



Family Name \_\_\_\_\_

# Gym & Learn PLUS Application/Enrollment Form

## EMERGENCY CONTACTS

Emergency contacts and persons authorized to pick up your child/children. Please list in the order that you would like us to contact?

Name:		Relationship:	
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Address:		Zip:	
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Phone #		Work #:		Cell #:	
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Name:		Relationship:	
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Address:		Zip:	
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Phone #		Work #:		Cell #:	
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Name:		Relationship:	
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Address:		Zip:	
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Phone #		Work #:		Cell #:	
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Name:		Relationship:	
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Address:		Zip:	
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Phone #		Work #:		Cell #:	
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Name:		Relationship:	
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Address:		Zip:	
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Phone #		Work #:		Cell #:	
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## PARENT AGREEMENT / TERMS & CONDITIONS

In consideration of participation in any activities at Motion Matrix, LLC (hereinafter referred to as Motion Matrix), my signature at the end of this parent agreement/terms & conditions signifies that I have read, agree to and completely understand all of the following:

### Application Process

- I understand that returning this application/enrollment form to Motion Matrix DOES NOT guarantee my child's acceptance into Gym & Learn PLUS Preschool, and that I will be notified at a later time if my child has been accepted (or not) into the program.
- I understand that if my child is accepted into Gym & Learn PLUS, my enrollment/supply fee will be **due immediately** in order to guarantee my child's placement.

### Money Matters

- I understand that I am required to provide a valid credit or debit card to secure my account.
- I understand that tuition is due on the 1st of each month. Motion Matrix does not send monthly bills and it is my responsibility to ensure my Motion Matrix account remains current.
- I understand that if my account has a balance on the 1<sup>st</sup> of the month, autopay will initiate.
- I understand that the only way to avoid an automatic charge to the card I place on file on the 1<sup>st</sup> of each month is to make certain my account has a zero balance on the 1<sup>st</sup> of each month.
- I understand that if my account is not paid in full on the 1st of the month Motion Matrix will initiate automatic payment on the 2nd of the month and include a \$10 late fee.
- I understand if my account remains past due on the 15th of the month an additional \$15 late fee will be charged. At 30 days late all participants will be removed from their classes and a \$25 late fee will be added each month until paid in full or turned over to the outside collections agency. I will be responsible for all costs for collection of any delinquent payments, including, but not limited to collection, attorney's fees or court costs.
- I understand that I am enrolled in a class that requires DROP NOTICE to suspend billing. If a student is listed in a class on the first day of any given month then that month's charge is due in full. If I am dropping my child's class, IT MUST BE DONE BEFORE THE 1<sup>st</sup> OF THE MONTH.
- I understand that there is a \$25.00 insufficient funds fee on all returned checks.
- I understand that there is an annual enrollment/supply fee of \$85.00 per child for the Mini pre-school class, and \$100 for the Mover pre-school class (a \$36 discount is provided for current Motion Matrix students). This fee is non-refundable, and is valid for the full school year.
- I understand that (if accepted) my student is required to wear a Motion Matrix shirt to each class and that one is provided for free; additional T-shirts are available for \$15.
- I understand that Motion Matrix, LLC does not offer make-ups or refunds for missed classes or activities.

### Gym & Learn PLUS Policies

- 100% of Motion Matrix's communication is via email. All accounts must have a current e-mail address on file by which to receive important notifications, receipts and correspondence.
- STANDARD CLOSURES: Gym & Learn PLUS follows the same closures as District 7 schools. Including, but not limited to: Spring Break week, Thanksgiving Day and the day after, and Christmas break. In addition, we may also close when hosting a USA Gymnastics competition; you will be notified via email when/if this occurs.



