

Child's Name: \_\_\_\_\_

## ASP Parents 2022-2023 Rules and Policies

Parents, our goal here is to help children stay active and learn. Everything we do has an important reason behind it. From: Open Gym, Study/Quiet Time, and classes. This is our fifth year offering an After School Pick-up Program, and it will also be our busiest. Listed below are some rules and policies that we have developed over the years. These are a result of what we know and what we have learned. Please read each item carefully and initial next to it, and sign the bottom statement. All parents and students must adhere to these policies in order to participate in the Volusia Academy After-School Pick-up Program.

- \_\_\_\_\_ 1. **Deposits:** A two week deposit is required for all After School Pick-up Participants. This deposit is used for the child's first and last weeks of attendance. All families are required to be on Auto Pay. If student discontinues abruptly then the deposit may be transferred over to be used for other classes. **A refund will only be given if a student is asked to leave by Volusia Academy.**
- \_\_\_\_\_ 2. **Payments:** All After School Pick-up payments must be paid by Saturday of the week before. There is a one day grace period (Monday). Any student not paid for by Tuesday at the close of business (8:00 pm), we will run ASP on the authorized card/check on file, with a \$5.00 Late Fee.
- \_\_\_\_\_ 3. **Discontinuing:** Parents are REQUIRED to give a WRITTEN two week notice before their child discontinues their attendance in the ASP.
- \_\_\_\_\_ 4. **Days offered:** We offer 5 day attendance only for van/bus riders. We **do not** offer three days or less. If a child needs to drop to three days or less, the minimum ASP charge is required. Our vans are full and we cannot have an empty seat that is only paid for on a part time basis.
- \_\_\_\_\_ 5. **Absenteeism:** Due to the fact that After School is billed on a weekly basis, there is no change in price if a class is missed. This includes if a child is sick, away for a class field trip/sporting event, or on vacation. However your child can still do make-ups in the classes missed.  
**Parents MUST call in when children are absent** from school and do not need to be picked up. We are very cautious about making sure all students are accounted for at the school. If we are not sure then we have to go to the front office to find out about the child. This inevitably makes us late for our next pick up or class.
  - a. **First offense:** Parent will be called with a friendly reminder
  - b. **Second offense:** Parent will be called and a written warning will be sent.
  - c. **Third offense:** A \$5.00 fee will be applied for the third and every time after.
- \_\_\_\_\_ 6. **Please be aware that we are NOT a day care, your child is picked up and taken to Volusia Academy to attend classes. Picking students up early out of class is a disruption. If your child is picked up early 3 or more times in one particular class, we will move the child to an earlier class or activity on that particular day.**
- \_\_\_\_\_ 7. **Picking up your child:** If someone unusual is picking up your child please give us a call and let us know. If you have a special situation where someone specific is not permitted to pick up your child, such as a parent that does not have parental custody or permission to be with the child, then you must let us know.
- \_\_\_\_\_ 8. **Snack:** Children will be supplied with a snack and drink every day at no additional cost.
- \_\_\_\_\_ 9. **Study Time:** There is a designated area for students to work on their homework, if needed. Help is available.

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10. **Picking Classes:** We offer Gymnastics, Dance, Cheerleading, Tumbling, and Ninja-Fit. Children need to be enrolled in classes in order to participate in the After-School Pick up Program. We are offering transportation for the children from school to the gym for this purpose. Please pick classes you think your child will enjoy and benefit from. Changing classes can only take place during the First week of the Session. In extreme situations changing classes can be done at other times, but children are not permitted to switch back and forth as they wish. Commitment to a class is very important to both the student and instructor. To request a class change, stop by the front desk and pick up a form. Children are allowed to have one day off from classes during the week, but this must be the same day every week. Simply check "Activity" on the class sign-up sheet you use to pick classes.
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11. **Attire:** It is the parents and students responsibility to make sure the child has the appropriate clothing for the class they will be participating in on each day. Gymnastics: Leotard for girls, shorts for boys. Ninja-Fit: Shorts and T-shirt (Leotards are also acceptable), Cheerleading: Shorts and T-shirt (Leotards as well), Dance: Appropriate dance attire as determined by instructor. Jeans are never acceptable attire for any classes we teach, including open gym. Long hair must be worn up (this includes boys). NO jewelry is permitted with the exceptions of post earrings (No hoops). **Please note that your child will be physical EVERYDAY at Volusia Academy, at the minimum; please pack at least gym shorts and shirt. Your child should be bringing clothing in their backpack EVERYDAY.**
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12. **School Holidays:** During school Holidays, Teacher Duty days, Martin Luther King's Birthday, Veterans Day and Presidents Day, there will be NO After-School Pick-up. There will however, be a full day of camp offered. The cost of this camp will be discounted for the ASP participants. The fee for a day of camp is \$35.00 and will be discounted to \$20.00. *There will be NO discount for tuition of that week.* During Multiple days off: Thanksgiving, Christmas Break, Spring Break tuition will be Pro-Rated for the partial week or not charged for full weeks off. We will offer Camps for the entire time out of school. In this situation there will be NO discounts offered for the week of camps.
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13. **Incident reports:** When something happens that we feel the child's parent need to be informed, the instructor will fill out an incident report. This can be taken care of with a talk to the child and parent. It does not strictly refer to negative behavior. It is a way to let the parents know what happened during the day.
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14. **Discipline:** We will use two basic forms: 1. Written warning form that will need to be signed by the parent and returned. 2. Request for Meeting form, informing parents that a meeting is needed to correct behavior issue. These forms will only be used for disruptive behavior, issues that could be a safety concern for the child or others or destruction of property. We do realize that "boys will be boys" "Girls will be girls" and that everyone can have a bad day. This will be only used for problems that persist.
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15. **Electronics:** We **DO NOT** allow ANY type of electronics. Our goal is to keep your children active and not transferring them from the couch to a gym mat. This will also reduce the arguments about sharing personal games, as well as, losing games and devices.

I have read and understand the above statements: \_\_\_\_\_ Date \_\_\_\_\_  
Signature Required