



## **Summer Camp Parent Handbook**

**Times of Operation:**

Monday through Friday from 7:30AM to 6:00PM

**Enrollment Procedure:**

1. Fill out our online registration at [flipforcegymnastics.com](http://flipforcegymnastics.com).
2. Print and fill out all registration forms or stop by the office to fill out.
3. Turn all forms into the office and pay registration(if applicable) and deposit at the time of sign up. You may email them to us at [flipforcegym@gmail.com](mailto:flipforcegym@gmail.com) but we must reply with confirmation or we will call you with any questions to finish your enrollment process.

**Pricing:**

\$160/week

\$45/day

Team Athletes: \$110/week

\$30/day

**Camp Tuition Payments and Deposit:**

As a reminder, all campers must be registered in advance to attend Summer Camp. A \$10.00 per week deposit is required at the time of registration per child. Your \$10.00 deposit is included in your tuition and is not an additional fee. Deposits are non-refundable; however, if you cancel within the guidelines outlined below or have a family emergency, the deposit can be used towards another week of summer camp.

Auto-draft is mandatory and will be processed the Thursday prior to your scheduled camp ( i.e. if you are registered for Monday, June 21st your payment will be drafted Thursday, June 17th). A two week cancellation notice is required otherwise your account will be drafted.

Failure to make payment in full for the week will result in a forfeiting of your spot, regardless of deposit, and will place you on a waiting list that will be added to camp on a first come first served basis. Your child may NOT attend camp if their balance is not paid in full.

### **Cancellation Policies:**

We require a two week notice for all cancellations. We will not credit your account for camps not attended without proper notification. You must notify the office and not your camp counselor that you will be absent from camp. The office can be reached through email at [flipforcegym@gmail.com](mailto:flipforcegym@gmail.com) at any time or by phone during our regular office hours of 12:30 – 7:30 p.m. Monday-Friday. Failure to notify the office will result in a full payment of camp regardless of attendance.

There are NO makeups for missed days of camp. Additionally, you may not simply exchange days within the week. The office must be notified of any changes, not simply cancellations. Our student: staff ratio is very important. In cases of family emergency, illness or injury we will make arrangements with you regarding absences but these must be communicated. Doctors notes are required if absences are due to illness or injury.

### **Drop Off and Pick Up Policy:**

The gym opens promptly at 7:30 a.m. Campers are NOT allowed to be dropped off prior to 7:30 a.m. Your child must be escorted in through the front of the building. Please DO NOT drop your child off unattended outside of the gym. A camp counselor will be available for check in and you will need to check out through the front office to ensure the safety of your child. Your child is not required to be dropped off at 7:30 a.m., however, if you drop them off after they must still be escorted by a parent or guardian and checked in or out.

If you are late for pick up, your account will be charged \$10.00 per every 15 minutes per child. We are willing to work with you in situations where you are unavoidably late however; we do ask that you communicate with us.

Class or Team children that have practice at 6:30 pm may not be left unattended after camp ends at 6:00 PM. Please make arrangements for your child to be supervised while waiting for their practice to begin.

\*IF an individual other than the parent/ guardian is picking up the child, the parent must notify the staff in advance. The individual must show identification prior to departing with the child.\*

### **Sickness Regulations:**

If a child becomes ill while in the program, parents/emergency contacts will be contacted immediately and expected to pick up the child as soon as possible. We will make sure the child is taken care of and made as comfortable as possible until a parent arrives. If a child is showing signs of illness while at home, please do not send the child to the program. If a child has a fever of 100F or above, they must not return to the program until 24 hours after the fever has passed. Any child whose physical condition appears to be unsafe to other children and staff will not be permitted to stay.

**Staff & Student's will have their temperature taken upon arrival. An individual with a temperature above 100.4 degrees F, will be asked to leave the facility.**

### **Injury Policy:**

If a serious injury occurs at the program, the parents/emergency contacts will be contacted immediately. If necessary, emergency services will be contacted for assistance. Staff members will also be required to complete an injury report for serious injuries.

### **Lice Policy:**

While parents have the main responsibility for the detection and treatment of head lice, we will work in a cooperative and collaborative manner to assist all families to manage head lice effectively. If a child develops lice while at Flip Force Gym, a parent will be contacted to come pick up the child. A child may return to Flip Force once they have been fully treated and have no live lice or knits.

### **Administering Medication Policy:**

If your child needs to have medication administered during the day, you will need to fill out a medication authorization form that must be kept in the office. This applies to daily medication, as well as temporary, even if it is over the counter medicine. Please do not allow your child to carry medication on their person, in their bags or to self-administer their medicine. All medication must be kept in the office. Please notify us of any allergies on your registration form as well as on your parent portal

account. We do not administer any medication to reduce pain or fever. We ask that if at all possible, medication be given to your child at home.

### **Personal Belongings:**

Each child will have a place to store their personal belongings. They will be able to store backpacks, coats, extra clothes, etc here. It is important that the child/parent remove all items at the end of each day.

We are not responsible for any stolen, lost, or damaged personal items such as phones, ipods, tablets, etc. Your child may be asked to put it away during specific group activities. If your child needs to contact you, they are always welcome to use our office phone.

