



# Birthday Party Guidelines

We'd like to thank you for choosing Charter Oak Gymnastics to host your child's birthday party! We look forward to helping make your child's birthday an exciting and fun day. Below you will find a few things to remember when preparing your party, and to give you an idea of how a party works at Charter Oak Gymnastics!

- ★ Prepare and mail out invitations supplied by Charter Oak Gymnastics.
- ★ Remind parents to bring their signed release form attached to the invitation.
- ★ Bring party supplies: napkins, plates, cups, party favors, decorations, etc.
- ★ Unless you have a **deluxe** party we provide cake, ice-cream, punch, utensils, & goody bags.
- ★ Bring cake/cupcakes and drinks (unless a **deluxe**— we provide that!)
- ★ If desired, you may bring pizza (a list of nearby pizza places are listed on reverse side).
- ★ We will contact you the week of the party to confirm the number of R.S.V.P.s
- ★ If you receive more R.S.V.P.s after confirming your party, please contact our office as soon as possible.
- ★ You may arrive 20 minutes before the party.
- ★ Parents must bring the signed release form, as well as sign additional waivers upon entry.
- ★ Every child that is in the play area counts as a paying participant.
- ★ Parents are not allowed on the equipment.
- ★ The party time starts and ends at the scheduled time.
- ★ If you wish to go beyond your schedule time, additional time may be purchased in increments of 30 minutes.
- ★ Once students are in the party room, they may not re-enter the gym.
- ★ No eating during gym time, please.
- ★ No food, drink, or gum in the gym, please.



So you get an idea of how a party works, here is an example of a typical 1 hour and 30 minute party running from 3:00-5:00

2:40 - 3:00	Available for set up— decorations, preparation, signing waivers, etc.
3:00—3:05	Guests gather in gym and rules are explained
3:05—3:45	Free time with coach supervision
3:45—3:50	Students wash hand, and enter the party room
3:50—4:30	Party Room Time

\*If additional time is added, may be added to the gym time and/or party time.



Thank you for your cooperation regarding our guidelines.  
If you have any questions please feel free to call our office.  
We look forward to making your child's birthday a memorable one!

# **Pizza Places That Deliver...**

**Hungry Howies**

626-966-3333

**Domino's Pizza**

626-331-9911

**Pizza Hut**

626-331-9800

**Papa John's Pizza**

626-963-7272

**Red Devil Pizza**

626-966-4484

**Dalia's Pizza**

626-966-6499

## **Addresses For Charter Oak Gymnastics**

Jr. Academy: 767 N. Dodsworth Ave. Covina, CA 91724

Academy: 841 N. Dodsworth Ave. Covina, CA 91724