



Registration Information

All families must be registered through the online parent portal and electronically accept our waiver and rules, terms and conditions before you can register for classes. After you have registered your family account online, please call our office or stop by to register your child for class.

After you are registered on our parent portal, you now have online access to view:

1. Family Information
2. Student Information & Enrollments
3. Payment Information
4. View Classes, Times & Prices

Getting Signed up on the Parent Portal:

New Students/Families:

1. Go to **CREATE ACCOUNT** Button located on the home page of the Bartlett Gymnastics website: www.bartlettgymnastics.com
2. Follow the instructions and fill out the online forms to create your account and add your payment information.
3. Now you can use the filters to view classes / class descriptions online and contact us to get registered over the phone.

Current & Former Students/Families:

1. Go to the **PARENT LOGIN** Button also located on the home page of the Bartlett Gymnastics website: www.bartlettgymnastics.com
2. Enter your email address that is currently ON File with Bartlett Gymnastics and click on Forgot Password. If you do not know the email, we ask that you please call our office so we can provide that to you.
3. A temporary password will be emailed to you. Re-enter the email address and temporary password. From here you will be prompted to sign off on our Waiver and Permission Documents and add/update your payment information.
4. Now you can use the filters to view classes / class descriptions online and contact us to get registered over the phone.

Bartlett Gymnastics is a **no contract, pay by the month** tuition system. This is a school year round program with no long-term commitments. By doing this we will provide the opportunity to make smaller payments, eliminate the hassle of registering every 10 - 11 weeks, ensure your child never loses their spot, and children will be moved up as soon as they are ready instead of waiting until the end of a session.

Our school year calendar will run August 19, 2019 – June 13, 2020.

The gym will be closed the following dates during the school year calendar:

Mon 9/2/19 Labor Day

Thurs 11/23/19 – Sat 11/25/19 Thanksgiving Break

Mon 12/23/19 – Wed 1/1/20 Winter Break

Mon 5/25/20 Memorial Day

We do not prorate for holidays or gym closings.

Registration Policies:

1. **Registration** - The first time you register your child, you will only pay for the cost of your starting month. After that your card will be billed the monthly payment on the 24th for the upcoming month.
2. **Everyone is required to have a credit/debit card on file.** Each family has the opportunity to pay by the 24th of the prior month with another form of payment. However if payment was not made, then the card will be charged on the 24th for the upcoming month. If for any reason the card was declined, you will be notified and your child will be dropped from their class if payment is not received by the end of the month. There is a \$20 service charge for all returned checks.
3. **Cancellations** - If you want to cancel your child's enrollment, **notification must be given in writing** (email or cancellation form) to the office by the 15th of your final month, or you are responsible for the following month's tuition. *If you fail to give written notice by the 15th, you are still charged and therefore enrolled in the upcoming month and there are no refunds given.*
4. **Tuition is budgeted into monthly payments over the school year calendar which will run August 19, 2019 – June 13, 2020.** August and June tuition will be prorated since they are partial months. September – May tuition will be the standard monthly tuition. We do not charge more for 'long' months, nor less for 'short' months. We do not prorate for holidays or gym closings.
5. There are **NO REFUNDS** or credits for missed classes or dropping your class mid-month.
6. **Re-enrollment Fee** – There is no registration fee when you first register for classes at Bartlett Gymnastics. However, if you drop out of a class during the school year and then want to re-enroll at a later month, you will be charged a \$25 re-enrollment fee.
7. **Sibling Discounts** - you will receive a 10% Sibling Discount on the lower tuition of a sibling's class.
8. **Class discount** - Any student enrolling in more than one class will receive a 20% discount on their second and third classes.
9. **Make-up Policy** – Make-up classes are available for currently enrolled students and must be scheduled with the office ahead of time to ensure space is available.
10. **Changing classes** - A student may switch classes at any time as long as there is available space. Please contact the front desk for assistance.