



Welcome to the Olympia Gymnastics, LLC Summer Camp Days!

We have developed this Parent Handbook to familiarize you with Olympia Gymnastics, LLC policies and procedures and to help answer any questions you may have. This Parent Handbook contains important camper and parent/guardian information. Please be sure to read this Parent Handbook with your child. We are glad you have chosen us to provide a fun, safe and enjoyable experience for your child. We strive to employ the most caring and qualified staff possible. Our goal is to provide skilled leaders who are not only well trained but who are positive role models for your child.

We invite you to join us on this adventure that the kids will never forget! We encourage you to contact us with any questions you may have at any time. We are looking forward to a great time with your child!

Sincerely,
Coach Val

Child's Name: _____ Age: _____

T-shirt Size: _____

Parent Contact name/number: _____

Emergency Contact name/number: _____

Initial Here _____

Drop Off and Camp Times: **Camp starts promptly at 8:45 am.**

For your convenience we will open for drop off **7:30 AM** each morning. Campers must be picked up no later than **6:00 PM**.

Half days are **7:30 AM to 12:00 PM** or **1:30 PM to 6:00 PM**. Pick-up & drop off times at your discretion within the above time frames.

Tuition for Camp: is **\$155.00** per week or **\$55.00** per day. Half day rates are **\$45.00** per half day. Additionally, **a non-refundable deposit of \$10 per week *must* be paid to hold a spot.** *Space is limited: enrollment is on a first come first served basis.* Additional siblings from the same family will receive 10% off tuition for each child. No other discounts are offered. **Tuition fees are non refundable and non transferable.** Payments are the parent/guardians' responsibility. The child's enrollment will be automatically canceled for the following week if the balance due is not received by the designated due date.

One Time Annual Registration Fee: A one-time, non-refundable annual summer registration fee of **\$75** is required at the time of sign up for each camper. There is no discount on the registration fee for multiple campers. **Registration fees are non-refundable and non-transferable.** This fee covers all in-house activities campers will participate in during camp, as well as a camp shirt. If your child's shirt is lost or they need another one, you will be charged an additional \$10.00 per shirt.

Shirt Size circle one: YS YM YL AS AM AL XL

Late Fee: A late fee will be applied if you are late picking up your child. Pick up time is no later than **6:00 p.m.** You will be charged **\$5.00 for the first 10 minutes & \$2.00 for every additional minute after.** The gym promptly closes at 6:00pm during summer.

Camp Payment Policy: Payments are due in full, every Friday for the *following* week. In order to maintain your spot, your payments must be on time. Late payments are subject to a late fee of **\$5.00 or more.** **All payments are non-refundable and non-transferable.** No portion of the weekly payment will be carried over or transferred to the following week or to another student or classes. No refunds.

Methods of Payment: We accept check, cash, credit card, or money order only. No post-dated checks accepted. Credit Card payments will have a 3% fee added to the total fee due. Checks should be made payable to "Olympia Gymnastics". Returned check (NSF) fee \$35 per check/charge.

Please note: no child will be admitted on Monday if a balance is due from the previous week. Balance must be paid in full before re-admittance into the gym.

Sign-in/Sign-out Procedures: Parents are required to sign their child both **IN & OUT** on the designated roster located in the front lobby (signature and time out required at the end of the day).

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Sign-in/Sign-out Procedures cont'd: ID's will be checked of anyone other than the parent/guardian picking up your child, so *please be prepared*. Please note, we are not responsible for your child until he or she checks-in with his/her leader within the drop off times of the program. Be sure your child's camp leader is aware of their arrival. Once a child is signed out, we are no longer responsible for them.

Attendance & Participation: Children are encouraged to participate when present, unless sick or injured, in which case parents will be notified and camper will be sent home. Daily camp attendance is taken; however, **please notify staff of known absences.** **We do ask parents to follow two basic guidelines:**

1. In cases when you may be absent, please let us know ahead of time as space is limited and we accept children on a first come, first served basis. You may call the office at **843-238-0282** after hours and leave a message. In the event of an unplanned absence, please make every effort to contact us by phone or email us at office@olympiagymnasticsmb.com. Be sure to include the date, time and expected duration of absence in your message.

2. Send your child to camp in clothes appropriate for the gym. Appropriate clothing for example is t-shirt and shorts or leotard. The following items cannot be worn in the main gym: Jeans, jewelry, low-cut shirts. Shorts must be worn under dresses and skirts. We recommend keeping a change of clothes on hand. No clothing with buttons can be worn if students wish to jump on the super trampoline, including jeans. All long hair needs to be pulled up prior to arrival. Girls and boys with long hair should have an extra supply of hair ties with their things, or kept here at the gym. **Please send swimsuits, a change of clothes, sunglasses or a hat, towels and spray sunscreen every day.**

Personal Items: Olympia Gymnastics, LLC will not be held responsible if an item is broken, lost, misplaced or stolen. Your child(ren) are responsible for their personal items.

