

## ***FIRST IN FLIGHT***

### ***After School Program***

#### **ARRIVAL & DEPARTURE PROCEDURES**

The site director will pick-up the children at a designated location after school. Parents will pick their children up at the gym. Safety is very important. **A child will be released only to the parents or a person designated on the child's enrollment application.** The parents must notify the director by written statement if there is a change in the persons to whom a child may be released. Parents must come inside to pickup their child and sign them out. Children will not be released to an awaiting vehicle.

#### **FEES AND PROCEDURES FOR PAYMENT**

Payment must be made in advance to the site coordinator on Monday or Tuesday of each week. If payment is not received on Tuesday evening by 6:00pm a \$25.00 per child late fee will be charged. If payment is not received on Wednesday (including late fee) the child /children will not be permitted to come to after school on Thursday. The only exception is if your child is not present Monday and Tuesday. **Parents arriving for their children after 6pm will be charged \$1 per minute per child.** There are no refunds if children miss days.

Cost of the program will be **\$55.00** per week. Additional children in the same family will attend at **\$50.00** per week. If you pay bi-weekly or monthly please make sure your payment is accurate. There will be no reimbursement for overpayment. If your child is dropped off at the after school program and does not need pickup, the cost is **\$50.00** per week for the first child and **\$45.00** per week for additional children in the same family.

There will be a **\$15.00** additional charge per child for all-day care for teacher's work days and spring break. Parents who sign their children up for all-day care will be expected to pay the additional fee.

Parents are expected to pay the regular fee each week the center is open whether their children attend or not. The only exception is if your child does not attend the program during Easter or Christmas vacation he/she will not be expected to pay unless you sign your child up. If your child is signed up you must pay for the week.

A **\$25.00** registration fee is required for each child and is NON-REFUNDABLE.

A **\$35.00** service fee will be charged for all returned checks.

#### **INCOME TAX CREDIT**

Our tax ID Number is available upon request for tax purposes. Please keep all your receipts. We do not provide a cumulative total of your payments at the end of the year. Receipts will be provided on receipt of payment.

## **ENROLLMENT PROCEDURES**

Parents are required to complete an Application for After School Child Care for each child being enrolled in the program prior to the child's actual attendance. At the time of enrollment,, parents will also be required to read and sign a Discipline & Behavior Management Policy.

Acknowledging the partnership between the child's parents and staff, the program will seek to establish and maintain a good relationship and to facilitate communication and cooperation. Parents are welcome to visit the program at any time, especially on birthdays and special occasions. Information regarding special plans will be posted.

All records obtained initially at the child's enrollment, and reports relating to the child thereafter are kept confidential.

## **INSURANCE & HEALTH POLICIES**

Children attending the program should be insured by school insurance or by private coverage.

If a child becomes ill during the day, he will be isolated from the group and the parents will be notified immediately and must make arrangements to pick the child up as soon as possible. If a child is in need of emergency care and the parents cannot be located, they will be taken to the doctor who is authorized by the parents on the enrollment application. In case of serious accident requiring emergency treatment, the emergency room of Gaston Memorial will be used.

The staff will not administer medicine without Permission to Administer Medicine form with specific instructions from the child's doctor. Prescription medicine must be sent in its original container with the instruction on the label.

Emergency phone numbers and fire escape plan will be posted at all times.

## **SNACKS**

When the center is open on teacher workdays, children will be responsible for bringing their own lunches and a drink. Morning and afternoon snacks will be provided. A snack will be provided each day in after school care.

## **SUPERVISION & DISCIPLINE**

The program will be well supervised by responsible individuals who are experienced in working with children. Program objectives of the staff members will include providing a safe and enjoyable atmosphere for the children. Utilizing supervised recreation such as games, crafts and activities will also be used to help create learning experiences for the children.

There are rules that must be followed for the sake of safety, health and acceptable behavior. Effort is made to teach each child self-discipline; to understand their rights and

responsibilities and the rights of others; and to be sociable and able to share materials, equipment, etc., with others.

Corporal punishment will not be used to discipline children. IF a child is disruptive or disrespectful, privileges will be restricted or withheld until the child feels that he/she can function in an acceptable manner. In the event of misbehavior, the parents will be expected to cooperate with the staff in assuring the elimination of inappropriate behavior. If unacceptable behavior continues, the child will be dismissed from the program.

All parents are required to read and sign a discipline and behavior management policy.

