

Gold Medal After School 2018

Enrollment Procedures

Parents are required to fill out an application for your child(ren) enrolled in the After School Program. At the time of enrollment, parents will sign a Discipline and Behavior Management Policy along with other necessary waivers.

Gold Medal After School Program will seek to establish and maintain a good relationship and to facilitate communication and cooperation. Parents are welcome to visit the program at any time, especially on birthdays and special occasions. Information on special plans will be posted.

Fees and Payments Process

The cost of the program will be **\$70.00 per week**. Additional children in the same family will attend at the cost of \$65.00 per week. **Effective August 2017**, the cost for Riverwalk and YPA Students will be **\$75.00 per week** with each additional child costing **\$70.00 per week** due to early dismissal on Fridays. If your child is dropped off and the bus will not need to pick them up, the cost is \$55.00 for the first child and \$50.00 for any additional children. Our preferred method of payment is through our auto draft option. We do, however, take cash, card and checks as forms of payment. To ensure that all students are picked up in a timely manner, we need parents to notify us by **12 pm** of the day their student will be absent. If your child is absent **more than three times**, without notification, there will be a **\$20 fee** charged to the student's account. If a student is late being picked up by 6 p.m. **more than three times**, there will be a **fee of \$10 for every 15 minutes they are picked up late**, charged to the student's account **each day** they are picked up late.

Payments must be made each week on Monday, the week your child is attending. If payment is not received by Tuesday at 6:00 pm there will be an additional \$25.00 dollar late fee charged to the account. **If your tuition and late fee payment is not received by Wednesday by noon, your child will not be picked up by the after school bus.** The weekly fee will be the same if your child attends part time or full time throughout the week. **If your child is absent any week, the front desk must be notified the week before, preferably on that Friday. If notified the week of (which is late) the after school account will be charged.**

We offer full-day care on teacher workdays and some holidays. Children will need to bring their lunch and drink (snacks will be provided). Full-day care will be \$15.00 per child on teacher work days only and prorated for holidays. Full Day Care will be open from 7:00 – 6:00.

Arrival and Departure

The after school director and designated bus driver(s) will pick up the children at a designated school location. Parents will pick their children up from inside the gym or drive thru. **A child will only be released to the parent or the person assigned to pickup, which will be noted on the child's enrollment application.** The parents must notify the front desk if there is a change in who will be picking

up a child. Parents and other adults picking up children must come in and sign them out; children will not be allowed to exit the premises otherwise.

Supervision and Discipline

Our goal is to make the After School Program a fun and safe learning environment for everyone. We strive to teach our children self-discipline and self-respect. If circumstances do occur privileges will be limited or taken away until the child can participate appropriately. Please see and sign behavioral policy attached.

Personal Belongings

Thomas Gymnastics' staff members will not be held responsible for lost or stolen items. Please leave all valuables at home.

Snacks/Lunches

Snacks will be provided for the children during the After School Program. During school holidays and teacher workdays children will be responsible for providing their own lunches, but morning and afternoon snacks will be provided. If children bring money for snacks, it needs to be secured and is not our responsibility if lost, stolen or misplaced.

Inclement Weather

The after school program is closed when schools are closed for inclement weather. The center will not operate when school closes at the end of the regular day because of hazardous weather. If weather conditions become hazardous between 2:45pm and 6:00pm on a regular school day, parents should pick up their children as soon as possible.

Health Policies

Children attending the program should have school insurance or private coverage. If a child becomes ill during the day, they will be isolated from the group and parents will be notified immediately and must make arrangements to pick up the child as soon as possible. If the child is in need of emergency care and the parents cannot be located; they will be taken to the doctor who is authorized by the parents on the enrollment application. In case of a serious accident requiring emergency treatment, the emergency room of Piedmont Medical will be used.

The staff will not administer medicine without special permission and specific instructions from the child's doctor. Prescription medicine must be sent in the original container with instructions on the label.

If you have any questions or concerns regarding the Program Guidelines, please contact us at 803-327-4338 or by email afterschool@thomasmgymnastics.com.

