



2018-2019 REGISTRATION PACKET

AUTOMATIC MONTHLY ENROLLMENT AND PAYMENT PROGRAM

All of our classes will run on a monthly session schedule for the new 2018-19 season beginning with Session #1 on September 4TH 2018. Families who enroll in classes will be required to keep a credit or debit card on file and will be enrolled in an automatic credit card payment program. All active students will be automatically enrolled from one session to the next and the card on file will be automatically charged the account balance which will include tuition as well as any miscellaneous charges left on one's account. The payment dates are listed below for the entire 2018-19 season and typically occur one week prior to each new session, with the exception of the first session of the season. We cannot accept enrollments without a card on file.

Two weeks prior to the new session, all members will be re-enrolled in their current class and receive a statement reminding them of the upcoming payment date. Any class schedule changes that need to be made can be done at this time. If you know that you will not be returning for the next session, inform the front desk in writing one week prior to the payment date of the next session. If written notice is not received before the scheduled automatic payment date, tuition will not be refunded.

***FAMILIES CURRENTLY ENROLLED IN OUR 2017-18 SEASON AUTOPAY OR MONTHLY AUTOMATIC PAYMENTS WILL NOT BE AUTOMATICALLY SIGNED UP FOR CLASSES OR AUTOMATIC PAYMENTS IN THE NEW 2018-19 SEASON. EITHER NEW PAPERWORK MUST BE COMPLETED OR YOU MUST RE-ENROLL YOUR CHILDREN ONLINE FOR THE NEW YEAR. FOR AUTOMATIC PAYMENTS, YOU MAY USE THE SAME CARD WE CURRENTLY HAVE ON FILE IF YOU CHECK OFF THE BOX STATING THIS ON YOUR AUTOPAY FORM AND SIGN FOR AUTHORIZATION OF THE NEW YEAR'S PAYMENT DATES.**

Gymnastics & Dance Bi-Annual Performances

Winter Show Week: 12/17 – 12/22/18, Spring Show Week: 6/11-6/17/19) **Spring Show 6/16 & 6/17/19: Sunday and Monday students - no class Memorial Day Weekend.

New Tuition and Fee Information

New tuition and fee changes will take effect for our Fall Session #1 beginning on September 4TH 2018. Please take a minute to look at the upcoming tuition rate increase and new structure on your Fall Class Schedule Sheet for the 2018-2019 season. We are pleased to announce that we will **NOT** be charging the annual registration fee of \$40 that has historically been charged at the time of registration for a new year. Furthermore, we will no longer require gymnastics students to purchase a new BSGA performance leotard or t-shirt at the time of registration. We plan to use the current navy blue Bay State leotard and t-shirt for the 2018-2019 gymnastics and dance bi-annual performances. For the 2018-19 season, we will be increasing our sibling discount to 15% off additional students enrolled within an immediate family.

CONTACT INFORMATION

Please make sure to carefully complete your child's enrollment paperwork so that we have the most accurate emergency and family contact information in our child's file. Email is our primary means of communication at BSGA. **PLEASE MAKE SURE WE HAVE AN ACCURATE AND RELIABLE EMAIL ADDRESS ON FILE OR YOUR FAMILY!**

CHILD HEALTH INFORMATION

PLEASE BE SURE TO PROVIDE US WITH ACCURATE HEALTH AND BEHAVIOR INFORMATION FOR YOUR CHILD SO THAT WE ARE ABLE TO PROVIDE THE MOST POSITIVE LEARNING EXPERIENCE WHILE HE OR SHE IS HERE WITH US AT BSGA!

PARENT PORTAL

Access your account from the comfort of your home through our parent portal link on our website: <https://app.iclasspro.com/parentportal/baystategym>

If you have any questions please feel free to speak with our office staff. We are happy to help answer any of your questions.

Phone: 508.996.2459, Fax: 508.809.3810, Email: info@baystategymnasticsacademy.com

Thank You!

