



Welcome Letter

Harlequin

School of Gymnastics

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Dear Parent / Guardian / Gymnast

Thank you for choosing Harlequin Gymnastics Club in Leighton Buzzard. We welcome you and your child to Harlequin and hope they enjoy their trial session and wish to come back to learn many skills within gymnastics. We also have 2 Welfare Officers available at the club; they are at the gym every day but at different times. We also have 1 Parent Liaison Officer who can be contacted via email or phone with questions, concerns or updates on your child's progress.

We look forward to your child taking their space, you will receive this email with the taster email, and it will include the following documents

- **Welcome Letter – incl. Code of Conducts.**
- **Medical Form** [Click here Medical Form](#)
- **New Starter FAQs**
- www.British-gymnastics.org – Annual Insurance
- **Annual Club membership (details are on your personal email)**

The Standing Order is £47 per month for SEN/Recreational/Trampoline/Pre-School 1-hr class this is calculated over a 50-week year as we stop classes for a 2-week period over Christmas. Advance classes are £52 per month for 1.5hr class.

Pre-School Mini Classes – Mini stars receive a certificate each month as part of your subscription. When they move up there is a charge of £1.50 per certificate.

We do not offer payment breaks due to the club being open 50 weeks of the year – If you wish to go on holiday this is your choice, and we cannot freeze your payments while you are absent from class. Unfortunately, we cannot offer a payment break if you wish to suspend your child's space for a short period of time due to personal circumstances, without payment of monthly fees to keep the space free for you, non-payment will result in your child losing their space and it being offered to another child on the waiting list. If you are going to be absent for longer than 4-weeks, we recommend you emailing and speaking with our Admin team to discuss your possible options going forward.

We do our best to offer replacement sessions for all recreational classes if we must close or a bank holiday interrupts your child's sessions, but this is not guaranteed, we cannot offer swapping classes as a one off due to numbers in classes it is not always possible. If it is required for an emergency, then we may be able to offer it.

Other classes/squad sessions are charged differently and will be advised after the trial date. Payments are taken on or shortly on or after the 1st of each month. If the 1st falls on a weekend it may be taken early.

Cancellation of classes

To cancel your child's class, we must receive an email to confirm cancellation. We require 1 month's notice, if we are informed before 24th we can take that as your notice, otherwise the following month's fees will be your notice. It is your responsibility to cancel the STANDING ORDER. No refunds will be given if you do not complete the process.

Club Payment Policy

1. The Club issues three distinct charges for the participation in our sessions. 1. British Gymnastics membership charge – from £24.00, 2. Initial Pro-rata fees
2. Annual membership £45 (1st March -28th Feb), - due 1st March 2026 for all Members
3. Monthly fee for ongoing sessions charges.

Payment Chasing Procedure

1st-3rd – Payment will reach the Gym Club bank account, 12th-15th Any non-payments will be notified to parents by the club via email. The onus is on the parent to contact us to make up the payment. If no payment is received by 24th an email of notice will be served, if no contact is made by parent the gymnasts' membership will cease on the last day of the month. Gymnasts wishing to return to the club after this point will need to make an application to go back on the waiting list or pay what is owed +1 month's fees in advance.

British Gymnastics Membership

Please go to www.british-gymnastics.org Payment will be requested when you register via their website. If you do not register your child will not be allowed to attend lesson till done so. You need to select '**Harlequin Gym Squad**' when registering.

Notices, newsletters, class changes will be sent to you via email ONLY. Please remember to keep your details up to date on your JoinIn account. Once registered you will be able to book onto any of our event, order club kit (non-compulsory), Awards/Certificates can be ordered through your members account, please remember your login details.

Kind Regards

Nikki Gundry

Nikki Gundry

Head Coach

IMPORTANT INFORMATION

BEFORE CLASS

- It is the Parents responsibility for the safety of the child before and after gymnastics (in the staff carpark outside the gym)
- As gymnastics is a sport where you must use your hands and feet, if a child arrives with ankle or wrist injuries, we will request they go home and rest.
- Always ensure that your child is dressed appropriately for the activity. Arrive gymnastics ready. This should include warm clothing in the winter which they can put on themselves and slip on shoes (flip flops or sliders)
- **NO JEANS/SKIRTS/LONG DRESS TOPS/TIGHTS/HOODIES/CROP TSHIRTS**
- **EARRINGS** – due to British Gymnastics Insurance Policy we do not allow any child in the gym with their earrings in. If they are newly done, we allow between 6-8 weeks for them to settle and heal please tape before attending we cannot tape for you, after this they will need to be removed.
- Please keep us informed if your child is ill or unable to attend their class, if SICK 48hr rule must be applied.
- Always arrive on time if you are late, you will not be allowed into your lesson. **(The door will be locked knock on the door and a coach will confirm if you can attend the session or not) We give you 10-minute window and nothing more as the warm-up is very important – This can be different for groups that train for longer than 1 hour.**

AFTER CLASS

- Please collect your child promptly at the end of each session from in the building. If you are late your child will remain in the gym. Please come into the gym/café. The staff on the café will come and collect your child and bring them to you.
- Members should remain with coaches inside the gym at the end of a session until collection by a parent or guardian. **(no under 18's to collect their siblings)**
- No child under the age of 14 is allowed to walk home on their own. **NO EXCUSES – WE CAN NOT ALLOW,**
- **Please do not Park on any other business premises. (Unfortunately, the carpark out front is for Staff Use Only for safety reasons) Please Park only in the main car park to the side of the building and walk to the door.**
- Please do not allow your child or siblings to run freely within the car park; they should be always supervised.