Lunches: Please send your child to camp with a mid morning snack and a lunch each day. We do have a microwave to warm items. Please put the child's first and last name on the bag/lunch boxes and any containers. We provide afternoon snack only.

Water: It is important that campers drink water during the day. Water is accessible to campers all day and personal water bottles are welcomed. Please make sure camper's name is on his/her bottle.

Sunscreen: It is strongly recommended that parents apply sunscreen to their child each morning. If for any reason applying sunscreen is necessary by the staff, you must provide **SPRAY ON** sunscreen only and authorize Olympia Gymnastics to apply to your child. **Children should bring additional SPRAY sunscreen** to apply throughout the day.

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Lost & Found: At camp we maintain a lost and found area near the office until the end of each week only. **Please label everything your child brings to camp.** Do not send expensive equipment or items to camp. Have your child leave all toys, games, cards, etc. at home. We are not responsible for the loss or damage of any items that your child may bring to camp. Please check with staff immediately upon noticing the loss of any item(s). At the end of each weekly session, all lost and found items will be discarded or donated. Face masks are discarded daily.

Money: Please limit the amount of money that you send with your child to camp each day. Parents understand that certain activities will be offered that may need additional spending money such as sno-cones, popcorn etc.

Illness: Please do not send your child to camp with a fever and/or illness that would hinder his/her participation and jeopardize the well being of other campers. If staff calls to notify you that your child is sick, please pick up promptly for the health of your child and others.

Head Lice: Any child who is found to have head lice/nits will be sent home immediately and will not be allowed to return to the program until his/her head is free of lice and nits. Please assist us with this problem by following these few simple guidelines below:

1. No combs or hair brushes at camp, please.
 2. No sharing hats.
 3. Check your child's head daily.
 4. Notify the Camp Supervisor immediately if a problem exists.
 5. Begin treatment/Camp Supervisor can provide written information on treatment of head lice.
 6. Child must be checked by Camp Supervisor and be free of lice and nits (even dead ones) to return to camp.
- Please note: There will be no credit or refund for lost days at camp or in case of parent's decision to permanently remove child from camp due to lice.
7. Keep all long hair tied back in a ponytail.

Ambulance Service: In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees and medical costs associated with emergency will be the responsibility of the parents or legal guardian.

Parent Information: Keeping our parents informed and parents keeping us informed is very important to the success of our Summer Program. Parents must contact the Center when:

1. Information on your child's Enrollment Form Record has changed.
2. Someone other than the child's parent/guardian will be picking up your child.
3. A child cannot be picked up on time.
4. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

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Parents will be contacted immediately when:

1. Your child has received an injury that could require immediate medical attention.
2. Your child exhibits a medical condition that could be contagious or threatening to others in the program.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up due to unacceptable behavior.

Parents will be notified at pick-up time when:

1. Your child receives a minor injury that does not require the service of a professional in the medical field.
2. Your child complains of a non-emergency condition or symptom.
3. Your child exhibits unusual or inappropriate behavior.
4. We want to share your child's accomplishments and positive social experiences.

Cleanliness of facilities: Olympia Gymnastics strives to keep our students and staff healthy. At this time, parents are not allowed inside the main gym and we ask that no more than 4 persons at a time are in the entryway. Please enter to drop off, pick up, and complete payments only.

Masks are optional in our facility. I accept responsibility for the health of my child. I accept the responsibility to know and acknowledge that before sending my child to Olympia Gymnastics, LLC to be sure they are fever free and symptom free. By signing this agreement, I acknowledge that the contagious nature of COVID 19 and other contagious illnesses. I voluntarily assume the risk that my children and / or I may be exposed to or infected by COVID 19 or other contagious illnesses while attending, visiting and participating in / at Olympia Gymnastics LLC, and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

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Required Forms:

1. Child's Enrollment Form. It is the parent's responsibility to ensure that the child's Enrollment Form Record on file at the Office contains up-to-date information.
2. Signed and Completed Parent Handbook

Field Trip Permission form/ Permission to travel offsite with Olympia Gymnastics.

I/We understand that our child, _____, may be participating in field tips with Olympia Gymnastics, LLC as part of summer camp activities. I hereby give permission for my child to be transported to and from these activities. I agree to hold harmless Olympia Gymnastics, LLC any of its staff, employees and volunteers for any accident, injury or death as a result of my child's participation with Olympia Gymnastics, LLC and its staff in any capacity.

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I/We have read, understand and agree to the policies and procedures as outlined by Olympia Gymnastics, LLC in this Summer Camp Parent Handbook.

Child's name: _____ Date of Birth: _____
(Please Print)

Parent/guardian name: _____
(Please Print)

Parent/guardian name: _____
(Please Print)

Parent Signature: _____

WE THANK YOU FOR YOUR COOPERATION AND LOOK FORWARD TO A GREAT TIME.

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