



Gym-Fit Sports Center After School Handbook

Welcome!

The Smart-Fit After School Program provides a safe, fun and nurturing environment for students to experience age appropriate physical activities, develop friendships, and opportunities to pursue interests and talents within a gym and classroom setting. The after-school program is designed for elementary aged students with transportation provided directly to our location via Gym-Fit vans or CMS buses.

Staffing

The Smart-Fit After School Program is led by an amazing staff team! From energetic high school and college students to professional and experienced leaders, we have a diverse team who can't wait to work with your child. We make it a point to hire staff with excellent character, strong values, enthusiasm and experience working with kids. Before after school starts, we add to their skills with training including child development, class management and child abuse prevention.

After School Start & End Dates

First Day of After School Program – August 14th, 2022 (Monday) Last Day of after school Program – June 7th, 2023 (Wednesday)

Palisades Episcopal School: August 16th, 2023 – May 24th, 2024

SCSA: August 14th, 2023 – May 24th, 2024

Unity Classical School: August 23rd, 2023 – June 7th, 2024

CMS (Berewick, Palisades Park, SAIL, South Pine): August 28th, 2023 – June 7th, 2024

PROGRAM CLOSURE DATES

The after school program will be CLOSED on the dates listed below. We will not offer after school care or an Out of School Day.

September 4th, November 23-24, December 22,25-26, Jan 1, March 29, April 1, May 27th

Hours and Days of Operation

The Smart-Fit After School Program is offered from 3:00-6:30pm Monday-Friday while school is in session. We will follow school calendars, including CMS and local charter schools. Our program runs from mid-August to mid-June depending on the participating schools' calendars. Early release, half-days programs, and full day camps will be provided as needed & depending on a minimum number of students.

Early Release (Half day camp) minimum # of students - 5

Full Day camp minimum # of students – 8

Early Release Days

If your child is normally scheduled to come to Gym-Fit on a day when school has a scheduled early release, we will pick them up or accept them according to that schedule. Registration is required in advance. Should you need care on an early release day that your child is not ordinarily scheduled to attend, you can register for a drop-in day. Early release days are as follows:

CMS : Sept. 20, Oct. 18, Feb. 14, Mar. 13

Unity Classical: Dec. 20, Jan. 26, Apr. 26, May 25

SCSA: Dec. 15

Palisades Episcopal: Sept. 20, Oct. 6, Oct. 18, Feb 16, Apr. 17, May 3

Out of School Days

Out of School Day programming is available for after school participants. As an after school member you will receive 20% off for full day camp. Please keep in mind that **REGISTRATION IS REQUIRED IN ADVANCE**. We do not guarantee that you will have a spot in Out of School Day programming. Spaces are awarded on a first come first served basis. Cancellations must be made at least 48 hours prior to the start of the program to receive a refund.

If any Out of School Day program does not reach a minimum number of registrants by 3 days prior, we will cancel the program for that day and give 3 days' notice.

Registration Procedure

Families should apply online via our website or through the parent portal. Select the students home school and one of our customer experience specialists will be in touch. To be registered and secure a spot in the Smart-Fit After School Program the participant waiver and agreement along with the transportation waiver and agreement must be signed and complete along with a \$150 non-refundable deposit/supply fee. Finally, this handbook must be read thoroughly, signed and returned to the front office.

Payments and Due Dates

Payment of \$380 is due on the 25th of each month for the following month's after school. August and June are the only months that will be prorated. September through May are the full rate. A late fee of \$25 will be posted on the 26th if no payment arrangements have been made.

Cancellation & Change Policy

To change or cancel your registration, please provide a 2 week notice via email. We will adjust pricing according to the cancellation notice and any additional money that has been drafted will be refunded. Payment is not based on attendance and is due unless the appropriate cancellation notice is received.

Suspension for Non-Payment: If payment is declined during the school year, you will be notified by email. There will also be a late fee posted on the 26th of the month. If a revised payment schedule cannot be agreed upon or payment is not received, the participant will be suspended from the program. During the time the child is suspended, they are not cancelled from the program and cost will continue to accrue. They can return to the program once payment is received. If no payment is received after 2 weeks or

written notice of cancellation per our cancellation policy, is received after 2 weeks, the participant will be cancelled from the program.

Absences

Please notify us by 12:00pm via e-mail day of any absences for your child so that we can prepare our bus rosters accordingly.

Pick up Late Fee: Our program runs from school dismissal – 6:30pm. Gym-Fit Sports Center will charge \$1 per minute per child as a late fee up to 15 min and \$5 per minute after the initial 15 min.

Emergency Contact – We ask that all after school families have at least one local emergency contact who we can reach in the event that we are unable to reach you. If there is ever a time when you are unable to pick up your child(ren) by 6:30pm, we WILL reach out to other emergency contacts. As a general rule, if a child is not picked up by 7:00 pm without contact from a parent or emergency contact we will contact the authorities.