GENERAL

- If you do not activate and pay your insurance via the British Gymnastics website, your child's insurance it will be invalid, and your child can not attend their class until done so.
- Cancellations of Standing Orders without informing Harlequin could result in your child losing their space in the class. This includes the summer months if you chose to go on holiday.
- Harlequin is **NOT** responsible for any items left behind.
- We will keep you informed via your given email with relevant information. Please keep your account details up to date. That includes any changes to email address or phone numbers
- Please check out the website for all codes of conduct and privacy policy if you wish to read them.
- Please name all drinks bottles
- Please visit and like our Facebook page. **@HarlequinSoG**. We are also on Instagram **@Harlequingymnasticsclub**, we also have 2 squad pages if you wish to follow and see what they get up to **@Harlequintumblers**, **@Harlequingymsquad**,

AWARD SYSTEM

- ✓ **Pre-School 2-3yrs** – These will be presented to all children that attend class and have completed the category. Action, Shapes, Rolls, Balance.
- ✓ **Pre-School 3-4yrs** – These are presented to all children once a month, they work through them during the sessions and are presented to all children at the end of the theme. Payment is added to your monthly fees at a cost of £1.50
- ✓ **Junior Badges 4-6yrs** – There are 5 Awards within this class, they work through a 6/8-week programme and assessed at the end. This is where children start to understand that they must show understanding of the skill to pass. Depending on when they start not all children will pass skills every six weeks, therefore will not receive Certificate at the same time.
- ✓ **Harlequin Proficiency Awards 8-1** – These are worked in all our classes in Recreational classes. All children are working on 6-week rotations and assessed on Week 6. Every child will be at different stages depending on when they started the class. All children when new start on Award 8.
- ✓ **When a child comes from another gym**, we will start them on the Award 8 as these are personal to Harlequin and are not the same as the BG awards. Not all gymnasts receive Awards in the same week as they all work at different rates. This is hopefully teaching your child that they must work and show the skill more than once to achieve the tick. There are 10 ticks per Award
- ✓ **All Awards are available to purchase through our website click on 'shop'. Please purchase on here and it will automatically send us an email and it will be written out and handed to your child the following week.**
- ✓ **Children (can) and will be removed from session and returned to parents by a phone call asking parents to collect if they continually disrupt the class.**

CODE OF CONDUCTS FOR GYMNASTS

- Arrive ready for lesson and be prepared to listen and learn
- Respect other gymnasts and the coaches in the gym
- Follow any rules and guidelines laid out during your sessions
- Treat all equipment with respect and do not damage it
- Inform coaches of any injuries at the start of the lesson or during
- You're here to have fun and learn gymnastic skills.
- Foul language and violence will not be tolerated.

CODE OF CONDUCTS FOR PARENTS AND GUARDIANS

- Support your child's involvement and encourage them to enjoy the sport.
- Always arrive on time to lesson, be ready for gymnastics and most of all have FUN!
- Ensure your child is appropriately dressed for a sports activity (*i.e., hair tied back, earrings taped, no socks*)
- Keep the club informed of any illness, change of circumstance, injuries. (*Keeping to the 48-hr rule if they have been sick*)
- Respect the other gymnasts, parents, and coaches in the gym
- Follow all the safety rules in the gym
- Misbehaviour in class will not be tolerated and could result in your child being removed from the session (**We do not accept hitting out/another gymnast, spitting, biting, throwing equipment verbally or physical violence towards our staff**)
- Always use correct and appropriate language. (Parents and Gymnasts)
- Always collect your child from in the gym, DO NOT wait outside the gym (unless previously agreed in writing). We accept this for any gymnast over the age of 14.
- Never force your child to take part in the sport, communicate with us if there is an issue.
- Support and work with your child's coach, we ask that you do not discuss negative aspects of your child's class or behaviour in front of them. We will do our best to adhere to the same policy. Please feel free to contact us to discuss further.
- Share any concerns or complaints about any aspect of the club through the approved channels. Harlequinwelfareteam@gmail.com or calling our WO on 07852237966
- Ensuring your child's BG Insurance is completed and the Standing Order is set up following the taster – you have a maximum of 72hrs otherwise the space is at risk.
- Do not approach officials or coaches at a competition and question any aspect of the competition. If you have anything to say or question, please wait and discuss at your child's next session.
- Pay your fees on time! If you have any difficulties paying please contact our parent liaison above and she will be happy to discuss options.