

Gymnastics Camp Policy and Procedure Handbook

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1. Introduction

Welcome to our Gymnastics Camp! We are excited to have your child join us for an energetic, skill-building, and fun-filled experience. Our camp is designed to provide young athletes with a structured and engaging environment where they can grow physically, mentally, and socially. Whether your child is new to gymnastics or has prior experience, our program offers something for everyone.

This handbook serves as a comprehensive guide to ensure a safe, enjoyable, and productive camp for all participants. It outlines the policies, procedures, expectations, and resources available to campers and their families. We believe in fostering a positive and inclusive atmosphere that encourages confidence, resilience, teamwork, and a love for movement.

At the core of our camp philosophy is the belief that children thrive in environments that balance discipline with fun, challenge with support, and individual goals with community spirit. Our trained staff is committed to delivering high-quality instruction while prioritizing the health, safety, and well-being of every camper.

Please take time to read through this handbook carefully. If you have any questions, concerns, or suggestions, feel free to reach out to us. We look forward to making this camp a memorable and rewarding experience for your child.

2. Camp Objectives and Philosophy

Our Gymnastics Camp is committed to providing a dynamic and inclusive environment where campers can explore their potential through gymnastics. **Core Objectives:**

- **Skill Development:** To teach foundational gymnastics skills using safe, progressive instruction tailored to various age and ability levels.
- **Physical Fitness:** To enhance strength, flexibility, coordination, and overall health through structured physical activity.
- **Confidence and Self-Esteem:** To build a sense of accomplishment through skill mastery, positive reinforcement, and personal achievement.
- **Social Growth:** To foster teamwork, communication, and friendship among campers through group activities and shared goals.
- **Discipline and Responsibility:** To promote focus, commitment, and accountability through consistent expectations and goal setting.

Philosophy: We believe that every child deserves the opportunity to learn and thrive in an encouraging environment. Our philosophy emphasizes the importance of celebrating individual progress while working within a collaborative community. Campers are supported by a caring team of coaches who model integrity, kindness, and perseverance.

We strive to create memorable experiences that inspire a lifelong love of movement, healthy living, and positive self-expression. Through gymnastics, we teach more than just athletic skills—we nurture the values of respect, hard work, and joy in learning.

3. Camp Schedule and Hours

- Full-day Camp: 8:00 AM – 4:00 PM
- Half-day Camp (Morning): 8:00 AM – 12:00 PM
- Half-day Camp (Afternoon): 12:00 PM – 4:00 PM
- Extended Care (if applicable): 7:00 AM – 10:00 AM / 3:00 PM – 5:00 PM

4. Enrollment and Payment Policies

- Registration is on a first-come, first-served basis.
- Full payment is due at the time of registration.
- No refunds are given after the first day of camp.
- Discounts may be available for siblings or multiple weeks.

5. Camper Conduct and Discipline

- Campers must follow all safety instructions.
- Bullying, physical aggression, and disrespect will not be tolerated.
- Consequences include verbal warnings, time-outs, parent notification, and possible dismissal.

6. Staff Roles and Responsibilities

- Camp Facilitator: Oversees daily operations and camper safety.
- Coaches/Instructors: Lead gymnastics instruction and activities.
- Junior Staff: Assist with supervision and group management.

7. Health and Safety Policies

- A completed registration form is required before attendance.
- Campers must bring any necessary medications; all medications must be labeled and given to staff.
- Injuries will be documented and reported to parents.

8. Emergency Procedures

- In the event of an emergency, parents will be contacted immediately.

9. Facility Use Guidelines

We are committed to maintaining a safe, clean, and organized environment for all campers. Our gymnastics facility is equipped with professional-grade equipment and designated spaces tailored for a range of camp activities. To ensure the safety and enjoyment of everyone, the following facility use policies must be adhered to at all times:

General Expectations:

- Campers must remain within their assigned activity areas unless accompanied by a staff member.
- Horseplay, running in non-designated areas, or misuse of equipment is strictly prohibited.
- All participants must follow directions from staff and respect posted signage.

Gymnastics Equipment Usage:

- Campers may only use gymnastics apparatus under the supervision and instruction of a qualified coach.
- Equipment should be used as intended. Climbing, hanging, or jumping on or off equipment without permission is not allowed.
- Campers are not permitted to enter the gym floor or equipment zones until directed by a coach.

Facility Cleanliness and Maintenance:

- Campers are responsible for cleaning up after themselves and treating the facility with respect.
- Trash must be disposed of in designated receptacles. Water bottles, lunch bags, and personal items should be taken home daily. Any damage to the facility or equipment should be reported immediately to staff.

10. Drop-off and Pick-up Procedures

To ensure the safety and security of all campers, the following procedures must be followed for daily drop-off and pick-up:

Drop-off Procedures:

- Drop-off begins at 8:45 AM for morning and full-day campers, and at 11:45 AM for afternoon campers.
- Campers must be signed in each day by a parent or an authorized adult listed on the camper's registration form.
- Parents should escort their camper to the designated check-in table, where a staff member will verify attendance and perform a brief health screening.
- If a camper arrives late, the parent must check in at the main office before escorting the child to their group.

