



2010 - 2011 BSGA POLICIES

GYM SAFETY & RULES

- Be on time for pick-up and drop-off. Warm up and stretching are an important part of the injury prevention process.
- All students must wait upstairs until the instructor comes to escort the entire class down to the gym for their lesson.
- Parent/Tot Classes: EACH toddler must be ASSISTED by an adult and remain within arm's reach of him/her during the entire class. (Twins: After a free trial, a decision will be made by the instructor.)
- Unsupervised children are not allowed in the gym, court, or on the equipment at any time. Parents are not permitted to be on the equipment at any time.
- Parents, DO NOT drop off your child(ren) before the start of their class and leave them here unattended.
- **For the safety of your child(ren)**, please escort him/her into the building for drop off and come inside the building for pickup at the end of class. No child will be allowed to wait outside.
- Parents & siblings are more than welcome to observe class from the upstairs viewing room. **Parents, please properly supervise your child(ren) while in the viewing area.** No one is allowed in the court stairway. Parents, only remain downstairs during class if you need to see the front desk or use the restrooms.
- Please let us know who will be picking up your child from class if it is someone other than a parent.
- Absolutely no food, drink, gum or shoes in the gym.

ATTIRE

- Dress to participate: Girls must wear leotards and have hair tied back; Boys must wear athletic clothing. For your child's safety, loose clothing and skirts are not allowed.

SCHEDULE

- Our schedule of classes runs from September through June with Five full sessions. Each session runs two months. Labor Day is not made up but Memorial Day is. All of the days (Monday through Saturday) meet for the same number of weeks from September to the end of classes in June.



PRIORITY ENROLLMENT: You will now have to re-enroll your child from one session to the next. To secure your child's spot in his/her class you must pay the required tuition THREE WEEKS prior to the start of each session during Members Only Priority Enrollment Week.

- If you wish to reserve a spot in a class without attending, the spot must be paid for. However, spots cannot be temporarily filled by friends or family members.
- We allow TWO make-up classes per session, which must be scheduled in advance and made up within the same session and class level. We do not allow more than one child to make-up at the same time if the class is full.
- You must have a doctor's note following any injury affecting gymnastics in order to be considered for multiple make-up classes, refunds, or the ability to return to class.
- Cancellation due to foul weather or emergency situation: Call the gym one hour before your class start time or check out our website (www.baystategymnasticsacademy.com) to find out if your class will be held or not.

FEES / PURCHASES / REFUNDS

- WE HAVE A NON-REFUNDABLE ANNUAL FAMILY MEMBERSHIP FEE OF \$40.00. (MEMBERSHIP IS FROM SEPTEMBER-AUGUST)
- A \$15.00 LATE FEE WILL BE APPLIED TO PAYMENTS RECEIVED 30 DAYS AFTER THE START OF A SESSION.
- A \$20.00 FEE WILL BE CHARGED FOR ANY RETURNED CHECK.
- ANY RETURNED MERCHANDISE WITH ITS ORIGINAL TAG ATTACHED CAN BE EXCHANGED OR RETURNED FOR A BSGA CREDIT.
- ALL REFUNDS ARE GIVEN IN THE FORM OF CREDITS. A CREDIT MAY BE USED ON ANY MERCHANDISE, CLASS OR PROGRAM THAT WE OFFER. REFUNDS MAY BE GIVEN FOR MEDICAL EMERGENCIES WITH A DOCTOR'S NOTE.
- PLEASE WRITE YOUR CHILD'S FIRST & LAST NAME AND CLASS TIME ON MEMO LINE OF YOUR CHECK.
- PAYMENT PLANS ARE AVAILABLE AT THE DISCRETION OF THE BSGA BILLING DEPARTMENT. AUTO-PAY MUST BE ENABLED.

Thank you for all your cooperation and support. **We ask that you please sign below to indicate that you have read and understand all of the policies above and will abide by them.** In order to ensure the best possible experience for your child, we need EVERY family member (parents, students, & siblings) to follow these policies.

CHILD #1: _____ CHILD #2: _____

CLASS: _____ CLASS: _____

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

THANK YOU! BAY STATE GYMNASTICS ACADEMY MANAGEMENT