

# Harlequin Gymnastics Newsletter

## APRIL 2023

### CONTACTS

Emails that can be accessed: [harlequingymnasticshome@gmail.com](mailto:harlequingymnasticshome@gmail.com) – Natalie Stringer  
(Admin & Welfare)

Or [harlequinwelfareteam@gmail.com](mailto:harlequinwelfareteam@gmail.com) (this to be for welfare issues) or contact me via 07852237966

**WE DO NOT have a receptionist to answer the phones, send via EMAIL and we will answer your questions.**



### Index:

- Online Shop – How to order Badges and Kit
  - \*Holiday Camps – Easter half term
  - NEW t-shirt for ALL recreational classes available to purchase.
    - Kit for Advance classes
- New welcome letter sent to all members with updated terms & conditions for 2023 onwards.  
(Copy attached here)

### NEW MEMBERS WELCOME TO HARLEQUIN

#### Parents Information

You should receive a detailed welcome pack with your trial email. Please only attend on the date given in your email, (unless you have a reason to change it) We spread the new starters across the month to assist us and make sure all new gymnasts are settled.

Once your child has attended their trial within 7 days you will receive a 2<sup>nd</sup> email with a link for the LoveAdmin account which includes setting up the Direct Debit for your fees.

Please read through the welcome letter as this gives all the information you require about setting up. *If you do not receive the set-up link, please email and let us know do not leave it.*

***YouTube link on how to set up:***

***[https://youtu.be/uy9K\\_6BBqHs?list=PLfFu9BH\\_oxXum9yXHAFa7HvPsLbHpZPuK](https://youtu.be/uy9K_6BBqHs?list=PLfFu9BH_oxXum9yXHAFa7HvPsLbHpZPuK)***

Any questions please EMAIL

[harlequingymnasticshome@gmail.com](mailto:harlequingymnasticshome@gmail.com)

### Holiday Camps

**EASTER HALF TERM – IS LIVE ON LOVEADMIN AND THE WEBSITE**

Please book in advance so we can confirm numbers and spaces do go quickly.

Each camp we give out certificates for the hardest workers, award certificates for work on apparatus, new skills learnt, and medal for the camper of the Morning or Afternoon sessions.

# **Harlequin Gymnastics Newsletter**

## **APRIL 2023**

### **Photo & Video Policy**

**Due to GDPR & Safeguarding we have the policy on NO videoing or taking photos of your child via the windows or TV during lesson.**

**If you wish to have a video of your child, please email and ask and a member of staff will do so using the club device making sure no other child is in the photo/video.**

**Please see our Photography Policy on noticeboards around the gym**

### **CAR PARKING**

#### **OUR FRONT CAR PARK IS FOR STAFF ONLY**

**We have amended this due to reassessing the safety of the children and all members. Please do not park in front of the gym.**

**There is a large carpark to the side of the gym which is for all to use. Please be polite to all estate businesses and do your best to not park on their premises or the main road into the estate.**

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### New TShirt ARRIVED

#### Recreational Kit – Optional

**Short sleeve club leotard**

**£24.95 - £27.95**

**Long Sleeve club leotard**

**£28.95 - £32.95**

**Boys black leotard**

**£18.95 - £21.95**

**Boys black shorts**

**£15.95 - £18.95**

**T-shirt - £12.50**



The new t-shirt is available for all children attending Pre-School, Recreational and Trampolining classes. We have sizes from 3yrs +. These will be available to purchase via the online shop on your LoveAdmin account from Sun 19<sup>th</sup> March.



#### **Advance Classes**

Saturday 1.30pm / Tuesday 7.15pm / Thursday 7pm

This is your kit that you will require to compete at any competitions that we offer to you. We do allow them to wear it to lessons aswell.

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### Updated terms of conditions 2023



## Harlequin

*School of Gymnastics*  
8 Greaves Way, Stanbridge Road,  
Leighton Buzzard, Bedfordshire, LU7 4UB  
Tel: 01525 374854 [www.harlequingymnastics.co.uk](http://www.harlequingymnastics.co.uk)  
[harlequingymnasticshome@gmail.com](mailto:harlequingymnasticshome@gmail.com)

### Welcome Letter

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 1 Welfare Officer available at the club: each day of the week.