Pick-up Procedures:

- Pick-up for half-day morning campers begins at 12:00 PM. Pick-up for full-day and afternoon campers begins at 4:00 PM.
- Campers will only be released to individuals authorized on the registration form. Any changes must be submitted in writing.
- Adults picking up a camper must present a valid photo ID until staff become familiar with regular pickups.
- Extended care pick-up ends promptly at 5:00 PM. Late pick-ups after 5:00 PM will result in a fee of \$1 per minute.

General Guidelines:

- Parents are encouraged to be punctual. Repeated late pick-ups may result in a review of the camper's enrollment status.
- Please notify camp staff in advance if someone new is picking up your child or if there are changes to the routine.
- Late pick-ups may incur additional fees

11. Attire and Personal Belongings

Proper attire and personal belongings are essential for a safe and productive camp experience. Please review the guidelines below to ensure your child is appropriately dressed and equipped for gymnastics activities each day.

Required Attire:

- Campers must wear comfortable, fitted athletic clothing such as leotards, t-shirts, and athletic shorts. Loose clothing can pose a safety hazard during gymnastics activities.
- Hair must be pulled back and secured away from the face to prevent interference during activity.
- No jewelry is allowed during camp hours, including necklaces, earrings, bracelets, or rings. These items can cause injury or become lost.
- Closed-toe athletic shoes are recommended for arrival and departure, though campers will often be barefoot during gymnastics sessions.

Personal Belongings:

- Campers should bring a labeled water bottle to stay hydrated throughout the day.
- If participating in a full-day camp, campers must bring a packed lunch and two snacks (morning and afternoon). Refrigeration is not available.
- Campers should bring a small backpack or gym bag to store their belongings, including any extra clothes or personal hygiene items. Please label all personal items with your child's full name. The camp is not responsible for lost or misplaced items.

Prohibited Items:

- Electronics such as cell phones, tablets, or gaming devices are not allowed during camp hours.
- Toys, trading cards, or other non-essential items should be left at home.
- Any weapons, sharp objects, or items deemed unsafe by camp staff will be confiscated and returned to the parent at pick-up.

Lost and Found:

- A lost and found bin will be maintained in the camp office. Unclaimed items will be held until the end of each camp session.

Please help your child prepare each day by ensuring they are properly dressed and only bring what is necessary for camp participation.

12. Communication with Parents/Guardians

-Maintaining open and effective communication with parents and guardians is essential to creating a successful camp experience. We strive to keep families well-informed, involved, and assured of their child's well-being and progress throughout camp.

Regular Updates:

- Weekly newsletters will be sent via email with important announcements, upcoming events, and highlights from the week.
- Daily summaries or photos may be posted to a secure camp communication platform or email (if applicable).

On-Site Communication:

- Camp staff are available during drop-off and pick-up times for quick updates or questions.
- For more in-depth conversations, parents are encouraged to schedule a meeting with the Camp Director.

Parent Alerts:

- In the event of an injury, illness, behavior concern, or emergency, the designated parent/guardian will be contacted immediately.
- Updates regarding inclement weather, schedule changes, or other important alerts will be communicated via email, phone call, or text, depending on urgency.

Feedback and Concerns:

- We welcome parent feedback and suggestions. Comments can be directed to the Camp Director in person or by email.
- Any serious concerns will be addressed promptly, and a resolution plan will be communicated clearly to parents.

Contact Preferences:

- Please ensure that your contact information is up to date and that the camp has multiple methods to reach you in case of emergency.
- Notify camp staff immediately of any changes in authorized pick-up persons, phone numbers, or email addresses

13. Inclement Weather Policy

The safety of our campers and staff is our highest priority. Our camp is prepared to respond appropriately to all types of weather conditions to ensure a safe and continuous camp experience.

Rainy Days:

- Camp will proceed as scheduled during light rain or non-severe weather.
- Activities will be moved indoors where possible, with a focus on low-impact gymnastics, games, and crafts.

Severe Weather:

- In the case of thunderstorms, high winds, or extreme heat, outdoor activities will be suspended.
- Campers will be moved to a designated safe indoor location and supervised by staff.
- If local authorities issue warnings or conditions are deemed unsafe for travel, parents will be contacted via phone, email, and text for early pick-up or possible camp closure.

Communication Protocol:

- Weather-related updates will be posted promptly via email and the camp's official communication channels.
- Parents should ensure their contact information is current and monitor for messages during the day.

Make-up Days/Refunds:

- If a full day of camp is canceled due to weather and cannot be rescheduled, we will provide information about possible make-up dates or credit toward future programs. Refunds will be addressed on a case-by-case basis.

We encourage parents to check local weather forecasts daily and prepare their child accordingly, including packing rain jackets or extra clothing if necessary.