



## 2010/2011 - Gym Policies

*Welcome to WCOGA! We hope you have a wonderful experience. WCOGA only wants the best for our customers. We believe a safe, clean and happy gym makes it wonderful for all involved. Please read the following.*

### WCOGA's office hours are:

Monday – Friday: 9:30 a.m. - 6:30 p.m. (closed 12 p.m. - 1 p.m. for lunch)

Saturdays: 9 a.m. - 12:00 p.m.

Sundays: Closed

### Billing Policies

- Payment due upon class sign-up
- WCOGA only accepts Visa or MasterCard
- Students are automatically enrolled into subsequent classes, so no further registration is needed upon initial registration.
  - Billing will occur one week prior to session start dates.

### Auto Billing will occur on the following dates:

8/15	for Early Fall 2010	(August 23 – October 16)
10/10	for Late Fall 2010	(October 18 – December 18)
12/12	for Winter 2010	(January 3 – February 26)
2/20	For Early Spring 2011	(February 28 – April 23)
4/17	For Late Spring 2011	(April 25 – June 18)
6/12	For Summer 2011	(June 20 – August 20)

- In order to be dropped from a class, you must fill out a “Drop Form” located at the front desk. Drops must be submitted one week prior to billing dates. Course drops must be received in writing by the following dates to avoid being charged.

### The following are the final drop dates for each session:

August 8th	February 13th
October 3rd	April 10th
December 5th	June 5th

- WCOGA has a “no refund” policy. Your payment covers your 8-week enrollment, regardless of whether the student is able to attend all the classes.

### Safety Rules

Here at WCOGA, your child's safety comes first! Help us keep your child safe by following these rules.

- No parents are allowed on gym floor.
- Children are only allowed in gym with instructor. Your child is not allowed to stay in main gym or preschool area after class is over.
- You are responsible for having your child to class on time. If you are more than 10 minutes late, your child will not be permitted into class.
- Your child must be picked up on time. WCOGA is not responsible for your children after class.

## Gym Attire

- Your child cannot wear hanging jewelry
- Your child must have hair pulled back
- Your child will be barefoot
- Your child's pockets must be emptied before class (cell phones and other items can be lost in foam pit!)

## Cleanliness: A clean gym is a happy gym!

In order to keep your children healthy, please observe the following. Remember, a clean gym is a happy gym!

- Your children's shoes and any personal possessions must be stowed away in a locker or cubby. Shoes left on the floor will be put in lost and found and donated after one week if not claimed.
- Please keep our observation room tidy by taking home any materials you bring to the gym.
- Your child must be **HEALTHY!** Do not bring your child if they have a fever or runny nose! (We want to keep all children healthy along with our instructors!)

## Class Make-ups

If your child misses a class due to illness or scheduling conflicts, you may contact the office at (925) 846-1010 to schedule a make-up.

For girls/boys recreation (age 5+), the fee for make-up classes is \$19.00, which is due upon scheduling. Class make-ups are dependent upon class availability. If classes are full, make-ups will not be an option.

Kinder gym children are granted up to two make-ups per session. These make-ups must be scheduled in advance with the office. Make-ups must be completed within the session your child is enrolled in and may not be carried over into other sessions.

### WCOGA Holiday Closure Schedule

9/6	Labor Day
11/22-11/27	Thanksgiving Break
12/19-1/3	Winter Break
4/4-4/9	Spring Break
7/4-7/9	Summer Break

**The WCOGA team thanks you in advance for helping our gym stay safe and comfortable for everyone!**