**ESA POLICIES**

**CURRENT STUDENTS/FAMILIES**: A current Student is guaranteed his/her class spot IF and ONLY IF tuition is paid on or before the last day of the month. Requests for class changes are to be made on or before the end of the month. **To clarify: after the last day of the month, your class spot will be released to those waiting if tuition has not been paid.**

**TUITON DEADLINE:** This is the last day of the month for CURRENT Students. This is the deadline by which Current Students must pay tuition or forfeit their priority to New Students. Any Current Student that has not paid tuition by the end of the month will be removed from the class WITHOUT NOTIFICATION.

To avoid the worries about missing a payment, families are encouraged to take advantage autopay.

**NEW STUDENTS** (brand new students, former students) You are encouraged to enroll AS SOON AS POSSIBLE to best assure you get your first choice.

**YEARLY SCHEDULE**- Our schedule is based on SESSIONS, which follow the months of the year. Monthly tuition remains the same. Most months have 4 classes. There will be months that have 5 classes and some that have 3. Our tuition is based on an average of 4 classes per month.

**ABSENCE & MAKE UP POLICIES**: Just like college, your tuition pays for a class spot. REGARDLESS OF ATTENDANCE. However, as a courtesy Elite Sports Academy offers make-up classes when doing so does not jeopardize the safety or integrity of the class. Hence make-ups procedures vary from program to program, depending on safety concerns, space, equipment, and teaching ratios. Make-ups are a privilege. Elite Sports Academy reserves the right to refuse to offer a make-up if we feel it will affect the safety or lessen the experience of those children who have registered for and paid for that class. All absences must be made up by the end of the FOLLOWING session.

**HOLIDAY**: Absences may be made-up in advance of the holiday if within the same session. The same applies to absences due to personal schedule conflicts know in advance. No refunds will be given for missed classes, except for MEDICAL conditions(SEE BELOW).

**MEDICAL REASONS:** For medical conditions validated by a medical practitioner's written statement a prorated credit will be issued based upon the date the statement was received (requests after-the-fact eliminate ESA's opportunity to fill a vacated class spot). Refunds will be processed within 14 days.

**A PUNCTUALITY PLEA:** Mom, Dads, for the sake of your child as well as the other children, please be on time! Being late is more distressing to your child than most parents realize.

**PARENTS TO REMAIN ONSITE:** Elite Sports Academy is NOT equipped to supervise children before or after classes. Parents or caregivers of children too young to supervise themselves are to stay ONSITE. Thank Your for making safety a priority!

**CHILDREN WITH SPECIAL NEEDS:** Help us help you! Communicate to the Office Staff any unique needs you child may have is crucial to our ability to create the best experience for your child.

**SAFETY:** ESA reserves the right to remove a student from class if the child is in any way jeopardizes the safety of him/herself or another child/adult. Elite Sports Academy may also request that a parent or adult caregiver be present. Parents are not allowed in the gym area during class time UNLESS they are participating in a Parent and Me preschool class.