

# **ACE**DAYTONA

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**G Y M N A S T I C S**

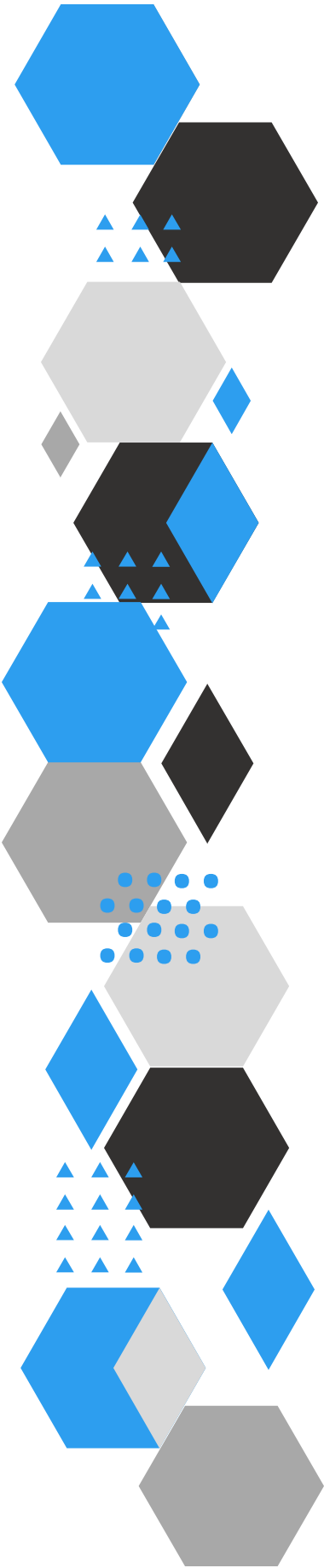
AFTERSCHOOL PROGRAM HANDBOOK  
2018-2019

# Tuition Payment Policies

- Your Credit/Debit Card or ACH payment will be ran each week on Friday for the following week of pick-up. (There is a \$150 processing fee for any card ran without the card being present.)
- There will be a \$10 late fee for any account where tuition is not paid by the Friday before the following week attended.
- There will be NO REFUNDS for any missed days/weeks or cancellations. You are paying for your spot for pickup even if you are unable to attend.
- You are required to give a 10-day written drop notice if you drop from the AfterSchool Pickup Program.
- Ace Daytona Gymnastics operates under the Volusia County Public School schedule from the beginning of the year to the end. This includes school closings, holidays, and student non-attended days.
- There will be NO tuition reimbursement or credit given to any account for absences, illness, or vacations.
- Any check or automatic checking account transaction that comes back with insufficient funds will result in a \$35 return check fee penalty to cover the additional bank charges. If this happens more than 2 times, it will result in a suspension of check writing or automatic checking privileges.