Office Use Only:

Record Date: _____ Initials: _____

Start Date: _____

Gold Medal Afterschool

2018/2019

Membership Registration Form

Student's name _____ DOB _____ Age _____ Grade _____

2nd child's name _____ DOB _____ Age _____ Grade _____

Mom's name _____ Dad's name _____

Street Address: _____ City _____

State: _____ Zip Code: _____ Email: _____

School Attending(s): _____ Dismissal Time(s): _____

Home Phone: _____ Mom's Cell: _____ Dad's Cell _____

Mom's Employer _____ Work phone: _____

Dad's Employer _____ Work phone: _____

Emergency Contact: _____ Relation: _____

Emergency phone: _____

INFORMATION ABOUT YOUR CHILD

Does your child have any known allergies? (such as dust, drugs, plants, food, etc) If yes, please be specific, what are they? _____

Does your child have any medical conditions (ADD, ADHD, Autism, Asthma, etc.) If yes do they have medicine that we need to keep here? (Please note that we will need medication in its original prescription container if kept here.)

I agree that the program director has the authorization to use Piedmont Medical Center to obtain emergency care for my child in the event that neither I nor the family physician can be contacted immediately.

Family physician _____ Phone Number _____

Signature of Parent _____

Date: _____

If your child is to be picked up by anyone other than the person(s) listed below, you must send a written note. Otherwise, the child will not be permitted to leave

Club Waiver and Release

The staff of Thomas Gymnastics recognizes gymnastics, and volleyball to be dangerous sports. Any activity which involves height and/ or motion can cause injury. All instructors are Thomas Gymnastics take every precaution to ensure the safety of each student. While safety is our number one priority, students may suffer injury, possibly minor, serious or catastrophic in nature. Thomas Gymnastics coaches and staff members and not liable for injuries sustained by students or spectators during the course of, or in transportation to and from events. With this in mind and being fully aware of the risks and possibility of injury involved, I consent to have my child/children participate in the programs offered by Thomas Gymnastics. In an unlikely event of injury I waive and release all claims and liability I or my child may have against Thomas Gymnastics. I understand that Thomas Gymnastics produces promotional material about their program. I understand that my son or daughter may be included in video tape or photography taken during after school hours. I hereby grant Thomas Gymnastics, its successors, assignees, sponsors, and all other commercial exhibitors the exclusive right to photograph and/or videotape my son or daughter and further to utilize my son or daughters name and face as part of advertising and promotion of Thomas Gymnastics without reservation. In granting this, I understand that Thomas Gymnastics is under no obligation to exercise any of its rights and privileges hereby granted.

Food Allergy Policy

Parents are responsible to disclose the level of need for their child's allergy to the appropriate after school staff. Gold Medal After School can only make parents and students aware of food allergies; however, the program does not assure parents that food items served here are free from those allergens. Parents of children with severe allergies should provide appropriate and safe food for their children. Parents may request special seating for their child during snack times to limit contact with foods that cause a severe reaction.

Discipline and Behavior Management

Rules

- Students must keep hands, feet and objects to himself/herself.
- Students must show respect for ALL staff and other students.
- Students must use appropriate language.
- Students must use movement and voice levels that are acceptable for the setting.
- Students must respect program's grounds and refrain from damaging property.

Consequences:

First offense: a warning is given

Second offense: time out from activities

Third offense: time out from activities, written documentation and/or parent contact.

Repeated offenses: After three offenses have been documented, a meeting will be scheduled to determine what action needs to be taken.

**** If behavior is severe, regardless of the offense, parent will be contacted immediately. ****

Dismissal of a child from the program will occur at any time that a child's behavior is determined to be detrimental to his or her own well-being or to the well being of others in the program. Automatic dismissal will also occur when a child is habitually left after scheduled closing time (over two times in a one month period) or by failure to promptly pay for the services.

BULLY FREE ZONE: We at Gold Medal After School maintain a "**BULLY FREE ZONE**" in accordance to these above rules. I have discussed these rules with my child and

Signature of Parent or Guardian _____ Date _____

Signature of Student _____ Date _____

Signature of Student _____ Date _____

Internet Safety

1. I will not give out personal information such as my address, phone number; parents work address/phone number, or the name and location of my school without my parents' permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure it's in a public place with my parents around.
4. I will never send a picture of myself without checking with my parents first.
5. I will talk with my parents so that we can set up rules for going online. What time of day, length of time, and appropriate areas for me to visit.
6. I will not give out my password information to anyone (even best friends) other than my parents
7. I will check with my parents before downloading or installing software, or doing things that may jeopardize family privacy.
8. I will be a good online citizen and not do anything that may hurt someone else or is against the law.
9. I will help my parents understand how to have fun and learn things online and teach them things about the internet, computers and technology.
10. I agree to the above terms agreement and will allow reasonable use of the internet as long as these rules, other gym rules and my family rules are followed.

