

West Side Recreation & Park District

## **PAYMENT POLICY – MONTHLY CLASSES**



**This policy is in effect for all classes that operate on a month-to-month basis, including, but not limited to Tap & Jazz, Zumba, Karate & Gymnastics.**

- Monthly class fees are due no later than the first class of each month.
- Your spot in class is only guaranteed if payment has been received.
- If payment has not been received by the first class of each month, your spot could be filled by another student.
- There will be no grace period or calls to remind you that fees are due.
- Students will NOT BE ABLE TO PARTICIPATE IN CLASS if fees are not paid on/before the due date. Roll will be taken at the beginning of class and if fees have not been paid, the student will not be allowed to participate.
- Payments may be made in the District Office or the Recreation Center. You may pay using cash, check or credit/debit. Fees cannot be paid in class.  
\*\* Don't forget – the Recreation Center is open early mornings, late evenings and on weekends! They can process registrations during open hours up until the registration deadline.
- Payments may also be made over the phone at 763-4246 or 765-6677.
- Deadline for payments is 4:00 p.m. on the due date. All late registrations must take place in the District Office.
- Late payments (as space permits) will be assessed a \$5 late fee. STOP Scholarship Funds (for youth classes) are not available after the registration deadline.
- For questions regarding payments, please contact Business Services Coordinator Lisa Canales at 763-4246 or [lisa@wsrpd.com](mailto:lisa@wsrpd.com).

### **West Side Recreation & Park District**

500 Cascade Place, Taft CA 93268 • [www.wsrpd.com](http://www.wsrpd.com) • [lisa@wsrpd.com](mailto:lisa@wsrpd.com)  
District Office, 661-763-4246 • Recreation Center, 661-765-6677

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## **PAYMENT POLICY – SESSION CLASSES**



**This policy is in effect for all classes that operate on a session basis, including, but not limited to Pee-Wee Tumbling.**

- Session class fees are due no later than the first class of the session or the advertised/specified registration deadline date.
- Your spot in class is not guaranteed from session to session (unless specified otherwise). Registration takes place on a first-come, first-serve basis.
- Most classes have limited space; registration is not guaranteed and will continue as space allows up to the start of class.
- Students will NOT BE ABLE TO PARTICIPATE IN CLASS if fees are not paid on/before the due date. Roll will be taken at the beginning of class and if fees have not been paid, the student will not be allowed to participate.
- Payments may be made in the District Office or the Recreation Center. You may pay using cash, check or credit/debit. Fees cannot be paid in class.  
\*\* Don't forget – the Recreation Center is open early mornings, late evenings and on weekends! They can process registrations during open hours up until the registration deadline.
- Payments may also be made over the phone at 763-4246 or 765-6677.
- Deadline for payments is on the advertised registration deadline. After registration deadline, it is considered late. In the event there is no registration deadline, payment is due prior to attending the first class/session. Late registration is not guaranteed and all late registrations must take place in the District Office.
- Late payments (as space permits) will be assessed a \$5 late fee. STOP Scholarship Funds (for youth classes) are not available after the registration deadline.
- For questions regarding payments, please contact Business Services Coordinator Lisa Canales at 763-4246 or [lisa@wsrpd.com](mailto:lisa@wsrpd.com).

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