

## Journey Gymnastics Day Camp Policies & Procedures

1. Camp Tuition: Camp tuition will be charged 1 week prior to camp start date for each week you have indicated. Credits or refunds will not be given unless the requirements of the policies have been satisfied.
2. Cancellation Policy: Cancellation of camp will result in the loss of the \$50 deposit.
3. Make-up Policy: Missed days of camp cannot be made up.
4. Sign In & Sign Out: Parents or Guardians must sign students in and out. Journey Gymnastics' staff is not responsible for students that have not been signed in and out by the parent/guardian. A student is not allowed to sign in or sign out themselves. Only the parent or authorized persons are permitted to pick up a student.
5. Pick Up: Camp out of gym activities will take place between 9:00am – 4:15pm, these are the hours campers must be present. Late drop off / early pickup is not available during these hours. Extended care is offered as early as 7:30am and campers must be picked up no later than 5:45pm. Late pickups will be charged will be charged \$10 for each 15 minutes.
6. Registration Forms: Please make sure that Registration Forms are completed and returned to Journey Gymnastics by the 1st day of your child's camp. It is very important that all information is completed in its entirety including the signatures and initials for the medical release form as well as any field trip waivers that you were emailed.
7. What to Wear / Bring: Campers should be dressed comfortably in shirts and shorts. Campers should also wear or bring a pair of tennis shoes and socks (if not wearing they may be left in the camp room for when needed on field trips) Girls may also bring leotards for their gymnastics classes. Campers should have sunscreen on before they get to camp and bring extra to reapply throughout the day. Campers should bring appropriate swimwear, towel and water shoes for swim days.
8. On swim days, campers who cannot swim the width of our small pool and/or are unable to get to the steps and out on their own will be required to wear a life vest. We can provide a size appropriate life vest, or you can send one along with your child.
8. Lunch & Snacks: Campers need to bring a sack lunch daily (M-Th). On Friday, Journey Gymnastics will provide a pizza lunch, if your child wishes to bring an alternate lunch they may. Our camp consists of non-stop sports, games and activities; therefore, each child needs to have healthy lunches and drinks. Depending on the schedule a morning or afternoon snack will be provided and water is always available.
9. Medication: If your child is on medication please see the office staff for medication form.
10. Disruptive Children: If a child is disruptive to the program by constantly crying, refusing to follow the rules, fighting with other children or refusing to participate, Journey Gymnastics reserves the right to require immediate pick up and dismissal from future camp enrollments. Please see attached Discipline Policy.
11. All medical expenses as a result of illness or injury is the responsibility of the parents or guardians.
12. Journey Gymnastics is not responsible for any lost or stolen items; this includes electronic games and jewelry.

I have read, understand and agree to the policies and procedures.

Child(ren) Name(s): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Standards of Care and Behavior Policy:

**Accidents / Illness / Emergency:** When a child becomes ill or is injured, the parent/guardian will be contacted immediately. If the parent cannot be reached our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your family. Should we not be able to reach anyone, we will call 911 for medical attention if deemed necessary. In the event of an actual fire or other disaster all of the children will be supervised until they can be released to parents or to the other authorized individuals listed on the emergency information given during registration.

**Staff:** Journey Gymnastics conducts background checks on all applicants through NCIS screening prior to employment. Additionally, all coaching staff is required to take the USA Gymnastics U100 Fundamentals of Gymnastics Instruction. All competitive coaches are required to be USAG certified which includes passing an annual background check conducted by USAG.

**Behavior Policy:** Journey Gymnastics is committed to providing a safe, positive, and structured environment for all children in the after-school program.

We will attempt to the following methods first when there is a behavior issue: talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Parents, please review the following general rules and disciplinary consequences that will guide the program. It is imperative that both students and parents understand the expectations of the program as well as the potential consequences. We ask that you discuss the information listed below with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.

### General rules:

1. Show respect to coaches and fellow students at all times and always use respectful language when addressing coaches and students.
2. Stay with your activity at all times and move appropriately throughout campus during camp hours.
3. Always follow instructions set forth by after-school teachers or coaches for each activity.
4. Care for Journey Gymnastics property and equipment in a responsible manner.
5. Do not display disruptive behavior, including fighting, violence of any kind, or inappropriate language.
6. Comply with any and all other regulations set forth by Journey coaches and directors.

### Consequences:

Journey Gymnastics will make every effort to communicate with parents if a disciplinary action needs to be taken. Please know that all rules will be reviewed with students at the beginning of the school year. It is imperative that both students and parents understand the expectations of the program as well as the potential consequences.

<b>Incident or infraction violation AFTER above methods have been used.</b>	<b>DISCIPLINARY CONSEQUENCE</b>
1st Offense Violation of any rule listed above	Discipline letter to parents
2nd Offense Violation of any rule listed above	Visit to Office & discipline letter to parents
3 <sup>rd</sup> Offense Violation of any rule listed above	Temporary suspension from the Journey After School Pickup Program
4 <sup>th</sup> Offense Violation of any rule listed above	Permanent dismissal from the Journey After School Pickup Program

\*Physical violence of any kind is not tolerated by Journey Gymnastics and could result in immediate expulsion from the program.

Journey Gymnastics reserve the authority to exercise good judgement and issue a greater or lesser consequence as needed.

## Example Discipline Letter to Parents

Dear Parent:

It is important for students to understand the seriousness of behaving appropriately during after-school care. Following Journey Gymnastics expectations is essential for all students.

Your child \_\_\_\_\_ has repeatedly violated one or more of the rules below during after school care. This letter is to inform you of the problem and serve as notice.

1. Show respect to coaches and fellow students at all times.
2. Stay with your activity at all times and move appropriately throughout campus during after-school hours.
3. Always follow instructions set forth by after-school teachers or coaches for each activity.
4. Refrain from damaging any Journey Gymnastics property and equipment.
5. Refrain from disruptive behavior, including fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by Journey coaches and directors.

Journey Gymnastics Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First Offense – Letter home to parents

Second Offense – Visit to office and letter home to parents

Third Offense – Temporary suspension from Journey Gymnastics After School Pickup Program

Fourth Offense – Permanent dismissal from Journey Gymnastics After School Pickup Program

Journey Gymnastics Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please note that administrators are granted the authority to exercise good judgment and apply a greater or lesser consequence than those listed above.)

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