



PARENT HANDBOOK

Updated May 2018

Make After School The **BEST** Part Of Your Child's Day!



WELCOME TO THE GYMKIX AFTER SCHOOL KID'S CLUB!

Our philosophy is to develop each individual's core character using sports & recreation as a tool to capture experiences that lead to learning. We believe in working with each individual, giving respect to their goals and the physical and mental tools they have. We strive to encourage the best in each individual. Safety, fun and skill building go together! We want all children to get the most out of what we offer. Please read this handbook thoroughly so that your family will be familiar with the policies and expectations of our program.

• **SAMPLE DAILY SCHEDULE (Subject to change)**

3:15-3:50	Transported to GymKix
3:50-4:30	Big Gym Playtime (Mon, Tue, Thu, Fri)
4:30-4:45	Homework & Snack
4:45-6:00	S.T.E.A.M, Crafts, Outside Play, or Discovery Gym
5:30-6:00	Parent Pick-up

• **SNACKS**

Parents are responsible for packing a snack for their child. GymKix has a drinking fountain available at all times for our students as well as our Trophy's Health Bar for purchasing snacks.

• **GYMKIX PROGRAMS & ATTIRE**

GymKix Kid's Club children participate in a wide variety of activities each day. Please be sure to send your child with **socks and tennis shoes**. **NO JEANS** are permitted in the gym room. Additionally, short skirts, dresses and tube tops are discouraged as they limit the activities in which the children can participate. If your daughter is wearing a dress please send clothes they can change into or shorts to wear under their dress.

GymKix offers a wide variety of enrichment activities including dance, gymnastics, trampoline, ninja, and tumbling all in one convenient location. Please see the front office for specific details on classes available. Parents are responsible for notifying GymKix Kid's Club of any programs your child attends at GymKix. When your child is enrolled in the afterschool program they receive a \$20 per month discount on all **recreational** classes. The **discount for classes will be effective the following month if registration is received after class payment has already been made (no credits will be given for class payments made prior to After School registration)**.

Children enrolled in GymKix classes will need to bring their class attire for the day. **If your child does not have the correct attire, they may not be able to participate in class that day.**

• TRANSPORTATION

GymKix serves the following Copperas Cove elementary schools:

- o Taylor Creek (GymKix follows CCISD calendar for early out and closures)
- o Clements/Parsons
- o JL Williams
- o House Creek
- o Martin Walker

All GymKix Kid's Club drivers are safe, experienced and all vehicles are routinely inspected and maintained. All students must wear seatbelts at all times while traveling.

Safe transportation from school to GymKix Kid's Club is our first priority! We strive to provide timely transportation to as many schools as possible for the convenience of our families. Our pick up schedule is very precise and requires us to be on time both arriving and departing from each school, therefore we ask for your full cooperation.

In order for GymKix to be able to pick your child up from school, you will have to notify their school and sign GymKix up as an authorized method of pickup. Your child will have a designated place at their school to wait for the GymKix Kid's Club vehicle. In the event that there is a delay in pick up time the school is notified.

★ In the event that your child's schedule changes and you **DO NOT** need GymKix to pick up your child (due to illness, absence, extracurricular activities, tutoring, etc.) you **MUST** notify **GymKix at 238-4201**. **Notifications must be made by 1:00 p.m.** If you fail to notify GymKix of your change in schedule, your account will be billed **\$7.50**.

• EVENING PICK-UP

Although we love your children, they need to be picked up no later than their scheduled pick up time at **6:00 p.m.** There is a **\$10 late fee for the first 15 minutes** that you are late and **then \$10 per 15 minutes thereafter** (i.e. if child is picked up at 6:25 the late fee is \$20). If your child has a class at 6:00 p.m. we will escort them to class, however, they will be escorted back to Kid's Club in order to be signed out. If you are not there at the end of their class, you will be charged a late pick-up fee.

