



# Cedar Park ~ Pflugerville ~ Round Rock

## Rules & Policies...

Capital Gymnastics is not a daycare and not licensed by TEXAS HEALTH & HUMAN SERVICES.

### ▶ Enrollment:

- All students must pay an enrollment fee of \$45.00 (\$85.00 for family) (good with no interruption of enrollment).
- FIRST AND LAST MONTH'S TUITION must be paid at time of enrollment.
- TRIAL CLASSES are available during classes which are not full. Fee for trial class, 45 and 60 min: \$25...90 min: \$35... and 120 min: \$42.

### ▶ Tuition: Due by 1<sup>st</sup> of the month.

- Clients are rewarded with a \$10 discount if enrolling in AUTO PAY or paying before the 1<sup>st</sup> of each month.
- Tuition is based on 12 equal payments regardless of attendance, days, or weeks per month.
- A \$15 LATE FEE will be charged if tuition is not received by the 7<sup>th</sup> of the month. (Team & After School camps \$25 late fee.)
- If tuition, plus late fee is not paid in full by the 15<sup>th</sup> of the month, student will be restricted from participation and/or dropped from class.

### ▶ Payment Methods:

#### AUTO PAY:

- PREFERRED METHOD TO GUARANTEE LOWEST PRICE (MC, Visa or Discover credit or debit cards).
- Processed on the 1<sup>st</sup> each month.
- It is the client's responsibility to notify Capital if card has been lost, stolen, expired, etc.
- If auto pay is declined, discount may not apply or additional late fees may incur.

#### CREDIT CARDS:

- Capital accepts MC, Visa, or Discover.

#### CHECKS:

- Make checks payable to Capital Gymnastics.
- A fee of \$25 will be charged for all returned checks.
- After notification, if there is further disregard of payment, Capital will file with Attorney General's Office.

▶ Make ups: Two make ups will be offered during the summer as well as if your class falls on Memorial Day, Independence Day, or Labor Day. Absences will not result in make up classes, prorated tuition, or refunds.

▶ Drop procedure: WHEN DROPPING, WE REQUIRE A WRITTEN NOTICE THE MONTH PRIOR TO YOUR LAST MONTH (ex. If you plan to drop the end of Dec you need to submit your written notice during the month of Nov).

- UPON WRITTEN NOTICE, THE STUDENT'S LAST MONTH'S DEPOSIT WILL BE APPLIED TO THE FOLLOWING (FINAL) MONTH.
- Charges will continue until a written notice is received.
- Please note: You are responsible for payments for classes whether or not your child/children attend class.
- Please do not rely on verbal or emailed notification.
- Accounts may not be placed on hold or suspended.

▶ Refunds: Payments to Capital Gymnastics are non-refundable.

### ▶ Other policies:

- WHAT TO WEAR... GIRLS must wear a leotard and under garments. Secure hair away from face. Bare midriffs are not allowed. BOYS must wear elastic waist shorts (no pockets, snaps or zippers) and a T-shirt.
- NO GUM OR JEWELRY IN CLASS (Please leave jewelry at home).
- Personal items can be left on shelves in lobby. CAPITAL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.
- VIEWING ...Absolutely **NO** parents allowed in the gym area! Only **enrolled** students allowed, with the exception of Parent and Tot classes.
- PICTURE TAKING— Please! No **flash** photography. Inquire about our yearly showcase.
- ARRIVAL & PICKUP...Student(s) are to arrive no more than 5 minutes before (no earlier, please) his/her scheduled class time. Please pick up your student(s) on time. Those who are not picked up on time will be charged a late fee of \$5 after the first 5 minutes, and \$1 every minute thereafter. A parent/guardian must remain on the premises for children under 6 years.
- **HANDICAPPED PARKING SPOTS ARE FOR CUSTOMERS WITH DISABILITIES, NOT FOR DROP OFF OR PICK UP!**

### ▶ Safety Precautions:

- Please NO running or performing gymnastics in the lobby.
- Children not enrolled in a program, MUST stay with a parent at ALL times.
- Please do not allow children to play outdoors un-supervised.

A parent/guardian must remain on the premises for children under 6 years.