



Birthday Party Policies

Our party policies have been established to provide excellent service and also help our staff maintain 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 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. Thank you!

GENERAL POLICIES

- 1. 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.**
- 2. Birthday Parties are not booked exclusively within our sites. There may be other teaching activities running concurrently. However, Birthday Parties have priority in instruction areas, other CSC staff or activities are not permitted to interfere, and your designated Celebration Time area is reserved for your party only.**
- 3. The Birthday Party host family is responsible for settling payment for any non-paid guests who end up participating.**
- 4. 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).**
- 5. 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 name tags, 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 submitting a CSC Release Form [see #6] and getting a name-tag.**
- 6. 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.**

7. Alcohol is not allowed and no smoking is permitted in or immediately around our facilities.
8. Extra fees can be added if parties go over time by 15 minutes or more.
9. 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.
10. The Activities portion of the party will take place during the first hour ONLY. 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.
11. Celebration Time (food, cake, and opening presents) will take place during the final 30 or 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!
12. 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.
13. An adult must remain with any child 2 years and under, at all times.
14. Children not participating in activities must remain with other non-participating guests in the viewing section.

