINE SIGNATURES:

Required Signature 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. 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 using 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. **BEFORE AND 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 premises during class. Parents of 3 yr old class students **must remain in the building.** Many of these students need assistance in the restroom and Instructors cannot leave the class to help them.

Be on time to pick students up at the end of their class. We ask that you park and come to the door to pick up your child. Children will not be allowed to cross the parking lot alone.

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.

4. **WITHDRAWAL FROM CLASS:******

You must give the Office Notice of Withdrawal by the 20th of the month to avoid being drafted for the next month. Your notice MUST be in Writing. You may email the Gym or write a note.. **Example: if you want November to be your child's last month of class you must give notice by Nov. 20th to avoid being charged and drafted for all of December. If you withdraw After the 20th of the month you will be charged for the Next month.**

Verbal notices of withdrawal to our staff or to the Office are not valid withdrawals.

Email notices of withdrawal to coaches or instructors are not valid withdrawals.

5. 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.

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.**

6. 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. 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. You can ADD a class online but you cannot DROP a class online. You must contact the Office to Drop it for you. Even if a student is changing levels or age groups, he/she may have to go on a Waiting List.

7. CLOSINGS:

In case of severe weather or any emergency we do our best to follow what the schools do as far as closing. 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 makeups. No refunds will be given.**

*****Scheduled closings for holidays, etc. are Always posted on the Gym Calendar page on our website.*****

8. END OF THE YEAR EXHIBITION- ****

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 their Award at the end of the Exhibition. **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.

Mom and Me & Tumbling Do Not Participate in the Exhibition and do not pay the fee.

9. UPSTAIRS: ****

Adults and children in the building on their OBSERVATION WEEK must remain upstairs during class time. Parents and students standing around in the lobby area and hall are a disturbance and a distraction.

Children are Not allowed to run and tumble upstairs or play on the staircase or bleachers.

We suggest that you bring a game or something for siblings to do while waiting upstairs if they cannot sit quietly for an hour.

Children must be supervised at all times and not be a disturbance to others as a courtesy to all in the observation area. PLEASE BE RESPECTFUL TO OTHERS AND HAVE YOUR CHILD SIT BESIDE YOU, WE WOULD HATE TO STOP ALLOWING CHILDREN IN THE BUILDING.

10. PARENTS' OBSERVATION OF CLASSES.

WE WILL CONTINUE TO FOLLOW AN "A" "B" WEEK SCHEDULE FOR CLASS OBSERVATION AS WE ARE TRYING TO KEEP THE NUMBER OR PEOPLE DOWN IN THE OBSERVATION AREA. THE WEEKS WILL BE DIFFERENT FROM LAST YEAR AND THIS PAST SUMMER.

NEW PASSES MUST BE PICKED UP THE 1ST DAY OF YOUR CHILD'S CLASS. DATES WILL BE ON YOUR PASS AND OUR WEBSITE CALENDAR.

NO ONE WILL BE ALLOWED UPSTAIRS WITHOUT A PASS!

WE WILL BE ALLOWING 2 PERSONS PER FAMILY TO OBSERVE. THIS CAN BE 2 ADULTS OR AN ADULT AND 1 CHILD. THIS IS SUBJECT TO CHANGE ACCORDING TO CDC GUIDELINES.

MASKS ARE NOT REQUIRED BUT ENCOURAGED IF YOU ARE NOT VACCINATED.

IF YOU HAVE BEEN SICK WITH ANY ILLNESS, PLEASE STAY HOME! PLEASE RESPECT THE HEALTH OF OTHERS AND STAY WITHIN YOUR OWN PERSONAL SPACE.

11. 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 field and will break if driven over. **No Parking is allowed under the Covered Drive Through at the front doors 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 in the parking lot and Watch for Children coming in and out of the building and in the parking lot.

12. PRIVATE LESSONS:

Students taking Private Lessons and NOT Also Enrolled in Class or Team at Courthouse Gymnastics Co. MUST BE Enrolled Online in the **Private Lessons Only** class to be allowed to take Lessons. The \$50 Registration Fee is Due At Enrollment and will be Drafted Online. THERE IS NO SIBLING DISCOUNT. Lessons must be paid for by **Check or Cash Only and Payment should be Given Directly to the Instructor. Make all Checks payable to Courthouse Gymnastics.** Write your child's Full Name and what you are paying for on the Memo of Every check.

Instructors Cannot give Change for Cash payments.

No One having a Past Due Balance with Courthouse Gymnastics will be allowed to take Private Lessons.

Private lessons are done on the instructors' 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.

13. 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.

14. 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. Please keep your Email Address Updated on your online account. **Please Check your Email and our Website Often.** All of our emails have Courthouse Gymnastics in the Subject and in the Address. They are Easy to spot. **Most of our emails are mass emails so check your Junk and Spam folders often.** *You can Also see all recent Emails sent to you by logging in your account, click on the menu in the top right corner of the page and then click Messages.*

15. PICTURES: Your child's picture may be taken by Courthouse Gymnastics Co. and used for promotional purposes and on our Website and Facebook pages.

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

17. YOUR ONLINE ACCOUNT UPDATES: 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, etc. The Office Cannot update your account information.

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