



1. **Class Enrollment** - Continuous enrollment is assumed. Once you register for a class, your child will continuously remain enrolled until you fill out our OFFICIAL WITHDRAWAL FORM.
2. **Class Withdraw - Drop Date Deadline is the 20th of the month.** In order to drop your child from class, you must fill out the Capital Gymnastics OFFICIAL WITHDRAWAL FORM. If you do not drop your child by the 20th of the month, you will be charged the next month's full tuition amount.
3. **Discounts - Sibling discount (per same household):** 1st Child enrolled no discount, 2nd child 10% discount, 3rd child enrolled 20%, 4th child enrolled FREE. Discounts are applied to the lesser fee.
Multi class discount: If you register your child for more than 1 class per week, you will receive 25% off the second class.
4. **Risk Free Enrollment** - Capital Gymnastics offers a Risk Free Class Enrollment. If you are not satisfied with our programs after 2 weeks, we will refund your tuition in full.
5. **Absences and Makeups** - Please contact Capital Gymnastics if your child is going to be absent from class. You may schedule one make up per month if necessary. The make up will be offered at the same level or at a lower level than your child's current class. We cannot guarantee makeup classes as most of our classes are full and have wait lists.
6. **Refunds and Credits** - Due to operational costs, there are no refunds, credits or transfers for missed or dropped classes.
7. **Monthly tuition billing** - Autopay is required for enrollment. Tuition is processed on the 25th of the month. If your payment does not clear by the 1st of the month, you will be charged an additional fee of \$10.00. If your tuition has not cleared by the 15th of the month, your child will be dropped from the class.
8. **Tuition Amount** - Tuition will remain the same whether there are 3, 4, or 5 classes in any given month. Gym closed dates are factored into the monthly tuition.
9. **Gym Closed Dates** - Capital Gymnastics is closed New Year's Day, Memorial Day, Labor Day and the following extended breaks: November 24-27 for Thanksgiving Break, December 24th - January 2, 2022 for Winter Break, and March 21 - 26, 2022 for Spring Break.
10. **Parent Communications** - We have found the best way to establish parent communication is through email. A monthly newsletter is sent to families sharing any class updates, events, news, and more. Please provide us with an email address that you use.
11. **Parent Expectations** - Be nice. Be kind. Be respectful. If you have a question, kindly ask the front desk assistant for help or send us an email. If you become a disruption to our business, we will kindly ask you to leave and you will no longer be welcome at our gym.

12. **Coach/Staff Expectations** - Be nice. Be kind. Be respectful. Be a positive influence and keep the safety and well being of your gymnasts a number one priority at all times. Be a role model and build kids' confidence!
13. **Inclement Weather Closings** - If the Verona School District closes due to inclement weather, we may still hold classes. If schools are closed due to cold temperatures, we may still hold classes. Please refer to our Facebook Page for closing updates. If we do have to close the gym, students may make the class up in another class. Please contact the front desk for scheduling any snow day make ups.
14. **Healthy Environment** - Capital Gymnastics strives to maintain a healthy, clean and safe environment for everyone. Please do not bring sick children to gymnastics. We appreciate everyone's acceptance and continued cooperation to maintain a healthy environment at Capital Gymnastics. See our COVID-19 response for the most up to date information.
15. **Gym Attire** - Girls wear leotards. Boys wear athletic shorts and t-shirts. No baggy clothes, jewelry, Fitbits or watches are permitted. No half tops and no exposed midriffs are allowed. Girls can wear fitted shorts over leotards. Long hair should be tied back securely away from the face. No shoes or socks.
16. **Photos and Videos** - Taking photos and videos by parents and third parties during classes and practices is discouraged. Capital Gymnastics is not liable for any third party photo or video taken of my child.
17. **Friendly Parent Reminders** - Please be punctual for drop off and pick up. It is disruptive and can be stressful and unsafe for children who come late to class. Please notify the staff if you are going to be late to pick up your child from class. To maintain safety for everyone, parents and siblings are not allowed on the gym floor or on any equipment. Parents use the designated viewing areas to watch classes or practices. Please do not communicate with, or "coach" or "teach" your child while they are in class. This is very distracting and unfair to the kids and instructors. Thank you for your cooperation and thank you for your part in making Capital Gymnastics a safe and wonderful place for kids!