

GymTime

Handbook for Parents



After School Fun for Kids!

2016-2017

2306 Camelot Ridge Ct. SE
Grand Rapids, MI 49546
Phone: (616) 956-0586
Email: gymtime@gymco.com

Mission

GymTime's After School program exists to foster character and physical literacy in elementary age children.

Curriculum

Motion Evolution / All-Sport

Schedule

3:15-3:30 – Pick-up; daily expectations

3:30-3:40 – Cardio Challenges: running, jumping, and swinging

3:40-4:00 – Motion Evolution circuit / All-Sport program

4:00-4:20 – Snack and Drink: cup of water, two food groups (grain, protein, dairy, fruit/veggie)

4:20-4:30 – Clean up room

4:30-5:20 – Exploratory Learning: Vault, Beams/Sport Court, Bars, Floor

4:30-4:40 Vault

4:40-4:55 Balance Beam / Sport Court

4:55-5:10 Bars

5:10-5:20 Floor

5:20-6:00 – Homework

Participants

Ages 5-7 – Come and join the fun.

Ages 8+ – Apply to be a student assistant. Student assistants are expected to aid the instructor in setting up gym activities, selecting and distributing snacks, and light cleaning. These responsibilities will not detract from the amount of participation in daily activities.

Program Expectations

When children come to Gymco, they come to an opportunity for learning and growth in a fun and fast-paced environment. In order to make the most of this opportunity, three expectations are daily articulated to the students:

100% Participation – This means that children always opt in on activities, rather than picking and choosing ones they already enjoy.

Have fun! – A lot goes into having fun, including safety, respecting others, and maintaining a positive attitude.

Fresh Start! – However the day has gone prior to Gymco, students have a clean slate when they arrive.

Learning at Gymco

Gymco's after school program offers three forms of learning: (1) Direct Teaching; (2) Indirect Teaching; and (3) Exploratory Learning. During direct teaching, instructors are present with an individual student coaching them on how to perform a particular skill. Indirect teaching involves the instructor setting up particular drills or activities which the student is then able to perform on his/her own. Exploratory learning enables students to engage creatively with gym equipment and choose something that particularly interests them.

During this time (and at all times), Gymco staff monitor in order to ensure safety.

Nutrition

Physical activity can dehydrate as well as deplete energy reserves. Gymco provides each child with a snack in between learning opportunities. Snacks consist of a glass of water for hydration and servings from two of the following food groups for energy: grain, protein, dairy, and fruit/veggie. These snacks correspond with the recommended serving sizes as determined by the Michigan Department of Education. An alternative snack will be provided for students with allergies. All allergies must be listed on the health statement at the time of enrollment.

Homework

In order to prevent late nights completing homework, Gymco offers forty minutes at the end of each day for students to wrap up any schoolwork that might be left over. Studies show direct links between physical activity and schoolwork. Students with higher physical literacy also excel in other subjects such as reading and math. Students have also been seen to do a better job focusing on schoolwork directly following physical activity (e.g., after gym class or recess). In the event that a student has no homework, he/she may use the time to color, read, or play with legos.

Reserving Your Spot and Payment Policy

A credit card is required when enrolling. This guarantees that a place is reserved for your child in GymTime. **GymTime fees will automatically be processed on your credit/debit card every Monday for the previous week's charges.**

Cost (Effective August 2016)

\$20 per day or \$100 per week.

Absence Policy

If Gymco is not notified of your child's absence **24 hours in advance**, you will be charged for that day regardless of whether or not they attend. Because we schedule staff daily for your child, credit is not given for individual days missed or early withdrawal. If your child has extended absences or vacation, please see the director.

Non-School Days and Half Days

Half days and non-school days are not included in our program. Day camps may be available at Gymco. Please contact the office if you are interested. For acceptance into Day Camps, children must be pre-registered and current on their account including tuition, fees and deposits.

School Pick-Up

Children will remain with their teacher until the Gymco staff picks them up. Ridge Park teachers will sign the students into the Gymco staff's care. If your child is not with their teacher then they will not be picked up. If a child has not been signed out by the teacher to the Gymco staff the school remains responsible for the child's care.

Evening Pick-Up Policy

Your child needs to be picked up no later than 6pm each day. **After 6:00pm, a fee of \$5 will be charged to your account for every 5 minutes you are late.** We realize that unavoidable delays happen from time to time; if you are running late, please call us and let us know at 616- 956-0586 extension 0.

