

Courthouse Gymnastics Co  
**RULES AND POLICIES 2016-2017**

**ONLINE SIGNATURE REQUIRED on online registration form**

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

**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 2017 classes.

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

**If your Registration Fee and/or 1<sup>st</sup> Month's Tuition Draft is Returned or Declined, your child will be dropped from our program Unless you bring Cash only for the draft amount plus the \$25 Declined Fee within 24 hours of being notified. If cash is not brought within 24 hours, your child will be dropped from our program.**

**Tuition Payment Options:**

(A) **MONTHLY TUITION MUST BE PAID BY AUTO PAYMENT (DRAFT) OF A CHECKING OR CREDIT CARD ACCOUNT, ONLY.\* 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 or JAN.-MAY (1/2 year) must be paid by Check or Cash only. Must be paid by September 1 or January 1. If not paid by the first your account will be drafted monthly.**

**SEPT.-MAY (Full year) must be paid by Check or Cash only. Must be paid by Sept 1.**

If you do not come to class or the gym is closed for any reason, including bad weather, payment is *still* due no later than the 1st. If you cannot deliver your payment to the gym, **Mail it**. Payments postmarked by the 1st are considered on time. We do not accept Metered Postmarks.

There is a **\$25 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 \$25 fee within 2 days after notice of return being emailed to you. If amount is not paid within 2 days your account will be drafted monthly.

**NO ONE WITH AN OUTSTANDING BALANCE DUE IS ALLOWED TO REGISTER IN OUR PROGRAM.**

**TUITION PAID MONTHLY BY DRAFT:**

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 5 week months.

**Drafts will be processed on the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> of each month. You will receive an advance email each month with the exact date of the upcoming draft.**

**There be a \$25.00 Fee for Each time a Draft is Returned or Declined on a family's account for any reason.**

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**Courthouse Gymnastics Co. is not responsible for any Returned or Declined Drafts because the customer entered the billing information incorrectly or failed to update the billing information in their online account. The \$25.00 Fee will be added to those accounts.**

**If your monthly tuition Draft is Returned or Declined you will have 3 business days from the Date you are notified by Email of the return/decline to bring CASH only for the draft amount plus the \$25 fee.**

**ALL CASH PAYMENTS MUST BE MADE BY 6:30PM OF THE 3<sup>RD</sup> DAY. No checks or Credit Cards. Do not ask us to refile your draft. You must pay Cash.**

**If the Cash payment is not made by 6:30 on the 3<sup>rd</sup> day, your child will be dropped from our program.**

**GYMNASTICS TEAMS and CHEER SQUADS -If Declined tuition payment and fee is not paid by the third day deadline a \$5.00 per day fee will be added to your account and your child will not be allowed to attend workouts until all cash payments due are paid.**

**If your draft is declined because of fraud or hacking just bring us Written Proof from your bank or credit card company and we will refund the \$25.00 fee.**

## **2. ONLINE SIGNATURES:**

Required signature on online registration page 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 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 15 minutes before their class time. ***Instruct them to wait upstairs.*** **If they cannot do this, do not drop them off early and/or come in and wait for class with them.**

Parents of **Preschool** students should not leave the building during class. 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.

Do not leave siblings, friends, etc. unattended by an adult at the gym at any time. We cannot be responsible for them. **Instruct your child to stay inside the building at all times. Do not ask or allow them to wait outside for you.**

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

**You must give the Office a two week *advance* notice of withdrawal *in writing*.** You may email the Gym or write a note. **You are responsible for payment for the week we receive your written notice of withdrawal And for the next two weeks after we receive your written withdrawal notice.**

**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 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 Online, Never through an instructor.** You can log in to your account and change your class day and/or time or 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 yourself to the waiting list. You can ADD a class online but you cannot DROP a class online. You must contact the Office to do that 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.** **Scheduled closings** for holidays, etc. are always posted on the **Master Calendar** on our website.

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

The Exhibition is a time 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. *Mom and Me, Tumbling & Speed and Strength classes Do Not Participate in the Exhibition and do not owe the fee.*

## **9. UPSTAIRS:**

**Adults and children must wait upstairs before and during class time.** Students will be called down at their class time over the **intercom upstairs and will meet the instructors downstairs at the door by the girls' restroom. No one should be in the hall before students are called down.**

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.**

## **10. 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 any amount of time.** This area is for drop off and pick up only. Please do not speed in the parking lot and watch for children coming in and out of the building and in the parking lot.

## **11. PRIVATE LESSONS:**

Private lessons must be Registered And Enrolled in the class, Private Lessons online. The Registration Fee is due and will be drafted online. \*Registration Fee must be paid by all students taking private lessons Unless they are already currently enrolled in our program. **Lessons must be paid for by check or cash and 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 is 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.

**12. 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.

**13. EMAIL, WEBSITE, AND NOTES:**

We hand out periodic notes to the students and we Communicate Regularly 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.** Most of our emails are mass emails so check your Junk and Spam folders often.

**14. PICTURES:**

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

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

**16. 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. Instructions on how to log into your account are on the Quick Answers page of our website.

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