We realize that everyone is late from time to time. If you are running late please call and let us know. We also offer Extended Care. It is an additional \$20 per week and allows your child to stay until 7:30 p.m. You can sign up and remove Extended Care once per year. It is not an option that can be added and removed continually throughout the year.

For security reasons it is very important that you sign your children in and out. Children **will not** be released to anyone whose name does not appear on the registration form. Please include the names of all those you wish to be able to pick your child up. If an emergency comes up, please call and notify us or send a note with your child. **The person picking the child up may be asked to show a picture ID to take the child if the staff are not familiar with you – this includes parents and close relatives.**



COMMUNICATION

Communication is so very important to us at GymKix. We want you to have direct and convenient access to our After School Program Director and be able to see the fun activities your child is participating in at GymKix. We have set up a private Facebook Group for our After School Club Families to help us keep in touch:

<https://www.facebook.com/groups/gkschool1819/>



• DISCIPLINE POLICY

Our number one priority is to ensure a safe environment for all children and staff. The only rule we ask is that our students are safety conscious of themselves and those around them. A busy child does not have time to get into mischief. We will do our best to keep them busy and having fun. Sometimes even the best kids forget.

In the event that your child has to be disciplined more than twice in one day (verbal or timeout), you will receive a written notification when you pick them up. After three written notices, we will schedule a conference to meet with you to discuss your child's behavior. If your child continues to be a disciplinary distraction after the conference, he/she may be removed from the program without refund.

We will do our best to handle all situations at GymKix. If parents are called during the day, it would be 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. **NO CREDIT WILL BE GIVEN WHEN THIS OCCURS.** We further reserve the right to expel children from GymKix Kid's Club any time 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.

It has been our experience that tablets, iPads, and other toys from home can be a huge distraction at GymKix, therefore we prefer for students to leave them at home. **If children bring items from home, we are not responsible for them being lost or stolen.**

• ILLNESS POLICY

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

- ◆ Hand washing & Antibacterial Gel will be routine for all students
- ◆ The environment and equipment will be cleaned on a routine basis and as needed.
- ◆ If a child should become ill while at GymKix, the child's parent/guardian will be notified and given a specific time frame in which to pick the child up.
- ◆ Any ill child will be separated from the other children and be made as comfortable as possible.
- ◆ The staff member will make the final decision about continued care for the ill child based on:
 - Exclusion list (some diseases require exclusion)
 - Head lice (child must be out 48 hours after final treatment)
 - Chicken pox (child must be out until all blisters have scabbed)
 - Undiagnosed rash or hives
 - **Flu (24 hours from last symptoms)**
 - Conjunctivitis (Pink Eye) (24 hours from first medication)
 - Child's ability to participate in routine activities.
 - Increased risk of disease transmission
- ◆ **Do not** bring your child if they have had diarrhea, vomiting, a bad cough and/or fever (101 degrees oral or 100 degrees auxiliary (armpit) in the past 24 hour period.)
- ◆ If your child should exhibit any of the above symptoms a parent or emergency contact will be called and asked to pick up the child immediately.
- ◆ Please notify a staff member if your child is diagnosed with or has been exposed to an infectious disease.



Emergency planning is a must. Please have a plan ready on the chance your child should become ill at GymKix. For the safety and health of staff and other students **we cannot** allow a sick child to remain at GymKix. If a student needs to take a short time off from the After School Club due to illness, their space can be held (without penalty of loss of deposit) for \$25 per week. **No credit will be given on a daily basis.**

• PAYMENT POLICIES

- ◆ GymKix Kid's Club Rates (prices are per child and family must be registered with GymKix):
 - \$70 Weekly - Includes transportation
 - \$90 Weekly – Extended Care Option

- ◆ The following is due at the time of registration (FIRST WEEK OF SCHOOL PRICING 2018-2019): *

CCISD \$182/\$198 (Extended Care)

Non-Refundable deposit per child. This payment will be applied towards the first 8 days of school and the last week of school or used towards any past due account balances. If you leave prior to the end of the school year you will forfeit this deposit

