



Birthday Party Policies

Our party policies have been established to help us maintain excellent service, and also ensure the safety of our guests before, during, and after our Birthday Parties. We ask that you (the Birthday Party host family) share this information with your each of your guests before your scheduled party, and then assist our party instructors with full compliance of our policies on the day of your party.

1. ___The Birthday Party host family may arrive at their scheduled party **no earlier than 20 minutes prior to the start of the party** to decorate their designated party area. (Staff members will be at the facility at least 30 minutes prior to the party, but will be focused on general facility readiness & setting up party equipment. Thus, the facility will not be "open" until 20 minutes prior to the party).
2. ___We recommend all **party guests arrive at the gym 5 to 10 minutes prior to your scheduled party start time**. This will allow time for dropping off presents, taking shoes off, collecting release forms, completing nametags, and hearing staff introductions & the review of safety rules. NOTE: Guests arriving later than 10 minutes from the start of a party must be escorted (by an adult member of the host family) to the gym floor for introductions - after collecting their CSC Release Form [see #3] and completing a nametag.
3. ___**A current CSC Release Form - signed by a parent or legal guardian of every participating child - is required prior to participation in party activities.** Participation is defined as *any person participating in activities in our instructional areas or any person utilizing any equipment*. CSC Staff will collect the release forms prior to the start of party activities. NOTE: Late guests should sign and give Release Forms to the party host parent before escorting participants to activities.
4. ___Soft and flexible clothing must be worn during activities. Avoid clothing with buttons and zippers, if possible. Leotards or sweat-shorts and t-shirt are recommended. No shoes are allowed - socks are optional. No jewelry may be worn during activities in instruction areas.
5. ___The Activities portion of the party will take place during the first hour. **Our party coaches are in charge of supervising all activities during the instruction hour.** All children & guests associated with the party must remain with the group both during the activities portion and celebration portion of the party.
6. ___Celebration Time (food, cake, and opening presents) will take place during the final 30-60 minutes in a separate designated area. Children & guests are not permitted in instructional areas once the activities portion of the party has ended. **Please no food or drinks in the instruction areas!**

7. **___All party participants and guests are required to follow the rules at all times.** Participants & guests failing to follow staff instructions or posted CSC rules will be provided one (1) verbal warning. We ask our party coaches to use their experience, safety training and best judgment when issuing warnings. After a warning, staff may require individuals who continue breaking the rules or not following instruction to sit out for a period of time with their parent(s), or the host party parent. Adults may be asked to join the coaches on the floor for additional child supervision.
8. **___An adult must remain with any child 3 years and under, at all times.**
9. **___Children not participating in activities must remain with other non-participating guests in the viewing section.** Our Party Coaches are not able to supervise the safety of non-participants.
10. **___Clean-up of your designated party area must be completed within 15 minutes following your party's scheduled conclusion.** (Our staff will typically need to prepare the area for other scheduled events). If this deadline will be an inconvenience, additional party time may be available for purchase (in advance of your party).
11. **___The Birthday Party host family is responsible for settling payment for any non-paid guests who end up participating, prior to their departure on the day of the party.** Fees for extra participants are outlined in the Birthday Party Worksheet signed by the party host parent(s) at the time of registration.
12. **___Please note that - unless arranged at least one week prior to the event - the party host family will be responsible for supplying all decorations, tablecloths, a cake knife, matches, candles, plates, forks, napkins, etc.**
13. **___No refrigeration is available at our sites, sorry!**
14. **___Alcohol is not allowed and no smoking is permitted in or immediately around our facilities.**
15. **___Birthday Parties are not booked exclusively within our sites.** There may be other activities running concurrently. However, Birthday Parties do have priority when utilizing instruction areas, other CSC staff members &/or activities are not permitted to interfere, and your designated party area is reserved for your party only.
16. **___No refunds are provided for cancelled Birthday Parties.** With at least two weeks notice, parties can be re-scheduled within 30 days of the original party date.

**CSC thanks you for letting us help make
your child's day a special one!!**