

# Westside Dance & Gymnastics Academy

## Policy Sheet

### Summer Business Hours:

Monday - Thursday	7:30 a.m.- 9:00 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 2:00 p.m. <i>(after 2:00 p.m. open for private parties only.)</i>
Sunday	Open for private parties only

**Registration:** A one-time family membership fee of \$25.00, includes full membership & member discounts to all programs in the facility. There will be a \$10.00 re-start fee for any member that drops and wishes to re-register.

**Tuition:** Tuition is based on 48 weeks of classes per year, an average of 4 weeks of classes per month. *(Some months you will have 5 classes and some months you will have 3.)* Tuition is due by the first day of the month. Customers are encouraged to enroll in the Electronic Funds Transfer System (EFT) through their checking account. Customers not enrolled in the EFT program will automatically be charged a \$25.00 late fee for balances past due after the 1st of the month.

**Parking:** Do not park in front of the door, along the yellow painted curbs or along the fire lane. Remember: *Children cannot be seen behind or in front of a parked car.* For everyone's safety, please use designated parking spots! Do not park behind the Westside Academy vans, they make many trips during regular business hours.

**Missed Classes:** Students are required to schedule make-up classes through the office. We do not pro-rate for missed classes. Make-up classes cannot be substituted for tuition payments. Students may use open gym as a make-up. You must be currently enrolled to take a make-up and make-up classes must be taken within a 2 month period or all make-ups are forfeited.

**Adding, Dropping or Transferring Classes:** The customer is responsible for notifying the office of any changes to their child's enrollment. This will keep your records updated. Written notification is encouraged.

**NSF Payments:** A \$35.00 fee will be charged to your account for each transaction that is returned "insufficient funds."

**Notices:** In our on-going effort to keep parents informed of upcoming events, classroom activities and general academy information, we put out an academy notice the first week of each month. Notices are passed out during class. Please stop by the office if at any time you do not receive one. Don't forget to check out our website at [www.westsideacademy.com](http://www.westsideacademy.com) for important information.

**Lost & Found:** Please do not leave your personal items in the restroom. Westside Academy cannot be responsible for lost or stolen belongings. For those items left behind, we do have lost & found bins located in the restrooms.

**Gymnastics Viewing Area:** For our students safety as well as your own, we do not allow parents or students (not in class) to stand or sit in the gym during classes. The viewing area is designed for this purpose.

*If you bring additional siblings with you, they must stay with you! Westside Academy cannot be responsible for children not in classes. Dance classes have special quarterly Parent Watch Weeks for parents to observe their child's progress.*

**Parent Watch Week:** Parents of dance students are encouraged to attend watch week. You may bring your still and/or video camera. Our Summer Parent Watch Week date is August 20-25th.

**Photos:** For the safety of our gymnasts, please do not take flash pictures or use video cameras with bright lights when taking pictures in the gym.

**Wireless Internet Service:** We now have Wireless Internet Service available here at the Academy. The HEX key is: 1EC8B88DD11 *(case sensitive)* The Passphrase is: WestSide *(case sensitive)*

### OUR MISSION

Providing a safe, fun, positive environment. Promoting creativity and fitness while inspiring students to achieve their goals. Developing self-esteem by instilling the values of good sportsmanship, self-discipline, respect and accountability. Enriching the lives of our students and the community through excellence in education, dance and gymnastics.

Safety is everyone's responsibility - we care  
Quality education and training

Excellence and integrity - the "Westside Way"  
Listening with results