Family Understanding

By enrolling in the Smart-Fit After School Program, it's important for you to understand a few details:

- • Gym-Fit staff are not allowed to transport children in personal vehicles at any time outside Gym-Fit's programs.
- • Gym-Fit staff are not permitted to babysit families that they meet through our programs in alignment with our Child Abuse Prevention policies.
- • Families may not drop off their child at Gym-Fit unless approved and a Gym-Fit staff member is there to receive and supervise their child.
- • Gym-Fit Sports Center is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- • Primary communication is via email. You must provide a valid email address for communication and a phone number we can reach you in case of an emergency.

Technology

While we strongly encourage students to leave their technological devices at home, students are permitted to have them ONLY during homework time if they are using it for educational purposes. Please know that staff members may require that devices are put away if at any time they feel like it is being used inappropriately. At times a device may be held by a staff member and given to the parent/guardian at pick-up. Staff is not liable for cell phones, watches, tablets or any other technology brought to programs.

Discipline Guidelines

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- • Staff will make a concerted effort to preserve the child's self-image and will not embarrass the child.
- • Staff will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect for the feelings of others.
- • Every effort will be made by staff to enlist the cooperation of the child and families to solve problems.

In the event that we're working through disciplinary action with your child, we will be in contact with you via phone, email, or in person.

Example of disciplinary action that may take place (dependent on behavior and frequency):

- • Verbal warning by staff to child.
- • Secondary warning by staff to child and redirection and/or temporary removal from the environment.
- • Parent/Guardian may be asked to pick up their child for the remainder of the day.
- • Parent/Guardian may be asked to meet with the program director to determine a collaborative approach moving forward.
- • Serious or repeated behavior may result in a suspension from Gym-Fit Sports Program. Parents/Guardians will be expected to pick their child up for the remainder of the current day and arrange alternate care for the duration of the suspension.
- • Consistent disciplinary problems may result in suspension or removal from the program.

*If you are called to pick up your child from the program, you are expected to be here within 1 hour of that call.

Medication Policy??

Please administer all medications at home whenever possible. If medications are required during the afternoon, a "Medication Authorization Permission Form" must be filled out and medications provided to the office staff in the original container in a plastic bag with the child's name clearly written on the outside. All medications must be dispensed by the office personnel. Please contact the office if your child's allergy requires special consideration.

Nut-free Program

We do our best to be a nut-free program and the foods we provide as a part of the program are nut-free. Please DO NOT send your child with any food containing nuts. We have children in our programs with severe allergies and you can help prevent a life-threatening emergency by selecting alternatives to pack in your child(ren)'s snacks and lunches.

Health and Wellness Policy

If your child develops symptoms of illness during their stay, families will be notified and will need to pick up their child immediately. CHILDREN WHO HAVE THE FOLLOWING SYMPTOMS SHOULD REMAIN AT HOME UNTIL THEY ARE SYMPTOM FREE WITHOUT MEDICATION FOR 24 HOURS UNLESS A WRITTEN NOTE FROM THE CHILD'S PHYSICIAN IS GIVEN, STATING THAT THEIR SYMPTOMS ARE NOT CONTAGIOUS. Some of these symptoms include, but are not limited to:

Sore Throat	Active Head	Lice	Diarrhea
Pink Eye	Coughing	Fever	Vomiting
Skin Rash or Open Sores		Continuous Nasal Drainage	

If a parent/guardian cannot be reached, the staff will call an emergency number listed in there JackRabbit account. Please confirm with the Customer experience team in the front office if you are unsure of who is listed as your child's emergency contacts. Please be considerate of the other children and staff, and do not send your child to Gym-Fit sick. If an illness such as Head Lice, Fifth Disease or Chicken Pox has been reported to us, we will send written notices via email so that parents/guardians can be alert for symptoms.

Injuries & Illness at Gym-Fit

Please Note: In the event of a serious emergency, 911 will be called first.

Illness - If your child becomes ill in our care and is not feeling well enough to participate or exhibits contagious symptoms, we will call parents/guardians to request that the child is picked up from the program at that time. If you are called to pick up your child early from the program, you are expected to be here within 1 hour of that call.

Injury - If your child is injured, the staff members will take the necessary steps to care for him/her. If the injury seems to affect the child's participation in the program beyond a few minutes' time, we will call parents/guardians to let them know what has happened. If your child is more seriously injured, the director will take whatever steps are necessary to obtain emergency medical care, including calling 911. We will attempt to contact parents/guardians directly and/or through other listed emergency contacts. Please know that EMS is required to transport minors unless a parent/guardian is able to be contacted and immediately come to the Gym-Fit in order to waive EMS care/transport.



I, _____, will treat each Staff member with the respect that I wish to be treated.

Further I agree that I have read and understood the Gym-Fit Sports Center After School handbook in its entirety. I agree to abide by all guidelines stated within this handbook. I understand and agree that if all guidelines from the Rules and Policies are not met at any time the result could be the suspension or removal of your child from Gym-Fit Sports Center.

Signed: _____ Date: _____ (Parent/Guardian)