



2019-20 FAMILY REGISTRATION PACKET

AUTOMATIC MONTHLY ENROLLMENT AND PAYMENT PROGRAM

All of our classes run on a rolling monthly session schedule, automatically enrolling all of our students from one session to the next. ALL families who enroll in classes are required to keep a credit or debit card on file and will be enrolled in an automatic credit card payment program upon their child's initial enrollment. There are predetermined sessions and coinciding payment dates established for our entire 2019-20 season running from September to June for which each family's card on file will be automatically charged the account balance every month. These session and payment dates are listed below for the entire 2019-20 season and typically occur one week prior to each new session, following the initial enrollment. We cannot allow a family to enroll students without putting a valid card on file. There will be NO EXCEPTIONS!

One week prior to the new session, all active members will be re-enrolled in their current class and receive a reminder email as well as an account statement reminding them of the upcoming session and payment dates. 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 a particular session, you are required to inform the front desk via email one week prior to the payment date of the upcoming session in order to be properly removed from enrollment and the automatic payment program. If written notice is not received before the scheduled automatic payment date, tuition will not be refunded. ****ALL FAMILIES CURRENTLY ENROLLED IN OUR 2018-19 SEASON ARE REQUIRED TO COMPLETE A NEW ENROLLMENT PACKET FOR THE NEW 2019-20 SEASON or MUST UPDATE THEIR FAMILY RECORD AND ACCEPT THE NEW POLICIES VIA THE PARENT PORTAL OF OUR WEBSITE TO ENROLL ONLINE. REMINDER: Our sister academy, Bay State Movement Academy, is a separate business meaning our websites/systems are NOT connected, when updating one account you are responsible for updating the other.**

WINTER & SPRING RECITALS

Twice per season, our students will showcase their hard work and accomplishments in our bi-annual performance recitals Our 2019 Winter Show Week is scheduled for December 15-21, 2019 - (Class specific show times TBA). These performances will be a reflection of the skill combinations that our gymnasts and dancers will be working on and preparing for this special week throughout sessions 1-4.

Our Annual Spring Show is a bit more of a Production! Our students will prepare routines on all of their class events and will receive special recognition for their hard work all year! Our 2020 Spring Show Week will be held during the last week of session #10.

*** Sunday and Monday students will not have classes Memorial Day Weekend. Students who attend these days will have their show extended an extra week in June.**

RECITAL ATTIRE 2019-20

Our recommended performance attire for our gymnastics students, the BSGA navy leotards and boys' t-shirts, are located in our pro shop for purchase at any time. We strongly encourage our gymnastics students to wear these uniforms for our bi-annual performances. Our dance students will have specific attire, which will be determined and announced closer to the dates of the performances.

CONTACT INFORMATION

Please make sure to carefully complete your child's enrollment paperwork in clearly written handwriting so that we have the most accurate emergency and family contact information in your 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 FOR YOUR FAMILY! A VALID credit or debit card is required to be kept on file for enrollment.**

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! The more information the better!

STUDENT PHOTOS & VIDEOS

We are so proud of our students' hard work and we do not want to hide it!! Throughout our season we will take photos and videos of our students doing great things in class! We love it when families share their photos and videos with us as well!! We look forward to another great year with each and every one of our students!

PARENT PORTAL

Access your account from the comfort of your home through our parent portal link on our website: baystategymnasticsacademy.com. If you need help accessing your account or have any questions about enrolling your child, 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

Summer Session Dates:	Payment Dates	Holiday Schedule/Closings
Session #1: July 8th-August 3, 2019	Payment due upon enrollment	
Session #2: August 5th- August 31st, 2019	July 29, 2019	
Fall Session Dates:		
Session #1: September 1st – September 28th, 2019	Payment due upon enrollment	Closed 9/1 & 9/2 Labor Day- Students Schedule Makeups
Session #2: September 29th – October 26th, 2019	September 23, 2019	Open Columbus Day Open Veterans Day
Session #3: October 27th – November 23rd, 2019	October 21, 2019	Closed 10/31 Halloween Evening - Students Schedule Makeups
Session #4: November 24th – December 21st, 2019	November 18, 2019	Closed Thanksgiving 11/28 & 11/29 - Students Schedule Makeups
Session #5: January 5 - February 1, 2020	December 16, 2019	Open Martin Luther King Jr. Day
Session #6: February 2 - February 29, 2020	January 27, 2020	Open Presidents Day & February School Vacation
Session #7: March 1 - March 28, 2020	February 24, 2020	
Session #8: March 29 - April 25, 2020	March 23, 2020	Closed 4/5 & 4/12 - Students Schedule Makeups
Session #9: April 26 - May 23, 2020	April 20, 2020	Open April School Vacation Week * Open Mother's Day
Session #10: May 24 - June 22, 2020	May 18, 2020	Closed 5/23 & 5/24 - Sunday & Monday Shows are extended a week Open Father's Day

