



**ENROLLMENT FORM FOR ANCIENT CITY GYMNASTICS AFTER SCHOOL CAMP**

>>>This form must be completed and submitted at the time of registration.<<<

**PLEASE PRINT CLEARLY**

Registration fee of \$25.00 (\$35 max per family) is due with this form

STUDENT #1 NAME: \_\_\_\_\_ D.O.B \_\_\_\_\_

GRADE \_\_\_\_\_ SCHOOL \_\_\_\_\_

STUDENT #2 NAME: \_\_\_\_\_ D.O.B \_\_\_\_\_

GRADE \_\_\_\_\_ SCHOOL \_\_\_\_\_

My child needs a booster/car seat when being transported?  YES  NO

CHECK ONE

CHILD RESIDES WITH:  MOTHER  FATHER  BOTH  LEGAL GUARDIAN

PERSON RESPONSIBLE FOR PAYMENT \_\_\_\_\_

Mother's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work #: \_\_\_\_\_

Father's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Work #: \_\_\_\_\_

[redacted] I hereby release Ancient City Gymnastics and its employees from liability in the event of an accident to my child, except in the case of gross neglect. I hereby give permission for my child to be administered first aid, and if the employees of Ancient City Gymnastics feel it is necessary, that my child be treated at the closest hospital.

**FINANCIAL AGREEMENT FOR ANCIENT CITY GYMNASTICS AFTER SCHOOL CAMP**

You are required to have a list of all people who have permission to pick up your child/children from the Ancient City Gymnastics After School Camp. Please list below all people who might be picking up your child including their phone numbers. This list will be kept in your child’s file and can be updated at any time.

**PICK-UP AUTHORIZATION**

My child, [redacted], has permission to be picked up by the following people from the Ancient City Gymnastics After School Camp.

[redacted] Name	[redacted] Phone Number
[redacted] Name	[redacted] Phone Number
[redacted] Name	[redacted] Phone Number
[redacted] Name	[redacted] Phone Number
[redacted] Name	[redacted] Phone Number

**DAYS MY CHILD WILL BE ATTENDING**

MONDAY [redacted] TUESDAY [redacted] WEDNESDAY [redacted] THURSDAY [redacted] FRIDAY [redacted]

**Registration Fee - \$25.00 per child | \$35.00 per family**

**Registration:** Before any after school slot is guaranteed to a child, all outstanding balances from any of our in-house programs must be paid in full. A place in our after-school camp is then granted to parents who pay the after-school camp registration fee and return the completed registration form.

*\*Registration fees for Ancient City Gymnastics After School Camp covers administrative fees, insurance, and supplies.*

\*If you sign up for 4 days or less add \$5.00 per week if your pick up day includes Wednesday's.

\*If you sign up for 5 days the \$5.00 is included in the price.

5 DAYS ---- \$85      4 DAYS ----- \$73      3 DAYS ----- \$56      2 DAYS ----- \$39      1 DAY ----- \$22

Your Registration Fee is \$ [redacted]. Registration Fee guarantees and holds a spot for your child/children, covers administrative fees, insurance, and assists with supplies. This registration fee is non-refundable and non-transferable.

I agree to pay Ancient City Gymnastics for After School Camp Services. My weekly tuition amount to be auto drafted on the Thursday of the previous week of service is \$ [redacted]

I understand that I am responsible for payment during the school year, whether my child is present or not. I am paying to hold my child's spot not for his/her attendance. If I should decide to withdraw my child/children from the Ancient City Gymnastics After School Camp I will provide Ancient City Gymnastics personnel a two-week written notice.

If my child remains at the Ancient City Gymnastics After School Camp past the scheduled pick-up or closing time, I agree to pay the late pick-up fee as stated in the handbook. When I or my authorized pick-up person arrive payment must be made. I understand there is no grace period for this payment and that the time is judged by the Ancient City Gymnastics clock.

