

SLGC Registration Form

Student Information

1st Student	Gender	Age	D.O.B. <u> </u> / <u> </u> / <u> </u>	Medical concern/Allergies
2nd Student	Gender	Age	D.O.B. <u> </u> / <u> </u> / <u> </u>	Medical concern/Allergies
3rd Student	Gender	Age	D.O.B. <u> </u> / <u> </u> / <u> </u>	Medical concern/Allergies
4th Student	Gender	Age	D.O.B. <u> </u> / <u> </u> / <u> </u>	Medical concern/Allergies
() _____	() _____	() _____	() _____	
Home Phone	Parent Cell	Parent Cell	Parent Work #	
_____		_____	_____	_____
Home Address		City	State	Zip Code
_____			_____	
Parent's Names			Family E-Mail Address	
How did you hear about St. Louis Gym Centre? _____				

Class Information

1st Student Name	Class Name	Day	Time	2nd Student Name	Class Name	Day	Time
_____	_____	_____	_____	_____	_____	_____	_____
3rd Student Name	Class Name	Day	Time	4th Student Name	Class Name	Day	Time
_____	_____	_____	_____	_____	_____	_____	_____

We will see you the first day of class... We will call you **only** if there is a problem supplying your class choice.

Payment Information

1st Tuition (full payment required)	\$ _____	Check (#) _____	Credit Card
2nd Tuition (less 20%)	\$ _____	_____ Visa _____ M.C. _____ AmExp. _____ Disc	
3rd Tuition (less 25%)	\$ _____	Name on Card _____	
4th Tuition (less 25%)	\$ _____	Card # _____	
Annual Family Registration Fee	\$ _____ \$50.00	Ex. Date _____	Verification # _____
Total Enclosed	\$ _____		

Emergency Information

All attempts will be made to contact the parent(s) or legal guardian first at all numbers listed above. Please list any other emergency contact person we could reach in case you are unavailable.

_____	_____	_____
Emergency Contact Person (other than parent)	Phone Number	Relationship

Acknowledgment of Risk, Waiver of Liability, Medical Authorization

As legal guardian of _____ I hereby consent to have my child(ren) participate in programs offered by St. Louis Gym Centre. It is hereby agreed that I, my child(ren) adopted or ward, and my personal representatives, waive and release all rights and claims for damages that I or my child(ren) may have at any time against the Centre, its representatives, whether paid or volunteer; for any injury or damages in connection with the gym programs or any other activities related to the Centre. The risks involved in respect to such a program are fully understood by me and I sign this release voluntarily.

PERMISSION FOR MEDICAL TREATMENT: I confirm that the person named above is in good physical health. I hereby authorize simple first aid and consent to any x-ray, exam or medical diagnosis which is deemed necessary.

Parent's Signature

Date

_____ *Please initial that you have read the **Registration Agreement** on the back of this form before registering.
 St. Louis Gym Centre... 315 W. Pacific, Webster Groves, MO 63119 - Phone #314-968-9494 - Fax# 314-968-9581—v1.0

SLGC Registration Agreement

WELCOME TO SLGC.....On the reverse side of this registration agreement you will find a registration form. All registration forms must be filled out completely by each family enrolling in our programs. Please take time to review our policies.

FIVE SESSIONS PER YEAR.....We divide the year into five 9 week sessions. Your tuition dollars pay for the emotional, social and physical education that your child receives and not for a specified number of lessons in a particular session in a particular year.

PRIORITY DUE DATE.....Priority Due Date (PDD) is the date by which Current Students must pay tuition in order to maintain 'priority' and guarantee their class spot. After the PDD, OUR COMPUTER SYSTEM ELECTRONICALLY DELETES UNPAID STUDENTS FROM THE ROSTER and the New Students are placed in the vacancies. The PDD occurs on Saturday, two weeks in advance of each upcoming session except session 1 and session 5, which have open PDD enrollment.

Student Status

NEW STUDENTS.....FULL PAYMENT IS REQUIRED WITH REGISTRATION. Your payment is 100% refundable in the event your class choice is not available. We DO NOT SEND CONFIRMATIONS, in other words, *no news is good news*.