## **PERSONAL BELONGINGS**

Staff members cannot be responsible for loss or damage to personal items; therefore, parents should use discretion in allowing children to bring personal things from home.

Children will not be allowed to play with skateboards or heeleys at any time during the program.

## **INCLEMENT WEATHER**

The after school child care center is closed when schools are closed for inclement weather. The center also will not operate when school closes before the end of the regular day because of hazardous weather. If weather conditions become hazardous between 2:45 pm and 6pm on a regular school day, parents should pick up their children as soon as possible. The before school program will operated on the same schedule as school.

If you have questions or concerns regarding the Program Guidelines, please contact Tracy Swaney @ 704-866-0040

### **Club waiver & Release**

The staff of First in Flight Gym recognizes gymnastics, cheer, dance and martial arts to be dangerous sports. Any activity involving height and/or motion can cause minor to sever injuries. All instructors at First in Flight take every precaution to ensure the safety of each student. While safety is our number one priority, students may suffer injury, possibly minor, serious or catastrophic in nature. First in Flight Gym, coaches and staff members are not liable for injuries sustained by students or spectators during the course of or in the transportation to or from any programs including classes, exhibitions, competitions or clinics. With this in mind and being fully aware of the risks and possibility of injury involved, I consent to have my child/children participate in the programs offered by First in Flight Gym. In the unlikely event of an injury I my executors or other representatives waive and release all claims and liability that I or my child may have against First in Flight and it's representatives whether paid or volunteer. I further agree that I have adequate medical and health insurance for my child/children to be enrolled in activities offered by first in Flight Gym.

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**Signature of Parent or Guardian**

**Date**



**First In Flight Gymnastics  
Membership Registration Form**

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_  
 Mom's Name \_\_\_\_\_ Dad's Name \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 School attending: \_\_\_\_\_ Dismissal time: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mom's Cell: \_\_\_\_\_ Dad's Cell \_\_\_\_\_  
 Mom's Employer \_\_\_\_\_ Mom's Work Phone: \_\_\_\_\_  
 Dad's Employer \_\_\_\_\_ Dad's Work Phone: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_  
 Emergency Phone: \_\_\_\_\_

**INFORMATION ABOUT YOUR CHILD**

Does your child have any known allergies (such as dust, drugs, plants, foot, etc.) If yes, please be specific, what are they? \_\_\_\_\_

Please give any information concerning your child which will be helpful in His/Her experience in group living (such as play, eating and sleeping habits, special fears, likes and or dislikes. \_\_\_\_\_

I agree that the program director has authorization to use Gaston Memorial Hospital to obtain emergency care for my child in the event that neither I nor the family physician can be contacted immediately.

\_\_\_\_\_  
DATE Signature of Parent or Guardian

For our convenience and for the safety of your child please list below the person(s) who will be picking your child up from the after school child care program(include yourself)

Please include a PASSWORD for Pickup. \_\_\_\_\_.

If your child is to be picked up by anyone other than the listed person(s) you must send a written note. Otherwise, the child will not be permitted to leave.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **DISCIPLINE AND BEHAVIOR MANAGEMENT**

### ***RULES***

- A student must keep hands, feet and objects to himself/herself.
- A student must show respect for ALL staff and for other students.
- A student must use acceptable and appropriate language.
- A student must stay with his/her assigned group at all times.
- A student must use movement and voice levels that are acceptable for the activity setting.
- A student must respect the personal possessions of others and refrain from damaging the program's grounds or property.

### ***CONSEQUENCES:***

**First offense/Severe Behavior:** warning, written documentation and Parent Signature

**Second Offense/Severe Behavior:** Time out from activities and written documentation. Site Coordinator will notify the Director. Director-Parent Conference mandatory. Parent Signature

**Third Offense/Severe Behavior:** Time out from activities, parent contact, and written documentation.

**Repeated Offenses/Severe Behavior:** After three offenses have been documented-dismissal from program is possible.

**Dismissal of a child from the program will occur at any time that a child's behavior is determined to be detrimental to his or her own well-being or to the well-being of others in the program. Automatic dismissal will also occur when a child is HABITUALLY LEFT AFTER THE SCHEDULED CLOSING TIME (Over 2 times during one month period) or by FAILURE TO PROMPTLY PAY FOR THE SERVICES.**

