

After School Program Policy

1. Definition

- LVX Incorporated offers after-school care for school-aged children, within our gymnastics facility. To register, parents/guardians must complete and return a registration package and pay the \$100 registration fee.

2. Registration Options

- \$85/week
- \$20/day
 - Minimum of 3 days commitment
- \$15/day if you are registered in a class starting at 5pm
 - No minimum day requirement
- \$0/day if you are training starting at 4pm or 4:30pm
 - No minimum day requirement

3. Payment & Refund

- **A \$100 non-refundable registration fee is due upon registration to secure your spot**
 - This covers the cost of the annual GO Insurance fee and administrative fees
- The After School Programs is billed monthly. On the first of every month an invoice will be sent by email, of the fees due that month.
- A credit card must be saved on file and will be charged on the 1st of every month when the invoice is generated
- **Any fees that are not paid on the 1st of the month (declined credit card etc.) will be subject to a \$50 late charge**

4. Code of Conduct

4.1 Coaches

- Supervision of 6-10 children registered in the program
- Teaching appropriate skills, according to age
- Leading age-appropriate games, crafts and other activities
- Appropriate disciplinary actions during program including consequences for poor listening, or dangerous behaviour (i.e. missing a turn, not getting to go first, or other consequences of this magnitude)
- Leading groups during emergency procedures
- Appropriate and respectful behaviour towards athletes and parents/guardians

4.2 Athletes

- Act respectful towards coaches, coaches in training, and other participants
- Be cooperative and willing to participate in programming
- Follow all safety rules and regulations in place to ensure safety and well-being of all participants
- Refrain from all bullying, physical roughness, and exclusive actions
- Use of appropriate language
- Behaviours that are not tolerated:
 - Physical aggression – behaviours causing or threatening physical harm towards others

- Damaging property – intentionally destroying, altering or defacing the property of others or the facility
- Inappropriate language – language that is impolite, rude or offensive to others
- LVX Incorporated reserve the right to void registration of any participant who does not adhere to this code of conduct, or compromises the physical or emotional safety of themselves, other participants, or staff. If registration is voided, no refund or credit will be issued, and the participant will not be allowed to return for the remainder of the school year.

4.3 Parents/Guardians

- Must read and adhere to all aspects of this policy
- Parents/Guardians are responsible for ensuring their athlete is picked-up by the end of the pick-up time.
 - Late pick-up will result in an additional charge
 - 5:31pm-5:45pm = \$25
 - 5:46pm-6:00pm = \$50
- Ensure athlete arrives in or with appropriate attire
 - i.e. hair tied back, shorts underneath if they are wearing a skirt/dress, clothing they can be active in
- Ensure athlete arrives with all necessary items (see section 5.6 and 5.7).
- **Parents/guardians are not permitted in the gym unless invited by staff.**
- **Parent/guardian will direct all concerns to a supervisor, not directly to the coach.**

5. Important Details

5.1 Safe Arrival and Pick-Up

- Arrival
 - Busses arrive between 3:45pm and 4:30pm
 - **ATTENDANCE** – upon arrival a staff member will take attendance and contact parents/guardians of children who are absent without notice
- Pick-Up
 - Between 5pm-5:30pm
 - Late pick-up will result in an additional charge
 - 5:31pm-5:45pm = \$25
 - 5:46pm-6:00pm = \$50
 - Please wait in the entrance for a staff member to retrieve your athlete from the gym – **parents/guardians are not permitted into the gym**
 - **SIGN-OUT** – athletes must be signed out before leaving each day
 - Parent/guardian must inform the gym if someone else is picking up their child – we need first and last name, and they will have to show ID

5.2 Absent Days

- Parent/guardian is **responsible for and required to** inform the gym when their child will not be attending the After School Program on one of their registered days.
- This is best communicated through **e-mail**.
- Absences are not subject to refund or credit.

5.3 Withdrawal from Program/Changing Registration Days

- Parent/guardian may withdraw their child from the program or make changes to registration days at any point in the year.
- This must be done prior to the 1st of the month invoice being created AND with 2 weeks' notice.

5.4 Snow Days

- Bus Cancellations
 - Parents/Guardians are welcome to drop their child off at 3:30pm – no earlier.
 - LVX Incorporated is not responsible for school bus cancellations and refunds/credits will not be offered on these days.
- School Closures
 - After School Program will not be offered.
 - LVX Incorporated is not responsible for school closures and refunds/credits will not be offered on these days.

5.5 Groups and Time in Gym

- 3:30-5pm - Athletes enter the gym immediately upon arrival.
 - Athletes are separated into groups of 6-10 based on age.
 - Athletes will have the opportunity to try many of the gymnastics events each day of the week, supervised and assisted by a coach.
- 5-5:30pm – athletes will enter the after school room where they can get help with homework, play with games/toys provided etc.

5.6 What to Bring

- Backpack containing:
 - Extra snacks
 - Water bottle (no fountain)
 - Change of clothes in case of accident

5.7 What Not to Bring

- Toys from home
- Electronics
- **NUTS or FISH**