



## Dear Parents,

We would like to welcome you to CAGE Gymnastics. Your child is now part of a special program that promotes motor skills, coordination, and self-confidence through basic and advanced gymnastics skills. Our goal for your child is to reach her/his potential whether it is recreational or competitive. We are constantly working to research and improve our program so we can meet your children's needs.

We do ask that you know and follow a few basic FACILITY rules:

**TUITION:** *Tuition is due at the time of enrollment and on the 25<sup>th</sup> of every month thereafter.* We will not accept special requests for auto pay to be run on a different day, other than the 25<sup>th</sup>. There are NO additional registration fees or enrollment fees. A \$15 late fee will be charged if tuition is not paid by the 1<sup>st</sup> of every month. If tuition is still unpaid by the 10<sup>th</sup> of the month, your student will be dropped from the class and account will be turned in for collection.

**REFUNDS:** There are NO tuition refunds for families who forget to drop before tuition is processed on the 25<sup>th</sup> of the month. You will be responsible for the next month's tuition whether you choose to attend or not.

## PAYMENT METHODS:

**AUTO PAY** – preferred method to guarantee that you don't lose your spot in class  
(Remember, auto pay is charged on the 25<sup>th</sup> of the month, no exceptions or special requests)

**Lowest Price!** Clients receive a \$10 discount per month if enrolled in Auto Pay

Mastercard and Visa only – Cards are processed on the 25<sup>th</sup> of each month to pay for the upcoming month

It is the customer's responsibility to notify CAGE if your card is lost, stolen, expired, etc

*If payment is declined, discount will not apply and additional late fees may incur*

Credit Card – We accept Visa, Mastercard and Discover in the office. Visa or Mastercard only for Auto Pay

Checks – Make checks payable to CAGE

A fee of \$25 will be charged for all returned checks

After notification, if there is further disregard of payment, CAGE will turn your account over for collection

Cash and Money orders are also accepted

**MAKE UP POLICY:** Make-ups can be scheduled in a class of the same level on another day that week **or** an open gym can be used as your make up. Please reserve your spot in a make-up class ahead of time so we know how many children to expect. **Make-ups must be scheduled in the same month as the missed class.**

We do not pro-rate for missed classes.

We do not allow make ups for missing a make up class.

Only 2 make ups per month are allowed to be scheduled in a regular class. Any additional make ups needed for that month must be done at open gym.

We do not allow make ups if there is a balance due on your account.

**DROP PROCEDURE:** Please pick up a drop form in the lobby and turn it in to the office by the 25<sup>th</sup> of your last month.

Please do not rely on email or verbal notification

Charges will continue until a **written** notice is received

There is also a google drop form located on our website under the Forms tab.

Please note, you are responsible for payment of classes whether or not your child/children attend class

**DRESS CODE:** Children should be ready for class on time, proper attire, hair tied back, no gum and no jewelry. Girl gymnasts should wear a leotard; boys wear a tucked-in shirt and shorts or pants with an elastic waist. No zippers or buttons. We prefer bare feet. Socks or tights are too slippery to wear on some of the equipment.

- Leotards with skirts are discouraged.
- All sports bras (long or cropped) must be worn under other apparel such as tank tops, cami's, t-shirts, leos, etc.

**REFUND POLICY:** Payments to CAGE are non-refundable.

**RETURNED CHECKS:** \$25.00 charge for all returned checks.

**WEATHER CLOSING:** We will observe the TOPEKA SCHOOL DISTRICT 501 snow days with all day time classes (9:30am through 3:00pm). Classes that start at 4:00pm or later will be notified by text and email of the closing. You can also check the closings on TV station WIBW and CAGE Gymnastics on Facebook. Weather closings will be announced by 3:30pm. You are responsible for scheduling your own make-up class in the event of a weather cancellation. Please schedule weather closing make-up class within the same month the classed is missed.

**HEALTH:** If your child is sick enough to miss school, please keep them home from CAGE.

If your child contracts lice, please notify CAGE and keep them home from CAGE for a minimum of 7 days and watch for signs of self-reinfestation. If no reinfestation occurs after 7 days, they are cleared to come back.

**SAFETY:** For safety reasons no one is allowed on the equipment unless being supervised by an instructor. Students must wait on the bleachers for their class to be called. Children not participating in class must stay behind the yellow chain. No child is allowed in the gym or upstairs tot area without a coach/teacher.

No running or performing gymnastics in the lobby or bleacher area

Children not enrolled in a program **MUST** stay with a parent at ALL times

Please do not allow children to play outside unsupervised

**VIEWING:** Parents are welcome to observe class from the bleacher area in the big gym or the bench area in the Tot's Room. Pictures are ok – please **DO NOT** use a flash. Students can become momentarily blinded while upside down or focusing on a skill which can result in injury.

**ARRIVAL & PICK UP:** Students should arrive about 5 minutes before class starts. Parent/adult supervision is required if the student arrives more than a few minutes before class starts. Please pick your student up on time. Students must remain inside the building while waiting to be picked up.

**PERSONAL ITEMS:** You can use the cubbies in the bleacher area for socks, shoes, jackets, etc. CAGE is not responsible for lost or stolen items.

**Photography/Videography Release:** Images and videos of students and event attendees may be used for commercial purposes within the confines of CAGE Gymnastics and/or Parkour Elite advertisements, promotions, and web presence at [www.cagegymnastics.com](http://www.cagegymnastics.com), Facebook, YouTube, Instagram, Snapchat, etc. Photos and videos will be used selectively and in a tactful manner.

**THANK YOU FOR CHOOSING CAGE GYMNASTICS!**

785-266-5161

[www.cagegymnastics.com](http://www.cagegymnastics.com)

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