



Class Enrollment - Classes run on a continuous monthly schedule. You can enroll at any time. **Notification of class withdrawal is required by the 20th of the month in order for tuition not to process for the next month.**

Monthly Tuition Billing - Autopay is required for enrollment. Tuition is processed upon enrollment at a prorated rate based on the first class. **Full monthly tuition will automatically 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 \$20.00. If your tuition has not been cleared by the 15th of the month, your child will be dropped from the class.

Class Withdrawal – In order to drop your child from class, you must fill out the “**Student Withdrawal Form**”, located in the “About” and “Forms” tabs on the website. **If you do not drop your child by the 20th of the month, you will be charged the next month’s full tuition amount.** Only class credit will be offered, on a case-by-case situation, if tuition has been processed before a withdrawal submission.

Discounts - **Sibling discount:** 2nd, 3rd and 4th child receive a 10% discount. **Multi class discount:** If you register the same child for more than 1 class per week, you will receive 25% the second class.

Risk Free Enrollment - Capital Gymnastics offers “Risk Free Class Enrollment”. If you are not satisfied with our programs after 2 weeks of attending classes, we will refund your tuition in full.

Absences and Make-ups - If your child is going to be absent from class, please cancel ahead of time through the parent portal or call Capital Gymnastics to inform someone directly. **Students are eligible for 1 make-up per month, regardless of number of absences.** The make-up will be offered at the same or lower level than your child’s current class. We cannot guarantee makeup classes, as most of our classes are full and have waitlists. Make-ups are available to schedule for 8 weeks before they will expire. Your child must be actively enrolled at Capital Gymnastics to redeem make-up classes. You are welcome to schedule make-ups in the parent portal. **No make-ups will be offered for predetermined closures. The closures are built into the schedule and do not affect the 4 class average per month.**

Refunds and Credits - Due to operational costs, **only class credit will be offered on a case-by-case situation**. No refunds or monetary compensation will be provided for missed or dropped classes.

Tuition - Tuition is based on an average of 4 classes/month. Months with greater than and less than 4 calendar weeks have been factored in to create the average. Pre-determined closure dates have also been assessed into tuition ahead of time and have no impact on the number of classes in the calendar year.

Gym Closed Dates for 2024 - 2025:

Labor Day August 31st - September 2nd

Halloween - October 31st

Thanksgiving Break - November 27th - December 1st

Winter Break - December 23rd - January 1st

Spring Break - March 24th - 29th

Memorial Day - May 24th - 26th

4th of July Break - June 30th - July 5th

Inclement Weather- We rarely close for inclement weather, but if the travel conditions are unsafe, we will close the gym. We do not follow any of the school districts' weather closure policies. Please refer to our website and Social media pages for closure updates. If the decision is made to close the gym, students may receive a make-up. Please schedule make-up classes in the parent portal.

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.

Parent Expectations - Be nice. Be kind. Be respectful. If you have a question, kindly ask the front desk 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.

Coach/Staff Expectations - Be nice. Be kind. Be respectful. Be a positive influence and keep the safety and well being of your gymnasts are always number one priority. Be a role model and build kids' confidence!

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.

Gym Attire - Girls wear leotards. Boys wear fitted athletic shorts and t-shirts. No baggy clothes, jewelry, Fitbits, watches or Apple 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.

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 me or my child.

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!**