

# **GymTime**

## **Parent Handbook**

### **2020-2021**



## **After School/Day Camps/Lunch Bunch**

**After School 3:15PM-6:00PM (Monday-Friday)**

**Day Camps 8:30AM-6:00PM (As scheduled)**

**Lunch Bunch 12:00-2:00PM (Monday-Friday)**

**2306 Camelot Ridge Ct. SE**  
**Grand Rapids, MI 49546**  
**Phone: (616) 956-0586**  
**Email: [preschool@gymco.com](mailto:preschool@gymco.com)**

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### **Gymco Sports**

Since 1980, Gymco has taught over 80,000 children. Gymco is locally owned and operated, and dedicated to providing excellent instruction in a warm, friendly, supportive environment. GymTime is focused on helping each child develop physically, socially and emotionally at a pace that's right for them. We love to teach children to enjoy physical activity.

### **Curriculum**

GymTime incorporates wellness and fitness into educational and childcare programs. Our GymTime curriculum includes daily physical activity and physical education, which improves cognitive ability, physical literacy and improves physical health for children. Students of GymTime benefit from a healthy attitude toward fitness, and gain the skills they need for a lifetime of fitness.

## After School Program

### Schedule

- 3:15 - Pick-up at Ridge Park Charter Academy
- 3:30 - Open Gym
- 4:10 - Snack
- 4:30 - Homework Help
- 5:00 - Crafts and Free Choice in the Classroom



### School Pick-Up

Children will remain with their teacher until the Gymco staff picks them up. Ridge Park teachers will sign students into Gymco's care. If a 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.

### Reserving Your Spot and Payment Policy

A credit card is required when enrolling in the GymTime After School program. 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 current week's charges.**

### Cost

After School Program fees are \$20 per day or \$95 for 5 days.

We do accept MDHHS CDC subsidy payments. Parents who are receiving MDHHS CDC child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, what you have paid will be applied to your account, with the exception of your copay. You are responsible to directly pay us your DHS co-pay each week. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies us otherwise.

### Absence Policy

Parents must provide a schedule to Gymco upon enrollment and you will be charged for those days even if your child does not attend. You are always welcome to add days if space permits. **In the event of illness, please notify the office before noon to receive a \$10 credit for the following week.** If your child has extended absences or vacation, please contact us at [officeteam@gymco.com](mailto:officeteam@gymco.com).

### Half Days, Non-School Days and Snow Days

Care for half days and non-school days or snow days are not included in the GymTime

program, although Gymco Day Camps may be available on those days. Pre-registration is required to attend Day Camps and you must be current on your account.

## Day Camp Program

### Schedule

8:30 – Welcome and Free Choice  
9:00 – Group Game in the Gym or Outside  
9:30 – Playground  
10:00 – Snack  
10:15 – Craft Project  
10:45 – Gymnastics Rotation  
11:15 – Group Game in the Gym or Outside  
12:00 – Open Gym  
1:00 – Lunch  
1:30 – Free Choice in the Classroom  
2:00 – Water Play Outside  
3:00 – Quiet Time/Reading  
3:30 – Open Gym  
4:00 – Snack  
4:30 – Playground  
5:15 – Free Choice in the Classroom



### Cost

Day Camp fees are as follows:

Half Day Rate: \$30 for members/\$35 for non-members (8:30-1:00 or 1:00-6:00)

Full Day Rate: \$55 for members/\$65 for non-members

Full Day Full Week: \$260 for members/\$310 for non-members

Membership Fee: \$46/year for 1 or \$60/year for a family. This fee gets you discounts on many other programs offered at Gymco including Open Gym and Kids' Night Out!

**\*Sibling Discounts Available**

We do accept MDHHS CDC subsidy payments. Parents who are receiving MDHHS CDC child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, what you have paid will be applied to your account, with the exception of your copay. You are responsible to directly pay us your DHS co-pay each week. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies us otherwise.

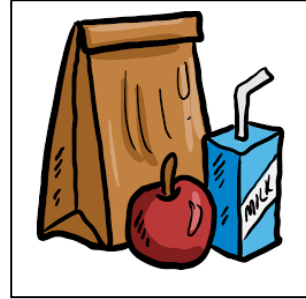
## **Lunch Bunch Program**

### **Schedule**

12:00 – Open Gym  
1:00 – Eat a Packed Lunch from Home  
1:30 – Free Choice in the Gym or Classroom

### **Cost**

\$14 for members, \$16 for non-members



Membership Fee: \$44/year for 1 or \$58/year for a family. This fee gets you discounts on many other programs offered at Gymco including Open Gym and Kid's Night Out!

## **Universal Policies for all GymTime Programs**

### **Learning at Gymco**

Gymco's programs offer 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. According to licensing, trampolines are off limits.

