

WORLD ELITE GYMNASTICS GUIDELINES
23031 Arroyo Vista, Ste. B, RSM, CA 92691 Ph: 949-888-1444 Fax: 949-888-5044

1. SAFETY is of the utmost importance to all W.E. staff. The facility has been equipped with the latest gymnastics equipment available. Your cooperation is essential in helping us achieve this safe environment for your child. Please follow and observe the following safety measures:
 - Everyone is expected to observe rules of courtesy, safety and self-discipline.
 - Children not currently enrolled or participating in a scheduled class are not allowed on the gym floor or apparatus.
 - Students are not allowed on the apparatus unless under the direct supervision of a W.E. coach.
 - Students with long hair must keep it secured back (i.e. ponytail, pigtails, braids) at all time during class.
 - Students are not allowed to wear jewelry during class (post earrings are acceptable).
 - Students are required to wear appropriate attire during class. Girls may wear a leotard, one-piece bathing suit, unitard or a t-shirt and elastic waisted shorts. Boys may wear a t-shirt and elastic/drawstring waisted shorts. All students will be barefoot on the gym floor.
 - No food or drink is allowed on the gym floor.
 - Students will not be allowed out of the facility unattended. Parents/Legal Guardians must come into the facility to pick up their child(ren).
2. MONTHLY FEES are due on or before the 10th of each month. We do not bill, so for ease of remembrance, it's best to pay at your child's first class of the month. Cash payments are accepted and receipts will be issued. Checks are also accepted and the cancelled check will serve as a receipt. We can accept MasterCard and Visa with a \$3.00 service charge. Pro-rated fees are only applicable on the initial month of enrollment. Fees may not be credited toward missed classes.
3. OTHER FEES include:
 - ANNUAL INSURANCE/REGISTRATION FEE – A \$30.00 charge is applied annually for each student's enrollment at World Elite. The fee will be assessed every January and will be prorated quarterly. These fees are NON-REFUNDABLE.
 - LATE FEE – a \$5.00 late charge is applied toward the Monthly Fee when payment is received after the 10th of the month.
 - RETURNED CHECK FEE – A \$20.00 charge is applied for each check returned by the bank.
4. MAKE-UP CLASSES are available for missed classes under the following conditions:
 - The CURRENT MONTH's fees must be paid in full.
 - Make-up classes must be scheduled in advance by the office staff.
 - Make-up classes scheduled and not taken are considered as made up.
 - Please schedule make-ups by the end of the following month of the missed class.
 - There are no Make-up classes given for holidays or W.E. "closed days" as fees are based on a four-week month. A calendar of your four classes is always available in the office.
 - Please call when your student will be absent so we know we can schedule make-ups in otherwise full classes.
5. LATE TO PICK-UP – It is the responsibility of the parent/legal guardian to pick their child(ren) up on time. If you are going to be more than 15 minutes late, you must notify the office staff, by phone, immediately.
6. CLASS PROGRAMS are continuous, year-round. Students are automatically re-enrolled each month into the same class.
7. DISCONTINUING A CLASS PROGRAM requires immediate notification to the office staff. Failure to notify the office staff will result in a Monthly Fee billing of your child's scheduled class. Upon notification, you will be advised of any outstanding fees due – payment is to be rendered immediately upon request. There are no reimbursements for class fees.
8. EXTENDED ABSENCE from the Class Program requires immediate notification to the office staff. Upon notification, you will be advised of any outstanding fees due – payment is to be rendered immediately upon request. An extended absence from the Class Program will result in the loss of the student's placement in class. Exception: Monthly Fees are regularly paid during the absence, allowing Make-up Classes to be taken.
9. RE-ENROLLMENT into the Class Program requires notification to the office staff. You will be advised of current class openings/closures. Class sizes change daily. Do not presume that your child will be returning to the same class/day/time they previously discontinued. Monthly Fees, which may include the Annual Insurance/Registration Fees, are due on the first day of your child's return.
10. OBSERVATION OF TRAINING is provided in our seating area. Please do not attempt to assist your child either physically or verbally during class. Children who are not authorized to participate in class are not allowed on the gym floor or equipment at any time.
11. W.E. STAFF – Any questions or concerns you may have regarding your child's training may be directed to the coach of your child's class. Please see the office staff if you have questions regarding other matters such as your bill, the class schedule, the W.E. Guidelines, or birthday parties.
12. LOST & FOUND – W.E. is not responsible for lost or stolen articles. However, we do maintain a Lost & Found. Articles left at W.E. will be kept for one month, after which time, they will be donated to a local charity.