

After School Program

Welcome to Coral Reef Gymnastics after school program. We are so happy that you have entrusted your child in our after school program and it shows that physical activity is important to you and to your child.

Our staff is USAG safety certified and they have all had yearly background checks completed. They are dedicated to providing a warm and nurturing environment to every child. Our program follows the public school calendar. We pick up your child/ren daily from school and bring them to our facility. At which time they will have the opportunity to complete their homework and have a snack. <u>We do not provide snacks</u>, you must send one or you can put money on an account so that your child can get something from the vending machines. At 3:00, 4:00 or 5 pm they will go to gymnastics/fitness/martial arts class for 1 hour and 50 minutes. Our minimum class time is 2 days a week 2 hours each day or 1 hour each day for 4 days. **Pick up is at 6:00 pm**

daily, there is a **fee added if you are late of \$10 per 10 minutes you are late**. In order to avoid this fee there is an extended care option until 7 pm and that is an additional \$25.00 per month per child. If you are going to be late please call and let us know.

On early release days we will also pick up your child/ren from school at no additional cost and bring them to our facility. They will have the opportunity to play games, watch a movie or have free time in the gym and then they will attend their regularly scheduled class time.

There are no refunds for tuition paid. <u>If you would like to withdraw from the program you must give a 30 day</u> <u>written notice on or before the first of the month for the following month.</u> **Tuition is monthly and will not be prorated since the months vary in lengths.** *You are welcome to bring your child to class during school breaks or days off since you are paying for the classes.* There will however be an additional fee for full day/weekly camp, which begin at 8:30 am.

If your child misses class he/she is able to make up the class but you must call to schedule the make up. If you need to pick up your child during class time you must wait until he/she has stretched/cooled down, it is an important part of any fitness program. Please do not call them out in the middle of class unless absolutely necessary or let the office staff or instructor know ahead of time, it disrupts the class and the instructor.

Please know that if at any time you have questions or concerns our staff is happy to help you. Welcome to Coral Reef Gymnastics!

Our mission is to provide quality gymnastics' programs at all levels from Beginners to Elite in a positive nurturing environment. 15851 SW 41 St, Suite 100, Davie, FL 33331

954-430-1530 Facsimile 954-680-3879 <u>www.coralreefgymnastics.com</u> email <u>CoralReefGym@</u> gmail.com WE ARE LICENSED & INSURED



TUITION PAYMENT POLICIES

♦ I understand that tuition is due on the 1st of each month. I also understand that a \$20.00 Late Fee will be charged to my account if tuition is paid after the 5th of the month.

• I understand that registration and monthly tuition are non-refundable.

• I understand that tuition will only be prorated the month of registration if necessary. No other months will be prorated.

• I understand that my credit card will be charged for any unpaid balances on the 6th of the month including late fees.

♦ I understand that Coral Reef Gymnastics & Cheer After School Care Program follows the Broward County Public School schedule and the tuition fee structure is for 38 weeks. The cost of the school year is divided into 10 equal payments. This includes school closings for all holidays and student non-attendance days. I understand that NO tuition reimbursement or credit will be given for holidays, natural disasters, absences, illness, or vacations.

Days missed from this program will not be prorated nor made up in any fashion.

◆ I understand that the After Care Program hours commence from the time of Broward County School's daily dismissals until 6:00 p.m. In the event that I am late, I understand that I will be charged \$10.00 for every 10 minutes past 6:00 p.m. until pick-up.

◆ I understand that a "**30-Day Written Drop Notice**" is required to drop from the After Care Program. I also understand that the notice must be received before the 1_{st} of the month prior to the month dropping. I understand that I am responsible for tuition for the month notice was not given. Notices received AFTER the 1_{st} week will not be processed until the 1_{st} week of the following month and will take effect the following month.

◆ I understand that if my account is "60 Days Past Due" it will be filed with a Credit Collections agency. I also understand that I am responsible for any fees incurred in the process of collection.

