



2019-2020 Gymnastics Inc After School Policies and Procedures

Welcome

The entire staff welcomes you to Gymnastics Inc's After School Program; The place where Creative Learning, Fun & Fitness Meet! In an effort to maintain open communication between parents, employees, and administrative staff, this Parent Handbook is a tool to assist you by providing pertinent information. Our goal is to provide a safe, nurturing, and fun environment for students that need quality care after the regular school day. We look forward to another wonderful year with many fun activities planned. Your cooperation, comments, suggestions and involvement are important to us and we welcome them at all times.

Office Hours: Monday-Friday 2:00pm-6:00pm

Telephone Number: (843) 236-9021

Email Address: gymnasticsinc@aol.com

(Make sure to include child's name on the subject line of the email)

Contacting After School

- **Phone:** Any messages left on our voice mail will be checked frequently Mon-Fri, 7am-6pm, unless the center is closed for the day. Please only leave messages pertaining to after school. If alternative arrangements must be made for who picks up your child, after school must be informed in **writing via email**. Leaving a voicemail is not acceptable as notification.
- **Email:** Email messages are acceptable and preferred communication. Emails will be checked frequently Mon-Fri, 7am-6pm, unless the center is closed for the day.

Registration

Before an after school slot is guaranteed to any family, all outstanding balances from any of our in-house programs must be paid in full. A place in our after school program is then granted to parents who pay the 2019-2020 registration fee and return the completed registration form. In-House Registration will begin April 1, 2019 for the 2019-2020 School Year.

Programs Objectives

- To provide developmentally & age appropriate activities in a prepared, organized environment, including materials and supplies that offer children an opportunity to engage in a variety of activities
- To provide trained staff that is knowledgeable and understands the developmental stages of children
- A balance of active and quiet activities

Registration Fee (non-refundable & non-transferable)	\$75/child and \$125/Family with 2 or more*
Late Pick-Up Fee	See Late Pick Up Fee Policy
After School Tuition (5 days/week)	\$60/wk (Are Considered Full Time)**
All Day Camps Fee (during <u>Public</u> School Closings)	See All Day Camps Section

- A clean, safe, healthy environment
- Opportunities for physical contact, verbal experiences, and nurturing between children and after school counselors

Admission & Withdrawal Policies

Prior to admission in Gymnastics Inc's After School Program the following fees must be paid along with appropriate forms that must be completed and signed by the parent/guardian:

1. Registration Form along with registration fee
2. Enrollment Forms & Waivers
3. Signed Financial Agreement & Handbook Policy Receipt
4. Any copies of legal documents if a child is not to be picked up by the non-custodial parent.

In the unlikely event that you are unhappy with the care being provided to your child at our facility, it is a requirement that the parent provide Gymnastics Inc with a **two-week written** notice of intent to withdraw. This allows us to handle any problems before you remove your child if possible. This two week notice also allows the center proper time to ensure tuition fees drafted from the appropriate bank account will cease.

A withdrawal form is available at the front desk.

Include your name, your child's name, and the date of the last day of attendance in our after school program.

Payments

Family's participating in our After School Program are provided with two payment options: drafting from a credit card/debit card, or monthly payment of fees due prior to the first of the month. Please make sure all financial paperwork is filled out properly. After School tuition will be drafted each **Monday** for the current week. Gymnastics Inc is not responsible for overdraft fees due to insufficient funds. If payment is not received on Monday, a late fee of \$10 is also due. If payment and late fee is not received by Thursday, the child may not return to the afterschool program until the account is current.

After School Attendance, Tuition, & Fees

Weekly tuition will not change for any week that includes a **holiday, sick day, severe weather day**, or any other day your child may be absent for personal reasons. Fees will not be reduced for early pick up. Payment for days the child does not attend holds your child's spot in the after-school program. Due to advanced planning, appropriate staffing, daily snacks, and classroom supplies **NO REFUNDS** are given in the event of absence.

