



- 1. Class Enrollment** - Continuous enrollment is assumed. The drop date deadline is the 20th of the month.
- 2. Monthly Tuition Billing** - Autopay is required for enrollment. Tuition is processed upon enrollment at a prorated rate based on the start date. For all following months, tuition will process on the 25th of each 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.
- 3. Class Withdrawal** - If you do not drop your child by the 20th of the month, you will be charged the next month's full tuition amount. In order to drop your child from class, you must fill out the Capital Gymnastics official withdrawal form.
- 4. Discounts** - Sibling discount (per same household): 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.
- 5. Risk Free Enrollment** - Capital Gymnastics offers a Risk Free Class Enrollment. If you are not satisfied with our programs after 2 week of attending classes, we will refund your tuition in full.
- 6. Absences and Makeups** - If your child is going to be absent from class, please cancel ahead of time through the parent portal or fill out the absences and make ups form found on our website. 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. Your child must be actively enrolled at Capital Gymnastics to redeem make up classes.
- 7. Refunds and Credits** - Due to operational costs, there are no refunds, credits or transfers for missed or dropped classes.
- 8. Tuition Amount** - Tuition is based on an average of 4 classes per month and will remain the same whether there are 3, 4, or 5 classes in any given month. This includes scheduled gym closed dates.

9. Gym Closed Dates - Capital Gymnastics is closed New Year's Day, Memorial Day, Labor Day and the following extended breaks: Spring Break: March 21-26, Summer Break: July 2-9, Thanksgiving Break: November 23-26, Winter Break: December 24-31. If the Verona Area School District closes due to inclement or cold weather, we may still hold classes. Please refer to our social media pages for closing updates. If we do have to close the gym, students may make up the class in another class. Please schedule make up classes in the parent portal.

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 actively check. If you are not receiving our monthly newsletter, please check your spam folder.

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 Area School District closes due to inclement or cold weather, we may still hold classes. Please refer to our social media pages for closing updates. If we do have to close the gym, students may make up the class in another class. Please schedule make up classes in the parent portal.

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.

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 midriiffs 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 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!