

## HEAD OVER HEELS GYMNASTICS CAMP PARENT'S INFORMATION SHEET

412 Washington Street – Norwell, MA 02061 – ph: 781-659-3378 fax: 781-659-9772 – www.HeadOverHeelsMA.com

Camp Directors: Patty Anderson, Susan Sasiadek

**REGISTRATION:** We accept registration in person, via the US mail, or over the phone (we accept M/C or VISA). We cannot accept registration without a \$50.00 deposit for each week of camp your child is attending. The deposit is non-refundable.

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

**DISCOUNTS:** Multi-day and sibling discounts are listed on the Camp Registration Form.

**RETURNED CHECKS:** Returned checks will incur an additional \$20.00 charge.

**OBSERVATION ROOM RULES:** During camp, the observation area is limited to the first floor lobby only. The second floor is used only for campers.

**MAKE-UP CLASSES:** We will do our best to accommodate absences due to illness, etc. Make-up classes 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.

### **EXTENDED CHILD CARE:**

**Early Drop Off:** 8:00-9:00am / **Extended Day:** 4:00- 5:30pm  
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.

**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 camper, the parent/guardian must note them as an authorized pick-up person on the camp 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.

**CURRENT HEALTH FORMS:** A current Health Form must be on file for every camper prior to their start date. The form must include the DATE of your child's last physical and are valid as long as the date is current within 2 years. Attendance at regular gymnastics classes DOES NOT guarantee your child has a health form on file with us. Please check with the office if you are not sure.

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

**DAILY ANNOUNCEMENTS:** Daily announcements are made at half-day camp dismissal including upcoming events and activities.

**MILDLY ILL CAMPERS:** 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 during the camp day, 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:** NO MEDICATION CAN BE DISPENSED WITHOUT A COMPLETED PERMISSION FORM. Forms may be picked up in the office. ALL PRESCRIPTION MEDICATION MUST BE LABELED AND IN THEIR ORIGINAL CONTAINERS. The NORWELL VNA approves all administration of medications. Please call the office if you have any questions.

**DISCIPLINE PROCEDURES:** For the safety of the children who attend Head Over Heels, foul language and/or behavior will not be tolerated. Their instructor will advise any child who uses foul language, which poses a threat of harm to either themselves or others. If the instructor is consistently having a problem with a child, the directors are informed and we will call the camper's parents.