



For Office Use Only	
Trial	_____
Registration	_____
Auto Payment	_____

Student's Name _____ Age _____ Birthdate ____/____/____

School _____ Grade _____

Student's Name _____ Age _____ Birthdate ____/____/____

School _____ Grade _____

Address _____ Apt. _____

City _____ Zip Code _____ Telephone _____

E-Mail Address _____@_____

Parent/Guardian _____ Cell Phone _____

Occupation _____ Work Tel. _____

Parent/Guardian _____ Cell Phone _____

Occupation _____ Work Tel. _____

Primary Medical Insurance Carrier _____ Policy # _____

Preferred Emergency Hospital _____

Any previous illness or injury the staff should be aware of? _____

Please list any previous bodily injuries _____

If so, are there any restrictions? _____

If parent cannot be reached in an emergency notify:

Name _____ Tel. _____ Relation _____

How did you hear about Monterey Gymnastics? (Check all that apply)

☐ Web ☐ Phonebook ☐ Friend/Family ☐ Birthday Party ☐ Gymnastics Camps

If referred by friend or family member, please give their name _____

Class Choice:

First Student	1st choice of class	Day(s)		Time	
	2nd choice of class	Day(s)		Time	
Second Student	1st choice of class	Day(s)		Time	
	2nd choice of class	Day(s)		Time	
Assume that your first choice has been accepted unless otherwise notified.					

ACKNOWLEDGEMENT OF RULES AND POLICIES

Please initial the following:

I have read and agree to the Monterey Bay Academy of Gymnastics, Inc. (MBAG) Rules and Policies and understand that:

_____ I must have a credit card on file that will be charged automatically if payments are not received before the 25th of each month.

_____ A drop form (submitted in person or online) is required when dropping classes to avoid tuition charges.

_____ I understand the Make-Up class policy in detail.

_____ I give my consent to let my child(ren) be photographed for use by Monterey Bay Academy of Gymnastics in newspapers or other media.

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

We, the staff of MBAG, recognize our obligation to make our students and their parents aware of the risks and hazards associated with the sport of gymnastics, tumbling, and strength training. Students may suffer injuries, possibly minor, serious, or catastrophic in nature. Gymnastics, tumbling, and strength training can be dangerous and can lead to injury! Parents should make their children aware of the possibility of injury and encourage their children to follow all the safety rules and the coaches' instructions.

Monterey Bay Academy of Gymnastics, Inc. (MBAG), its coaches and other staff members, will not accept responsibility for injuries sustained by any student during the course of gymnastics, tumbling, cheerleading, and birthday parties, or in the course of any exhibition, competition or clinic in which he or she may participate in that has been offered by MBAG. MBAG will also not accept responsibility for any injuries sustained while in or around the gymnastics facility.

I fully understand that Monterey Bay Academy of Gymnastics, Inc. staff members are not physicians or medical practitioners of any kind. With the above in mind, I hereby release the MBAG staff to render temporary first aid to my child or children in the event of any injury or illness and, if deemed necessary by the MBAG staff, to call a doctor and to seek medical help, including the calling of an ambulance for said child should the MBAG staff deem this to be necessary.

I, my executors or other representatives, hereby forever waive and release all rights and claims for damages that I or my child may have against Monterey Bay Academy of Gymnastics, Inc. and/or its representatives whether paid or volunteer.

I have further read and fully understand the information above and sign this waiver and release of liability and am fully aware of its content and meaning.

Signature of Guardian/ Responsible Party: _____

Print Name: _____ Date: _____

Children(s) Names: _____

Credit Card Authorization Form

Keeping a credit card on file has its benefits:

It's convenient (saving you time and postage.)

Your payment is always on time (even if you're out of town.)

You can get your credit company's reward points for paying your bill.

You SAVE money by avoiding late fees.

Here's How it Works:

You authorize Monterey Bay Academy of Gymnastics to charge your Credit Card for tuition on the last two days of each month. You may make your payment by the 25th with cash or check if you do not want to use the card on file. A late payment fee of \$5 will be charged to your account for payments not received by the 8th of the month.

I _____ authorize Monterey Bay Academy of Gymnastics to charge my credit card indicated below for the amount of tuition or registration on an as needed basis. These charges are for the instruction of gymnastics, cheer and or dance at Monterey Bay Academy of Gymnastics in the following classes:

Students Name	Class 1x week	Class 2x week	Class 3x week	total

Billing Address (as reflected with credit card)

Parent/ Guardian Name

E-mail Address

Telephone Number

Credit Card Information

(Circle one) Visa / MasterCard

Cardholder Name: _____

Account Number (last 4 digits only*) : _____

Exp. Date: _____

CV2#: _____

**After cards are swiped into our system, the numbers are obscured and only the last four digits are visible.*

I authorize Monterey Bay Academy of Gymnastics to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. We will attempt to automatically update expiration dates no more than 3 years from the original expiration date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

