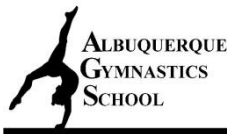


2018



GENERAL RULES AND POLICIES

Phone (505) 293-9570

www.agsgymnastics.com

agsgym@live.com

Welcome to Albuquerque Gymnastics School. A complete Registration Packet, annual registration fee, and Electronic Payment Authorization Form must be submitted upon enrollment. A student may not attend classes until these administrative requirements have been met. AGS is a year-round program and your child will be automatically re-enrolled each month. You may withdraw anytime, as long as you notify the **office** in writing or via email, 30 days before you withdraw. You will be responsible for payment until the office is notified of your withdrawal and you have received confirmation of the withdrawal.

Tuition is based on a one-month time period, with classes scheduled either once or twice a week, depending on your child's program. Payments are due by the first class of each month and may be made by cash, check or credit card. If payment has not been received, your credit card on file will be charged on the 11th of each month. There is a charge of **\$15.00** for a returned check or a declined credit card. With few exceptions, we follow APS school vacation schedule for major holidays. **The following is the 2018 vacation schedule:**

March 26 th -31 st	Spring Break	Monday-Saturday
May 28 th	Memorial Day	Monday
July 4 th	Independence Day	Wednesday
July 30 th - Aug 4 th	Summer Break	Monday-Saturday
September 3 th	Labor Day	Monday
Nov 21-24 th	Thanksgiving Break	Wednesday- Saturday
Dec 24 th -Jan 5 th	Winter Break	Monday- Saturday

- PARKING:** 1. Please do not park on the south side of the building. This is a walkway for pedestrians and a one-way driveway going west from Morris to Comanche only.
2. Please do not stop in front of the entrances & block traffic while you wait to pick up a student. Please park in a designated parking place (**Handicap** spots only for people w/stickers) this is for the safety of your child & others. Please drive slowly & carefully.

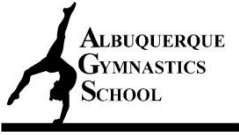
- STUDENTS:** 1. The dress code is informal; however, please avoid clothing with zippers, buckles and snaps. No tights.
2. Please do not wear jewelry or chew gum in class. Please tie back long hair.

SPECTATORS AND PARENTS:

1. All students should be picked up promptly after class. We cannot provide babysitting services when your child is not in class.
2. Please do not walk through our gym facility. If you must travel from one gym to the other, please walk around, outside the building. Thank you for not disturbing our classes and helping us maintain safety.
3. Food and drink are not allowed beyond the lobby. Please **NO SMOKING!**
4. Do not leave your children unattended. Children not in class must be quiet and sitting with parents. For the safety of everyone, please keep non-students off the floor and equipment.
5. No pets are allowed in the gym, except service animals.

MAKE-UP CLASSES:

1. Make-up classes are available for pre-school classes **only** and must be scheduled with the office staff. We are unable to provide make-up classes for students in our 5-year-old and older programs, except during June & July. We do not schedule make-ups for missed make-up classes.
2. AGS will follow APS SNOW DAY policies. If APS is closed, then AGS will be closed for all classes that day. If APS is on a delayed schedule, then AGS will have regular classes that day.



Client ID# _____ Class _____

**Registration and Release Form
For
Albuquerque Gymnastics School
293-9570
www.agsgymnastics.com**

Student Name: _____ Age: _____ Date of Birth: _____ M: _____ F: _____

Mother: _____ Employer _____ Phone: _____

Father: _____ Employer _____ Phone: _____

Address: _____ Zip: _____ E-mail: _____

Home Phone: _____ Cell Phone(s): _____, _____

Local Emergency Contact: _____ Phone Number: _____

Bill to (Other than Above) _____ Phone Number: _____

Address: _____ City _____ State _____ Zip _____

List any special health related problems that your child may have that our staff should know about

Allergies: _____ Is on Medication: _____ What Type: _____

Learning Problems or Handicaps: _____

Past Injuries and Dates: _____

Do you give an adult staff member of A.G.S. permission to obtain emergency medical treatment for your child if you are unable to be reached? YES: _____ NO: _____

If yes, what is your hospital preference? _____

Parent's Signature: _____

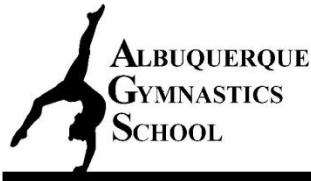
If you intend to have your child participate, please note that all tuition fees are due by the 1st class of each month. All new students must pay the same day they register. A yearly non-refundable **\$36.00** registration fee is due per family starting with the first tuition payment. We re-enroll students month to month. Contact the office in writing if you are discontinuing lessons, otherwise you be held responsible for payments. There will be a **\$15.00** fee charged for all returned checks and declined credit cards.

The Albuquerque Gymnastics School does not carry medical insurance for your child. We are assuming that you have medical insurance for your child. There are risks involved when enrolling your child for sports activities.

Waiver and Release: I am aware of the risk of physical, even catastrophic, injury, associated with my child's participation in gymnastics. I waive all claims I may have, now and in the future, against the Albuquerque Gymnastics School, its employees, officers and directors for all injuries, losses or damages occurring as a result of my child's participation in and presence on the premises of Albuquerque Gymnastics School.

Parent's signature: _____ Date: _____

I have received a copy of the General Rules and Policies



Electronic Payment Authorization Form rev01/17

Please Print

Student's name:

Please check, sign and date below:

My preferred method of payment is:

- Cash, check or credit/debit card by the 1st class of the month.
- recurring payment charged to my debit/credit card on the 11th of each month.
- Bill Pay delivered to AGS by the 10th of the month.

If payment is not received by your preferred payment method by the 10th of the month, your credit card will be charged on the 11th of the month. All credit/ debt card payments will be assessed a 3% fee.

I hereby authorize Albuquerque Gymnastics School to charge my account on file for monthly tuition and or registration fee, plus credit card processing fee of 3%.

Account holder signature: _____ Date: _____

If your credit card is denied, a \$15 fee will be added to your bill.

NOTE REGARDING WITHDRAWAL FROM CLASSES: Albuquerque Gymnastics School must be notified IN WRITING 30 days prior to withdrawing from the school. If AGS is not notified, billing will continue on a monthly basis on specified tuition due dates.