### **Program Expectations**

When children come to Gymco, they experience learning in a fun and fast-paced environment. In order to make the most of this opportunity, we have three goals for our students:

- *100% Participation* – This means that children opt in on all activities, to enrich their learning and increase confidence.
- *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.

### **Staff**

We select our Gymco staff based on their knowledge, background, and experience in child development. Each staff member undergoes a background check and fingerprinting before being hired along with meeting all expectations through the Department of Health and Human Services. Gymco's programs are directed and taught by dedicated staff that are trained in child development and accredited through Gymco's Pre-sport Development Training Program. Staff are available to talk with you regarding questions or concerns during drop-off and pick-up or by arranging a personal conference. Communication between staff and parents is important to your child's success.

### **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 cup 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 if able or parent should provide from home. All allergies must be listed on the information card and health statement at the time of enrollment.

### **Student to Teacher Ratio Guidelines**

Although the state licensing rules ratio for school aged students is 1:18, **the maximum student to teacher ratio for our program is 1:12.**

### **Dress Code**

Appropriate dress for physical activity is required every day at GymTime. Please send your child with athletic 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.

### **Pick-Up Policy**

Your child must 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. 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 Child Information Card.** 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.

### **Release of Children**

It is Gymco's policy that no child will be released to anyone other than a parent or guardian who is on the child's release form. If a different arrangement is necessary, the lead teacher or office must be notified by the parent or guardian ahead of time. If an emergency occurs and the parent(s) or guardian is unable to pick the child up and someone is sent to get the child who is not on the approved release form, the office staff must have verbal permission from someone who *is* on the primary or emergency contact list before the child will be released. The designated pick up person must show a valid ID to sign the child out.



## **Health and Sickness**

The health of the children and staff are important to us. In order to prevent unnecessary exposure to germs and illness, we ask that you keep your child at home if he or she has a contagious illness. Participation in the GymTime program requires constant activity and movement. If your child is not feeling well, they will not benefit fully from that day's activities.

### **Please keep your child at home if any of the following symptoms are present:**

- Fever of 100 degrees or greater
- An excessive amount or bright yellow or green color to the mucus (this indicates infection)
- Respiratory- a continuous cough that is aggravated by physical activity
- The child is taking any prescribed or over-the-counter medication that causes drowsiness
- The child has vomited or had excessive diarrhea in the last 24 hours.
- Any contagious or communicable disease: measles, mumps, chicken pox, strep throat, pink eye, etc.
- Ear infection – (at least 24hrs on antibiotic)
- Lice or other parasite
- Unidentifiable rash



### **In the event a student becomes sick while at Gymco:**

- The child's parent/guardian is to be notified immediately.
- If after 15 minutes a return call is not received, staff members are to call the approved emergency contacts. Child needs to be picked up within one hour of calling parent/guardian.
- The ill child will be separated from the other children and be made as comfortable as possible.
- The Program Director or lead care giver at the time will make the final decision about continued care for the ill child based on the criteria listed above.

**\*Please remember, students have a gymnastics class each session. A sick child could be made worse by physical activity.\***

## **Accidents & Injuries**

### **In the case of a minor injury:**

- An Ouch Report will be completed along with a phone call or conversation with the parent at pick up.

### **In the case of a major injury:**

- Parents and emergency personnel (if needed) will be contacted immediately.
- If parents are not available on the first call attempt, emergency contacts will be called immediately following.
- An injury report will also be filled out for parents and submitted to our state licensing consultant.

An injured student (whether the injury occurred while at or outside of Gymco) may not return to class or enter the gym without a note from his/her physician indicating the student can participate with no restrictions.

## **Medication Policy**

Gymco will not be responsible for administering medication to any child except for emergency care. If a child has a known medical condition (like asthma or allergies) and needs to carry a rescue inhaler or an epi-pen, the parent is required to fill out a medication form then teacher may administer and document.

## **Emergency Medical**

It is Gymco's policy that a first aid and child infant and adult CPR-certified staff member be present at all times while the center is in operation. These individuals have permission to determine the seriousness of an injury and proceed accordingly. In cases of an emergency, approved staff members will check the child for seriousness of injury. If the injury is minor in nature (requiring first aid such as cleaning, bandaging, or stopping blood flow) the staff member present will provide treatment. If the injury is serious in nature (a fracture, dislocation or more serious bleeding) the director will provide treatment and calm the child while the teacher calls 911. Parents will be called and informed immediately of the accident by the office staff if transportation to the hospital is necessary. The director is responsible for giving the parents of any injured child a follow-up call within 24 hours of an accident.