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**I THE UNDERSIGNED PARENT OR GUARDIAN OF \_\_\_\_\_ (CHILD'S FULL NAME), DO HEREBY STATE THAT I HAVE RECEIVED AND DISCUSSED WITH MY CHILD A COPY OF THE CENTER'S Discipline and Behavior Management Policy.**

**Date of Child's Enrollment:** \_\_\_\_\_

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**Signature of Parent or Guardian**

**date signed**

***FIRST IN FLIGHT AFTER SCHOOL PROGRAM***

I the parent of \_\_\_\_\_ have read and understand all the policies and procedures in the program guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PERMISSION TO WATCH PG MOVIES**

One of our activities when children are out of school for teacher’s workday or break will be movie day. We try to get movies that will interest the children and keep their attention. The movies will be showing will be G or PG-rated. Please sign indicating your choice.

\_\_\_\_ YES, my child \_\_\_\_\_ may watch any movies. (G or PG)

\_\_\_\_ NO, my child \_\_\_\_\_ may not watch PG rated movies, but may watch G rated movies. (children not participating in movie day will have other activities.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, parent of \_\_\_\_\_, agree to contact First in Flight Gym if my child is absent from school and will not be attending the after school program that day. Failure to notify will result I a \$20.00 charge to the student’s account that must be paid upon the student’s return into the program. This is to avoid delays in pickup for all participants.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Date August 08, 2011**

**TO: All parents of Children Enrolled in the After school Program**

**From: First in Flight**

**Subject: School closings due to Hazardous Weather Conditions**

**When schools are closed, the after school child care center will also be closed. If school is called off before the end of the regular day because of hazardous weather conditions, the children enrolled in after school care will also go home at that time. If on regular school day the weather conditions begin to become hazardous during the afternoon, between 2:45 and 6:00 pm, parents should pick up their children as early as possible.**

**RP**

**Please instruct your child concerning what to do in the event that school closes early due to hazardous weather conditions and explain below.**

**“My child will \_\_\_\_\_  
\_\_\_\_\_**

**in the event that school closes early due to hazardous weather conditions.”**

\_\_\_\_\_  
**Parent’s Signature**

\_\_\_\_\_  
**Child’s Name**

\_\_\_\_\_  
**School attending/teacher**

\_\_\_\_\_  
**Date**

**Phone number where you can be reached during the day \_\_\_\_\_.**

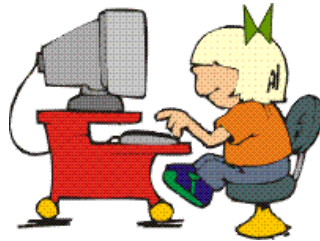
**Addendum:**

**If my child \_\_\_\_\_ leaves school early due to illness or other event-parent must call First in Flight no later than 2pm. If parent fails to do so, your account will be charged \$20.00.**

\_\_\_\_\_  
**Signature**

### What's It All About?

The Internet is a system of computers all over the world that are connected to each other. Anybody or any group can put information on the Internet. The Internet allows you to explore resources and other educational information.



### What Does That Mean To You?

The Internet is a great place to explore information and ideas from all over the world. The internet is a good starting point for Homework Help and there are fun interesting sites to explore. As you start to explore the Internet on your own, remember that the First in Flight Staff has no control over the information you might find on the Internet. Just because it is on the Internet does not mean it is true or valuable.

### What Do You Need to Know?

- You may sign up to use the Internet for two fifteen minute time slots per day.
  - Do not eat or drink around the computers.
- You are responsible for the sites you visit. Be aware that others may see what you are viewing.
  - Use the computer equipment with care. If you are having a problem, ask FIF staff for help.
    - If you are not finding the information you need, ask FIF staff for help.
- An article protected by copyright may not be used word for word without the permission of the copyright owners. If you use a part of an article word for word, you need to put it in quotation marks and cite the source in your bibliography.
- When you are finished using the Internet, please close out your pages and log off the computer.



### Personal Safety Rules for the Internet

Do not give out personal information such as name, address, telephone number or information about yourself or others to a site or a person you do not know.

Tell FIF Staff right away if you come across any information that makes you feel uncomfortable.

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my Internet password to anyone (even my best friends) other than my parents.
8. I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my family's privacy.
9. I will be a good online citizen and not do anything that hurts other people or is against the law.
10. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

I agree to the above terms agreement and will allow reasonable use of the Internet as long as these rules, other gym rules and my family rules are followed.

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Child Sign Here

I give my permission for my child to use the internet while at First in Flight Gym.

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Parent Sign Here