



# CAPITAL GYMNASTICS NATIONAL TRAINING CENTER

10400 Premier Court, Burke, VA 22015 \* 703-239-0044 \* capitalgymnasticsntc.com

## RULES AND POLICIES

**WELCOME TO CAPITAL GYMNASTICS NATIONAL TRAINING CENTER** - Our goal is to make this experience exciting and memorable for your family. For this to happen, it is important for you and your child to understand the rules and policies. Please take the time to read the following:

- 1. ARRIVAL** When arriving at the gym, you may enter through the glass doors, turn right after you pass the office door and proceed to the other end of the gym. Students can stow their belongings in any of the available cubbies. Students will line up along the cubbies on the far wall, in front of the bleachers. (Just to the right of the "STRONG MIND" sign that is hanging on the wall.) You may also check in the office, and we will be happy to show you where to go. When warm up finishes, the children go to their assigned coach. **PRESCHOOL:** Please wait in the tiled area next to the low beam section. Please do not allow your children on the equipment. .
- 2. DISMISSAL** –Children are dismissed from class in the lobby area. Please instruct your child to go to the office if you or the person designated to pick them up are not at the gym. Children must remain inside the building until you or the person designated to pick them up has arrived. No child has permission to leave the building unless accompanied by an adult. Please be prompt on pickup. Exit door is in the lobby area. You may instruct older children to wait in the coned off areas.
- 3. ATTIRE / WHAT TO WEAR** - CGNTC requires modest attire for students. For ALL classes, gymnastics and tumbling, female students must wear a leotard. It is optional to wear shorts or leggings over the leotard. Students torso must be covered. **NO MIDRIFFS.** Male students are to wear athletic shorts and non-baggy t-shirt. (No buttons, buckles, zippers or snaps.) Long hair must be tied back. **NO JEWELRY** is to be worn. Trampoline classes require socks. Tumbling classes can wear cheer shoes, but not required.
- 4. NO FOOD, DRINKS, OR GUM IS ALLOWED IN THE WORKOUT AREAS. CGNTC IS A PEANUT FREE FACILITY.**
- 5. MAKE-UPS** – As a courtesy, we offer make-up classes for your child to participate in. **NO MAKE-UPS OFFERED IN REGULAR CLASS TIMES.**  
**\*\*\*Class MUST be missed before a make-up can be scheduled. \*\*\*If a scheduled make-up is missed, it may not be rescheduled.**  
**Reservations must be made in advance by calling the gym office. Make-up classes are scheduled two weeks at a time.**  
**Make-ups must be scheduled within 30 days of the missed class.**  
**Refer to the Class & Payment Schedule for scheduled closings as some closings may require you to schedule a make-up.**
- 6. PARENT PORTAL** – In the Parent portal, you can see the class your child is enrolled in as well as their coaches name.
- 7. PAYMENT POLICY** – Payment is due upon enrollment which will include the \$35 registration fee. You are required to place your credit card on file. Payment is based on an eight-week session and will be pro-rated according to the start date of the selected class. The start date is the next available class. Once enrolled, the spot is yours as long as payment is made. Payments for future sessions are due on selected due date in current session for the next session and are listed on the Class & Payment schedule. The Summer Session (Session 6) **DOES NOT** roll over into the Fall, Session 1 of the new season. Everyone must re-enroll into the Fall Session. In the event of a declined charge, a penalty of \$10 is automatically applied if payment is not resolved by the 7th class of the current session. Also, in the event of a declined charge, if payment is not resolved by the 8th class in the session, your child's spot will be forfeited. Any questions, please speak to management immediately. **When enrolling, you are placing your credit card on file and agreeing to the terms of our policy for tuition payments. The card will be charged on the FIRST day of the payment due week. TO AVOID CHARGES ON YOUR CARD, YOU MUST NOTIFY THE OFFICE ONE WEEK PRIOR TO THE FIRST PAYMENT DUE DATE. THERE ARE NO REFUNDS.**
- 8. INJURIES** - If your child incurs an injury **OUTSIDE** the gym (i.e. at home or school) that prevents them from taking their gymnastics class, we require a Dr.'s note indicating they cannot participate in gymnastics. The note must also include the date of the injury and the length of time of non-participation. You will have the option to withdraw your child from class and have a credit for the remainder of the session **OR** if you wish to keep their spot, we will give ½ credit of the remaining classes and ½ make ups. If the injury occurs here while in class, monies will be frozen and their spot is reserved for the length of time needed for recovery. A Dr.s note will also be required per our insurance company.
- 9. DROPS** - If your child is planning on discontinuing, please notify the office **BEFORE** the 7th lesson of the current session. If we do not receive notification, you may be charged for the full session. There are no drops once a session has started.
- 10. INCLEMENT WEATHER** – If the gym is changing the schedule due to inclement weather, we will inform you of any closings or changes on our phone message system, on our webpage, and if time permits through e-mail. Our phone number is 703.239.0044. Our website is [www.capitalgymnasticsntc.com](http://www.capitalgymnasticsntc.com) "Like" us on Facebook (Capital Gymnastics National Training Center) to receive updates on gym happenings. **NO CREDIT** for missed classes due to inclement weather. Make ups will be offered.
- 11. VALUABLES** - CAPITAL GYMNASTICS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. All valuables should be left at home.
- 12. REMINDERS** - Gymnasts are not to be distracted by parents during practice. You have entrusted us to teach your child. It is important that you do not "coach" your child from the side. Please speak to management or arrange an appointment with the coach if you need to address issues with your child's class.
- 13. PARKING** – Below are areas for parking at CGNTC
  - Lower parking lot, which is to the left before you drive up the hill to the gym. There are a set of steps that lead to the road in front of the gym. Please use caution when crossing the road.
  - Upper lots. There are two. \*One directly in front of the gym and one to the left of the entrance as you are looking at the gym. For the lot directly in front of the gym, please **BACK** your vehicle into the spots closest to the road.
  - Along the fence across the road from the gym.
  - DO NOT PARK** in Halo Fitness Parking lot. Your vehicle will be towed.
- 14. \*NO FLASH PHOTOGRAPHY\*** For the safety of all athletes **NO** flash photography is allowed.
- 15. ADVANCEMENT TO NEXT LEVEL** - If your child advances to the next level, their coach will notify you. You can check with the office personnel to see if there is any availability in the new level. They will switch your child into the new class if there is space. If there is no space in the new level, you will need to go to the parent portal and place your child on waitlists for the classes that work with your schedule While your child is on a wait list, they continue in their current class/level until you receive a call that a spot is open in the new level.