## **Behavioral Policy**

Our number one priority is to ensure a safe environment for all children and staff. We teach our students to be safety conscious of themselves and those around them. At Gymco, we use three steps of correction before we meet with parents:

- First Warning: students will be asked if they are being safe.
- Second Warning: if a child continues to be unsafe, he/she will be removed from the activity for a short time.
- Third Warning: parents are notified at pick up of an ongoing problem or concern.
- Formal Meeting: a conference with parents, student, and program director will take place. From this point forward we will have a Behavior Plan and within this plan if a serious problem develops, parents will be notified, and the child may be set home. A child will be sent home for disruptive or dangerous behavior towards children, staff or property or continued violation of Gymco polices. Parents will be asked to sign a note of exclusion for the day. Termination guidelines are the following: 1<sup>st</sup> notice of exclusion, 2<sup>nd</sup> notice of exclusion, 3<sup>rd</sup> is Termination notice. This is a final decision upon the program director.

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

### **Discipline Policy**

We use positive methods of discipline, which encourages self-direction and self-esteem in a consistent manner. We will use the following methods:

- Verbally redirect the child to an appropriate activity or use of materials
- Talk to the child and help them verbalize their emotions
- Give an opportunity for the child(ren) to problem solve, under direct supervision, and give suggestions for solutions when necessary
- Remove child from the source of conflict for an age appropriate amount of time to calm down and think of an alternate activity
- If a serious problem develops, parents will be notified and the child may be sent home. A child will be sent home for disruptive or dangerous behavior towards children, staff or property or continued violation of Gymco policies. Parents will be asked to sign a note of exclusion for the day. If the problem persists, a conference will be held between parents, caregiver(s), and the program director. Termination guidelines are the following: 1<sup>st</sup> notice of exclusion, 2<sup>nd</sup> notice of exclusion, 3<sup>rd</sup> is Termination notice. This is a final decision upon the Program Director.

Gymco staff will not use any of the following as methods of discipline:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of

- corporal punishment
- Restricting a child's movement by binding or tying him/her
- Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snack, rest, or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box, or other cubicle

### **Hand Washing and Sanitation**

It is Gymco's policy that every sink has proper hand washing procedures and appropriate time to wash hands posted next to it. All staff and children are required to wash their hands at the following times:

- upon arrival for the day or when coming inside following an outside activity
- before and after: preparing or eating food, providing medical treatment
- after: providing emergency medical care, toileting, handling bodily fluids & wiping noses, mouths and sores
- cleaning, handling or disposing of garbage, handling pets and gymnastics class

All staff will follow directions on washing hands as posted on the signs and instruct the children on how to do so also.

Gymco's policy on facility cleanliness is as follows: the facility and surfaces are to be cleaned on a regular routine basis. A MRSA-approved disinfectant is to be used to disinfect all surfaces daily and immediately if they come in contact with any bodily fluids or when any type of spill occurs.

### **Sunscreen/Bug Spray & Bandages**

We often spend time outside for various activities, as the weather permits. Please dress your child appropriately and apply sunscreen/bug spray as you feel necessary. We will notify you when your child will be outside for an extended period of time and it will be the parent's responsibility to apply sunscreen. Any open sore or wound that may open or bleed **must** be covered by a bandage. This includes warts.

### **Indoor/Outdoor Play Policy**

INDOOR classroom temperature guidelines: the indoor temperature of the preschool classroom shall be at least 65 degrees Fahrenheit at a distance of 2" above the floor. If temperatures exceed 82 degrees Fahrenheit, the center shall take measures to cool the children. (*State of Michigan Child Care licensing rules, R 400-.8365*)

OUTDOOR play weather guidelines:

20 degrees and under: outside play not permitted

21-30 degrees (wind chill no greater than 10 mph)

30-40 degrees (wind chill no greater than 27 mph)

40-70 degrees (okay w/out additional conditions)

70-80 degrees (heat/humidity index may not be higher than 85%)

80-85 degrees (heat/humidity index may not be higher than 50%)

85 degrees and above: outside play not permitted



We will use the Ridge Park playground for our outdoor time as well as our grassy fenced in area. An additional form will need to be filled out for the Ridge Park playground giving us permission to go over.

### **Fire and Tornado Drills**

Documented fire drills will take place quarterly and two tornado drills will occur between the months of April to October, in accordance with Michigan Licensing Guidelines. In cases of a tornado watch, office staff, program director, and teachers will closely monitor weather conditions and release children as necessary. In cases of tornado warnings, children will be gathered in a secure, safe location following Gymco's emergency procedures until the warning has ceased and children may be released.



### **Licensing**

Gymco's After School, Day Camps and Lunch Bunch programs are licensed by the Department of Health and Human Services and meet or exceed their regulations for Child Care Services. Their regulations were designed to assure the welfare of your child. We enroll children 3 years through 12 years for these programs. Gymco does not discriminate against race, color, sex, nationality, or ethnic origin.

Gymco strives to provide a positive learning environment for all, however at times concerns may arise. If you have any concerns please bring them to the child's teacher and/or Program Director's attention.

All child care centers must maintain a licensing notebook which includes all licensing reports, special investigation reports, and all related corrective action plans. This notebook is located in the Preschool Classroom in the parent file box and main office.