### **Discipline Policy:**

At Flip Force Gym, there is a 3-strike rule for discipline.

1. Verbal Warning
2. Time Out
3. Removed from the group and parents will be called

Under no circumstances will hitting, kicking, punching, spitting, and/or verbal abuse including foul language or disrespect to others be permitted. Bullying is not tolerated. Children will always be supervised, and all inappropriate behavior will be handled by a Flip Force Gym Staff Member or Program Director.

Any serious misbehavior or situations that parents should be aware of, will be documented and a parent will be required to sign at the time of pick up.

If a child becomes physical or displays any form of bullying, the parents will be contacted immediately for the child to be picked up. A meeting will be scheduled with the program director and the parents and children involved. We reserve the right to suspend a child for repeated serious misbehavior. During that time, you will be charged half of your weekly tuition to reserve their spot in our program. Any questions regarding billing, please contact our office at 336-996-5158 or [flipforcegym@gmail.com](mailto:flipforcegym@gmail.com).

\*We strive to teach your children respect and positive behavior. Please help us make our facility a positive environment by going over these policies with your child.

\*At Flip Force Gym, physical punishment and verbal abuse including making fun, yelling at, threatening, or using profanity towards children by any staff is not tolerated.

\*Parents may request a meeting with the program director at any time.

**Kona Ice & Water Day:**

Each Wednesday, there will be Kona Ice and Water Day at FFG. Kona Ice will come to FFG. Kona Ice is \$3/child. Students will need to bring a swimsuit, towel, change of clothes, etc.

**Lunch & Snack Time:**

There will be a morning and afternoon designated time for the children to eat snack. Please pack your child a lunch & 2 snacks. We encourage you to pack your child healthy snacks & lunch to give them energy throughout the day. We ask that all students bring a water bottle each day. They will be able to refill them but we will be limiting the use of our water fountain due to health and hygiene safety.

# **FLIP FORCE GYM SUMMER CAMP 2021 PARENT HANDBOOK**

Authorization for activity & acknowledgement of policies

I give permission for my child:\_\_\_\_\_ to participate in summer camp activities. I have informed Flip Force of any physical or medical conditions affecting my child that may limit his/her full participation. I have also informed Flip Force of any allergies and/or medical info that is pertinent in caring for my child.

I have read and understand the rules, regulations and policies for Flip Force Summer Camp 2021.

Parent Name:\_\_\_\_\_

Parent Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Information Card FFG Summer Camp 2021**

Childs Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Age: \_\_\_\_\_ T-shirt: \_\_\_\_\_

**Medical Information:**

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Other: \_\_\_\_\_ Special Instructions: \_\_\_\_\_

Circle one: Mom Dad Other: _____ Name: _____ Best way to contact: (circle one) Phone Email Phone: (_____) _____ - _____ Email: _____
--

Circle one: Mom Dad Other: _____ Name: _____ Best way to contact: (circle one) Phone Email Phone: (_____) _____ - _____ Email: _____
--

Camper Lives with: Mom Dad Other: \_\_\_\_\_

In the event of an emergency, the three following individuals will be contacted if the parents are unavailable. The child may also be signed out and released to the following individuals:

- 1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

I understand that I must sign my child up separately for Kona Ice. Kona Ice an additional fee. These fees must be paid in order for your child to receive Kona Ice.	I give the staff at Flip Force Gymnastics permission to apply sunscreen to my child. Sunscreen should be dropped off to the summer camp director the first day that the child attends camp. [ ] YES [ ] NO
	Parent Signature: _____ Date: _____



<b>Full Day Camp Rates</b>	<b>Daily</b>	<b>Weekly</b>		<b>Competitive Team Athletes</b>	<b>Daily</b>	<b>Weekly</b>
	\$45	\$160			\$30	\$110

<b>Nonmember Registration</b>	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>3<sup>rd</sup> Child</b>
	\$25	\$15	\$10

	Child's Name 1					Child's Name 2					Child's Name 3				
<b>Week 1: June 9-11</b>			W	Th	F			W	Th	F			W	Th	F
<b>Week 2: June 14-18</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 3: June 21-25</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 4: June 28-July 2</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 5: July 5-9</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 6: July 12-16</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 7: July 19-23</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 8: July 26-30</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 9: August 2-6</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 10: August 9-13</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
<b>Week 11: August 16-20</b>	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F

## Kona Ice & Water Day

Kona Ice at FFG- \$3

Water Day at FFG:child must bring swimwear, towel, change of clothes, sunscreen etc.

**If you wish to sign your child up for any Kona Ice, please fill out the following chart and sign the autodraft statement at the bottom.**

**Child's Name(s):** \_\_\_\_\_

<b>Date</b>	<b>Price</b>	<b>Please Check to purchase Kona Ice</b>
June 9	\$3	
June 16	\$3	
June 23	\$3	
June 30	\$3	
July 7	\$3	
July 14	\$3	
July 21	\$3	
July 28	\$3	
August 4	\$3	
August 11	\$3	
August 18	\$3	

Flip Force Gym has my permission to draft the associated Kona Ice fees with my weekly Summer Camp Tuition. If we do not receive a 2-week cancellation notice, your account will be drafted. By my signature below, I acknowledge that I have read, understand and agree to the terms and conditions.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_