

# Toddler Time Party Info & Policies



**The Klub Gymnastics**

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## **Toddler Time Party Description**

Our Koaches help guide the birthday toddler and their guests - ages "walking" to 3 years old - in exploring a new and exciting environment. There are opportunities for structured activity such as "Circle Time" and "Trampoline Time," but during these parties the toddlers are free to roam in a space designed specifically for their level of activity. For Toddler Time parties, we require participation of one parent per child on the programming floor. The role of the parent is to help introduce their child to the equipment while our Koaches encourage them to try new skills.

After a memorable photo is snapped of the birthday toddler and their friends our Koaches lead guests into the party room for food, cake and celebrating. TKG staff handles serving food, cutting cake and cleaning up. When the party is over we help load up gifts and leftover party supplies. The birthday toddler receives a TKG birthday shirt and balloons to take home with them!

These parties run for 1.5 hours with 1 hour being on the programming floor and half an hour of food, cake and socialization in the party room.

## **Pricing**

TKG birthday parties are priced based on the number of guests (kids) and length of the party. Additional fees may apply. \*\*\*Gratuuity is not included.

### 1.5 Hour Party

- Up to 15 kids: \$337.5
- 16 to 20 kids: \$450.00

### 2 Hour Party

- Up to 15 kids: \$450.00
- 16 to 20 kids: \$600.00

## **Length of Party**

Toddler Time parties are one and a half hours long. You may extend the length of your party by 30 minutes depending on availability. To avoid availability issues or a fee increase, party extensions must be requested at least two weeks in advance of the party date.

## **Charging & Headcounts**

When signing your contract TKG requires an "expected headcount." This is an estimated number of guests (kids) that will be signing waivers and participating on the programming floor during your party. This includes the birthday child and siblings. We cap Toddler Time parties at 20 guests due to the limited space in the Toddler Time area of the programming floor.

You have until the Wednesday before your party to adjust this number. On this

Wednesday the “expected headcount” becomes your “final headcount” and we will charge the remaining balance of your party based on your “final headcount.”

Once your party has come to an end you will be presented with an invoice that includes a summary of previous party charges as well as any additional fees that may be applicable day-of. We are not able to offer discounts for scenarios where less than the “final headcount” attend or participate in the party. You will have the opportunity to include gratuity at this time.

We understand that having an exact number is often difficult to determine. For this reason we allow your “expected headcount” and your “final headcount” to be estimates that fit into our price brackets Ex. “Up to 15” or “16-20.”

TKG parties are charged based on your “final headcount” because this number informs the amount of staff members and activities we prepare for your party. To prevent safety concerns regarding Coach/guest ratios, a \$50 fee will apply for every guest over the “final headcount.” TKG reserves the right to not allow unexpected guests on the programming floor if the Coach/guests ratios are deemed unsafe.

### **Time Slots**

TKG parties must be booked (contract signed and deposit received) at least a week in advance of the party date. TKG offers Toddler Time party time slots 3pm-4:30pm(afternoon) on Saturdays and 2pm-3:30pm(afternoon) on Sundays.

### **Invitations**

TKG offers an online evite service for parties that have been booked at least three weeks in advance of the party date. Once your birthday party contract has been signed TKG will prepare an evite for your party. Although we can not make the party host an administrator on the evite, TKG will accommodate requests for adjustments to the evite. Once the evite is deemed finalized by both TKG and the party host, you will be given instructions on how to input your guests’ information and send out your evite. We suggest that you send out your invites as soon as possible but request that it is done no later than two weeks before your party date.

In this evite, we include important information for your guests about our Toddler Time parties. We also include a link to an electronic waiver that **MUST** be completed by each guest before they are allowed on the programming floor for the party. Guestlist emails are not filed and are not used for any purpose other than invitations.

In the event that your party is booked less than three weeks in advance or you choose not to use our evite service, TKG requests that you copy and paste our evite verbiage into your own invitations. Personal style adjustments are permitted but we ask that the same information is communicated to your guests. TKG also requests that [birthday@theklubgym.com](mailto:birthday@theklubgym.com) is included on the invitation list.

### **Waivers**

TKG requires that each guest participating on the programming floor fills out an electronic waiver. These waivers **MUST** be filled out because they protect the party host, your guests and TKG in the event of a safety incident. To aide in your guests’ overall party experience, we ask that you encourage your guests to fill out their electronic waivers **BEFORE** arriving for your party.

On the day of your party, guests will be greeted by our front desk staff upon arrival. If their waivers have been filled out, the kids will immediately receive name tags and be allowed on the programming floor.

If waivers have not been filled out, parents will need to fill out their waivers on laptops at

the front desk. This may delay their child's participation on the programming floor, especially if there is a large number of guests who have yet to fill out waivers. Every child on the floor MUST be wearing a nametag to signify to our Koaches that a waiver has been filled out for them.

TKG runs on an electronic system and only keeps computerized records. For this reason we do not have hard copies of waivers available.

### **Party Set-Up**

TKG will have the party room ready and one staff member available to help with your set up 30 minutes before the start of your party. We ask that you arrive at least 15 minutes but no more than 30 minutes before the start of your party to ensure all food and decorations are set up before your guests arrive. A cart will be available to help with loading and unloading of party supplies and food. Once guests begin to arrive staff will focus their attention on checking in guests at the front desk.

- *Decorations*

Banners, balloons, and table-centerpieces are great for TKG parties. We ask that no confetti or piñatas be used to decorate since guests and staff will be barefoot and this can be a safety issue. We also ask that there be no noise makers. Sound echoes easily with our high ceilings and makes it difficult for our staff to get the attention of guests. Just a reminder, TKG reserves the final decision on which decorations can be used and where they are to be placed.