By completing this paperwork and registering my child for the Ancient City Gymnastics After School Camp, I authorize Ancient City Gymnastics to automatically charge my credit/debit card that I have provided for all charges that are associated with my child's after school account. I understand my payment will be processed the Thursday before service is provided. If for any reason my auto payment is not received by the Thursday of the prior week, I will make other arrangements for my child to be picked up from his/her school. I understand that pick up will not resume until my account is current.

**MEDICATIONS | ALLERGIES**

**Please list any medications your child is taking, dietary restrictions, chronic health conditions, etc.....**

**Known Allergies:** [redacted]  
[redacted]

**CAMP HOURS:** Monday thru Friday – After school until 6:00pm. Early release days we will pick your child/ren up immediately following dismissal.

**AFTER SCHOOL CAMP INCLUDES:**

- Pick up from school daily (weekdays)
  - 25% off one (1) recreational gymnastics class
  - Homework Supervision
- \*Staff is not responsible for completion of your child's homework.

- Open Gym Time
- Snack Time

\* Please pack an extra snack for your child to bring to camp with him/her. The ACG Snack Shack will be open for students daily, everything is \$1.00.

**CONTACT INFORMATION:** Telephone number: 904-342-0109

Email address: [admin@ancientcitygymnastics.com](mailto:admin@ancientcitygymnastics.com) *\*Make sure to include your child's name in the subject line*

**ATTENDANCE, TUITION & FEES:** Weekly tuition will not change for any week that includes a sick day, severe weather day, or any other day your child may be absent for personal reasons. When you pay your tuition, you are paying for your spot not your attendance. Fees will not be reduced for early pick up. Payment for days the child does not attend holds your child's spot in the ACG After School Camp.

**\*\*Due to advanced planning, appropriate staffing and classroom supplies NO REFUNDS are given in the event of absence.**

**DAILY PICK-UPS** – When you ask Ancient City Gymnastics to pick up your child, we are obligated to make sure that we do that. We have a roster that will be followed each day. When we get to the school and your child is not there or has been moved to a car rider, we have to verify that information. This puts a strain on the system, for the school as well as Ancient City Gymnastics. We cannot return to the gym or continue on our route to the next school or the gym until we have verified the whereabouts of your child. That take up time for the ACG drivers and the school administrators. If your child is scheduled to be picked-up by Ancient City Gymnastics and he/she is out of school or has been picked up early from school for any reason, **YOU MUST NOTIFY ANCIENT CITY GYMNASTICS NO LATER THAN NOON THE DAY OFF.** We will assess a \$5.00 charge to your account for each incident of non-notification before noon.

Call 904-342-0109, leave a message or email [admin@ancientcitygymnastics.com](mailto:admin@ancientcitygymnastics.com) to notify us of pick-up changes.

**LATE PICK-UP FEE:** Parent pick up for all after school campers is 6:00pm. Our after-school camp is staffed until 6:00pm. A minimum fee of \$10.00 (family) will be charged to your account starting at 6:01pm. Starting at 6:01pm you will be charged an additional \$1.00 per minute you are late. The card on file will be charged this late fee. The time will be judged by the Ancient City Gymnastics clock.

If you know that you will be late, please be considerate and give us a call at 904-342-0109. You will still be charged the late pick-up fee but will give your child and the Ancient City Gymnastics employee's peace of mind. *\*If no one has arrived to pick up the child after a half hour and no emergency contacts can be reached, police will be notified.*

**SICK CHILD POLICY:** If a child becomes ill while attending our after-school camp a parent will be contacted to pick up the child. We ask that the child be picked up within an hour of parent notification. We ask that correct daytime numbers are included on the enrollment forms so parents can be reached in case of a health problem. We require your child to be fever free – with out medication for 24 hours before they may return to the program. *\*If a child is too ill to go to school, then he/she is not well enough to attend our after school camp.*

**MEDICATION POLICY:** Ancient City Gymnastics staff does not administer medications.

**ALLERGIES:** If your child is allergic to certain types of foods, please list them on your enrollment form so staff can be aware. In the event your child has a severe life-threatening allergy, you will need to provide us with Benadryl, an epi-pen or asthma pump to keep here at our facility. Make sure the child's name is properly labeled on their container.