LISD \$168/\$216 (Extended Care)

Non-Refundable deposit per child. This payment will be applied towards the first 7 days of school and the last week of school or used towards any past due account balances. If you leave prior to the end of the school year you will forfeit this deposit

- \$45 Family registration fee (if your family is not currently a GymKix member).
 - \$20 Supply fee per child
 - \$50 Optional yearly convenience fee per family for curbside escort. Our staff will escort your child outside to your car when you arrive to pick them up.
- ◆ The following deposit is due when registering after the first week of school (other fees still apply):
 - \$140/\$180 Non-refundable deposit per child. This payment will be applied to the first and last weeks of the school year or used towards any past due account balances. If you leave prior to the end of the school year, you will forfeit this deposit.
 - ◆ GymKix Kid's Club tuition will be auto-debited **every Friday evening**. **No spot is guaranteed until payment has been received.**
 - ◆ If payment is declined, a \$10 late fee may be assessed to your account. Your child may not return for care until your account is paid in full, including all late fees.
 - ◆ In order to maintain an acceptable staff to child ratio, NO child will be accepted without prior registration. Registration is only accepted at the front office and is based on availability.
 - ◆ A 30-day written notice is required for students that wish to drop from the program. There is no exception to this policy – you will be charged for weeks not attended if written notice is not given.
 - ◆ If a student needs to take a short time off from the After School Club (illness, vacation, etc...), their space can be held (without penalty or loss of deposit) for \$25 per week. This notification MUST be given one week PRIOR to the requested time off.
 - ◆ GymKix will follow the Copperas Cove ISD Calendars for dismissals and closures. GymKix will offer FREE care for children on **select** non-holiday school closures (please see calendars).

GymKix Calendar for CCISD 2018-2019

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	☺	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
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October 2018						
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November 2018						
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December 2018						
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30	31					

January 2019						
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27	28	29	30	31		

February 2019						
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March 2019						
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31						

April 2019						
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May 2019						
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June 2019						
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July 2019						
Su	M	Tu	W	Th	F	Sa
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28	29	30	31			

- After School & GymKix Are Closed
- After School Club Closed & GymKix is Open
- Beginning of School Year

- Teacher Workday / After School open from 7:30 am - 6 pm (No additional charge)
- Bad Weather Make-Up / After School open from 7:30 am - 6 pm (No additional charge)
- After School is Open & GymKix is Closed
- Early Out

** Additional Holiday Camps may be offered based on the level of interest we have!



Registration Form | After School Kid's Club

OFFICE USE ONLY
Copy: F.D. Book / K.A.S. Book x 4
Initial: _____ Booster: Y / N

• DATE OF FIRST PICK-UP: _____ Extended Care: Yes / No

1st Student's Full Name: _____ Gender: M / F Height: ____ ft ____ in.

School Child Attends: _____ Grade: _____ Birthdate : _____ Current Age: _____

2nd Student's Full Name: _____ Gender: M / F Height: ____ ft ____ in.

School Child Attends: _____ Grade: _____ Birthdate : _____ Current Age: _____

Mother's Full Name: _____ Employer: _____

Mother's Cell Phone: _____ Mother's Work Phone: _____

** Mother's E-mail (most reliable) _____

Father's Full Name: _____ Employer: _____

Father's Cell Phone: _____ Father's Work Phone: _____

** Father's E-mail (most reliable) _____

Emergency Contact: _____ Phone: _____

Health Insurance Carrier: _____ Subscriber # _____

Choice of Hospital: _____ Allergies? _____

Primary Care Physician: _____ Dentist: _____

MEDICAL PROBLEMS: Please list any allergies, disabilities, cardiac conditions (heart murmur, irregular heartbeats) high blood pressure, special needs, and any medical problems including those that require maintenance medication (diabetic, asthma, seizures).

