

## **JOIN THE MOVEMENT BEYOND THE CLASSROOM**

*Welcome to San Diego Gymnastics Moving BEYOND the Classroom Program! We are excited to spend memorable moments that will enrich your child's school year, and in addition, we look forward to providing an exciting agenda filled with a tremendous learning experience that only SDG can offer.*

*BEYOND is supervised and overseen by a California Credentialed teacher. This program is designed to provide flexibility that fits your after school needs! SDG aims to help families not only in offering trustworthy childcare, but also ensuring our youth continue to be active, healthy and provided with adequate learning opportunities. This unique and revolutionary approach integrates fitness and education- the perfect combination for your child! Safe social environment, school work help, tutoring, gym time and enrichment opportunities are provided.*

*For more information about BEYOND, please see our Frequently Asked Questions section or visit our website.*

*This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about BEYOND. Your child's safety is a top priority. Please take the time to review this handbook thoroughly with your child.*

**On behalf of San Diego Gymnastics, thank you for choosing to spend the upcoming Fall with us! Make sure to check out our website for updates, events and important information!**

Best,  
Paige Conroy & Erin Adams  
CO-Owners & CEO  
San Diego Gymnastics

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### **DATES & TIMES OF OPERATION**

Monday- Friday

School Release Time- 6:00pm

### **ENROLLMENT COSTS**

Option 1:

Monday-Friday \$559/month

Option 2:

School Early Release Day ONLY \$330/month

### **TUITION**

BEYOND follows San Diego Gymnastics billing procedures. Tuition is based on a monthly billing cycle, charged and due on the first of each month. All payments are processed 30 days in advance. **NO REFUNDS WILL BE PROVIDED.**

### **CANCELLATION**

If you wish to cancel the enrollment it must be done online through the Customer Portal 30-60 days in advance. This is because payments are taken 30 days in advance. To avoid future billing, it must be done before the 1st of the next month, 30 days in advance. **NO REFUNDS WILL BE PROVIDED.**

### **PARENT PICK UP**

Please be prepared to show a photo ID to match designated parent, guardian, or caretaker to sign child(ren) out. Parents are welcome to pick up at any time. All parents/grandparents/caretakers must be listed on your waiver on the account in order to pick up. Please add any additional caretakers to your account.

### **SIGN-IN/SIGN-OUT**

This is an essential part of the program. Parents or other authorized persons are responsible for signing their child(ren) in and out at the beginning (sign-ins will typically be done by SDG Staff) and end of each day. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day. Children will be released only to those authorized by the parent on the child's Registration Form. It is the parents' responsibility to notify SDG of any changes in authorization. If someone other than these people must pick-up your child, a written note or email to the Location Manager must be sent ahead of time. Those picking up children should be prepared to show identification to the staff member upon request. No child will be released to anyone who is not authorized to pick up that child. Please help to ensure the safest possible environment and remember to notify the gym of any absences. No

child will be allowed to leave by him/herself and / or sign him/ herself out, regardless of written permission or age.

### **LATE PICK-UP**

If you think you may be late to pick up your child, please call in advance. All late pick-ups are subject to a fee. The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements. SDG should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

First 5 minutes: Grace Period

Each 5 minutes there after: \$5.00 per child

### **ABSENCES**

Due to our strict staff to student ratio we cannot provide a refund or make up for a missed day of SDG.

### **ILLNESS**

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore we do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. If you are keeping your child home due to illness, please contact the SDG facility 2 hours before school dismissal and let the staff know of your child's absence. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible. The following are defined as illness or communicable health problems:

1. Conjunctivitis (pink eye)
2. A chronic runny nose with colored discharge,
3. A chronic cough
4. A fever
5. Vomiting or upset stomach
6. Signs of general fatigue or discomfort
7. An open rash
8. Head lice
9. Knowledge that the child has had a fever within the past 24 hours

**\*\*Please notify SDG if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as COVID-19, flu, pink eye, chicken pox or lice. Parents are responsible to notify SDG within 24 hours or the next business day. In the case of a life-threatening illness, please notify SDG immediately. It is**

important for us to post a notice to other parents as soon as possible. In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child’s emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

**DAILY SCHEDULE**

Children participate in a variety of age appropriate activities each day. The activities are themed weekly and appropriate for the skill level of each child in their particular group. Activities come from a wide range of options to optimize the child’s experience.

2:00-4:00	Gym Exploration and Outdoor Play (Warm up & instructional activity)
4:00-4:10	Snack Time
4:10-5:00	Homework Help & Learning/ Enrichment Opportunities
5:00-5:30	Brain Break (Free play, Centers, Games, Outdoor play)
5:30-6:00	GYM/ STRUCTURED ACTIVITY
6:00	PARENT PICK-UP

**WEEKLY SCHEDULE**

Movement Monday	Goal Sheets/Character Trait of the Week
Tumble Tuesday	Literacy Activities
Teamwork Wednesday	Cooperative Learning & Math Activities
Obstacle Thursday	Arts & Craft, Science Activities
Fitness-Fun Friday	Fitness & Fun Exploration Activities

**SCHOOL PICK UP**

At the time school is released, children in Kindergarten will be picked up from their assigned classroom. All other students may be picked up from their classroom or a designated meet up area.