* Registration for Gymnastics Inc's After School Program guarantees and holds a spot for your child, covers administrative fees and insurance, and assists in determining the staffing of our facility. *

**** After School Students are the only students provided transportation by
Gymnastics Inc****

After School Hours of Operation

Our After School Program begins August 19th, 2019. We are open Monday through Friday from 2:30pm until 6:00 pm.

<u>Holiday and Closings 2019-2020</u>	<u>All Day Camps 2019-2020</u> 7AM-6PM
Labor Day Mon, Sept 2, 2019	October 14 (Columbus Day) & 15, 2019 (Monday & Tuesday possible make up days)
Thanksgiving Break Wed-Fri, Nov 27-29, 2019	
Winter Break(2 weeks) Dec 23, 2019-Jan 3, 2020	December 23, 26-27,30 Jan. 2-3 *Winter Break*
Closed Christmas Eve, Christmas Day, New Years Eve & New Years Day	January 17, 2020 (Friday possible make up day) January 20, 2020 *MLK*
Spring Break Mon.– Fri Apr 13-17, 2020	February 17, 2020 (Presidents day) February 18, 2020 (Monday & Tuesday Possible make up days)
Good Friday Fri. April 10, 2020	April 13-17, 2020 Spring Break
Memorial Day Mon, May 25, 2020	

*With the exception of **Winter Break and Spring Break** no reduction in fees will be made for any of these holidays.*

Gymnastics Inc's After School Program is only in session from Aug 19, 2019-June 3, 2020.
Our Students have the option of attending our *Gymnastics Inc Summer Camp beginning June 8, 2020.*

Information can be obtained at the front desk or our website in April 2020

Late Pick Up Fee

Pick up for all After School students is 6:00 P.M. Our after-school department is staffed until 6:00 P.M. It is your responsibility to notify persons who will be responsible for picking up your child of the late pick up fee policy, as it will still be due.

- A fee of \$10.00/family will be charged for picking up after 6:00 P.M.
- **No grace period is allowed** and the time will be judged by the clock at the front desk computer.
- After 6:10 pm, there will be an additional charge of \$1.00/ minute.
- Late fees are due at time of pick up and are to be given to the staff person waiting with your child.
- If the late fee is not paid at pick up time, your account will be charged the amount of the late fee plus \$10 processing fee on Monday the following week.
- If you know that you will be late, please be considerate and call. **You will still be charged the late pick-up fee**, but will give your child and Gymnastic Inc. employees' peace of mind.
- If no one has arrived to pick up the child after one hour and no emergency contacts can be reached, police will be notified.

Yes, we do realize things can happen throughout anyone's day (ex. traffic, appointments that run over), please allow enough time for situations that may arise.

All Day Camps & Fees

All Day Camps along with Winter Break and Spring Break Camps are available to families who need full time care on days or weeks public schools are closed. After school students (those who attend Monday-Friday) pay \$12.00 to come for the whole day. Any families needing care during winter and Spring Breaks have the option of doing Gymnastics Inc Camps. Sign-up sheets for all of our camps are posted 2 weeks before the starting date. A minimum number of students is required to hold camps, so sign up early. Field Trips are not included in any camp rates.

Sick Child Policy

If a child becomes ill while at after school, a parent will be contacted to pick up the child. We ask that the child be picked up within an hour of parent notification. The sick child will be isolated from the other children until a parent arrives. We ask that correct daytime numbers are included on the enrollment forms so parents can be reached in case of a health problem. **If a child is too ill to go to school then he or she is not well enough to attend the after-school program.**

Children who have the following symptoms of illness will be denied care:

- Unusual spots or rashes
- Infected skin or crusty patches
- Feverish appearance
- Temperature of 101 degrees or higher
- Severe coughing, difficulty in breathing, yellowish skin/eyes
- Eyes that are irritated, swollen, or with discharge
- Impetigo

Sick Child Policy (Cont'd)

- Scabies
- Ringworm
- Chicken Pox
- Head Lice
- Strep Throat
- Conjunctivitis
- Persistent diarrhea or vomiting (2 episodes of diarrhea or vomiting)
- Symptoms Flu or any other contagious disease.