BSGA Staff

Summer Session Dates:

- Session #1: July 9 – August 4, 2018
- Session #2: August 6 – September 1, 2018

Fall Session Dates:

- Session #1: September 4 – September 29, 2018
- Session #2: September 30 – October 27, 2018
- Session #3: October 28 – November 24, 2018
- Session #4: November 25 – December 22, 2018
- Session #5: January 2 – January 26, 2019
- Session #6: January 27 – February 23, 2019
- Session #7: February 24 – March 23, 2019
- Session #8: March 24 – April 20, 2019
- Session #9: April 21 – May 18, 2019
- Session #10: May 19 – June 17, 2019

Payment Dates:

- July 2, 2018
- July 30, 2018

Payment Dates:

- Due At Time of Sign Up
- September 24, 2018
- October 22, 2018
- November 19, 2018
- December 17, 2019
- January 21, 2019
- February 18, 2019
- March 18, 2019
- April 15, 2019
- May 14, 2019

***CLOSED: LABOR DAY, THANKSGIVING, 12/23/18-1/1/19, EASTER, MEMORIAL DAY. OPEN SCHOOL VACATION WEEKS AND ALL OTHER HOLIDAYS.**



2018-2019 Registration Form

Student's Name: _____ DOB: ____/____/____ Age: _____ Student Info: Male / Female

Parent _____ Occupation _____ Parent _____ Occupation _____

PLEASE LIST CONTACTS IN THE APPROPRIATE PRIMARY AND SECONDARY SPOTS BELOW. CELL PHONES MAY BE ENROLLED IN OUR TEXT UPDATE PROGRAM

Primary Contact Home: _____ Secondary Home: _____
Work: _____ Work: _____
Cell: _____ Text Updates: Y / N Cell: _____ Text Updates: Y / N

Which parent/guardian should be called first in case of medical emergency? _____ # _____

Party Responsible For Billing: _____ Relationship to the Student: _____

BILLING EMAILS: PRIMARY: _____ @ _____ SECONDARY: _____ @ _____

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

Residential Address (if different): _____ City: _____ State: _____ Zip: _____

Child's Medical Information – PLEASE PROVIDE US WITH ACCURATE INFO SO WE CAN PROVIDE A POSITIVE LEARNING EXPERIENCE FOR YOUR CHILD!

General Allergies _____ Allergies to Medication(s) _____

Other Medical or Behavioral Conditions (please specify) _____

Are any of the allergies or condition(s) described above serious, chronic, or life threatening? ____yes ____no

If yes, please elaborate* _____

Child's Physician Information

Child's Primary Medical Provider _____ Phone (____) _____ - _____ Address _____

Other Medical Provider (if relevant) _____ Phone (____) _____ - _____ Address _____

CHILD'S INSURANCE INFORMATION

Company/HMO _____ Group # _____ ID # _____

Name of Primary Insurance Holder _____

How did you hear about us? ___Website ___Birthday Party ___Friend ___Phone Book ___Facebook ___Other: _____

STUDENT ENROLLMENT: _____ : _____ - _____ : _____

Class Level Name Day Time

TUITION AGREEMENT:

I understand that all classes are a monthly commitment and require enrollment in an automatic credit card payment program. All student are required to have a card on file for billing. Families without a card on file will not be enrolled.

I understand that BSGA will charge my credit card on the monthly payment dates for my entire account balance.

Also, I am aware of the following:

- The first month's tuition is due at the time of enrollment in order to reserve your child's spot in class.
- Families include immediate family members only; siblings and children with the same parents responsible for paying tuition. A 15% discount is given for additional classes as well as for siblings. *Power Team Gym & Rookies tuitions are discounted already.*
- Tuition is only pro-rated if enrolling after the first class meeting for **new students. We do not prorate for missed classes.**
- Once enrolled in a session, you are committed for the entire one-month session. Please utilize our free trial class. Makeup classes can be used for absences and must be scheduled with our front desk staff.
- **Billing statements will be sent via email.** Please provide accurate billing contact information and update our office with any changes that occur throughout the year.
- **Refunds or account credits** for missed classes are ONLY given for children suffering from an illness or injury that have provided documentation from a Physician excusing them from class attendance
- Make-ups must be scheduled in advance and are offered on a space availability basis only.
- A minimum bank fee of \$25.00 will be charged for all returned checks. **Recovery Now** may charge a greater fee is necessary.
- **BSGA is not responsible for families splitting tuition costs. We are only capable of storing one billing contact and one credit card for automatic payments for each student. SEPARATE PAYMENTS CAN BE MADE PRIOR TO OUR AUTOMATIC DATES IF PREFERRED.**

