

WORLD ELITE GYMNASTICS GUIDELINES

Version 4.15.13

23031 Arroyo Vista, Ste. B, Rancho Santa Margarita, CA 92688 Ph: 949-888-1444 Fax: 949-888-5044
www.wegymnastics.com

1. SAFETY is of the utmost importance to all W.E. staff. The facility has been equipped with the latest gymnastic 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 1st of each month. We are not responsible to send you the bill, so for ease of remembrance, it's best to pay at your child's last class of the previous month for the next month. Cash payments are accepted and receipts will be issued. Please keep receipt for your reference in case of a mis-input in our system. 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. No refunds or credit will be given for early termination of classes. 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 Tuition – a \$15.00 late charge is applied toward the Monthly Fee when payment is received after the 7th of the month. Additional \$15.00 late fee will occur each day after the 15th of each month for tuition - for any outstanding balance on the account that's more than \$50. Up to \$50 late fee per month.
 - LATE FEE Team fees are due by the 15th and after that a \$20.00 late fee will be added. Additional \$15.00 late fee will occur each day after the 23rd of each month for Team fees - for any outstanding balance on the account that's more than \$50. Up to \$50 late fee per month.
 - RETURNED CHECK FEE – A \$20.00 charge is applied for each check returned by the bank.
 - Please note that we will accept all checks that is dated and dropped in our tuition box on or before the 7th of the month without a late fee. ALL CHECKS DROPPED AFTER THE 7TH will be considered late regardless of the check date. We will check the tuition box at 10:00PM on the 7th of every month.

4. ATTENDANCE for your athlete is not the gym's responsibility. Please make sure your child shows up with sufficient time to get ready for class.
 - If you know your athlete will be missing one or more classes, please let the office know at least 1 day in advance.
 - If current month tuitions are not paid or balance is more than \$200.00 by the 17th of the month, WE reserve the right to pull the athlete from class until fees or arrangements have been made.

5. 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 at least 3 days in advance thru the office staff.
 - Make-up classes scheduled and not taken are considered as made up.
 - Please schedule make-ups within 7 days of classes missed. Make-up classes can only be scheduled for within 30 days.
 - 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.
 - Make-up classes are non-transferrable between athletes and are not credible in place of other fees.
6. 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.
 - After 15 min, a \$10 fee will be charged for every 15 min the stay goes into, i.e. for a class that ends at 8pm, at 8:16pm, there will be a charge for \$10; at 8:31pm, a total of \$20; no limit.
 - If you know you will be late to pick up, please pre-arrange with the office. A \$5 late pick up fee can be prepaid for each 30 minutes after class.
7. CLASS PROGRAMS are continuous, year-round. Students are automatically re-enrolled each month into the same class.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.