Medication Policy

At the strong recommendation from the Department of Social Services, Gymnastics Inc does not administer medicine. Please ask your child's doctor to make prescriptions for two times a day so that you can administer the medication before and after school.

Allergies

If your child is allergic to certain types of foods please list them on your enrollment form along with notify Front Desk. So staff can post food allergy lists in each classroom and the kitchen areas. In the event your child has a severe, life threatening allergy, you will need to provide us with Benadryl, an epi-pen, or asthma pump to keep here at our facility in case of anaphylactic reaction. Make sure the child's name is properly labeled on their container.

Confidentiality

All of the After-School Student files are kept confidential. Only staff members and licensing agencies will have access to these files. Parents can have access to their own child's file. All financial paperwork will be kept separately in a locked cabinet.

Communication

If you are unsure about anything, and have referred to your after-school handbook, please speak with your child's after school counselor. From time to time we may email newsletters or calendars with important information, please make sure we have a current email address for you on file. When picking up your child, take time to view our Parent Information Board.

You can also check the gymnasticsincmyrtlebeach.com website.

In House Programs at Gymnastics Inc

After School Students receive a 25% discount on any additional recreational class (cheer, dance, or gymnastics) offered within our facility. This does not include gymnastics, cheer, or dance competitive teams. Ask for possible discounts for competitive teams at the front desk.

Supervision & Student Release

All children will be carefully supervised. Children will be released only to adults listed as “**authorized to pick up**” on the enrollment form. This includes parents. Authorized persons will sign the child out each day from after school. Please keep your enrollment form updated.

1. Unless prior arrangements have been made in writing, no child will be released to anyone other than those designated on the enrollment form.
2. **Parents must provide any copies of legal documents if a child is not to be picked up by the non-custodial parent.**
Divorced or separated parents who do not have custody of a child may not pick up the child unless authorized to do so in writing by the parent admitting the child to the Center.
3. Gymnastic Inc. provides necessary documentation when legal issues arise within families. An accessed retrieval fee of \$50.00 to \$100.00 is required to gather the necessary information that is asked for. Additionally, \$0.10 per black and white page of any provided copies will be charged. A subpoena or legal request **may** be necessary prior to providing documentation. Any additional expenses such as: signature notarization or affidavit formation is a responsibility of the student’s family.
4. The well-being of children in the care of Gymnastics Inc’s after school Program is a primary consideration in all actions taken by our staff. Any after school counselor, desk attendant, and/or Supervisor on Duty, who suspects a parent of being impaired by alcohol or drugs will not release the child/ren from the center to that parent. Instead, Gymnastics Inc Staff will call the emergency release designee identified on the child’s enrollment form. If the parent objects staff will call local police to resolve the problem.

Termination of Services

No after school student or family is obligated to continue in our After School Care program if they are unsatisfied. Likewise, Gymnastics Inc. reserves the right to terminate service under the following circumstances:

- I. Lack of payment
- II. Behavior problems that disrupt the fun and learning of other students
- III. Behavior problems that involve attempting bodily harm on other students or our staff
- IV. Severe behavior problems (puts self-and/or other children/staff in danger)
- V. Administrative problems

Student Conduct

In order to provide the best possible experience for everyone, all students are expected to understand and comply with after school policies and group rules. Please read the following rules and discuss them with your child.

GROUNDS FOR LIKELY EXPULSION FROM AFTER-SCHOOL:

- Non-compliant behavior (failure to comply with after school rules and reasonable directions of after school staff)
- Disruptive behavior
- Profanity, obscene gestures, indecent conduct
- Fighting, bullying, threatening, and other forms of violent or aggressive behavior
- Theft, vandalism, damaging, destroying, or defacing personal or camp property
- Possession and/or use of a weapon
- Sexual, racial, religious or other forms of harassment
- Attempting to leave Gymnastics Inc. property without authorization, being in restricted areas of the gym without permission.

In the event that the After-School Coordinator decides to send a student home for one or more of the behaviors described above, parents will be notified immediately. The parent must provide transportation to take the student home. Our goal is to ensure that no students are hurt or adversely effected by the actions of another after school student. To that end, we will apply after school rules consistently. We appreciate your understanding in this matter.

