



Caledonia Gymmies Gymnastics

Roll Call Afterschool Program

Policy Handbook

Email: gymmiesrollcall@gmail.com

Phone: **289-698-8262**

Program Activities

i. Attendance/walk from River Heights (2:45-3:30pm)

Roll Call starts with pick up by our coaches at River Heights. Attendance is taken daily and coaches will not leave the school until all attendees are accounted for. Parents are responsible for contacting coaches/ Roll Call Cell phone # (289-698-8262) with any changes to their child's attendance for the day. Coaches will use resources such as primary phone number on registration form, alternative contacts on reg form, River Heights main office if attendance is unknown. Once attendance is confirmed, coaches will group the participants into a line based on age and begin walking to Gymmies gym club. Roll call route is up Wigton, cross Wigton to Renfrew briefly (by a crossing guard), then onto Ayr Street, cross Fife and continue on Ayr to the dead end, cross the field to Gymmies facility.

ii. Snack/gym play (3:30-4:00pm)

Arriving at Gymmies, participants will be put into groups based on age to rotate in having a snack or brief gym play (15-20 min each). Children should have a separate snack packed in their bag for Roll Call program. Gymmies has snacks onsite but should only be for emergency situations.

iii. Gym Play: "60 minutes of physical activity" (4:00-5:00pm)

Gym activities: gymnastics events, games, parachute, circuits, tramp time, pit, fitness equipment, indoor sports. If weather permits, some activities may occur outside. Younger participants will use Gymmies upper gym facility equipped with full equipment & tramp best suited for safe activity for kids 6 years and under.

iv. Pick up from Gymmies (5:00-5:30pm)

Pick up / Activity Room: children have choice to sit at tables and play, seat activities, watch media, or help with homework.

Parents may enter the facility through the front door, remove shoes, and proceed up the stairwell to the Roll Call activity room to collect their child. Coach will ask for identification for the beginning weeks or until they are familiar with parents.

Parents may also text/call the Roll Call cell phone upon their arrival. Coach will bring your child downstairs where parents can pick up at the front door/foyer. (No child will be allowed out to the parking lot to a parent in a parked car, parents must pickup at the door).

***If picking up before 5pm, your child will be in the gym areas. Please text/call the Roll Call cell phone for assistance.**

Main Office or staff can assist in bringing your child to you.

DO NOT enter the main gym areas or onto the floor at anytime. Do not enter the building and shout to your child at any time.

Your child will need to be picked up no later than 5:30 p.m. Please note late pick ups are **NOT** accepted at this time. **Repeated failure to comply with the late pick-up policy could result in program membership termination.** If the child has not been picked-up by 5:30pm and the club has not been advised of the parent(s) tardiness, the following procedure will be employed: parent will be phoned at home, at work or on cell phone. In the event that the parent(s) cannot be located, the emergency contacts named on registration form will be phoned to pick up the child.

Accident / Illness

If your child is seriously injured we will contact you immediately. If the parent/guardian(s) or emergency contacts are not available and your child required immediate medical attention the club will ensure child receives the appropriate care until a parent can be contacted. All minor injuries must be documented and reported to the parent. If the child becomes ill at our program, parents will be contacted for early pickup. If your child will be absent from our program, please notify us as early as possible.

Send an email: gymmiesrollcall@gmail.com or via phone: **289-698-8262**. If your child is not well enough to go to school please keep your child home. Please remember that our program does not refund fees due to illness.

Snacks

Roll Call recognizes the importance of good nutrition & daily physical activity. A healthy snack should be sent each day. Water bottles are also encouraged. Efforts will be made to accommodate special dietary requirements or allergies. Our facility is not peanut free but all families are asked to be peanut sensitive & if possible send non peanut snacks.

Clothing and Supplies - NEW!

ALL JK/SK require change of clothes to be held onsite at Gymmies.

Please send a zip lock bad with t-shirt, shorts, underwear, and socks to be stored at Gymmies incase of an "accident".