For security reasons, it is very important that you enter the building to sign your child out. **Children will not be released to anyone whose name does not appear on the Enrollment Contract.** Please inform us of the names of all those you wish to be able to pick your child up. If an emergency arises, please call and notify us or send a note with your child.

When Sickness Strikes

A safe and healthy environment is important for all children. This policy is designed to decrease illnesses and protect the health of your child, other children and the staff.

Please keep your child home if:

- **Your child has a fever, a constant cough, or a continuously runny nose.**
- **Your child has nasal drainage that is thick with yellow or green color; this indicates infection that can be contagious.**

Please be aware that any type of sinus congestion or ear infection can be a danger to a child in the gym because this causes an inability to balance properly. Sinus and inner ear infections can also cause pain and discomfort while inverted.

Behavioral Policy

Our number one priority is to ensure a safe environment for all children and staff. We ask that our students are safety conscious of themselves and those around them. At Gymco, we use three steps to discipline before a formal meeting with the parents:

- First Warning: students will be asked if they are being safe.
- Second Warning: if they continue to be unsafe, they will be removed from the activity for a short time.
- Third Warning: parents will be notified when child is picked up at the end of the day of the problem or concern we have dealt with.
- Formal Meeting: a conference with parents, student, and director will take place.

We will do our best to handle all situations with each child at Gymco. If parents are called, it is because of a situation that we feel puts other students or staff at risk. We reserve the right to send children home when we feel they are not acting in a safe or healthy manner and are not willing or able to change their behavior. We further reserve the right to expel children from GymTime if we feel it is necessary for safety reasons or if we feel that the structure and environment of our program cannot reasonably meet a child's needs.

Dress Code

Appropriate dress for physical activity is required every day that a student is going to attend GymTime. Please send your child with clothing that is not so tight or loose that it prohibits safe movement. Please avoid snaps and zippers. Tights are not permitted.

Some school uniforms are not appropriate gym attire; a separate change of gym clothes may be necessary. Shorts should be worn underneath or in place of skirts. The use of socks in the gym is not required. **A child without appropriate dress may be asked not to participate in**

certain activities.

Answers to Frequently Asked Questions

1. GymTime fees will be processed (on the credit/debit card on file that Gymco requires) on every Monday for the previous week's charges.
2. A late fee will be charged for additional minutes that your child is left at Gymco. Cost will be \$5 for every five minutes after 6:00pm.
3. Parents must walk into the facility to pick up their child. If other arrangements need to be made, please contact the GymTime director in advance.
4. Students should wear comfortable clothes that do not prohibit movement. Jeans, skirts, clothing with snaps or zippers and tights are not permitted. For maximum comfort, a set of gym clothes is ideal.
5. Shoes are not permitted in the gym; socks are optional.
6. At the end of the school day, a Gymco staff member will meet the children and walk them over to Gymco for the start of the program.
7. For students with allergies, alternative snacks will be provided.

GymTime: After School at Gymco
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616-956-0586

ENROLLMENT CONTRACT 2016-2017

It is my desire to have _____ enrolled in the GymTime program at Gymco.

I have received a copy of the GymTime Handbook. I have read, understand and agree to abide by the policies contained therein. I further understand that if the policies outlined in this handbook are not adhered to, it is sufficient cause for the removal of my child/children from the GymTime program. I understand that my child may not participate if payment has not been received and will not be picked up at the school.

_____ I understand that my credit/debit card will be processed every Monday for the previous week's fees.

_____ I understand the late pick-up fee is \$5 for every five minutes after 6:00pm.

_____ I understand the Holiday Camps, non-school days, and half days clause.

_____ I understand the Pick-Up Policy for other-than-parental pick up.

_____ I understand the Cancellation Policy and the Absence Policy.

_____ I understand the illness policy (When Sickness Strikes).

_____ I understand the Behavioral Policy.

_____ I understand the Dress Code.

_____ I understand that the program runs during the academic year.

_____ I understand that Gymco's staff will pick up my child from school and walk with them to Gymco.

_____ I understand that without payment, my child will not be walked to Gymco and will not be eligible to participate in GymTime activities.

_____ My child's immunizations are accurate, up-to-date and on file with their school.

Child's Grade: _____ Child's Teacher: _____

Parent Signature

Print Parent Name

Date