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 **Inland Empire Gymnastics Academy Student Registration/Information Form**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle Initial

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle Initial

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle Initial

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle Initial

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT INFORMATION**

Mother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Language Spoken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Language Spoken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One – Home, Cell, Work Circle One – Home, Cell, Work

Circle One – Text? Y N Circle One – Text? Y N

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One – Home, Cell, Work Circle One – Home, Cell, Work

Circle One – Text? Y N Circle One – Text? Y N

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL INFORMATION**

Hospital Preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Allergies: Medical Concerns or Issues:**

**Learning Disabilities:**

***Office Use Only:***

 NEW Student(s): NOT Signed Up:

ALL Students: *Start Date* \_\_\_\_\_\_\_\_\_ *Telephone Follow Up – 1 week* \_\_\_\_\_\_\_\_\_

*Paperwork Complete* \_\_\_\_\_\_\_\_\_ *Tuition Paid* \_\_\_\_\_\_\_\_\_ *Email Follow-up – 2 weeks* \_\_\_\_\_\_\_\_\_

*Trial Date*  \_\_\_\_\_\_\_\_\_ *Membership Paid* \_\_\_\_\_\_\_\_\_ *Letter Follow-Up – 4 weeks* \_\_\_\_\_\_\_\_\_

*Inputted into the Computer* \_\_\_\_\_\_\_\_\_ *Membership Gift* \_\_\_\_\_\_\_\_\_ *File in Trials* \_\_\_\_\_\_\_\_\_

 *Active Student Folder* \_\_\_\_\_\_\_\_\_

Notes:

**HOW DID CUSTOMER HEAR ABOUT US:** *Filed in Active* \_\_\_\_\_\_\_\_\_

Internet Search \_\_\_\_\_\_\_ Friend/Current or Former Student \_\_\_\_\_\_\_ Website \_\_\_\_\_\_\_

Social Media \_\_\_\_\_\_\_ YELP \_\_\_\_\_\_\_ Advertisements \_\_\_\_\_\_\_ IEGA Event/Party/Field Trip\_\_\_\_\_\_\_

Preschool Flyer/Coupon \_\_\_\_\_\_\_ Elementary School Awards Program \_\_\_\_\_\_\_

**Inland Empire Gymnastics Academy Policies and Procedures**

Updated 6/18

*(Please read each section, initial and then sign at the bottom, acknowledging your understanding.)*

**Student Drop Off and Pick Up**

\_\_\_\_\_\_\_\_ Children who are enrolled in Power Kids classes or higher, who are 6 years of age or older, may remain at the gym during their class time, unattended by their parents, however IEGA reserves the right to deny this privilege if your student is unable to handle themselves and their behavior before, during or after their class.

\_\_\_\_\_\_\_\_ All IEGA students must be picked up inside the gym at the end of class. **IEGA WILL NOT ALLOW ANY CHILD, REGARDLESS OF AGE or ENROLLED PROGRAM, TO GO OUT THE FRONT DOOR UNATTENDED.**

**Parking:**

\_\_\_\_\_\_\_\_ IEGA has limited parking directly in front and behind our building, which we know makes parking a challenge. Parking or waiting in your car directly across the parking lot is not allowed and our neighbors will tow. Please adhere to all posted No Parking signs, even after traditional business hours. Additional parking is available after 5:00 PM directly across the street or in the lot to the west of our building.

**Tuition**:

\_\_\_\_\_\_\_\_ Tuition for each session is due prior to the first day of class. To receive the “Early Bird” discount, tuition must be paid two weeks prior to the start of the session, by the publicized Early Bird deadline date. No child will be allowed to participate in class if their tuition has not been paid. Tuition is non-refundable once a student attends class and we do not allow transfers or pro-rated tuition for missed classes.

\_\_\_\_\_\_\_\_ **Class spots DO NOT ROLL OVER from one session to the next. The only way to guarantee your child’s spot for the following session is by paying tuition, and we recommend paying before the Early Bird deadline to ensure his or her spot in the class of your choice.**

**Make-Ups**: **Your children’s safety and the integrity of their gymnastics instruction is our primary concern. To that end, IEGA has very low student-teacher ratios in its classes so that we can provide an optimal learning environment for every child and ensure that safety is a priority for everyone. This means that we are unable to accept make-ups in regularly scheduled classes**.

\_\_\_\_\_\_\_\_ **Tuition at IEGA pays for a class spot, regardless of attendance. However, as a courtesy to our customers, we offer ONE make-up per session during IEGA’s Make-Up Open Gym, which are scheduled once a month. Make-up Open Gym is an alternative to your child’s class and so we encourage you to make every effort to attend your regularly scheduled class time.** In order to schedule your student for Make-Up Open Gym you will need to call the gym office to verify the absence. At that time you will be provided with a code to use on the IEGA Parent Portal to enroll your child for his or her make-up session. Make-Up Open Gym spots are limited, not guaranteed, and we do not reschedule missed Make-Up Open Gym sessions.

**Punctuality**:

\_\_\_\_\_\_\_\_ Please arrive 5 minutes prior to the start of your child’s class time. Every class begins with a warm-up period, which is an important part of your child’s workout and when done properly, may reduce the risk of injuries. Your student’s coach reserves the right to require a makeup class if an extremely late entry has the potential to put your student at risk or is too disruptive to the class.

**Dress Policy**:

\_\_\_\_\_\_\_\_ IEGA’s dress policy is for your child’s safety. Proper attire ensures that our coaches will be able to spot your child safely. No zippers, buttons or snaps, and absolutely no jewelry, other than small stud earrings. IEGA is not responsible for jewelry worn to class and then removed by student or coach due to safety.

* *Girls: leotards or stretch shorts or sweats with a tucked in shirt. ALL SHIRTS MUST COVER YOUR STOMACH – NO MIDRIFFS OR BRAS EXPOSED. Long hair must be pulled back off face and above shoulders*

* *Boys: Jerseys or t-shirts tucked in with gym shorts or sweats. NO POCKETS ON SHORTS to avoid getting them caught on parallel bars.*

**General Gym Rules**:

\_\_\_\_\_\_\_\_ Cubbies are provided for student belongings, however the gym is NOT responsible for lost or stolen items. Please leave valuables at home. This includes: cell phone, electronic games, jewelry and other personal items.

\_\_\_\_\_\_\_\_ Children must wait for their coach to call them out on to the gym floor. No child is allowed on the gym floor without a coach. Parents, guests and siblings MAY NOT walk out on the gym floor. If you wish to speak to your student’s coach, please advise the Front Office.

\_\_\_\_\_\_\_\_ IEGA has two viewing rooms for spectators. **Please help us make space for other viewers by not reserving seats for students who are in class and by placing personal items under your chair rather than on a seat next to you.**

\_\_\_\_\_\_\_\_ **Parents are responsible for their enrolled and non-enrolled children while they are at IEGA. Non-enrolled children and siblings may not be left unattended at the gym unattended under any circumstances.**

\_\_\_\_\_\_\_\_ Food and drinks must be kept off the gym floor, including water bottles. Breaks are provided during class.

**Emergency Services**:

\_\_\_\_\_\_\_\_ In the event of an injury, IEGA will administer basic First Aid or enlist emergency professionals for treatment and/or transportation.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Signature of Parent or Guardians Date*