



Core Fitness and Physical Therapy  
Create Overall Renewed Energy

## Pilates Programming and Procedures

**Our Philosophy** At Core Fitness and Physical Therapy, we value the traditional Pilates Method, and strongly believe the integrity of the Method should be preserved through quality instruction, programming, and education. We utilize the Pilates method in all of our work, and adapt as necessary to meet the needs of our diverse client population. We strive to provide clients with a professional, yet warm and welcoming experience.

**Mat Class Policies** Everyone is welcome at CORE! While we do not require a Private Lesson before taking group classes, it is encouraged.

*When attending group mat classes, please remember:*

- If you are totally new to Pilates, please take an Intro to Pilates or Beginner Level class before attending higher level mat classes.
- Shoes should be removed before entering the studio space.
- Cell phones should be silenced and out of visibility (please do not bring them to the mat).
- It is the client's responsibility to inform the instructor of any pertinent medical or physical issues. This includes (but is not limited to): chronic pain; pregnancy; doctor's restrictions; previous surgeries; heart issues; and illness.
- More experienced clients should set up mats near the front of the room, less experienced set up in the back row. This allows newer clients to mirror the more experienced clients.
- All new clients should fill out a New Client Questionnaire/Waiver.
- Classes are 50 minutes. Doors open 10 minutes before class time. Please arrive early enough to set up your mat and gather necessary equipment.  
**Please do not enter class more than 5 minutes late.**
- Pre-registration for mat classes is highly encouraged. Having an idea of who will be attending class allows instructors to plan accordingly, as well as gives us the opportunity to connect directly with you should a class end up being canceled or changed.
- If a class is full, those who have not pre-registered will not be guaranteed a spot.

**Springboard Class Policies** Springboard classes are small group classes utilizing a variation of the Pilates Tower (the Springboard). The class uses spring resistance, combined with Pilates movements, for overall strengthening. If you've never used a Springboard before, we recommend taking a Private Lesson first, although it is not required.

*When attending Springboard classes, please remember:*

- Shoes should be removed before entering the studio space.

- Cell phones should be silenced and out of visibility (please do not bring them to the mat).
- It is the client's responsibility to inform the instructor of any pertinent medical or physical issues. This includes (but is not limited to): chronic pain; pregnancy; doctor's restrictions; previous surgeries; heart issues; and illness.
- All new clients should fill out a New Client Questionnaire/Waiver.
- Classes are 50 minutes. Doors open 10 minutes before class time. Please arrive early enough to set up your mat and gather necessary equipment. **Please do not enter class more than 5 minutes late.**
- Registration for Springboard classes is required. Classes are limited to 7 people. **If there are no registrations for a class two hours prior to class time, we will not send an instructor.** We ask that you please respect this policy.
- If a class is full, those who have not pre-registered will not be guaranteed a spot.
- Because of the limited class size, clients will be charged for No Shows and cancellations with less than 2 hours notice. No exceptions.

**Core Circuit Class Policies** Core Circuit is a limited class, and requires special registration. For more information, please contact us.

*When attending Circuit classes, please remember:*

- Registration for Core Circuit is monthly.
- Purchasing a pass commits you to all the classes in that given month, whether you attend or not.
- Passes expire after the last class each month. They cannot be used for make-ups during a new month.
- All new clients should fill out a New Client Questionnaire/Waiver.
- Classes are 50 minutes long. Please arrive on-time.

**TULA Registration and Payment System** Clients have complete ability to manage their own accounts: track attendance; purchase passes; register and de-register for classes; etc... The TULA app is free to iPhone users, but can be utilized on other smart phones by going to the TULA webpage: [www.tulasoftware.com](http://www.tulasoftware.com). You can also register, deregister, purchase passes, and see the most updated class schedule by visiting our website: [www.corefitnesspt.com](http://www.corefitnesspt.com). If you do not have access to a computer or need help with registration, purchases, etc..., please contact us.

**Private/Semi Private Lessons** Private Lessons can include work on the Reformer, Springboard/Tower, Split Pedal Chair, Arc Barrel, Spine Corrector, and Mat. CORE instructors have varying levels of hands-on/body work experience, which can be included in a session if the instructor finds it necessary and the client agrees. Instructors at CORE are contract employees, and therefore reserve the right to use personal discretion when enforcing the studio's late cancellation and no show policy. Please speak to your instructor about her personal philosophy, and kindly respect it. All new clients should fill out a New Client Questionnaire/Waiver.

**Special Classes/Workshops/Sales** Any workshops, special events, sale prices, etc... are subject to their own expiration dates, times, attendance policies, etc... We do our best to create fair programming that benefits our clients, while also supporting our instructors and the studio. We promise to do our best, and we ask that you familiarize yourself with all the "fine print," to be sure the particular event/sale/special is right for you before purchasing and committing.

**The Pilates Apprenticeship Program** In order to preserve the integrity of the Pilates Method, we have created an Apprenticeship Program that provides instructor candidates with a variety of learning and experiential opportunities. Apprentices offer discounted services, including Private/Semi-private Lessons, Springboard classes, and Mat classes. We ask that you fill out a brief survey after participation in an Apprenticeship class in order to help guide instruction. Please keep in mind: Apprentices are in the learning process. ***If you have current injuries, restrictions, ailments, or chronic conditions, we recommend working with a more experienced instructor.*** Please let the Apprenticeship know if you are totally new to Pilates. All new clients should fill out a New Client Questionnaire/Waiver.

**Packages & Expiration Dates** We believe if you make a purchase, you should get your full money's worth. Therefore, our regular class packages do not have expirations. There are some exceptions:

- 1) Complimentary Post-Rehab Passes – Expire after 3 months
- 2) Circuit Class Passes – Expire on the last day of the month
- 3) Free passes/class coupons/special passes have their own expirations. Please read fine print carefully.
- 4) New Clients/Old Friends Class Passes – Expire after 14 days
  - Please do not ask for extensions on passes with expiration dates, unless you have a doctor's note for medical exemptions.
  - Our class schedule is based on attendance and participation, and is subject to change quarterly (Spring, Summer, Fall, Winter). If class attendance is consistently low during a particular quarter, that class will be cut from the schedule.
  - The best way to benefit from Pilates is to do it regularly (2-3 times per week).

#### **Updated Springboard Package Options**

8 Class Package - \$140

4 Class Package - \$80

Walk-In - \$22

**Communication** We strive to make your experience at CORE as easy and "user-friendly" as possible. If you have any questions or need assistance, please contact Terri McCabe directly. Cell: 773-988-2204.

Email (best form of contact): [mccabe.terrim@gmail.com](mailto:mccabe.terrim@gmail.com)