

## RULES AND POLICIES 2020-2021

(june, 2021-july, 2021)

ONLINE SIGNATURE REQUIRED on online registration form

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

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

The Registration Fee is good through Summer, 2021 classes.

**\*\* Registration Fee and Tuition for any classes booked are Due When You Register/Enroll online and will be Charged to your account and Drafted.**

**If your Registration Fee and/or Tuition Draft is Returned or Declined, your child will be Dropped from our program Unless you bring cash to the gym within 48 hours or update your billing information and notify us to run your draft again. Only debit or credit cards can be run again.** If your draft is declined the second time a \$20 fee will be added and your balance must be paid in cash with the \$20 fee. **Any accounts with an unpaid balance after 48 hours will result in your child being dropped from all classes.**

**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.**

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

### **2. FOR RETAIL SALES**

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.

We reserve the right to charge your account for any unpaid returned checks and the \$20 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. 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.

### **4. 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 parking lot during class.** Many of these students need assistance in the restroom and 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 students up** at the end of their class.

Do Not Leave siblings, friends, etc. Unattended by an Adult at the gym at Any Time. We cannot be responsible for them at anytime ***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. SUMMER SCHEDULING OPTIONS:** A minimum of 4 lessons must be scheduled at registration.

**FIXED SCHEDULE:** You choose and enroll in your lessons and make no changes to the date or times you have scheduled. You may add lessons at any time. There are no make ups for missed classes.

**FLEX SCHEDULE:** You choose and enroll in your classes, if you want to MAKE CHANGES to dates and times you can for an additional **\$10 fee.** Once the fee is paid you may make unlimited changes.

You may log into your account to book new dates and times but must notify us immediately so we can drop the dates you do not want to attend anymore. If you do not notify us at the time of booking you will be charged \$18.75 per added class. **If you need to cancel a lesson you must do it 48 hours in advance.** No make ups 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, 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 Master Calendar** page on our website.\*\*\*

## **7. UPSTAIRS & observation:**

All parents must wait upstairs. The lobby is closed at this time due to covid. Only one adult is allowed in to observe class on their scheduled week to watch. **No children are allowed upstairs except for non mobile infants.** (Refer to “observation” page info to see which week your childs class has observation)

You will receive an observation pass on the first day of classes. We will rotate on “A” “B” observation weeks. These weeks will be on our master calendar. You must present this pass at the office if a staff member is not at the door. It is up to the customer to get their pass to anyone else that may be bringing the child. Only one pass per family. If you misplace your pass it is \$5 to replace it.

## **8. 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 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.

## **9. 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 \$15 Registration Fee for summer 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.

## **10. CONTAGIOUS CONDITIONS:**

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 gym 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.

## **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. 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. Easy to spot. You may always log into your account to see any emails we have sent. Log in to your account, click menu at top right, and then click messages to see any recent emails sent to you. **Most of our emails are mass emails so check your Junk and Spam folders often.**

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

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

