

# GYMSTARS

## Parent Handbook

Welcome to Gymstars! The purpose of this handbook is to outline the policies and procedures by which we will operate. We understand that each child is unique and has different needs. The information in this handbook is a guideline.

### **Class Schedule (Classes available will be based on yearly enrollment)**

#### **Enrollment Procedures:**

We offer open enrollment September through June. Our classes are separated by age and academic placement. These are guidelines, therefore, if you place your child in a class and feel it is not the right fit, we are more than happy to accommodate and place your child in another class providing there is space available.

The following must be complete to hold placement:

1. Enrollment Application
2. Registration Fee (non-refundable)

Note: Enrollment applications must be filled out each year to ensure we have current information. **Immunization records will be due prior to student starting school.**

\*If you choose to terminate your child's enrollment, we require 30 days written PAID notice. 60 days prior to end of school, we do not allow dis-enrollment and will not release parties from written contract or monies due.

#### **Tuition:**

The cost for the program is based on a yearly tuition. You have 2 options when paying the tuition. You can either pay in full (due by September 1) or you can pay monthly, 9 equal payments (September 1-May 1). Because tuition is based yearly, no adjustments will be made due to the number of days attended in any given month (for example, the month of December is not adjusted due to Winter Break).

#### **Late Payments:**

Prompt tuition payments are crucial to run a quality program. Monthly tuition payments are due by the 1<sup>st</sup> of each month and considered late *after* the 5<sup>th</sup> day of each month, incurring a \$25.00 late charge. Delinquent tuition for more than 30 days is subject to dis-enrollment.

\*We never want to leave a child behind- if a situation arises and you are facing difficulty, please come speak with management immediately.

#### **Returned Checks:**

There will be a \$30.00 fee charged for all returned checks.

#### **Drop Off and Pick Up:**

Your child's teacher may be at school up to ½ hour before class and up to ½ hour after class. This is time for the teachers to prepare for the day and clean up for the next class. Please drop your child off promptly when class begins and pick your child up promptly when class is out. Late pick up charges are as follows: 1. Students picked up late will be charged \$3.00 for every five minutes. 2. Payment for late pick up will be billed at the end of the month.

Only authorized persons will be allowed to pick up your child.

If your child will not be at school, please let us know via email or phone call.

### **Gym:**

Please note that NO children, enrolled or siblings, are allowed in the gym unless it is time for Tumbling Class. The liability for unattended play is too great. All students have scheduled tumbling every day and we offer a variety of classes for siblings and friends. For your child's safety, please help us enforce this policy.

### **Holidays:**

We celebrate all holidays throughout the year in a fun manner. We do not teach religious backgrounds of holidays, but we do observe "Halloween", "Christmas", "Easter", "MLK Day", etc. Please feel free to communicate with us if this is a problem in any way as we are sensitive to the fact that every family has different beliefs.

### **Birthdays:**

We will celebrate your child on the school day nearest to his/her birthday. Since we are a sugar free facility, please do not send in sugar treats. If you would like to do something extra for your child's birthday at school, we suggest sending a wrapped book for your child to open at circle time that the teacher can then read to the class. Your child will have the option to take the book home or donate it to the classroom.

### **Inclement Weather:**

Our priority is to keep all staff and students safe, erring on the side of caution. While some of you can drive in dicey conditions with no problems, we want to consider safety from all directions. We will send an email to notify families of any school closures.

### **Snacks:**

Please send a healthy snack with your child each day. Our goal is to teach the children to make healthy choices before they enter elementary school. This is a lesson in which we can partner together to instill this practice. *Some examples of acceptable snacks are: fruits, vegetables, whole grain crackers, pretzels, cheese, applesauce, and yogurt.* We ask that ONLY water be sent with your child to school in a spill proof water bottle.

### **Behavior Management & Discipline:**

We want to provide an environment where every child feels safe. We have a strict “No Tolerance” policy. We do not allow physical violence of any kind. If a student intentionally harms staff or another student, the parents will be called and expected to pick up their child immediately.

We feel that children learn best through positive reinforcement and consistency. The children are explained the rules of preschool frequently so that they know the guidelines. Once a child understands the rules and disobeys them, hurts others, or destroys property, the following developmentally appropriate guidance techniques will be used.

1. The first step in our program is to proactively teach our students appropriate social skills ie. sharing toys and attention, taking turns, learning about their emotions and how to calm themselves. Intentionally and proactively teaching these skills every single day helps take care of about 90% of inappropriate behavior.
2. The second step in our program happens when inappropriate behavior has occurred but before a major tantrum happens. We call this step The 3 A 's. This stands for: **Attention, Acknowledge, and Apologize**. When we see inappropriate behavior occurring we first get the students attention (making sure we have eye contact and by gently placing our hand on their shoulder), then acknowledge the behavior (state what we saw take place), and ask for the student to apologize (by making restitution and apologizing).
3. The third step in our program happens when the same behavior keeps occurring and the student needs time away from the situation to keep calm. This is when the student will be redirected to the Thinking Chair. This is not a punishment but a place for the child to calm. Once the child is calm the teacher will follow The 3 A 's.
4. The last step occurs rarely and only when the behavior becomes disruptive or dangerous to the student and/or his/her classmates. At this step the parents will be alerted and together we will come up with a plan to address the behavior.

### **Potty Training:**

All children\* must be “Potty Trained” to attend Gymstars Preschool. We are aware that every child is different in this area. The teachers will remind the children to use the restroom but will not force a child to do so. We expect *occasional* accidents with children of this age group; however, all enrolled children are expected to be self-sufficient in the restroom. This means that if they have an accident, they are able to communicate this and change their clothes. Teachers are always willing to assist but we do not want to take away from the class by spending extended time periods cleaning up accidents. Please put a change of clothes in your child’s backpack every school day. Pull-ups are permitted if needed. Repeated accidents in a reasonable period can result in temporary dis-enrollment as this is often a sign that a child is not ready for preschool.

### **Health/Medical:**

Please do not bring your child to school if he/she is sick. Per health department regulations, children will not be allowed to attend school **FOR 48 HOURS** if they exhibit symptoms such as:

- \*Rash
- \*Fever (100 degrees F. or higher)
- \*Excessive cold and/or cough
- \*Vomiting
- \*Diarrhea
- \*Lice or nits
- \*Discharge from eyes or ears
- \*Unusual drowsiness
- \*Persistent or excessive crying
- \*Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, Influenza, COVID19)

If a child becomes ill during school hours, the parent will be contacted immediately.

#### COVID19 Update:

At this time, we ask that parents do not enter the building to reduce traffic indoors. If your child test positive for COVID19 you must notify Gymstars immediately as we will close and notify families. We will NOT disclose name of student or teacher with illness. If a member in your household tests positive, you must keep your child home for a minimum of 10 days

In the case that your teacher is ill, a substitute will be called. Gymstars requires that all teachers, including substitutes, have passed a criminal background check through the State of Oregon.

If we have to close school, we will convert to online learning until safe to resume classes. Payments will remain the same. If you decide to pull your child at any time a 30 day PAID notice is required.

#### **A Final Note:**

Gymstars believes that communication is one of the most important factors to a successful program. We encourage your questions, thoughts, and suggestions. Please feel free to contact us at any time. Thank you again for choosing Gymstars! We look forward to an amazing year.

\*Gymstars, LLC reserves the right to change and enforce policies and/or procedures at any time without reprinting the Parent Handbook. Any policy changes will be communicated in an email to parents.