

Releasing Children

- Children will be released only to parent(s) or persons designated by the parent/guardian, upon authentication, if required.
- Only those listed on the release form may pick up the child.
- Emergency contact persons listed on the registration form still require verbal or written parental consent to pick up the child. (or contact Ty anytime)
- 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. The delegate must have identification before the child is released.
- 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.

Pick Up

- If picking up before 5pm, your child will be in the gym. Please ring the cow bell in the tumbling room door to notify coaches of your arrival. **Parents do not enter the gym.**
- Your child will need to be picked up no later than 5:30 p.m. If there is a delay please contact a staff member as soon as possible. Please note late pick up charges.

Late Pick-up Policy 5:30-6:00 pm

- Parents will be charged a late fee of **\$5.00 after 5:30**. Late payment charges will show up on the next month's invoice. Repeated failure to comply with the late pick-up policy could result in termination.
- If the child has not been picked-up by 6pm 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.

Emergency Policy:

Emergency medication that 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

Getting Started:

1. Call Gymmies & check availability 905 765-1623
2. Complete the application form including the \$30 mem fee & \$50 program deposit.
3. Provide the dates you need Roll Call for your first month 2 weeks in advance.
4. Pay for the first month
5. Let your teacher know (in writing) days Roll Call is needed.
6. Leave the fun to us!



Caledonia Gymmies After School Program

ROLL CALL

Policy Handbook



Offered at Caledonia Gymmies

10 Kinross St E

Caledonia N3W 1K8

905 765-1623

gymmies-reg@rogers.com

www.gymmies.com

For Notre Dame or River Heights Students



Gymmies “Roll Call”:

- Is available Monday – Friday from school’s end (3:00ish) – 5:30 p.m. for children in JK-grade 6
- First day of care is Tuesday September 4/18 and last day is Thurs June 27/18.
- Programs will be closed the following holidays: Thanksgiving, Family Day, Good Friday, Easter Monday, Victoria Day.
- We will be closed 2 weeks during the school Winter Break over Christmas & for March Break
- closed on PA DAYS with attendance at PA Day programs offered as a separate registration

Fees for Service:

- all members must pay the annual membership fee of **\$30** plus a deposit fee of **\$50**
- Invoices for fees will be issued early each month & processed by the 15th of the month

Annual Membership Fee	\$30.00 (\$15.00 if attended summer camp)
Daily Fee	Mon-Fri \$12.00/day
Deposit due at registration	\$50.00/child
Late Pick-up Fee (after 5:30p.m.)	\$5.00/30 minutes per child
NSF Charge	\$25.00

Choosing Dates Required:

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 (can change– must be submitted the last week of the month)

- Once picked those days are non refundable (for vacation or illness)
- **2 weeks notice is required** to substitute a change for a picked day (if spots are available)
- Parents whose account is not up to date in June will have their deposit credited to the amount past due. A spot will not be held for your child, programs are limited
- Current members have first choice for fall programs but must complete the membership fee, form & deposit to remain on the active membership.
- Fees are due on the 15th of each month. Invoices will be issued to parents a minimum of 3 days before payment is due. Failure to make payment may result in suspension or termination of care. **Deposits are NON refundable** unless applied to remaining dates in May/June.
- 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 receipts will be provided as well as an annual total

School Pickup

- Roll Call offers supervised walk to Gymmies from River Heights & Notre Dame Schools
- Pick-up occurs at an arranged place (around the office). There will be 1-2 program walkers
- Inform teacher in writing of days attending Gymmies Roll Call each week
- If your child is not at the arranged meeting spot the program walker will wait 5 minutes, have the child paged and/or confirm your child’s attendance. Parents will be phoned to confirm.

Registration and Withdrawal

- All registration forms & fees must be completed, returned before your child’s first day of care
- 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 child care fees already paid.
- Please report changes in address, phone numbers, emergency contacts, employers at once.

ACCIDENT/ILLNESS POLICY

- If your child is injured we will contact you immediately. If the parent/guardian(s) or emergency contacts are not available & 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 Ty an email at martin_ty@hotmail.com or via phone: **289-339-9166**.
- 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.

ITEMS FROM HOME

- Our programs discourage children from bringing items from home
- If brought children will be asked to leave them in their backpacks.

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.

PARENT CONCERNS

- Talk with a staff member. Take a few minutes when you pick up your child. Or if the staff member is with children call the office and set-up an appointment.
- Talk with the Program Manager Ty Martin. Text Ty at 289 339-9166.
- All concerns are important. Gymmies will work with you for a positive resolution

CLOTHING AND SUPPLIES

- 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)
- *****NEW***** Jeans (pants with buttons) are not allowed to use the trampoline as they can damage the tramp bed. **PLEASE PACK A CHANGE OF CLOTHES**

Behavior Policy:

- Staff recognizes each child as an individual in regards to age, & 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 will be reported to parents

Program Activities:

- Roll Cal fun starts with pick up by our coaches at River Heights or Notre Dame Schools Walk to Gymmies facility, eat a snack from your lunch.
- 3:50-5pm Gym activities: games, parachute, circuits, tramp time, pit, fitness equipment, indoor sports. If weather permits, some activities may occur outside
- Younger participants will use Gymmies upper Tot Lot facility equipped with full equipment & tramp best suited for safe activity for kids 7 years and under

Other Gymmie Classes

- Including formal instructional classes in gymnastics & trampoline will be offered
- These classes usually start at 4 or 5pm. They are registered for separately & will be listed in Gymmies Annual Brochure. The cost will be listed & paid separately per session
- Roll Call coaches will make sure students go from Roll Call to their Gymmies class on time