



REGISTRATION WEEK

Registration for the 2011-2012 season will begin next week (June 6th). Please bring your completed *Registration and Policy Forms*, your child's 2011-2012 *Level Placement card*, and the *annual \$40.00 registration fee*. Payment for Session 1 tuition will be due the week of August 8th; tuition payments will also be accepted during Registration Week if you prefer.

END OF THE YEAR ACCOUNT INFORMATION

All Accounts for the 2010-2011 Sessions 1 – 5 will be closed out for the year at the end of Session 5.

- All accounts for current students must be paid in full by June 20th; our last day of classes.
- If any student registering for classes for the 2011-2012 Fall season has a past due balance on their account after June 20, 2011 he/she will be moved to an inactive/waitlist status until the balance is paid in full.

PRIORITY ENROLLMENT WEEK

For the 2011-2012 season we will continue with our Priority Enrollment Week policy which allows for **members only** to register three weeks prior to a new session. During that week, it is required that we receive payment in full for the new session in order to reserve a spot for your child. If we do not receive payment, we will assume your child is not returning and remove him/her from the class roster.

Because we post tuition charges three weeks prior to the start of a new session, all active students will automatically be enrolled and charged for the next session. If you know that you will not be returning for the next session, please stop by the front desk and inform our office staff.

If you do not pay tuition for Session 1 during registration week, please make note that the first Priority Enrollment Week is August 8th-13th. To keep your spot in the class that you registered for, you must pay your tuition during Priority Enrollment Week.

AUTO PAY

Place your credit card on file for automatic billing from one session to the next and save \$5.00 on your tuition balance each session! Payments will be posted on the Monday of Priority Enrollment Week.

PAYMENT PLAN OPTION

If you would like to make payments on a weekly, bi-weekly, or monthly basis we must have a *Credit Card Authorization Form* on file and will automatically charge your credit card on specific dates as agreed upon. Should you choose this option, please bring your completed *Credit Card Authorization Form* to registration. A service charge of \$1.00 will be added to your tuition balance each session.

If you have any questions please feel free to speak with our office staff.

Thank You!

BSGA



2011-2012 REGISTRATION FORM

Student's Name: _____ DOB: ____/____/____ Age: _____

Mother

Father

Occupation

Occupation

Billing Address: _____ City: _____ State: _____ Zip: _____

Home #: (____) _____

Cell #: (____) _____

*E-mail Address: _____

Emergency Contact Name: _____ Emergency #: _____

Any information you provide will ensure your child receives the best experience possible at BSGA. Please list any medical conditions such as hearing problems, attention deficit, motor skill issues, prior injuries, etc. _____

How did you hear about us? Website Birthday Party Friend Phone Book Other: _____

Enrollment: _____
Class Name Day Time

RELEASE FORM:

I hereby, for my child, heirs, executors, and administrators, waive and release any and all rights and claims that I may have against Bay State gymnastics Academy for any and all injuries that my child or myself may suffer in connection with this program or use of these facilities.

Parent/Guardian Signature: _____ Date: _____

PHOTO OPPORTUNITIES:

During the course of the year, there are many photo opportunities your child may be exposed to either at BSGA, during away meets, gym events, etc. Photos may be used for newspapers, our website, posted in the gym, etc.

Please check your preference and sign below.

_____ I DO _____ I DO NOT wish for my child to appear in any promotional photographs

Parent/Guardian Signature: _____ Date: _____

TUITION AGREEMENT:

I understand that all classes are a 2 month commitment and require payments in full per session. There will be no refunds issued after the 2nd week of the session. It is my responsibility to enroll my child for the new session during the Priority Enrollment Period to ensure placement in a class. Also, I am aware of the following:

- Non-refundable annual membership fee is \$40.00 per family
- 10% discount for additional classes as well as for siblings
- Tuition is pro-rated if enrolling after the first class meeting for new students
- There will be **no refunds or credits** for missed classes unless due to serious illness or injury with a Dr's note
- Make-ups must be scheduled in advance and are offered on a space availability basis only
- A \$20.00 bank fee will be charged for all returned checks
- Payment plans are available through an auto-pay program

I have sufficiently read and understand all the above and agree to abide by the policies listed.

Parent/Guardian Signature: _____ Date: _____



2011-2012 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: _____



Credit Card Authorization Form

I _____ authorize Bay State Gymnastics Academy to charge my credit card for services rendered. Not to exceed the amount shown.

STUDENT'S NAME _____

AMOUNT \$ _____ per Week _____ Bi-Weekly _____ Monthly _____

CHARGE DATES _____

CREDIT CARD Visa _____ Master Card _____ Discover _____

CREDIT CARD # _____

EXPIRATION DATE _____ CVC CODE _____

BILLING ADDRESS _____

BILLING ZIP CODE _____

NAME ON CARD _____
(As it appears on card)

SIGNATURE

____/____/____
DATE

Bay State Gymnastics Academy
24 Ventura Drive
N. Dartmouth, MA 02747
Fax No. 508.996.2460
Phone No. 508.996.2459

OFFICE NOTES:

