



## ANCIENT CITY GYMNASTICS AFTER SCHOOL CAMP HAND BOOK

# After School Camp Fun for kids!

Our goal is to provide a safe, nurturing, and fun environment for kids.  
Your cooperation, comments, suggestions and involvement are important to us and we welcome them at all times. Cheers to another great academic year!

**CAMP HOURS:** Monday thru Friday – After school until 6:00 pm  
(early release days we will pick your child/children up immediately following dismissal)

**CONTACT INFORMATION:** Telephone number: 904-342-0109  
Email address: [admin@ancientcitygymnastics.com](mailto:admin@ancientcitygymnastics.com)  
(Make sure to include child's name on the subject line of the email)

**Registration:** Before any after school slot is guaranteed to a child, all outstanding balances from any of our in-house programs must be paid in full. A place in our after school camp is then granted to parents who pay the 2019-2020 registration fee and return the completed registration form. \* Registration Fees for Ancient City Gymnastics After School Camp covers administrative fees, insurance, and assists in determining the staffing of our facility.

**Registration Fee:** \$25.00 per child | \$35.00 per family  
\*non-refundable & non-transferable

### **Admission & Withdrawal Policies**

Prior to admission in the Ancient City Gymnastics after school camp the following fees must be paid along with appropriate forms that must be completed and signed by the parent/guardian:

1. Registration form along with registration fee
2. Waiver
3. Handbook policy receipt

☐ **Payments:** Tuition is weekly and is due the Friday of the prior week. **You must sign up for auto pay in order to participate in our After School Camp.** This is so we can make proper staffing arrangements. If for any reason your auto payment is not received by Friday of the prior week you will need to make other arrangements for your child, pick up will not resume until the account is current. There are no refunds for tuition paid.

### ☐ **After School Camp - Attendance, Tuition & Fees;**

Weekly tuition will not change for any week that includes a sick day, severe weather day, or any other day your child may be absent for personal reasons. When you pay your tuition you are paying for your spot not your attendance. Fees will not be reduced for early pick up. Payment for days the child does not attend holds your child's spot in the after school camp.

**\*\*Due to advanced planning, appropriate staffing and classroom supplies NO REFUNDS are given in the even of absence.**



**Prices:** 5 DAYS: \$75 | 4 DAYS: \$65 | 3 DAYS: \$50 | 2 DAYS: \$35 | 1 DAY: \$20

☐ **Daily Pick-ups...** When you ask Ancient City Gymnastics to pick-up your child, we are obligated to make sure that we do that. We have a roster that will be followed each day. When we get to the school and your child is not there or has been moved to a car rider, we have to verify that information. This puts a strain on the system, for the school as well as Ancient City Gymnastics. We cannot return to the gym or continue on our route to the next school until we have verified the whereabouts of your child. That takes up time for Ancient City Gymnastics and the school administrators. If your child is scheduled to be picked-up by Ancient City Gymnastics and he/she is out of school or has been picked up early from school for any reason, **YOU MUST NOTIFY ANCIENT CITY GYMNASTICS NO LATER THAN NOON THE DAY OFF.**

**We will assess a \$5.00 charge to your account for each incident of non-notification before noon.**

**Call 904-342-0109, leave a message or email- [admin@ancientcitygymnastics.com](mailto:admin@ancientcitygymnastics.com) to notify us of pick up changes**

☐ **Late Pick-Up Fee:** Parent pick up for all after school Campers is 6:00pm. Our after school camp is staffed until 6:00 P.M. It is your responsibility to notify persons who will be responsible for picking up your child of the late pick up fee policy, as it will still be due. A fee of \$10.00/family will be charged for picking up after 6:10P.M.  
The time will be judged by the Ancient City Gymnastics clock. After 6:10 pm, there will be an additional charge of \$1.00/ minute.

