

# Academy of Sport and Fitness Policies

As posted on the Family Portal. Last update: August 19, 2021

## Academy Inc. - General Waiver

In consideration of the acceptance of my application and the permission to participate in a program sponsored by Academy of Sport and Fitness Inc. / ASF, I hereby waive and forever discharge Academy of Sport and Fitness Inc. / ASF from all claims, damages, costs, and expenses in respect to injury or damage to my person or property, however caused which may result from my participation in the program. I hereby give permission for emergency medical treatment to be administered to my child, as may be determined reasonable by a medical attendant. It is understood that whenever reasonably possible, relatives will be contacted and informed of the problem, diagnosis, treatment and anticipated medical results.

I've read the above and agree.

## Informed Consent, Assumption of Risk, Release of Liability

As per Provincial regulations and Gymnastics Ontario guidelines during the COVID-19 all program participants must have the following two documents completed and signed: (1) Academy Sport & Fitness/ASF Informed Consent and Assumption of Risk; (2) Gymnastics Ontario Preventing COVID-19 Declaration of Compliance.

I understand that these documents must be completed and signed before my child can enter the gym for their program. These forms will be completed once per season. The Academy is using Google Forms to collect electronic signatures on these documents (all documents are in one Google form). I understand that a Google forms link will be sent to me separately for completion. Link: <https://forms.gle/rYXy3Kxz2iTZse7F9>

I've read the above and agree.

## Health & Safety Protocols (COVID-19)

Academy of Sport and Fitness Inc / ASF. follows strict safety and hygiene protocols, over and above what is mandated by Provincial and Public Health guidelines and Gymnastics Ontario regulations, to ensure that our families and athletes can comfortably participate in in-person programs at the gym. Thank you for your patience and cooperation in ensuring that the Academy gym environment is safe and healthy for all. Daily Health Screening (COVID-19): As per Provincial regulations and Gymnastics Ontario guidelines during the COVID-19 all program participants must undergo daily health screening before entering the gym. I understand that I must complete or attest to this health screening daily before my child can enter the gym for

their program. I understand that my child would not be able to participate in gym activities if they have not cleared the health assessment.

We are using a Google Forms for this screening, as we want to avoid physically handling paper. A copy of the completed form will be emailed for your records once you submit the Google Forms. A link to the form is available on our website.

#### Arrival (drop-off) & Gym Entry

- Participants are expected to arrive on time to allow for staggered and safe warmup in the program. Latecomers will be admitted only when the coach can safely bring them in. If you know your child will be absent, please inform the coach or advise us via email as soon as possible.
- Only participants will be allowed into the gym. Regretfully, parents and caregivers are not allowed into the facility at this time. Due to COVID-19 policies, washrooms are available for program participants only.
- Participants are asked to come dressed and ready for their program.
- Camp: Parents/caregivers must sign-in participants at the door with the coach (contactless sign in).

#### Departure Procedure (pick-up)

- Parents/caregivers must arrive on time for pick-up and wait by the designated exit for their participant. Please arrive 5 minutes early, as we do not have after-class care options.
- Those picking up participants may be asked to show a photo ID to verify their identity. Please ensure that everyone with permission is listed with us to pick up your participant.
- Parents and caregivers will not be allowed into the gym. Camps: The coach will release participants to their parent/caregiver and sign them out.
- Regretfully, we are unable to accommodate late pickup. Please arrive on time to pick up your participant.

I've read the above and agree.

#### **Payment Policies**

- As of August 19, 2021, the registration process will require a credit card. Valid credit card information is required when creating an account on the Family Portal and registering for a class/program.
- Payment for all classes, camps or events are to be made in full upon registration.  
**Transitional provision:** As we implement the payment module of our online system (Family Portal), credit card information collection will begin August 19, 2021. Processing of payments for Session 1 (Fall 2021) will begin September 10, 2021.
- Payment will be processed by the office after credits, discounts, and any promotions or coupons were applied. Members who do not wish to charge their credit card must contact the office immediately after registration in writing (email) to arrange for payment in-full prior to the processing of the credit card.