Electronic Devices

1. All electronic devices must be labeled.
2. Devices must not be shared and used for homework purposes only unless instructed otherwise.
3. All devices must be stored away for safe keeping when not in use.
4. Gold Medal After School is not responsible for lost, stolen or damaged devices.
5. All social media websites: Facebook, Instagram, Snapchat etc. are NOT permitted while in the building. Texting can only be used if approved by a staff member.

Cell Phone Usage

Although we understand that students have cell phones for different reason, our policy is that students are not allowed to use cell phones while at Gold Medal After School. If the student has an emergency, they need to speak with their teacher and we will allow them to use the phone at the front desk. This ensures students safety and allows for us to know with whom the student is speaking with.

Please Initial Stating that you have read the following statements and then sign at the bottom:

_____ I agree that I understand payment is due by 6:00 pm on Tuesday of the week my child is attending. If payment is not made, a **\$25 late payment fee** will be added to my account. If payment is not made by 12 p.m. on Wednesday of the week my child is attending, my child will not be picked up by Gold Medal After School until my tuition and late fee payment is made.

_____ I agree to contact Thomas Gymnastics if my child is absent from school or is being picked up early from school and will not be attending the after school program that day. Failure to notify more than **three times** will result in a **\$20.00 charge** to the students' account that must be paid when the student returns to the program. This is to avoid delays in pickup for all students.

_____ I agree that after picking my child up late **3 times**, I understand that there will be a **fee of \$10 every 15 minutes** each day I pick my child up late from Gold Medal After School.

_____ I agree that I have read the internet safety policy and have spoken with my child about internet safety. I give my child permission to use the internet at Thomas Gymnastics.

_____ I agree that I have read the cell phone policy for Gold Medal Afterschool. I also agree that I have spoken with my child about this policy.

____ I agree that I have read and understand the electronic device policy for Gold Medal After School. I also agree that I have gone over the policy with my child.

I have **read** and understand all the policies and procedures in the program guidelines.

Signature of Parent or Guardian _____ Date _____

After School (basic) Itinerary

Bus Arrival- 3:00

| | | | | | | |
|--|---------------------------------|--|---|--------------------------------------|---|---------------------------------------|
| Monday | 3:00-3:30 Snack/Free Play | 3:30-3:40 Line time- rules and announcements | 3:40-4:30 Homework Time | 4:30-5:15 Group Activities | 5:15-5:45 Individual Activities | 5:45-6:00 Cleanup and packup |
| Tuesday | 3:00-3:30 Snack/Free Play | 3:30-3:40 Line time - rules and announcements | 3:40-4:30 Homework Time | 4:30- 5:30 Group Activities | 5:30- 5:45 Individual Activities | 5:45-6:00 Cleanup and packup |
| Wednesday | 3:00-3:30 Snack/Free Play | 3:30-3:40 Line time - rules and announcements | 3:40-4:30 Homework Time | 4:30-5:15 Group Activities | 5:15-5:45 Individual Activities | 5:45-6:00 Cleanup and packup |
| Thursday | 3:00-3:30 Snack/Free Play | 3:30-3:40 Line time- rules and announcements | 3:40-4:30 Homework Time | 4:30- 5:30 Group Activities | 5:30- 5:45 Individual Activities | 5:45-6:00 Cleanup and packup |
| "Fun Friday" **must be earned** | 3:00-3:30 Snack/Free Play | 3:30-3:40 Line time- rules and announcements | 3:40-4:30 Fun Friday snack, games etc. | 4:30-5:15 Arts and Crafts | 5:15-5:45 Individual Activities | 6:00 Departure |

****Individual Activities** will consist of; internet time, quiet play, reading, board games, extra assignments etc.

****"Fun Fridays"** will be earned by group using "behavior points". If the group earns enough points by the end of the week, they have earned Fun Friday.

****Group Rotations** can include activities such as red carpet/games, arts and crafts, volleyball, football, basketball, playground, and games from home (No electronic devices unless authorized by staff.)

****Schedule is subject to change****