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

Parent/Guardian Signature: _____ Date: _____

2018-2019 BSGA POLICIES

***Our top priority is the safety of all our students. Your cooperation is a vital part of helping us ensure this safety at BSGA.**

GYM SAFETY & RULES

- Be on time for drop-off and pick-up. 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 if an additional adult is needed.)
- 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 in the gym or court at any time.
- Parents, DO NOT drop off your child(ren) before the start of their class and leave them here unattended. You are responsible for making sure your child makes it safely to their class. We cannot ensure the safety of unattended children.
- **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 chi 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 areas.** No one is allowed in the court, in the studio or on the staircases. These are safety precautions that will help us in our mission to keep your children safe.
- 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.
- **Dress to participate:** Girls must wear leotards and have hair tied back; Boys must wear athletic clothing. For your child's safety, loose clothing, capes a skirts are not allowed. Sports bra tops alone are not permitted for girls.
*These requirements will allow our instructors to safely spot/aid your child in his or her class. If a student comes dressed inappropriately, he or she may be asked to purchase and change into something that is suitable for instruction.
- All gymnastics students will be encouraged to wear a show uniform for both our winter and spring performance shows. These uniforms can also be worn during weekly classes in addition to the dress rehearsals and shows.
- Our **SCHEDULE** of classes runs from September through June with 10 monthly sessions. For our Summer classes we require a separate enrollment.
- 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.
- **Rolling Sessions:** Once enrolled in a session, you are committed for the entire monthly session, and are automatically re-enrolled from one session to the next with your automatic payments.
- If you know that you will not be returning for the next session, please inform our office in writing one week prior to the payment date of the next session. If written notice is not received before the scheduled automatic payment date, tuition will not be refunded. Email notice is sufficient.
- We allow ONE make-up class per session, which must be scheduled in advance with our office 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.
- Any student who sustains an injury preventing him/her from participating in classes must provide a Dr's note stating that he or she is healthy and able to return to physical activity in order to return to classes at BSGA.
- 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. Doctor's notes must be dated with the time of the injury or illness to be considered.
- Cancellation due to foul weather or emergency situation: Provide BSGA with texting permissions to allow text updates. Text messages, Facebook, Instagram and website updates will be posted in the event of a cancelled class or program. Makeup classes will be available for these cancellations.

FEES / PURCHASES / REFUNDS

- THE FIRST MONTH'S TUITION IS DUE AT THE TIME OF ENROLLMENT IN ORDER TO RESERVE YOUR CHILD'S SPOT IN CLASS.
- A MINIMUM BANK FEE OF \$25.00 WILL BE CHARGED FOR ANY RETURNED CHECK. **Recovery Now** may charge a greater fee if necessary.
- ONLY 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 ONLY, AND MAY TAKE UP TO 30 DAYS TO PROCESS.
- PLEASE WRITE YOUR CHILD'S FIRST & LAST NAME AND CLASS TIME ON MEMO LINE OF YOUR CHECK. WE HAVE MANY STUDENTS WITH SIMILAR NAMES
- AUTO-PAY MUST BE ENABLED WITH A CREDIT CARD KEPT ON FILE IN ORDER TO ENROLL YOUR CHILD. COMPLETED CREDIT CARD AUTHORIZATION FORMS ARE REQUIRED AT SIGNUP.
- **BSGA IS NOT RESPONSIBLE FOR FAMILY AFFAIRS. IF YOU ARE SPLITTING TUITION COSTS, AUTOPAY MUST BE ENABLED WITH ONE CARD ONLY. SEPARATE PAYMENTS CAN BE MADE PRIOR TO OUR AUTOMATIC DATES IF PREFERRED.**

PHOTO OPPORTUNITIES: Throughout the year, we have photos taken of our students at BSGA and sponsored events so that we can showcase their hard work in our promotional materials including social media, newspapers, our website, our Facebook, posted around the gym, etc.

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. *Your cooperation will help us provide the best possible experience for all of our students!