*****NOTE: Coaches will do our best to assist in "minor" accidents within protocol. Incase of a "major" accident, parent/guardian will be contacted immediately for pickup/further assistance.**

Please wear clothing suitable for gym activity. Students may change if necessary. Bare feet is standard in the gym. Parents must remove shoes when entering the facility for safety (90% are in bare feet). Jeans (pants with buttons) are not allowed to use the trampoline as they can damage the tramp bed.

Items from Home

Our programs discourage children from bringing items from home. All items will remain in your child's bag until pickup. Gymmies is not responsible for any lost or stolen items.

Online Registration:

Create login. select "Roll Call Days" needed (Mon-Fri)

By selecting any day, you will secure a spot on our attendance.

Upon completion of Reg forms and acceptance of the policies, pick up will be immediate, invoices will be sent at the start of every month and processed mid month (13th, 14th, 15th depending on calendar date).

ALL Online Registrations must READ and ACCEPT:

- i. Membership Policies/Waiver
- ii. Informed Consent and Assumption of Risk
- iii. Roll Call Policy Handbook for corresponding year

Selecting Days / Registration Fees / Monthly Fees

3 options:

- i. Sign up for Mon-Fri every week
- ii. Sign up for certain fixed days the same every week (ie. every Mon or Wed)
- iii. Scheduled days around work if accommodable (schedules must be submitted 1 month in advance). Once picked those days are non refundable (for vacation or illness).

Upon Online Registration, you will be charged:

- \$45 mem fee (yearly July - June)
- \$150 deposit will be put on final months invoice received.
- **Deposit is NOT refundable and CANNOT be applied to any program other than Roll Call.**

Monthly fees will be paid by Pre-authorized Visa or Mastercard or preauthorized debit. Pre-authorized payment forms will be provided with the annual registration form. Monthly invoices will be provided as well as an annual total School Pickup.

Invoices will be provided at the start of the month and processed in the middle of the month.

Monthly fees fail to process: Gymmies assumes all financial information given for Roll Call fee processing are in good standing.

Monthly fees that fail to process mid-month (13th, 14th, or 15th) either pre-authorized debit or credit card will be subject to an additional \$25.00 administration fee in addition to monthly fee. Gymmies staff will contact parent regarding outstanding fees plus administration fee. All outstanding fees must be paid to Gymmies within 48 hours of failure to process. Failure to do so will result in program termination and all future Gmmies program membership revoked.

Releasing Children

Children will be released only to parent(s) or persons designated by the parent/guardian, upon authentication.

Only those listed on the release form may pick up the child. Emergency contact persons listed on the registration form is still required verbal or written parental consent to pick up the child. In special circumstances parent(s) may require a person other than those listed on this form to pick up a child. Authorization must be made verbally or over the phone. All persons whether pre-authorized or special pick-up should be prepared to show picture ID if they are unknown to the staff on duty.

Custody Agreements

Each parent will be granted access to the children except when a copy of a court order indicated limited access is on the child's file.

Such information will be included on the child's emergency contact sheet. It is the responsibility of the parent(s) to produce a copy of a court order indicating limited access.

Emergency Policy

Emergency medication needs to be with the child at all times will be easily accessible to all staff. All medication must be accompanied by a medication form that will be signed by the parent/guardian including the following information: Child's name, medication name, dosage, time, date and parent's signature. Staff will note when administered, reported to parent upon pickup

All children requiring emergency medication (ventolin, allergy medication, epi-pens, etc.) will have action plans completed with clear instructions. Anytime required 911 will be called & parent contacted immediately.

Parent Concerns

Talk with the Program Manager Nicole Catarino. Email or Text at 289-698-8262. All concerns are important.

Behavior Policy:

Staff recognizes each child as an individual in regard to age, and stage of development. Staff guides children's behavior by using prevention and intervention strategies. Staff uses their knowledge and skills to ensure that a child's self-esteem is enhanced while following posted gym rules. Ongoing difficulties could result in program suspension or cancelation.

All participants must be potty trained before participation in Roll Call.

Program Behavior Policy

Caledonia Gymmies is an active learning environment that promotes fun through progressive gymnastics programs. Our priority remains as it has always been, the health and safety of all our participants, patrons, and staff. We expect all athletes and campers alike to adhere to the behavioral health and safety policies set out by our club officials to take part in our programs.