- Visa, MasterCard, Visa Debit, and MasterCard Debit are accepted online. No other cards are accepted. If you wish to pay by cash or e-transfer, please contact the office to make payment arrangements to secure the spots.
- Payment must be received before the child starts the program.
- Declined transaction fees: Declined credit card fee \$10 (declined for any reason). Returned cheques / NSF fee \$30.

### **Cancellations and Withdrawal from Classes**

- Registrations can be cancelled without penalty before payment is processed.
- After payment is processed, cancellation of class/camp registration requires 7-day advance notice prior to the start of the program. Refund will be provided, subject to a \$25 cancellation fee **per student per class/camp**.
- In lieu of trial classes, when a written notice (email) of withdrawal is received within 48 hours of the first class, refund will be provided, subject to the prorated cost of one class. This option is applicable to recreational classes only. When notice of withdrawal is received more than 48 hours from the first class, the regular withdrawal policy will apply.
- Regular withdrawal policy: Notice of withdrawal from a program must be provided in writing (email). This withdrawal will take effect 30 days from the date of receipt of notice. Credit (no refunds) will be provided for any unused fees after the date the withdrawal takes effect, less a \$30 withdrawal fee **per student per class/camp**.

### **Missed Classes**

- No refunds, credits, or makeup classes for missed classes/camp when your child does not attend a class / is absent.
- No refunds, credits, or makeup for programs (classes/camp days) or when programs are cancelled due to exceptional circumstances, including but not limited to severe weather, flooding, outbreaks, and any other unforeseen circumstances/emergencies that do not allow for safe operation of the facility.
- In the event of government mandated forced closures (such as COVID-19 closures), classes will be suspended and, when possible, the session resumed when re-opening permitted. Credits will be provided for unused program fees (no refunds).

### **Proration and discounts**

- Program fees are prorated if joining after class has started. Discounts: 5% off program fee for 2nd and 3rd child; 25% off program fee for 2nd class for the same child within a session. Promotions cannot be combined.

### **Annual Registration Fee**

- This fee is applied to each student upon registration for program/camp and is valid from July 1 through June 30. The fee covers Gymnastics Ontario membership, club insurance and administrative costs. This fee is non-refundable and cannot be prorated (no credit).

I've read the above and agree.

## General Gym Policies

1. Gymnastic equipment may not be used unless under coach supervision.
2. Outdoor shoes must be removed and left in the front lobby before entering the gym.
3. Only athletes and staff may enter the gym (parent & tot programs excepted). A viewing area is provided. (the viewing area is closed until further notice due to COVID-19).
4. Food and drink are allowed only in designated areas.
5. We strive to be a peanut/nut-free environment. Please help us keep it that way. All participants are asked to refrain from bringing in products that contain or may contain peanuts, nuts and/or nut products. Remember, peanut/nut allergies are of the most common food allergies, with potential life-threatening consequences. Please be aware and read the labels carefully.
6. The Academy reserves the right to terminate participant membership at any time. Specifically, please note that we reserve the right to de-enroll any participants who is unable to keep up with COVID-19 safety protocols.
7. Coaches, class times & age range are subject to change based on availability and demand. Academy Inc reserves the right to cancel or change class times due to insufficient enrolment.

I've read the above and agree.

## Photo Release

I hereby give permission for the Academy of Sport and Fitness Inc./ASF to use my child's picture or recorded video on its website, social media, and promotional materials. I understand that I can opt-out by email.

I've read the above and agree.       I do not agree to have my child's picture taken/used.

## CASL Release

I understand that the Academy/ASF will be using my contact information to provide me updates on programs I am registered in. I hereby consent to Academy of Sport and Fitness Inc./ASF using the email address/es I have specified on this application for the purpose of communicating updates, schedules, and promotions, to be in compliance with the Canadian Anti-Spam Legislation (CASL). In compliance with CASL I understand that I may unsubscribe at any time from these communications.

I've read the above and agree.