Signature: _____ Date: _____



RULES & POLICIES

1. **Payments: Tuition is due before the 25th of each month.** All members must have a credit card on file and will be charged on the 27th of each month. You may pay with any preferred payment method before the 25th of each month. A late fee of \$5.00 will be charged for any payments received after the 7th. Service charge of \$15.00 will incur bank returned checks.
2. **Payment methods:** We accept cash, checks, charge or payments online at montereybaygymnastics.com. Visa and Master Card are accepted in office.
3. **Annual Membership Registration:** Our policy requires us to insure every student. For secondary insurance and administrative costs, there is a fee of \$48.00 per year. Membership is renewable every August 1st. Membership fees are prorated monthly if a student joins after the month of August.
4. **Family Discount:** With 2 or more children enrolled you will receive a 20% discount on monthly fees and registration.
5. **Warm-Up:** For your child's safety, please arrive on time. The warm-up is **very important** to your child's safety. Therefore, **students arriving fifteen minutes late or more might not be allowed to participate in class.**
6. **Make-Up:** We offer one make-up class per session, regardless of how many classes were missed. In order for the makeup system to work, we must have at least 24 hours notice so we can offer the spot to another student to use as his / her make-up time. The missed class must be noted in advance. Notifying us by email is preferred. Those that fail to notify the office will not be allowed to make up their missed class. Drop-ins are not allowed for make-up classes. Tuition must be paid in full to be eligible for a make-up class. All classes are counted once scheduled. Please read the makeup policy in detail on the back of this page.
7. We do not pro-rate the tuition or registration for any missed classes. If you decide to take a break from gymnastics and tuition for said month has already been paid, the balance will be applied towards future gymnastics classes.
8. **Holidays:** Holidays are fixed into the monthly tuition rates and do not receive make-up classes. Classes operate 48 weeks per year. **Scheduled holidays will be posted in the Gym and on our website: montereygymnastics.com**
9. **Dress Code:** Girls can wear either a leotard, or athletic shorts with a fitted t-shirt. (Tights may be worn - without feet). Hair must be tied up (out of face). Boys can wear a t-shirt and shorts or sweats **without pockets**. No large baggy clothes or jeans. **No zippers, snaps, buttons, or jewelry allowed for your child's safety.**
10. **Class changes:** Classes may be changed with the approval of an instructor. Please notify the office of any changes.
11. **Parent Viewing 1:** Parents are welcome to view classes at any time. Please stay in the designated parent seating area, and keep all food and drinks on tiled area. A children's play area is provided for your convenience. Please talk and play quietly. Unattended children are a safety hazard and are not permitted in the gymnastics center. For reasons of safety, parent/child communication is not allowed during lesson. Gymnasts need to hear the voice of their instructor/coach without distraction.
12. **Late Pickup:** Please contact the office if you will be late when picking your child up. A \$10 per ½ hour late fee will apply to late pickups.
13. **Insurance Restrictions:** Only registered participating gymnasts are allowed in the training area. Due to insurance restrictions and for the safety of your child, no one is allowed in the training area before class or without an instructor. When class is over, the gymnast must leave the training area. Parents or non-registered students must remain in the viewing area.
14. **Sign up and Drop:** Monterey Gymnastics will pro-rate classes for first and last month only. If you decide to discontinue class, you must complete a drop slip **two weeks prior to the date you wish to stop!**
15. **Parking:** Please park only in areas designated for Monterey Gym next to the building. **Do not park in the red fire lane.** Space is limited, so please free up spaces for the next classes as soon as your child's class has ended.

MBAG Make-up Policy in Detail

We understand that kids get sick and other things may pop up, and you will not always be able to make it to your regularly scheduled gym class.

We offer one make-up class per session (MBAG calendar month); regardless of how many classes have been missed. We will mark excused absences in our system. Those that do not notify us of an absence will not be able to make up their missed class.

For the makeup system to work, we must have at least 24 hours notice so we can offer the spot to another gymnast. Notifying us by email is preferred (montereybaygymnastics@gmail.com). We also have an absence notification form on our website that can be submitted online.

You may schedule a makeup class anytime within the session (MBAG calendar month) if there is space available at a time that works for you. We try to be as accommodating as possible with scheduling make-ups, but there is very limited availability in the large majority of classes. Therefore, makeup classes are not guaranteed to be available. Our makeup policy has been terribly abused in the past, and at times it can be very difficult to get you the exact makeup class you need.

As always, tuition must be paid in full to be eligible for a make-up class. All classes are counted for once scheduled. Drop-ins are not allowed for make-up classes and students will be turned away from the class if the make-up is not scheduled beforehand. Our small student:teacher ratio is important to us to maintain the safety and integrity of the class and we will not increase the ratio for a make-up.

We apologize, but we cannot refund you or give you credit for missed classes towards other sessions once you have paid. When you pay to reserve a spot for your child in a class, we are holding that spot for you whether you come or not. Other children may be turned away because a class has reached the maximum ratio.