These policies include:

- **Respect:** both coaching staff and fellow camper/athletes.
- **Individuals:** campers are responsible for their own actions and must accept the consequences.
- **Hands on or any physical altercations** with other campers or staff will not be tolerated.
- **Camper's actions** should be made in a courteous and inclusive manor.
- **Every participant** is held to these policies as equal participants.
- **Zero Tolerance for physical or threatening harm.** Parents will be called for immediate pick up should a camper exhibit any behaviors of threatening or inflicting physical harm on fellow participants or staff.

Children unable to abide by the behavior policies will have direct intervention from coaching staff. Minor infractions will be met with reminders with full explanation and addressed on site. If behavior continues, parents will be notified for immediate pick up. Every child is granted equal opportunity for participation in Gymmies programs under these conditions and safety guidelines. If behaviors continue, the child will be removed from the program and family refunded the remaining program time.

Participants are reminded of the major rules of the gym:

1. Stop, look, and listen when coach ask for attention
2. Absolutely no hands on any other participants
3. Only positive language spoken to fellow participants

Parental/Guardian Behavior

Parents/Guardians with questions or concerns of any kind can reach our staff and administrators. Any parent exhibiting unruly behaviors towards staff, administrators, or patrons on site or alternative communications will result in immediate program termination and all future Gymmies program membership revoked.

Parents unable to abide by the Registration Policies (day selections, reg fees) will have their membership to Roll Call program paused or terminated for repeat behavior.

Registration and Withdrawal

Parents must understand and accept: **once registered for the Roll Call program, your child will represent a space on our lists.**

Gymmies reserves the right to exercise the following policies and protocols for program participation and registration.

- i. All registration forms, deposits, and membership fees must be completed, returned before your child's first day of care. NO child will be picked up for the Roll Call program if these steps are not completed prior to start day.
- ii. We require one month's written notice to completely withdraw from Roll Call. If one (1) month's notice is given your deposit will be credited to the registration fees for the last month your child is registered. If one month is not given you will forfeit your deposit and any childcare fees already paid. Please report changes in address, phone numbers, emergency contacts, employers at once.
- iii. Program deposits are not refundable under any circumstances. Once registered for Roll Call, your deposit is processed and your child is considered part of the program.
- iv. Pausing registration can be done due to medical situations. You will need to provide a detailed doctors note. Failure to provide a doctor's note will result in monthly fees continuing to process (via your deposit) and program termination.

Inclement Weather/Snow Days (school closures)

Snow Days: daily fees will be deducted from your current or following monthly fees.

Inclement Weather: We ask parents to pack appropriate clothing/equipment for the daily weather (Rain, snow, temperatures, etc.)

Incase of severe rain or thunder/lightening storms, Gymmies will use extreme caution at River Heights: Request to wait inside school, giving 10-15 min between thunder or lightning before leaving the school grounds. Parents will be informed of the weather situation and asked if they require any alternative arrangements for pickup (pickup from the school, early pickup, etc.) Daily fees for inclement weather other than school closure are not refundable.

Roll Call FAQ's

Who are the coaches? What is the ratio?

- Director: Nicole Catarino & Gymmies team of certified coaches Ratio- 1:10

Can I attend once a week?

- YES! Register for days based on your work schedule, all registrations are limited.

Will classes have formal skill instruction?

- No, not at Roll Call, but YES if you join one of our regular classes. Roll Call is a moderate/high activity-based after school program focused on 60 min/day of fun physical activity.

Do I get a refund if my child is absent due to illness or away on vacation?

- At Gymmies, we base our costs on the number of children enrolled in our programs.

As such, we cannot offer refunds if your child misses days due to an illness, vacation, or other absence or for leaving early.

What if I need additional days?

- Contact Gymmies / Director (24 hrs in advance if possible) & inquire. If space is available we will gladly accommodate your request

How do we keep track of fees owed?

- Days of the week registered for online reflect the daily fees owed.
- Careful attendance/ registration lists will be kept & reviewed monthly

Are you issued tax receipts?

- Upon Request

What happens if my child becomes ill during the program?

- Gymmies will contact parents to make arrangements to have your child picked up. Cell phone numbers are critical to ensure we can always reach you .