DISCIPLINE POLICY

Gymnastics Inc's After School Staff uses positive discipline techniques such as: positive reinforcement, redirection or distraction, limits, consistency, talking, offering choices, etc. Our staff is trained in conflict resolution and encourages children to help children in providing positive solutions.

Positive Discipline Procedures:

1. Verbal Warning
2. Positive discipline technique
3. Time Away (gives child time to think about appropriate choices or a chance to cool off) A staff person will remain close by to provide the child with support.
4. Director Visit
5. Call to Parents

If a child physically hurts another child, he/she will be removed from their activity. The hurt child will be comforted and the children will then be assisted with the correct process and parents will be informed at the end of the day.

***If serious inappropriate behavior continues, a conference will be held with parents.
Gymnastics Inc reserves the right to terminate services. ***

Vacation Policy

Gymnastics Inc's After School Department is closed during Winter & Spring Breaks. **No tuition is drafted for these weeks.** Camps will be held at the facility for family's that will need care during these times. Sign Up sheets are posted 2 weeks in advance for Winter & Spring Break Camps.

Inclement Weather

In the event of inclement weather, we will follow the Horry County School's decisions. If the public schools are closed, we will be closed. Horry County School's T.V. channel announces school closings and delays. In the event of a HURRICANE WARNING, children will need to be picked up immediately. Staff will remain with the children until all of them have been picked up. Tuition payment is still **due** if we have to close for inclement weather or any other act of nature.

Daily After School Schedule

Schedule is subject to change

2:30 -3:45	Students start to arrive to gym and begin outdoor play or scheduled gym play.
3:45- 4:30	Snack time, homework time or quiet activities
4:30-5:30	Free time or planned group activities, 530 pm rooms combine as ratios drop
5:30 –6:00	Clean up then outside play or teacher lead activity



Gymnastics Inc Withdrawal Form

Parent Name _____

Date _____

Dear _____,

I am writing to inform you of a change with regard to my automatic payment withdrawal regarding account number _____, a credit card / checking account. (Please circle correct method).

I hereby notify you of the **cancellation** of the authorization for the above referenced automatic payment withdrawals.

I understand that I need to give Gymnastics Inc. at least two weeks' notice prior to the next scheduled transaction.

Therefore, I expect the last automatic payment withdrawal to be dated _____.

My child's last day will be _____.

Thank you for your prompt attention to this request.

Parent Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Signature: _____ Date: _____

Director Signature: _____ Date: _____

Financial Agreement for Gymnastics Inc's After School Program

Your Registration Fee is \$____.00 . Registration for Gymnastics Inc guarantees and holds a spot for your child, covers administrative fees and insurance, and assists in determining the staffing of our facility. This registration is non-refundable and non-transferable. The deposit is to be paid prior to enrollment. The After-School program operates from Aug 22, 2018-June 7, 2019.

Parent/ Guardian's Name(s):_____

Child's Name:_____

A. I agree to pay Gymnastics Inc for Child Care services.

B. My weekly tuition amount is \$_____.

After School Rates

After School - Monday-Friday (2:30pm-6pm) \$60.00/wk

I understand tuition will be drafted from my bank account or charged to my credit card of choice every Monday. **Winter & Spring Break are the only exceptions.**

C. Fee Payment Schedule

I understand that I am responsible for payment during the school year, ***whether my child is present or not***. If I should ever decide to withdraw from the after-school program I will provide the Coordinator a two-week notice. This two week notice also allows the center proper time to ensure tuition fees drafted from the appropriate bank account will cease.

D. Late Charges

If my child remains at Gymnastics Inc. past the scheduled pick-up or closing time, I agree to pay the late pick up fee as stated in the handbook. I understand late fees are due at pick-up. If the fee is not paid at pick-up, the fee will be charged to the account I have chosen with a \$10 processing fee.

I acknowledge that I have received the Policies and Regulations, I understand, and agree to comply with the Handbook & Financial Agreement.

Sign Here X _____

Date _____

Coordinator's Signature X _____

Date _____