

# Thomas Gymnastics

## After School Program

### Arrival and Departure

The after school director or designated bus driver(s) will pick up the children at a designated school location. Parents will pick their children up from the gym. **A child will only be released to the parent or the person assigned to get them, which will be noted on the child's enrollment application.** The parents must notify the office 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 gym otherwise.

### Enrollment Procedures

Parents are required to fill out an application for each child being enrolled in the After School Program. At the time of enrollment, parents will sign a Discipline and Behavior Management Policy.

Thomas 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

Cost of the program will be \$55.00 per week. Additional children in the same family will attend at the cost of \$50.00 per week. If your child is dropped off and the bus will not need to pick them up, the cost is \$45.00 for the first child and \$40.00 for any additional children. Payments are to be made weekly and for all returned checks there is a \$30.00 dollar fee. There are no registration fees.

**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 payment is not received by Thursday before pickup, your child will not be picked up by the after school bus. The weekly fee will be \$55.00 if your child attends part time or full

time throughout the week. However, if your child misses a whole week, there will be no charge for that week.

We will also offer Full-Day care on school furlough days and teacher workdays, children will need to bring their lunch and drink (snacks will be provided.) All-Day care will be \$15.00 per child. Full days will be from 9:00 am - 6:00 pm. If child needs to be dropped off before 9:00 am, there is an additional \$10.00 charge to cover the cost of the staff. The center will open at the earliest 7:00 am if necessary.

When signing your child up for holiday breaks note that if they are on the list to be here you will be expected to pay for those days.

## **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.

## **Personal Belongings**

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

## **Snacks**

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.

## **Health Policies**

Children attending the program should have school insurance or by private coverage. If a child becomes ill during the day, he 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

## **Health Policies Cont...**

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.

## **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.

If you have any questions or concerns regarding the Program Guidelines, please contact the program director, Mark Wilson, at 803-327-4332 or by email [Thomasafterschool@gmail.com](mailto:Thomasafterschool@gmail.com).

## **Club Waiver and Release**

The staff of Thomas Gymnastics recognizes gymnastics and dance to be dangerous sports. Any activity which involves height and/ or motion can cause injury. All instructors at 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 are 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.

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**Signature of Parent or Guardian**

**Date**

# Thomas Gymnastics After School

2012/2013

## Membership Registration Form

Student's name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Mom's name \_\_\_\_\_ Dad's name \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

School Attending: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

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? \_\_\_\_\_

Please give any information concerning your child which will be helpful in His/her experience in group living (such as play, eating, sleeping habits, special fears, like or dislikes. \_\_\_\_\_

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 I cannot be contacted immediately.

Signature of Parent \_\_\_\_\_

Date: \_\_\_\_\_

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

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

# 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, dismissal from program is possible.

**\*\* 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.

**I, THE UNDERSIGNED PARENT OR GUARDIAN OF \_\_\_\_\_  
(CHILD'S FULL NAME), DO HEREBY STATE THAT I HAVE RECEIVED AND  
DISCUSSED WITH MY CHILD A COPY OF THE CENTER'S Discipline and Behavior  
Management Policy.**

**Date of child's enrollment:** \_\_\_\_\_

**Signature of Parent or Guardian \_\_\_\_\_ 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.

Child Sign Here \_\_\_\_\_

I give my child permission to use the internet while at Thomas Gymnastics.

Parent Sign Here \_\_\_\_\_

## Thomas Gymnastics After School

I, parent of \_\_\_\_\_ have read and understand all the policies and procedures in the program guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PERMISSION TO WATCH PG MOVIES

One of our activities when children are out of school or for "Fun Fridays" will be movie time. We try to get movies that will interest the children and keep their attention. The movies will be showing will be G or PG rated. Please check indicating your choice.

\_\_\_\_\_ YES my child may watch G and PG movies

\_\_\_\_\_ NO my child may only watch G movies

Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, parent of \_\_\_\_\_, agree to contact Thomas Gymnastics if my child is absent from school and will not be attending the after school program that day. Failure to notify 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## After School (basic) Itinerary

**Bus Arrival- 3:00**

|                                       |                                |                               |                                  |                                       |                                       |
|---------------------------------------|--------------------------------|-------------------------------|----------------------------------|---------------------------------------|---------------------------------------|
| Monday                                | 3:15-<br>3:30<br>Snack<br>Time | 3:30-4:30<br>Homework<br>Time | 4:30-5:30<br>Group<br>Activities | 5:15-5:45<br>Individual<br>Activities | 5:45-6:00<br>Cleanup<br>and<br>packup |
| Tuesday                               | 3:15-<br>3:30<br>Snack<br>Time | 3:30-4:30<br>Homework<br>Time | 4:30-5:30<br>Group<br>Activities | 5:30-5:45<br>Individual<br>Activities | 5:45-6:00<br>Cleanup<br>and<br>packup |
| Wednesday                             | 3:15-<br>3:30<br>Snack<br>Time | 3:30-4:30<br>Homework<br>Time | 4:30-5:15<br>Group<br>Activities | 5:15-5:45<br>Individual<br>Activities | 5:45-6:00<br>Cleanup<br>and<br>packup |
| Thursday                              | 3:15-<br>3:30<br>Snack<br>Time | 3:30-4:30<br>Homework<br>Time | 4:30-5:30<br>Group<br>Activities | 5:30-5:45<br>Individual<br>Activities | 5:45-6:00<br>Cleanup<br>and<br>packup |
| "Fun Friday"<br>**must be<br>earned** | 3:15-<br>3:30<br>Snack<br>Time | 3:30-4:30<br>Centers          | 4:30-4:45<br>Arts and<br>Crafts  | 4:45-6:00<br>Individual<br>Activities | 6:00<br>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.

**\*\*Centers** can include activities such as board games, arts and crafts, volleyball, football, basketball, outdoor kickball, and games from home (only if permitted at school).

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

If my child \_\_\_\_\_ leaves school early due to illness or other event, a parent must call Thomas Gymnastics no later than 2:00pm. If parent fails to do so, your account will be charged \$20.00

Signature \_\_\_\_\_