We look forward to your child taking their space and we ask you to follow the instructions in the email that is sent from "Club Admin". The email will have a link requesting you to set-up of your account. The email will contain details how to set up with LoveGymnastics (partnered with LoveAdmin) outlining the process for our online parent/coach communication system. We require you to register and enter all your **child's** personal information as soon as possible. You are required to set up a direct debit for automatic payments, please follow instructions at the bottom of the page (save and continue to payments page).

The direct debit is **£35.50** per month for standard Recreational or Trampoline 1-hr class this is calculated over a 50-week year as we stop classes for a 2-week period over Christmas.

*We do not offer payment holidays during the summer – we open as normal and if you take holiday, it is your choice, and you cannot freeze your payments and expect a space when you return. We are offering spaces out to new members all the time and we cannot afford to hold spaces when they are not being paid for.*

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 1<sup>st</sup> of each month. If the 1<sup>st</sup> 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. If this is during a month, we will allow the child to attend the sessions that you have paid for. We will then cancel the space for the following month. We suggest that you also cancel the direct debit with your bank, it will be processed this end. No refunds are given if you cancel once payment has been requested for the upcoming month. It is 1-months' notice period.

#### **Monthly Fee's**

Your fees are due on or around the 1<sup>st</sup> of each month via direct debit only. If your fees fail for any reason and they are not paid within 7 days, we will request your fees to be paid via card or your child could be at risk of losing their space.

You will receive an email from our 3<sup>rd</sup> party carrier **London & Zurich** who send a confirmation email between the 26<sup>th</sup> - 28<sup>th</sup> of each month, requesting the fees to be debited around the 1<sup>st</sup>.

Upon joining and accepting the space at Harlequin an initial set-up fee of our annual Club Membership £27.50 runs from 1<sup>st</sup> March '23 – 28<sup>th</sup> Feb '24 and British Gymnastics Insurance of either £20 for over 5's or £14 for the under 5's. This runs from 1<sup>st</sup> Oct-30<sup>th</sup> Sept *regardless of when you join.*

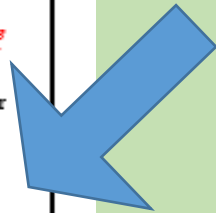
Please go to [www.british-gymnastics.org/membership](http://www.british-gymnastics.org/membership). Payment will be requested when you register via their website. If you do not register your child will not be allowed to attend lesson till done so. You need to select '**Harlequin Gym Squad**' when registering.

*Notices, newsletters, class changes will be sent to you via email ONLY. Please remember to keep your details up to date on your LoveAdmin account and you can download the LoveGymnastics app on Android & iOS. 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



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### Parent Viewing Area

Upon drop off to class, please wait in the waiting area, left down the corridor (here we have white cubby holes for all the children's belongings). Parents are to wait till the door is opened and the staff let the children into session.

All children should be dressed appropriately for class, ie hair up, jewellery off, earrings taped or out. No bracelets. Hoodies can be worn to gym but must be taken off for lessons.

Once the children have been dropped off we ask that we do not stay in this area as this is the drop off and collection area for all classes. We have an amazing café area down the other end of the club where you can sit and watch sessions from the TV screen and this shows all areas of the gym. If you wish to stay down the far end this is standing viewing only and you can watch from the TV above the vending.

We do ask politely not stand at the window as this can distract and upset the young children on the small floor.

### ONLINE SHOP VIA LOVEADMIN

#### How to access?

This will be available via your LoveAdmin account once set up, click on Payments in the top 'Tabs' bar and you will see Online Shop & Extras, on the left-hand side.

#### Recreational Badges – How to order?

The coach will give the child a slip as we used to explaining they have passed. You will need to log into LoveAdmin and follow the instructions.

This is in the Payments tab and an Online Shop & Extras if you wish to purchase the badge. When you click on 'Optional Extras' you must scroll through past the clothing to get to the badges. You will need to pay online and then send an email confirming you have paid to [harlequingymnasticshome@gmail.com](mailto:harlequingymnasticshome@gmail.com).

**YOU MUST SEND A CONFIRMATION EMAIL OTHERWISE YOUR CHILD WILL NOT RECEIVE THEIR BADGE or KIT**

### COMMUNICATION CHANNELS



[harlequingymnasticshome@gmail.com](mailto:harlequingymnasticshome@gmail.com)



[www.harlequingymnastics.co.uk](http://www.harlequingymnastics.co.uk)



@harlequinSoG



@harlequingymnasticsclub

@harlequingymsquad @harlequinacro @harlequintumblers