- *Tables*

The party room has 5 picnic tables. Tablecloths, paper goods, and utensils are great for TKG parties.

- (4) Rectangle 8' L x 2' W x 1.5' H

- (1) Rectangle 8' L x 2.5' W x 2.5' H

- *Fridge*

A standard size fridge with a freezer will be available for the event and is located inside the party room.

- *Food*

Finger foods tend to work best for guests during our events. Pizza, sandwiches and snacks are popular items. TKG staff will take care of cutting and passing out cake/cupcakes. We have a strict NO-GLASS policy; please keep this in mind when choosing containers for food.

- *Drinks*

We have two drink bins for your use during the party. We do not provide ice. We suggest you bring 2 large bags of ice. We also suggest bringing in juice boxes and/or water. We have a strict NO-GLASS policy; please keep this in mind when choosing containers for beverages.

- *Alcohol*

Alcohol is not allowed at Toddler Time parties.

### **Party Clean-Up**

As your party winds down, TKG staff will start to clean up the party room 15 minutes before the end of the party. TKG will handle all clean-up of your party and assist with bringing gifts, food and decorations to your car(s). We require all guests to exit the facility and parking lot by 15 minutes after the end of the party. If it takes longer than 15 minutes to clean and lock the facility, an additional charge (\$30.00 for each additional 1-15 minutes) will be added to your bill. We can make no exceptions.

### **Safety Rules**

We have specific rules and safety policies while out on the programming floor. This time includes guided use of trampolines, beams, bars, foam pits, etc. If a child cannot follow the instructions of TKG staff, they may be asked to leave the floor and be supervised by their parent or guardian in the lobby area/party room. In the event that a child is asked to leave the floor, we will not be discounting the party. Safety is our responsibility and all guests (kids and parents alike) are expected to follow our safety guidelines. If TKG feels that a safety issue has arisen on the programming floor, we reserve the right to stop the party at any time.

### **Ages “Walking” to 3 years old**

Toddler Time parties are specifically designed for kids “walking” to 3 years-old. During these parties, there are opportunities for structured activity such as “Circle Time” and “Trampoline Time,” but in this environment your toddler and their guests are free to roam in a designated space designed specifically for their level of activity. For this reason children below “walking” or above 3 years-old are NOT permitted on the programming floor. Siblings are welcome to use the party room where we have mounted wooden toys and a chalk wall with adult supervision. Please see “Additional Koaches” for more options regarding guests above 3 years old.

### **Adults**

For Toddler Time parties, we require participation of one parent per child on the programming floor, this includes twins or siblings. We only allow one parent per child on the programming floor at a time. The role of the parent is to help introduce their child to the equipment while our staff encourages them to try new skills. Parents are responsible for their child at all times. There are no scenarios in which an adult is allowed on the equipment; this includes the trampolines and foam pits. If TKG feels that any persons are having trouble adhering to these rules, we reserve the right to ask these persons to leave the premises.

### **Rules/Guidelines for Toddler Time Parties**

1. TKG require participation of one parent/guardian per toddler on the programming floor, this includes twins or siblings. We only allow one parent per toddler on the programming floor at a time.
2. Toddlers must take off their socks and shoes to avoid slipping on the equipment. Parents/guardians must take off shoes.
3. Toddlers are expected to roam and explore when they want and where they want within the designated Toddler Time area. They are encouraged to follow the instructor, but not expected to.
4. Parents/guardians are responsible for their toddler at all times. Parents/guardians are to always be with their toddler to help them climb, jump, roll and swing.
5. The equipment is for the toddlers only. No adults may use the equipment at any time. This includes no jumping on the trampolines or climbing in the foam pits.
6. When lifting your toddler onto the rings/bars or when supporting them on the balance beam, remember to lift from under the armpits, not by hands/arms. Wrists, elbows and shoulders can be easily dislocated.
7. Parents/guardians are expected to help with social skills required in a group environment, such as reminding their toddler how to wait his/her turn.
8. Cell phone use is prohibited out on the programming floor. Focus must be on the safety of the toddlers.
9. Siblings are not allowed out on the gym floor during the party.

10. Food and drinks must be consumed out in the lobby area not on the gym floor.

### **Music**

Our sound system is set up to our speakers in the facility. You are welcome to let us know the artist or genre of your preference and we can choose a station or album to play. We are not able to take requests for specific songs due to the music streaming services we subscribe to. TKG reserves the final decision on music choices.

### **Koaches**

A specific Koach may be requested, however, their attendance cannot be guaranteed. Koaches are staffed ahead of time based on the number of guests attending. To prevent safety concerns regarding Koach/guest ratios, a \$50 fee will apply for every guest over the "final headcount." TKG reserves the right to not allow unexpected guests on the programming floor if the Koach/guests ratios are deemed unsafe.

### **Additional Koaches**

Additional Koaches may be added to Toddler Time parties for a charge of \$75 (1.5 hour party) or \$100 (2 hour party.)

In the event that the party host requests that above 3 year-old guests be allowed on the programming floor, we require an additional Koach per six above 3 year-old children. This group will be uniquely run in order to safely accommodate the developmental differences between the above 3 year-old guests and the rest of the party.

To avoid availability issues or a fee increase, Additional Koaches must be requested at least two weeks in advance of the party date. TKG reserves the right to not allow unexpected guests on the programming floor if the Koach/guest ratios are deemed unsafe.

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