



RECREATIONAL CLASS PARENT/ATHLETE GUIDE

Recreational Classes- Our recreational classes run in sessions and change monthly. Athletes can join a recreational class at any time as long as there is availability in the class. Class enrollment is done on a first come first serve basis; therefore we cannot ensure your placement in a class. Once the class has the maximum number of athletes enrolled, a wait-list will be started. A class must have 3 athletes to be an “active” class, so not all classes you may see on the monthly calendar are eligible for enrollment.

Trial Class/Enrollment/Make-Up Classes- To try a class, join a class or schedule a make-up, parents MUST notify registration@csecheer.com in advance. Athletes may not show up to a class without prior notification or confirmation from the office. If an athlete does come for a class without notice and there is no availability in the class, then staff at California Spirit Elite has the right to turn them away.

REQUIRED ENROLLMENT FORMS (Emergency Medical Form/Enrollment Agreement/Release Form/Credit Card Authorization Form)

REQUIRED TRIAL CLASS FORMS (Emergency Medical Form/Release Agreement Form)

Billing- California Spirit Elite is set up on an automatic credit/debit card payment system. Cash and Check payments have to be approved by the Office Manager. All members are required to have a Credit Card Authorization form on file authorizing automatic payments. It is the Account Holders responsibility to make sure their Credit Card on file is up to date at all times. If a payment is 5 days past the due date there will be a service fee of \$45.00. We accept VISA, MASTERCARD, and AMERICAN EXPRESS.

Changing A Class- If an athlete needs or wants to change from their enrolled class to another class, we require that you contact the office at registration@csecheer.com in advance to confirm class availability. Athlete may not show up to a class without prior notification or confirmation from the office. An athlete may be turned away from a class if they do not follow proper procedures in getting confirmation for the change of enrollment.

Attendance- All athletes should be at the gym 10 minutes prior to the schedule start of their class. Not only does it cause a distraction by arriving late, tardiness does not provide the athlete with sufficient time to complete the warm-up and conditioning period prior to the class which is a very significant procedure for the safety of the athlete. **ATHLETES ARRIVING MORE THAN 15 MINUTES LATE TO A CLASS WILL NOT BE ALLOWED TO PARTICIPATE!**

Food and Drinks- Chewing gum, food and/or drinks is not allowed on the gym area at any time. Food is only allowed in the lobby. Only water/Gatorade is allowed in the gym area. **NO FOOD OR DRINKS**, including water, is allowed on the spring floors. Athletes need to clean up after themselves once they are done eating or will be asked to stay after class and clean the area they were sitting in.

Spectators and Guests- Parents/Guardians, friends and relatives are **ONLY allowed to enter the gym for the last 10 minutes of class.** We ask that you wait in the lobby and observe from the bleachers. Absolutely NO spectators are allowed on the spring floors. For safety of all athletes, please do not interrupt the coach, address the athletes or cause a disruption to the class. You will be asked to leave the gym if your presence causes a distraction.

Personal Belongings- Athletes are responsible for their own belongings and are encouraged to take all items with them after each class. Athletes need to leave their personal items in the cubbies provided in the gym. Athletes should not block restrooms or lobby doorways with backpacks, cheer bags or other items that can be a potential hazard. If a bag or item is too large to fit in a cubby, then the best place is to leave the large item on the bleachers. California Spirit Elite is not responsible for any items that are left behind after class, lost or stolen.



Appearance- Proper practice attire should be worn to all classes. The best attire is something that is easy to move in and comfortable for the whole duration of the class (**example:** clothes worn for a P.E. class). **Cheer or athletic shoes are required. Jeans, baggy or lose fitting clothing of any type are prohibited.** In addition, clothing of a provocative nature or with inappropriate language at the discretion of California Spirit Elite is prohibited. Hair should be pulled back into a ponytail with bangs clipped back. **No jewelry or piercings of any kind are allowed during class.**

Class Drop- If for any reason your athlete decides to stop attending a class you must provide a **30-day written notice** to registration@csecheer.com. The notice **MUST** be received prior to the 1st of the month in order for the class to be dropped for the following month.