## Dress Code & Leotard Rental Policies

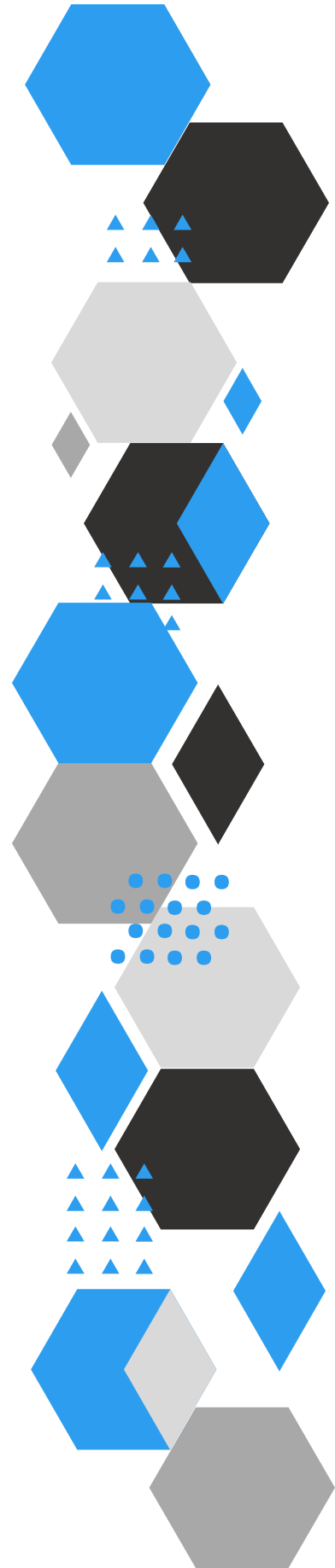
- Every child needs to bring with them to AfterSchool a leotard or athletic clothing; elastic waist shorts and tshirt or leotard. Without proper attire they will not be allowed to participate inside the gym that day. This is to protect the child and our equipment.
- When you borrow a leotard, you must return it within 1 week. Every leotard must be washed before turning it back in. If the leotard is not returned within the 1 week time frame, your account will be charged \$20.
- Every child needs to come with hair ties. They are not allowed into the gym with their hair down. Please pack extra hair ties that can be left at the gym, or keep them packed in their bag.



# Student Bus/Gym Behavior Expectations & Rules

AfterSchool Pick-Up Rules have been established to ensure the safety and security of each child.

- Students are expected to behave appropriately at all times and not cause danger to themselves or others.
- Students shall follow directions including rules of the gym and those given by coaches or other adults in a position of authority.
- Students are expected to respect themselves, others and their belongings. This includes: keeping hands and feet to themselves and not touching others' belongings.
- Students involvement is expected in all planned activities ad they must be willing to participate in the set-up and clean-up.
- Students are not permitted to use obscene, inappropriate, or offensive language, and refrain from name calling.
- Students are responsible for their own property and money, ie lunch boxes, back packs, clothing articles, etc.
- The use of cell phone is prohibited. If a student is caught texting or making phone calls, the cell phone will be removed and the parent will have to pick it up at the front desk.
- Misuse or abuse of program facilities, equipment or supplies will not be tolerated.
- No standing or moving out of your seat while the bus is in motion.
- No rough housing with other children at any time while on the bus. This means a "hands to yourself at all times" policy.
- Pens and pencils may only be used for the purpose of doing homework. Any other use will result in the pen/pencil being taken away from the student.
- No throwing of any objects while on the bus.
- Students are responsible for picking up their trash before leaving the bus.
- No bus property destruction is permitted.
- Loud noise is prohibited.



# Discipline Program

## Time Out or Cool Down

- The student will receive a warning prior to being placed into time-out or will be given a cool-down period.
- The time out period will be 5 minutes or less in duration.
- The time out/cool down period will be followed by a discussion between the student and coach. Discussion shall include the reason for the time out, behavior that caused the time out, alternative behaviors and the consequences if the behavior reoccurs.

## Verbal Warning

The parent will receive a verbal notification if a student is placed in time out/cool down twice in one day.

## Written Notification

- A Student who receives 3 time outs in one day will receive a written notice.
- A discussion between the student and coach shall take place when a notice is issued.
- A written notice shall be documented and retained for the AfterSchool PickUp files.
- Parents shall be made aware of the student's behavior and be provided with a written notice of the incident(s).
- Parents, students, and the AfterSchool Program Director shall have a discussion about behavior, future alternatives, and future consequences should the behavior reoccur.

## Suspension

- After receiving 3 written notices, a subsequent violation of the same rules will result in a 1-3 day suspension.
- Suspension will be documented and retained for the AfterSchool PickUp files.
- Parents will be immediately notified if a suspension is imminent.
- Parents shall be provided a written notice of the suspension.
- Parents, students, and the AfterSchool PickUp Program Director discuss the behavior, future alternatives and future consequences should the behavior reoccur.