➤ My child may be released to the following people:

Name & Relationship	Name & Relationship	Name & Relationship
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PLEASE INITIAL THAT YOU UNDERSTAND THE FOLLOWING:

- ____ If your child's schedule changes and you **DO NOT** need GymKix to pick them up (due to illness, absence, tutoring, etc.) you **MUST** notify the GymKix by 1:00 p.m. If you fail to notify GymKix by 1:00 p.m. your account will be billed **\$7.50**.
- ____ Pick up is no later **6:00 p.m.** There is a \$10 late fee for every 15 minutes that you are late (i.e. if child is picked up at 6:25 the late fee is \$20).
- ____ If your child does not have the required attire for their scheduled GymKix class or free play, they will not be able to participate for that day.
- ____ Payments will be automatically drafted every Friday.
- ____ In order to hold spot (\$25 per week), notice must be given no later than the week **PRIOR** to the time off.

Please read this Liability/Release Form carefully and sign as indicated.

I have read and will comply with the GymKix After School Kid's Club Parent Handbook and understand that I will be held fully responsible for its terms and conditions.

I agree to the late charges and administrative fees that are established for the After School Kid's Club. I understand that these fees will be charged automatically. I understand that if I bounce checks, or am habitually late with payment that GymKix will require automatic credit or debit card payments.

➤ Parent/Guardian Signature _____ Date _____

In consideration of allowing the previously-declared participant(s) to begin participation in GymKix activities, while on the premises and property of said Center, the undersigned, for themselves, and/or being the legal and acting guardian of participant, acting for themselves and on behalf of the participant, release and hold harmless GymKix, L.L.C., its owners, employees, and agents of and from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises upon which GymKix is conducted, or any premises under the control and supervision of GymKix, L.L.C., its owners, employees, or agents or in route to or from any of said premises, or while at any premises or place when activities sponsored by or participated in by GymKix, L.L.C., its owners, agents, or employees.

Assumption of Risk - Participation in physical activities can involve motion, rotation, and height in a unique environment and as such carries with it a certain assumption of risk. The undersigned and the participant(s) choose to voluntarily enter upon said premises under the control of said corporation, knowing their present condition and knowing that said condition may become more hazardous and dangerous during the time the participant or the undersigned is upon said premises. The undersigned and the participant(s) voluntarily assume any and all risks of loss, damage, or injury that may be sustained by the participant(s) and/or the undersigned or any property owner by them while on or upon said premises described above. The corporation may but shall not be obliged to carry insurance on the participant(s), and the existence of insurance shall not change, alter, or increase the liability of the corporation to the participant and the undersigned or affect the terms of this Release. In signing this Release, the undersigned acknowledges:

- a) That he/she has read thoroughly and understands completely, the terms of Registration and Release and signs it voluntarily.
- b) That the undersigned signing either for themselves, or as Legal Guardian is, in fact, the true and legal guardian and has the consent of the participant.

➤ Parent/Guardian Signature _____ Date _____

Medical Release

The undersigned gives permission for the GymKix, L.L.C. owners, officers, employees, and/or agents to seek emergency medical treatment for the participant(s) in the event they are unable to reach any parent or guardian. The undersigned also agrees that they themselves will be responsible for any financial debt incurred by said action.

➤ Parent/Guardian Signature _____ Date _____

Transportation & Field Trip Release

I give permission for my child to be transported either by GymKix transportation or by other commercial or public transportation for field trips or school.

➤ Parent/Guardian Signature _____ Date _____

Water Activities

The undersigned gives permission for their child to participate in the following activities (initial next to each approved activity):

_____ Sprinkler Play _____ Splashing/Wading Pools _____ Swimming Pools _____ Water Tables _____ Inflatables

➤ Parent/Guardian Signature _____ Date _____

Marketing Release

I understand that my child's likeness may be used in GymKix ads, promotional videos, website material, or various other marketing. These images will be used for GymKix purposes only, and will not be given or sold to outside companies or individuals.

➤ Parent/Guardian Signature _____ Date _____