Late fees are due at time of pick up and are to be given to the staff person waiting with your child. If you know that you will be late, please be considerate and call. You will still be charged the late pick-up fee, but will give your child and Ancient City Gymnastics employee's peace of mind. **\*If no one has arrived to pick up the child after one hour and no emergency contacts can be reached, police will be notified.**

### ☐ **Sick Child Policy**

If a child becomes ill while attending our after school camp a parent will be contacted to pick up the child. We ask that the child be picked up within an hour of parent notification. We ask that correct daytime numbers are included on the enrollment forms so parents can be reached in case of a health problem. We require your child to be fever-free - without medication - for 24 hours before they may return to the Program. **\*If a child is too ill to go to school then he or she is not well enough to attend our after school camp.**

### ☐ **Medication Policy**

Ancient City Gymnastics Camp does not administer medicine. Please ask your child's doctor to make prescriptions for two times a day so that you can administer the medication before and after school.

### ☐ **Allergies**

If your child is allergic to certain types of foods please list them on your enrollment form so staff can be aware. In the event your child has a severe, life threatening allergy, you will need to provide us with Benadryl, an epi-pen, or asthma pump to keep here at our facility in case of anaphylactic reaction. Make sure the child's name is properly labeled on their container.

### ☐ **Confidentiality**

All of the after school campers files are kept confidential. Only staff members and licensing agencies will have access to these files. Parents can have access to their own child's file. All financial paperwork will be kept separately in a locked cabinet.



## ☐ **Communication**

If you are unsure about anything, and have referred to your after school handbook, please speak with your child's after school camp counselor. From time to time we may email newsletters with important information, please make sure we have a current email address for you on file.

## ☐ **Supervision & Student Release**

All children will be carefully supervised. Children will be released only to adults listed as authorized to pick up on the registration form. This includes parents. Authorized persons will sign the child out each day from after school camp. Please keep your enrollment form updated.

**Parents must provide any copies of legal documents if a child is not to be picked up by the non-custodial parent.**

Divorced or separated parents who do not have custody of a child may not pick up the child unless authorized to do so in writing by the parent admitting the child to our facility.

### **Ancient City Gymnastics Full-Time Campers -**

Ancient City Gymnastics After School Campers who attend camp full time (5 days a week) will receive a 25% discount off one (1) recreational gymnastics class and 10% off No School camp days thru out the school year (excludes Summer Camp).

## **Termination of Services**

No after school camper or family is obligated to continue in our after school camp if they are unsatisfied. Likewise, Ancient City Gymnastics reserves the right to terminate service under the following circumstances:

- I. Lack of payment
- II. Behavior problems that disrupt the fun and learning of other students
- III. Behavior problems that involve attempting bodily harm on other students or our staff
- IV. Severe behavior problems (puts self and/or other children/staff in danger)
- V. Administrative problems

\*In the event that the After School Coordinator decides to send a student home for behavioral issues, parents will be notified immediately. The parent must provide transportation to take the student home. Our goal is to insure that no students are hurt or adversely affected by the actions of another After School Student. To that end, we will apply after school rules consistently. We appreciate your understanding in this matter.

## **No School Days:**

Ancient City Gymnastics After School Camp is closed during Winter & Spring Break. No tuition will be due for these weeks. Special camps will be held at the facility during these times. \*This includes teacher workdays and other school holidays. Full-time after school students receive 10% off No School day camps.



### **Inclement Weather**

In the event of inclement weather, we will follow the St. John's County School's decisions. If the public schools are closed, we will be closed. In the event of a HURRICANE WARNING, children will need to be picked up immediately. Staff will remain with the children until all of them have been picked up. Tuition payment is still due if we have to close for inclement weather or any other act of nature.

**Social Media** is a fast, great source of communication for last minute gym closings. Ancient City Gymnastics closely monitors ongoing weather reports and reviews road conditions. Please like us on Facebook (Ancient City Gymnastics) and/or follow us on Instagram (ancientcitygymnastics2019) for last minute cancellations. You can also visit us on the web at [ancientcitygymnastics.net](http://ancientcitygymnastics.net) for up to date information. \*Safety comes first.

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### **After School Camp Includes:**

- Pick up from school daily (weekdays)
- 25% off one (1) class tuition
- Homework Supervision  
*\*Staff is not responsible for completion of your child's homework*

- Open Gym Time

- Snack Time  
*\* Please pack an extra snack for your child to bring to camp with him/her. The ACG Snack Shack will be open for students daily, everything is \$1.00.*

By signing below I acknowledge that I have read and understand the policies of the Ancient City Gymnastics After School Camp.

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Signature of Parent or Guardian

Date