REGISTER AS SOON AS YOU HAVE IDENTIFIED YOUR CLASS CHOICE. Upon receipt your registration will be dated and placed in the 'holding file'. After the Priority Due Date (PDD) the Holding File is opened and we begin the process of placing New Students into class BASED ON THE ORDER IN WHICH WE RECEIVED THE REGISTRATIONS.

CURRENT STUDENTS: TO KEEP YOUR SPOT IN CLASS... You must pay tuition BEFORE THE PRIORITY DUE DATE (PDD) to guarantee your spot. Also, class change requests should be made BEFORE THE PDD to maintain priority over New Students. We do NOT invoice: for your convenience we DO send home a computer-generated reminder but it remains YOUR RESPONSIBILITY to know and honor the PDD's throughout the year. We are aware that rigid deadlines may seem harsh: however, the alternative to rigid deadlines is overbooked classes, not an acceptable alternative. *If you are concerned about forgetting the PDD please ask our front office about our Multi-Session Payment Option.*

PREVIOUS STUDENTS....Previous Students are given registration priority over New Students ASSUMING REGISTRATION IS RECEIVED BEFORE THE PDD. Previous Student status is for any member of a family who has paid the Annual Family Administrative Fee within the last 12 months.

Joining, Dropping, Changing Classes Mid-Session

JOINING a class after the session commences...No problem, as long as there is a vacancy. Tuition will be prorated relative to your start date.

CHANGING classes mid-session... We will gladly accommodate class change requests assuming there is a vacancy in your desired class. **DROPPING...** a class: missing a class: There are no refunds or credits for dropping a class mid-session. ONCE A SESSION HAS COMMENCED YOU ARE IN CLASS FOR THE ENTIRE SESSION, regardless of attendance.

SUMMER FLEXI-SCHEDULE... During the summer term, to accommodate your family's vacation schedule we offer the *Summer Flexi-Schedule*.

ABSENCES & MAKE UPS

TUITION PAYS FOR YOUR CHILD'S SPOT IN YOUR CHILD'S CLASS. We view make-ups as a privilege not a right. Make up procedures vary program to program, depending on safety concerns, space, equipment and teaching ratios. Makeup classes are offered for Preschool Gymnast ages 3 & 4 and all recreational classes on Saturdays from 12:00p.m. to 1:00p.m. Tiny Tumbler 1 & 2 classes will be able to make up in a different Tiny Tumbler 1 & 2 class where space is available.

****NOTE We do not allow make-ups during regularly scheduled classes because it is disruptive to the dynamics of each individual class**.** **All absences must be made up in the SAME SESSION. In the event of an absence the last week of the session a make-up into the next session will be permitted upon request. HOLIDAY absences may be made-up in advance of the holiday within the same session. The same applies to absences due to personal schedule conflicts known in advance. Make-ups are LIMITED. You MUST request in ADVANCE. Please phone the office 314-968-9494. INCLEMENT WEATHER POLICY... We almost never cancel classes, but in the event that we do, we will have a message on our answering machine

PAYMENT PROCEDURES

PAYMENT SPECIFICS...Full payment is required with registration. In the event your class choice is not available your money will of course be refunded. Payment by cash, check, MC, Visa, Am. Exp, Disc. Phone or fax via credit card only. Check policy: If your check is returned for non-sufficient funds (NSF), there will be a \$30.00 processing fee.

MULTIPLE-SESSION PAYMENT OPTION...Concerned about forgetting the PDD? No problem: simply pay for multiple sessions in advance and LOCK-IN your priority status. In the event your personal schedule changes and you cannot fulfill your obligation to attend future sessions for which you have paid, SLGC will refund all tuition you have paid towards *future sessions*. Not available for summer flexi-schedule.

\$50.00 ANNUAL FAMILY ADMINISTRATION FEE...This is a flat, \$50.00 per family fee which is due upon initial registration and on your anniversary date thereafter. This fee defrays administrative costs and if current it entitles each immediate family member to Previous Student Status even if that family member is not enrolled in class at the moment.

FAMILY DISCOUNT...At SLGC the most expensive tuition in your immediate family pays full fare. 2nd class tuition receives 20% discount, all tuitions thereafter receives a 25% discount.