

Head Over Heels Gymnastics

Vacation/Summer Program Parent Information Sheet

412 Washington Street – Norwell, MA 02061 – ph: 781-659-3378 fax: 781-659-9773 – www.HeadOverHeelsMA.com

Directors: Patty Anderson, Susan Sasiadek

REGISTRATION: We accept registration in person, over the phone, or through our online parent portal on our website. We accept cash, check or M/C or VISA. We cannot accept registration without at least a \$75.00 deposit for each week of gymnastics your child is attending. The deposit is non-refundable.

PAYMENTS: Full payment is due prior to the first day of each week attending. You may pay by cash, check, or credit card (M/C or VISA) as well as on the parent portal. Tuition is non-refundable regardless of attendance.

DISCOUNTS: The more days you do in a week the lower the cost (save \$5 per day for 2/3 days and \$15 per day for 4/5 days). We also offer discounts when signing up for multiple **full weeks** (\$15 off for each additional **Full day** week and \$10 off for each additional **Half day** week). All siblings receive 20% off. ** Sign up by April 1st and receive a 10% discount on your first full week!

RETURNED CHECKS: Returned checks will incur an additional \$25.00 charge.

WHAT TO WEAR / BRING: Children may either wear a leotard or shorts & T-shirt. **Half day gymnasts** do not need to bring anything but a smile. **Full day gymnasts** need to bring a lunch, bathing suit, a snack and towel each day. Please refrain from bringing peanut/peanut butter products.

EXTENDED CHILD CARE:

Early Drop Off: 8:00-9:00 am / **Extended Day:** 4:00- 5:30 pm
The charge for this service is \$5.00 per morning and \$5.00 per afternoon. For those attending the full week, there is no charge for this service.

MISSED DAYS: We will do our best to accommodate absences due to illness, etc. with attendance in a different day of camp. Make-up days are not guaranteed as they depend on the availability in the program. If for some reason we are not able to provide a make-up day, no refunds or credits will be given.

CHILD PICK-UP: All parents/ guardians must be ready to show a valid license or photo ID to a Head Over Heels staff member when picking up their son/daughter. If someone other than a parent/guardian is to pick up the gymnast, the parent/guardian must note them as an authorized pick-up person on the registration form. **Children will ONLY be dismissed to persons you have authorized.** Any additions to your pick-up list may also be sent via email. Please include their name, relationship and phone number.

MILDLY ILL GYMNASTS: Please do not send your child if he/she has been contagious or sick during the previous 24/48 hours. If a child becomes sick, the parent will be called and we will determine if your child needs to be sent home. If a parent cannot be contacted, the staff will call the emergency contacts listed on your registration form. In the event that your child must be picked up, he/she will be supervised in the office until that time.

EMERGENCY CARE: In the event that emergency care is required, our nearest emergency facility is South Shore Hospital.

MEDICATIONS / PRESCRIPTIONS: All medications/epi-pens must be clearly marked with your child's name and a "Authorization to Administer Medication" form must be completed and turned in to the office along with the medication. All medications/epi-pens are kept in a safe place.

OBSERVATION ROOM RULES: During vacation weeks and the summer the observation area is limited to the first floor lobby only. The second floor is reserved for our gymnasts.

DISCIPLINE PROCEDURES: For the safety of the children who attend Head Over Heels, foul language and/or behavior will not be tolerated. If the instructor is consistently having a problem with a child, the directors will be informed and we will contact the gymnast's parents.