



Where our mission is to develop happy, healthy and self-confident kids through a fun and creative environment

Parent Handbook 2025

Waupaca

IMPORTANT INFORMATION ABOUT CAROUSEL GYMNASTICS

Address: 1906 Godfrey Dr., Waupaca, WI 54981

Phone: 715-340-4390

Email: waupacainfo@carouselgymnastics.com

Website: www.carouselgymnastics.com

Office Hours: Monday – Thursday 9:30 am-11:00 am and 4:00 pm - 7:30 pm

Summer hours will differ

Welcome to Carousel Gymnastics! Our Mission at Carousel Gymnastics is to develop happy, healthy, and self-confident kids through a fun and creative environment; developing their skills in strength, flexibility, coordination and body awareness while creating a strong foundation of gymnastics skills.

Classes are designed with your child in mind. Therefore, some guidelines are put in place for participation in classes.

Gym & Class Policies

DROP OFF-PICK UP – Please arrive 5 minutes before class begins so your child has time to use the bathroom, put up hair neatly, and be in line ready for class to begin. Children should wait quietly on the designated spots in the lobby area until their instructor comes to get them for class. Running and Gymnastics in the lobby or locker room is NOT allowed. ALL CHILDREN not participating in class must be supervised at all times. This includes any child that is playing outside or in the lobby area. Please meet your child promptly in the lobby at the end of their class. Children should not wait outside to be picked up. Please do not let your children wander beyond Carousel Gymnastics property.

OBSERVATION – Observation in lobby area is limited. Please do **NOT** “coach” your child from the sidelines. **Comments made by parents distract all of the students in the class and may confuse your child, making it difficult for the instructor to do their job.** The ability to stay focused on the most immediate task is very important to the success and safety of your child. We ask that anyone in the lobby refrain from tapping on the glass windows, using hand gestures, or video recording without parent permission.

WHAT TO WEAR – Leotards are recommended for girls, but not required for skills classes. T-shirt tucked in, shorts and sweatpants are acceptable attire for boys and girls. Refrain from clothing with snaps, buttons, and zippers. Bare feet are allowed, but socks are also acceptable. Refrain from wearing sports bra athletic outfits that expose the midsection. No shoes should be worn. Please make sure long hair is tied back so vision is not impaired. NO chewing gum. Personal items should be left with parents. PLEASE LEAVE JEWELRY at HOME. This includes necklaces, bracelets, ankle bracelets, dangle/hoop earrings, finger and toe rings, watches, extra hair bands and Fit Bits. There is a locker room area down the hall where children can hang their jackets and put their shoes. Carousel Gymnastics and the facility staff will not be responsible for ANY items that may be lost or stolen. NO Cell phones/iPads are allowed out on the floor by students.

Uniforms are required by Ninja Sport International for students that are enrolled into our Ninja Zone program (Waupaca location only). Ninja uniforms promote unity and discipline within the class and consist of colored level Ninja Zone shirt and/or optional headband. Please visit www.theninjazone.store to purchase your child’s uniform.

SCHEDULING – Carousel Gymnastics reserves the right to change, combine, or cancel classes based on enrollment and coaching availability. We will contact you if this situation should arise and work with you to find another class for your child.

HEALTH – Cuts must be covered with a bandage and athletic tape before class. A bandage alone does not stay on. Any child with a contagious illness is asked to stay home. Keep your child home for 24 hours if your child has had a fever or was sick before coming to class. If your child did not go to school, they should not come to class. Please inform the instructor of any medical conditions that may affect training. Please follow CDC guidelines and doctor recommendations for symptoms of COVID-19 or any other viruses.



Gym & Class Policies Cont.

CONCUSSION SAFETY – A concussion is a type of traumatic brain injury – or TBI – caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells. Be familiar with safety procedures of the facility as well as the possible signs of a concussion. More information can be found by going to www.cdc.gov/headsup. Carousel Gymnastics has a concussion action plan for any athlete that is suspect to have a concussion.

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating concussion.
3. Inform the athletes parents or guardians about the possible concussion and give them the fact sheet on concussions.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating concussions, says they are symptom-free and it is ok to return to play. Parents or guardians will need to provide a written release from the health care professional before your child can return to classes.

MAKE UPS – Just like college, your tuition pays for a class spot, regardless of attendance. However, as a courtesy, Carousel Gymnastics offers make-ups when doing so DOES NOT jeopardize the safety or integrity of the class. Make-ups will depend on space availability in another class and teaching ratios. There will be NO MAKE-UP CLASSES due to vacations or other obligations such as appointments. Pro-rates or credits will not be given due to missed classes.

CLASS CHANGES – Carousel Gymnastics allows day and time changes at any time as long as there is an opening in the class. Request to change classes can be made by contacting the office. Call or stop by the front desk to change your class day and time.

WEATHER – In case of bad weather, always use your own judgment in traveling to class. Classes will be on a regular schedule UNLESS AFTER SCHOOL ACTIVITIES ARE CANCELED DUE TO BAD WEATHER or THE SAFETY OF STAFF, FAMILIES OR STUDENTS IS A CONCERN. The Waupaca location resides in the Waupaca School District, so we will follow that District's closure policy. **If AFTER SCHOOL activities are canceled, Carousel Gymnastics will be closed and will schedule a make-up class at a later date. Inclement weather closings will be posted on the Carousel Gymnastics website, and Facebook. VIRTUAL LEARNING DAYS will be treated like an inclement weather closing.

Billing & Payments

For Carousel Gymnastics to maintain its program, it requires your timely payment of tuition.

ANNUAL REGISTRATION FEE – An annual registration fee of \$20 per child is due upon registration and is non-refundable. The registration fee is to be paid once a year (at time of the winter session registration) and will be prorated for those that start our program July or after.

DISCOUNTS – There is a 10% discount on multiple children or classes. The first child or class will be at full tuition cost. This discount applies to the second child/class and any additional.

TUITION/PAYMENT PLANS – Tuition is due to hold your child's spot in class. The registration fee and one-half of the tuition is due at time of registration. The remainder of the tuition will be due by mid-session. (Example: Due week 6 of a 12-week session) Your account may be subject to a \$10 late fee if payment is not received by the dates indicated. **All tuition must be paid in full before we will accept registration for the next session.**

INSUFFICIENT FUNDS – There will be a \$30 insufficient funds fee applied to your account for returned checks.

By signing the bottom of the registration form or registered on our website, you have read, understand and agree to Carousel Gymnastics, LLC, rules and policies, and billing.

NAME: _____

Date: _____