**SNACKS/ LUNCH**

SDG will provide 1 snack for each camper per session. Please pack a nutritious lunch and water bottle. All items **MUST** be labeled with your child's name. **SDG is an allergen friendly environment. Please refrain from packing anything with peanuts.**

\* Children are NOT permitted to use the soda or vending machines during BEYOND

**ATTIRE**

Please remember to dress your child appropriately for a physically active day. Our kids are very active in the gym! We ask that children with long hair pack hair ties to tie hair back. We encourage you to dress your child in appropriate clothing such as athletic wear. **PLEASE LABEL ALL ITEMS YOUR CHILD BRINGS TO SDG!**

**DISABILITIES**

In order for SDG to provide the best experience for your child, we ask that prior to registration, you consult with the SDG Management regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally SDG staff is not trained on or qualified to perform, children will be enrolled on an individual basis. We will make every attempt to best serve all children.

## BEHAVIORAL GUIDANCE

In order to promote your child's physical, intellectual, emotional, and social wellbeing and growth, staff shall interact with the child and one another to provide needed help, comfort, and support and we will always:

1. Respect personal privacy
2. Respect differences in cultural, ethnic, and family backgrounds
3. Encourage decision making abilities
4. Promote ways of getting along
5. Encourage independence and self-direction
6. Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

## CONDUCT

Our Code of Conduct states that SDG is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a SDG program. We expect all participants to behave in a mature and responsible way and to respect the rights and dignity of others. If a problem persists, we may ask that you remove your child from the Program.

SDG does not allow:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.
- Students who are feeling uncomfortable by the behavior of another child should ask them to refrain and notify a staff member. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help! SDG's Management will investigate all reported incidents. Dismissal from a program or termination of SDG's Membership privileges may result from any violation of the code of conduct. **No refunds will be given.**

## STAFF

SDG strives to hire a highly qualified, well-trained staff to conduct all SDG childcare programs. The staff is comprised of California Credentialed Teacher(s), recent graduates, college students, and professional gymnastics coaches. Team members are innovative and creative individuals who love working with children. All staff members meet requirements set forth by the State, County and SDG, as applicable. Training includes: Concussion training, Risk Management Training, CPR/ First Aid, background check, sexual harassment training, and USAG Safe Sport. In addition, staff members participate in planned training and education processes to further their skills in child development, early education and recreational gymnastics. The staff ratio is no more than 10 to 1. In order to allow staff to take necessary breaks, there may be times where another member of SDG's staff will supervise the students. These staff members hold the same certifications and credentials as daily team members.

## LOST AND FOUND

We do have a lost and found area at SDG. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all belongings in their cubbies or backpacks, SDG will not be held responsible for lost or stolen items. At the end of each week, we will display the found items, and donate any unclaimed items. Please make a quick check of your child's backpack at the end of the day before leaving. Lost items are much easier to recover on the same day they are lost.

## PERSONAL BELONGINGS

*Please do not allow your child(ren) to bring personal belongings to the facility besides necessary school work. SDG is not responsible for the loss or damage of toys, games, clothes or other personal belongings.*

## SPECIAL EVENTS

Special food treats may be brought in for holidays, special events or birthdays. Arrangements should be made ahead of time. All food must be brought in covered containers with written directions if necessary. If sending in store-bought items, please send unopened packages.

## GENERAL RULES

General rules will be implemented at SDG for all kids to be able to develop a variety of fundamental motor skills in a safe positive learning environment. Therefore, the following rules below are expected to be followed at all times. SDG rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all children. Please review the following list of rules with your child. We encourage your child to demonstrate the following rules:

- 1. Be safe.**

At SDG After School Program we will practice self-control. This means: Respect the equipment, listen and follow directions, treat peers the way you'd like to be treated and keep hands and feet to oneself.

**2. Show Sportsmanship.**

Use of positive praises, respect the rules and boundaries of any games played, participate and cooperate during activities, demonstrate fair play, display good teamwork and provide a positive attitude regardless of the outcome.

**3. Have Fun!!**



## FREQUENTLY ASKED QUESTIONS

**What is BEYOND?** *SDG's revolutionary After School Program. This unique approach to after school care integrates fitness and education- the perfect combination for your child! Transportation, homework help, gym time and enrichment opportunities are provided. Join the Movement BEYOND the classroom this school year!*

**How does it work?** *Students will be picked up by a certified instructor and transported from school (limited to local schools) to our facility. SDG follows the local school district calendar, including any minimum days. Students will participate in both instructional and non-instructional gymnastics, parkour and fitness, character building, enrichment programs, homework help, outdoor activities, field trips and snacks will be provided. Students will engage in a daily routine and follow a curriculum designed by California Credentialed Teachers and Physical Education Specialists throughout the school year.*

**Do I have to be enrolled in a class to join this program?** *Yes. This is an exclusive program available to our members who are concurrently enrolled in classes. If you are not currently enrolled, no worries- we are happy to help you find the best class for your child.*

**Do we do drop- in days?** *Students must be enrolled in a monthly tuition so we do not accept drop-ins by the day.*

**Do we offer discounts?** *SDG does not provide discounts.*

**What kind of safety precautions is SDG taking in regards to COVID-19?** *SDG is going above and beyond to ensure our facilities are the safest and cleanest they can be. Visit [www.sdgymanstics.com/safety](http://www.sdgymanstics.com/safety) to see what SDG has always done and will continue to do throughout this time.*

**What about holidays?** *On select holidays SDG offers day camp. ASP students may be eligible for 50% off camp tuition.*

**Who drives the van?** *Only certified and highly trained staff members are authorized to operate the vehicle. Parents will meet all drivers at orientation day and be notified if there are any changes. Booster seats are provided upon legal requirements.*

**Have more questions? Contact us today!**