Private Lesson- All private lessons must be scheduled in advanced through registration@csecheer.com. **You must fill out the private lesson request form and return it to the front desk in order to schedule a private lesson with an instructor.** You must be an active member of CSE to participate in private lessons, and your account must be current and up to date in order for the athlete to participate. The fee for the lesson will be charged to your credit card on file once the lesson has occurred. **A private lesson MUST be cancelled twenty-four (24) hours prior to the scheduled lesson or you will be charged the full price of the lesson.** Any lessons not taken during peak hours (Monday-Friday 3:30-8:30 PM and Sunday 3:00-8:00 PM) are subject to a higher rate.

Communication- Communication between the parents/guardians and the gym is very important. Without a regular system, the lines of communication fail and all things can become confusing. In addition to our website, every family will receive information the following ways:

Email- Each family will be required to provide an email address for information to be communicated. Athlete invoices and receipts, emergency notices, events, updates, and any changed to the program will be run through the email system. It will be the responsibility of the athlete and his/her parents/guardians to check emails, as well as in your spam mail, on a regular basis.

Handouts- Occasionally handouts will be given directly to the athlete at the end of practice. It is the athlete's responsibility to give these to his/her parents/guardians, and it is the parents/guardians responsibility to ask if anything was handed out. The handouts provided to an athlete will also be sent through email correspondence.

****If you have any questions regarding classes, enrollment, make-ups, or private lessons please contact our Front Desk at registration@csecheer.com. For all billing inquires please email Tracey Palatino at calspirit@csecheer.com. If you would like information about our All Star Program, please email Chris at chris@csecheer.com.**



RECREATIONAL CLASS PARENT/ATHLETE GUIDE AGREEMENT

I have carefully read and understand each section of the Parent and Athlete Recreational Guide. I, and my child, will abide by the rules and regulations that California Spirit Elite has set in place, and I understand the consequences that will follow if any rules are broken. I understand all of California Spirit Elite’s policies stated above, including classes, billing, attendance, food and drinks, spectators, appearance, dropping a class, private lessons, etc.

____ I understand the steps and procedures I have to follow to enroll my child into a class, and I understand that an enrollment can only take place if the class has a minimum of 3 “active” students. I understand that only one “make-up” class can be taken in a month, and if a make-up is being taken then it has to be for a class that was missed in the same month.

____ I understand that if I do not schedule a make-up or trial class in advance that I may be denied from the class upon arrival if there is no availability in the class.

____ I understand that California Spirit Elite does their billing on autopay on the 1st of every month, and if the payment was not received by the 5th of the month, then I am responsible for a \$45.00 late fee. If I choose not to be on autopay, then I am responsible for telling California Spirit Elite and am responsible for making sure all payments are paid by the 1st of every month. Once a payment has been made, no refunds or credits will be applied to my account.

____ I understand that my daughter or son cannot be more than 15 minutes late to a class or she/he will not be let into that class.

____ I understand that gum, food and drinks (exception of water or Gatorade) is not allowed in the gym area, and if my child is seen with such items, they will be asked to throw them away.

____ I understand that spectators and guests are not allowed into the gym area until the last 10 minutes of class, including (but not limited to) parents/legal guardians, relatives and friends. I understand that this is for the safety of my child, and I am able to watch their activities in the main lobby area on the monitor that is provided.

____ I understand that my child is responsible for all of her/his belongings, and California Spirit Elite has the right to discard of anything that they feel is appropriate at the end of each night. Any items, such as clothing, backpacks, etc., will be put in the “lost and found” at the end of every night; I understand that if any items get lost or stolen that California Spirit Elite is not responsible.

____ I understand that cheer or athletic shoes must be worn to class. No baggy or tight fitting clothing will be allowed. In addition, any jewelry that is worn is prohibited. I understand that long hair needs to be pulled into a ponytail and bangs need to be clipped back.

____ I understand that California Spirit Elite requires a 30-day written notice to drop any classes that my son or daughter is enrolled in, and I must fill out the “Drop Request Form” to give to the front desk.

____ I understand if I want to schedule a private lesson that I need to contact the front desk to receive a “private lesson request” form, and I am responsible in returning it to the front desk. I understand that the coach will contact me within 24-48 hours within receiving the form and it may not be with the desired coach due to scheduling. In addition, I understand that I must cancel private lessons within 24 hours or I will be charged the full price of the private lesson.

Athlete Name

Athlete Signature

Parent Signature

Date