2019-2020 Family Registration Form

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Residential Address: _____ Town/City _____ State _____ Zip _____

Student #1 _____ DOB: ____/____/____ Student Gender: Male / Female

Health/Behavior Information: _____ Medications Taking: _____

Allergies: _____ Last Date of Physical: ____/____/____

Student #2 _____ DOB: ____/____/____ Student Gender: Male / Female

Health/Behavior Information: _____ Medications Taking: _____

Allergies: _____ Last Date of Physical: ____/____/____

Student #3 _____ DOB: ____/____/____ Student Gender: Male / Female

Health/Behavior Information: _____ Medications Taking: _____

Allergies: _____ Last Date of Physical: ____/____/____

PLEASE LIST PARENT/GUARDIAN & EMERGENCY CONTACTS IN THE APPROPRIATE PRIMARY AND SECONDARY SPOTS BELOW

Primary Contact Home: _____ Secondary Home: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Additional emergency contact _____ Relationship _____ # _____

Billing Contact: _____ Relationship to the Student: _____ # _____

Accurate Billing Email: _____ Billing Address: _____ City: _____ State: _____ Zip: _____

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 students 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. Makeup classes can be scheduled for absences with our front desk staff.
Billing via email. Please provide accurate billing contact information and update our office with any changes that occur during 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
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.

STUDENT PHOTOS & VIDEOS

WE ARE SO PROUD OF ALL OF OUR STUDENTS HARD WORK AND WE DON'T WANT TO HIDE IT!! THROUGHOUT OUR SEASON WE WILL TAKE PHOTOS AND VIDEOS OF OUR STUDENTS DOING GREAT THINGS IN CLASS! WE LOVE IT WHEN FAMILIES SHARE THEIR PHOTOS AND VIDEOS WITH US AS WELL!! WE LOOK FORWARD TO ANOTHER GREAT YEAR WILL EACH AND EVERY ONE OF OUR STUDENTS!

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

Parent Name (Printed) _____ Parent/Guardian Signature: _____ Date: _____

2019-2020 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

- *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.)
- * 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.
- *Be on time for drop-off and pick-up. Warm-up and stretching are an important part of the injury prevention process. DROP OFF & PICKUP All students must wait upstairs until the instructor comes to escort the entire class down to the gym for their lesson. Students cannot be dropped off prior to class as we cannot ensure their safety while unattended! Unsupervised children are not allowed in the gym, locker room, 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 child will be allowed to wait outside.
- * 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. Water is allowed for students during classes.
- * **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 and 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.
- * **Rolling Sessions:** Our classes run on a rolling monthly session schedule, automatically enrolling all of our students from one session to the next. For our Summer classes we require a separate enrollment. 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 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.
- * 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, holidays, or emergency situation: Text messages, emails, 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. Refunds will not be provided for cancelled classes.

OLIDAY CLOSINGS: Throughout the course of our season, we close for certain holidays. The monthly tuition remains the same from one month to the next and students who miss class are able to schedule a makeup class for the holidays we are closed. Our Schedule is Below:

Fall Session Dates:

Session #1: September 1st – September 28th, 2019	Upon Enrollment	Closed 9/1 & 9/2 - Students Schedule Makeups
Session #2: September 29th – October 26th, 2019	September 23, 2019	
Session #3: October 27th – November 23rd, 2019	October 21, 2019	Closed 10/31 Evening - Students Schedule Makeups
Session #4: November 24th – December 21st, 2019	November 18, 2019	Closed 11/28 & 11/29 - Students Schedule Makeups
Session #5: January 5 - February 1, 2020	December 16, 2019	
Session #6: February 2 - February 29, 2020	January 27, 2020	
Session #7: March 1 - March 28, 2020	February 24, 2020	
Session #8: March 29 - April 25, 2020	March 23, 2020	Closed 4/5 & 4/12 - Students Schedule Makeups
Session #9: April 26 - May 23, 2020	April 20, 2020	
Session #10: May 24 - June 22, 2020	May 18, 2020	Closed 5/23 & 5/24 - Sunday & Monday Shows are extended a week

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. WE ENCOURAGE FAMILIES TO COMMUNICATE ON THEIR OWN REGARDING THEIR CHILDREN'S SCHEDULES, ATTENDANCE, AND ACCOUNT INFORMATION ON THEIR OWN. WE CANNOT BE INVOLVED WITH FAMILY CONFLICTS. 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.**

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