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- Classes are based on the child's age at the time of enrollment. Students will remain in the enrolled class for the entire school year before advancing to the next class.
- Gym & Learn PLUS' school year is classified as September 4, 2018 – May 31, 2019.
- Children are not allowed to be picked up by anyone not listed on your "Emergency Contact" form.
- Parents or guardians are welcome to visit at any time their child is in attendance.
- Parents must supply all needed information at enrollment. Parents are responsible for keeping all information up to date. Motion Matrix will not assume responsibility for anything which may result due to false, inaccurate or out dated information.
- In the event of a medical emergency, Motion Matrix will administer first aid and/or obtain medical treatment in the child's best interest per the signed Permission for Emergency Treatment located on Motion Matrix's Participant Waiver.
- Every student must have a full change of clothing to be kept at Motion Matrix. Please label all personal belongings that are kept at our facility.
- Every student must bring a snack, water bottle and a sweater/sweatshirt to school.
- Every student must wear a Motion Matrix t-shirt and shorts or leggings with NO buttons or zippers (Elastic waist only!).
- Motion Matrix will administer only medications brought in by the parent or guardian. Prescription medication must be in its original bottle and labeled with the child's name. Over the counter medication will be given as the label indicates.
- Discipline is consistent and is based on the individual needs and development. At no time will physical punishment be used as a means of discipline. To discipline, our teachers will use positive redirection, problem solving ("use your words"), and time out as a last resort.
- Although every care is taken, Motion Matrix cannot be held responsible for injury while the child is in attendance at preschool.
- Discharge Policy – Your child is no longer eligible for the program when:
  - Child is beyond the age limit for our programs.
  - Space is not available in the next higher age program.
  - Parents' accounts are in arrears.
- In the opinion of the teacher, supervisor, and/or director of the program does not meet the needs of the child. Parents will be given a 1 week notice to make alternative arrangements.
- Toys or personal belonging are NOT to be brought to school with, or for your child, unless prearranged with his/her teacher.
- Gym & Learn PLUS is a recorded program through the Oregon Office of Child Care. Our staff are background checked as required through the State of Oregon and USA Gymnastics.
- As a USA Gymnastics member club, Motion Matrix participates in USA Gymnastics' "We Care" campaign to help prevent child abuse and sexual assault on children. For more information on this campaign, and to learn how you can also assist in prevention, please visit: [usagym.org/WeCare](http://usagym.org/WeCare).
- Motion Matrix, LLC reserves the right to modify the terms of this agreement with written notice.



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## PAYMENT AND INSTALLMENT BILLING INFORMATION

**PLEASE READ CAREFULLY. THESE POINTS ARE PART OF THE TERMS & CONDITIONS ON PAGES 2 & 3, BUT HAVE BEEN SPECIFICALLY LINED OUT TO INDICATE THE IMPORTANCE OF YOUR UNDERSTANDING OF MOTION MATRIX'S PAYMENT POLICY:**

- I understand that my account is subject to automatic payment; no exceptions.
- I understand that the ONLY way to stop an automatic payment is to pay the balance BEFORE the first.
- I understand that if the automatic payment is declined by my financial institution for ANY reason, a \$10 late fee will be automatically applied.
- I understand that the ONLY way to avoid a late charge is to pay the full balance by the next business day after the 1<sup>st</sup>, and provide a current payment method.

**CREDIT/DEBIT CARD IS REQUIRED TO SECURE THE ACCOUNT!**

**I have read, agree to and completely understand all terms and conditions of this agreement.**

**Signature: X \_\_\_\_\_ Date \_\_\_\_\_**

**NOTICE: IF CARD ON FILE IS A DIFFERENT NAME THAN THE ACCOUNT HOLDER'S NAME, SIGNATURE IS REQUIRED FROM CREDIT/DEBIT CARD HOLDER ACCEPTING RESPONSIBILITY FOR PAYMENTS AND AUTHORIZING CHARGES ON ACCOUNT.**

**Signature: X \_\_\_\_\_ Date \_\_\_\_\_**

**WARNING: PROVIDING AND SIGNING EITHER OR BOTH SIGNATURE LINES CONSTITUTES THAT YOU AGREE TO ALL TERMS AND CONDITIONS OF ENROLLMENT.**

-----**(For Office Use Only)**-----

<b>Enrollment/Supply Fee Due:</b>	\$ _____
<b>Tuition Due At Sign Up:</b>	\$ _____
<b>Total Due At Sign Up:</b>	\$ _____

Prior to class registration:	STOP IF INCOMPLETE
Customer copy given	Register student for class
Verify all waiver info	Verify tuition / registration
Email provided?	Enter cc info / Shred
Tag "MARKETING"	Run payment
Tag "Gym & Learn PLUS"	Send welcome email
Verify signatures present	File

**Name on Card** \_\_\_\_\_

**Billing Address for card:** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Expires** \_\_\_\_ / \_\_\_\_

*(For security reasons this portion of the document will be destroyed once the data is entered in our secure encrypted database.)*