CHILD'S NAME: _____

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

BAY STATE GYMNASTICS ACADEMY RELEASE FORM



Consent, Release, and Indemnity

I, _____, parent/guardian of _____
Give permission for my son/daughter to participate in gymnastics at Bay State Gymnastics Academy. I understand that gymnastics is a sport with inherent risks. I attest to my son's/daughter's sound health of mind and body and I authorize Bay State Gymnastics Academy to seek medical treatment at the nearest medical facility in case of emergency. In consideration for the right to have my child participate in gymnastics, I hereby release, discharge, covenant not to sue, and agree to indemnify Bay State Gymnastics Academy, its employees and agents ("Releases") and save and hold harmless each of the Releases from liability, claims, demands, losses, expenses, or damages experienced by me or my minor child, which is alleged to be caused in whole or in part by the negligence of the Releases and further agree that if, despite this release, I, the minor, or anyone else on the minor's behalf make a claim against any of the Releases from any litigation expenses, attorney fees, damage, or cost that they may incur as the result of any such claim.

Parent/Guardian Signature

Date

I warrant and represent that my child has been physically examined by a medical physician within the past one (1) year period and to the best of my knowledge my child is able to participate in this program without restrictions. If restrictions exist, I will provide a written outline of those restrictions from a medical provider. I also agree to notify Bay State Gymnastics of any change in my child's physical condition which may in any way affect his/her ability to participate in classes or programs

Parent/Guardian Signature

Date

I acknowledge that I have filled in the required Emergency Medical Information Portion of the Registration Form for use in case of emergency. (Please Initial)

Acknowledgement of Risk and Waiver of Liability

As legal guardian of _____, I hereby consent to my child participating in activities at the Bay State Gymnastics Academy. I am fully aware and appreciate the risks, including the risk of catastrophic injury, paralysis, and even death, associated with participation in gymnastics activities and events. I further agree that Bay State Gymnastics Academy, along with its employees and directors, shall not be liable for any losses or damages occurring as a result of my child's participation in this activity unless such loss or damage is the result of intentional or reckless conduct of the Releases. As legal guardian of the child named above, I hereby agree to provide for the possible and future medical expenses which may be incurred as a result of an injury sustained while training at, or performing for the Bay State Gymnastics Academy.

Severability

Further, I expressly agree that this agreement is intended to be as broad and inclusive as is permitted by the laws of the Commonwealth of Massachusetts, and that if any portion of this agreement is held invalid, the remaining portions of the agreement will continue in full legal force and effect.

I have read this consent, release and indemnity agreement and I understand all of its terms. I execute it voluntarily and with full knowledge of its significance.

Parent/Guardian Signature

Date



2018-2019 Automatic Credit Card Payment Authorization Form

Required for all BSGA Families for the 2018-2019 Season

All tuition payments will be made on an automatic monthly basis through BSGA's automatic payment system. Every family is required to keep a card on file in order to be enrolled in classes at BSGA.

I _____ authorize BSGA to charge my credit card on the following dates for services rendered:

Summer Session Dates:
Session #1: July 9 – August 4, 2018
Session #2: August 6 – September 1, 2018
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Session #1: September 4 – September 29, 2018
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May 14, 2019

***If you are not re-enrolling for any particular session, please contact our office staff to cancel automatic payments. Cancellation of enrollment as well as automatic payment is required in writing in order to prevent automatic payments from continuing.

** If your card is declined for an automatic payment date, your child's enrollment status will move to "wait list" status until a replacement card is provided and tuition is paid in full.

Any miscellaneous charges, such as merchandise, extra activities, etc. left on one's account will be included in the automatic monthly tuition payment. The entire account balance will be charged on each payment date.

By signing below, I agree to above mentioned terms and I authorize the credit card kept on file to be charged for the services rendered by BSGA.

_____ / _____ / _____
Cardholder's Signature Date

Credit Card Information [] Use Current Card On File: _____ (Please Check Box & Sign Name)

Student(s) Name(s): _____

Cardholder's Name (As It Appears On Card): _____

Email Address: _____ @ _____ . _____ Phone: (____) _____ - _____

*Reminders for payment dates and outstanding balances will be sent via email.

Signature on Card: _____ / _____ / _____

Credit Card Type: Visa _____ Master Card _____ Discover _____

Credit Card # _____

Expiration Date: _____ CVC Code: _____

Card Billing Address: _____

City _____ State _____ Zip _____



Session & Payment Dates: Please detach and keep this portion for your records.

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