**CONFIDENTIALITY:** All of the after-school campers files are kept confidential. Only staff members and licensing agencies will have access to these files. Parents can have access to their own child's file.

**SUPERVISION AND STUDENT RELEASE:** All children will be carefully supervised. Children will be released only to adults listed as authorized to pick up on the registration form. This includes parents. Authorized persons will sign the child out each day from after school camp. Please keep your information we have on file updated.

**PARENTS MUST PROVIDE ANY COPIES OF LEGAL DOCUMENTS IF A CHILD IS NOT TO BE PICKED UP BY THE NON-CUSTODIAL PARENT.**

Divorced or separated parents who do not have custody of a child may not pick up the child unless authorized to do so in writing by the parent admitting the child to our facility.

**ANCIENT CITY GYMNASTICS FULL TIME CAMPERS:** Ancient City Gymnastics After School Campers who attend camp full time (5 days a week) will receive a 25% discount off one (1) recreational gymnastics class. The discount does not include our Team program, League program or Invite Only classes.

**TERMINATION OF SERVICES:** No after school camper or family is obligated to continue in our after school camp if they are unsatisfied. Likewise, Ancient City Gymnastics reserves the right to terminate service under the following circumstances:

1. Lack of payment
2. Behavior problems that disrupt the fun and learning of other students
3. Behavior problems that involve attempting bodily harm on other students or our staff
4. Severe behavior problems (puts self and/or other children/staff in danger)
5. Administrative problems

\*In the event that the After School Coordinator decides to send a student home for behavioral issues, parents will be notified immediately. The parent must provide transportation to take the student home. Our goal is to ensure that no students are hurt or adversely affected by the actions of another After School Student. To that end, we will apply after school rules consistently. We appreciate your understanding in this matter.

**No School Days:** Ancient City Gymnastics After School Camp is closed during Winter & Spring Break. No tuition will be due for these weeks. Special camps will be held at the facility during these times.

**INCLEMENT WEATHER:** In the event of inclement weather, we will follow the St. John's County School decisions. If the public schools are closed, we will be closed. In the event of a Hurricane warning, children will need to be picked up immediately. Staff will remain with the children until all of them have been picked up. Tuition payment is still due if we must close for inclement weather or any other act of nature.

**SOCIAL MEDIA:** Is a fast, great source of communication for last minute gym closings. Ancient City Gymnastics closely monitors ongoing weather reports and reviews road conditions. Please like us on Facebook (Ancient City Gymnastics) and/or follow us on Instagram (ancientcitygymnastics2011) for last minute cancellations. \*Safety comes first.

## ANCIENT CITY GYMNASTICS SNACK SHACK

**Snack Shack Account:** Each camper has the option of opening a snack shack account for use during his/her time at Ancient City Gymnastics.

The opening balance of your account is completely up to you. We strongly urge the use of this Snack Shack account system as it helps to enable campers to quickly purchase snack items during snack time without having to carry cash. This has proven to be a very successful system as almost 100% of campers take advantage of opening an account.

We have a variety of snacks ranging from chips, cookies, and candy. In addition, we have drinks such as gatorade and water available for purchase.

Please check one of the boxes below

I do NOT wish to set up a snack shack account for my camper/s

I give my permission to Ancient City Gymnastics to automatically run my card on file in the amount of \$10.00 when my child's snack shack account reaches a balance of \$1.00.

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You can control your child's snack shack account, from how many snacks a day or if they cannot have. (ex: 1 snacks a day, 1 drink a day, no candy, no red dye, etc.).

Please list below your preferences in which your camper uses his/her funds.

\_\_\_\_\_

\_\_\_\_\_

By signing below, I acknowledge that I have read and understand the policies of the Ancient City Gymnastics After School Camp.

\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_

Date