Student Expectations	Progressive Discipline Program				
 After Care Program Rules have been established to ensure the safety and security of each child. Students are expected to behave appropriately at all times and not cause danger to themselves or others. Students shall follow directions including rules of the gym and those given by coaches or other adults in a position of authority. Students are expected to respect themselves, others and their belongings. This includes: Keeping hands and feet to themselves. Not touching others' belongings. Refraining from name calling. Students are not permitted to use obscene, inappropriate or offensive language. Students are responsible for their own property and money, i.e., lunch boxes, back packs etc. Misuse or abuse of program facilities, equipment or supplies will not be tolerated. 	 Time Out or Cool Down: The student will receive a warning prior to being placed in timeout or will be given a cool-down period. The time out period for a will be no longer than 5 minutes in duration. The time-out/cool-down period will be followed by a discussion between the student and the coach. Discussion shall include the reason for the time-out, behavior that caused the time-out, alternative behaviors and the consequences if the behavior recurs. Verbal Warning: If a student is placed in time-out/cool down twice in one day, the parent will receive verbal notification. Written Notice: A student who receives 3 time-outs in one day will receive a written notice. A discussion between the student and coach shall take place when a notice is issued. A written notice shall be documented and retained for the After Care Program files. Parents shall be made aware of the student's behavior and be provided with a written notice of the incident(s). Parents, students and the After Care Director shall have a discussion about behavior, future alternatives and future consequences should the behavior reoccur. Suspension: After receiving 3 written notices, a subsequent violation of the <i>same</i> rules will result in a 1 to 3 day suspension. Brarents shall be immediately notified if a suspension is imminent. Parents shall be provided a written notice of the suspension. Parents shall be provided a written notice of the suspension. Parents shall be provided a written notice of the suspension is imminent. 				

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CORAL REEF GYMNASTICS BUS DISCIPLINE Rules and Procedures

Students who do not follow the bus rules can be a hazard to the safety of other students on the bus.

Therefore the following rules must be adhered to:

1. No standing or moving out of your seat while the bus is in motion.

2. No rough housing with other children at any time while on the bus. This means a *"hands to yourself at all times"* policy.

3. Pens and pencils may only be used for the purpose of doing homework. Any other use will result in the pen/pencil being taken away from the student.

- 4. No throwing of any objects while on the bus.
- 5. Students are responsible for picking up their trash before leaving the bus.
- 6. No bus property destruction is permitted.
- 7. Loud noise is prohibited.

8. Students must be silent at Rail Road Crossings. The bus driver will raise his hand with two fingers held in the shape of a "V" to announce a Rail Road Crossing.

9. Disrespectful talk or language to bus driver or students will not be tolerated.

Discipline Procedures:

First offense – A written notice will be sent home to be signed by parents acknowledging that the parent has discussed the serious nature of proper behavior on the bus.

Second Offense – A written warning will be sent home to be signed by parents, warning that one more offense will mean termination of permission to ride the bus, until the parents make an appointment to meet with the gym owner and the bus driver.

Third Offense – Termination of permission to ride the bus until the parent meets with the gym owner and the bus driver.

If after the parent meeting, permission is granted to return to the bus, a fourth offense will mean complete dismissal for the remainder of the school year to ride the bus.

Please sign below to acknowledge that you have read, understand and have discussed the rules with your child.

Students' Name:_____

Signature of Parent/or Legal Guardian

Date

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Student Information												
Name 1:							S	Sex: Age:			DOB://	
School Attending:							S	chool Ph:		Grade:		
Parent 1's Name & Social:							P	arent 2's Na	ame So			
Address: City							/:				ST:	Zip:
Home Ph: Work Ph:												
E-mail Address: Alternative Contact:												
Are there any medical conditions to which we should be alerted? O Yes O No Please Specify:												
I understand that it is the intent of Coral Reef Gymnastics & Cheer to provide for the safety and protection of my child therefore, if I am not available, I authorize Coral Reef and its employees to seek attention for my child and to execute orders to authorize emergency medical treatment which may be required.												
Signature of Parent/or Legal Guardian Date												
How did you hear about us? O Friend O Advertisement/Publication-which one?												
O Birthday Party O Internet/Website O Other												
Persons Authorized to Pick-up (other than Parents & Emergency Contact)												
Name:			Ph:					Name:			Ph:	
Name:			Ph:				ſ	Name:			Ph:	
Days Attending & Payment Information (fees are charged monthly and will be due on the 1st of each month)												
Monthly Program fees: 4 hours-\$237 5 hours-\$265 6 hours-\$285 7 hours-\$300 8 hours-\$310 10 hours \$340 *You may choose as												
O Days Attending*:	мотс						тн О		FΟ		few or as many days as you require, however; the days must remain consistent (days may not vary from week to	
Annual Pagiatratian Eas (\$25 from Jan June/\$17.50 from July Dae)												
Annual Registration Fee (\$35 from Jan-June/\$17.50 from July-Dec) \$ O Monthly Self-Pay due on 1st O Automatic Credit Account Debit											\$	
(\$20 late fee after the 5th) (must complete authorization											\$	
FOR OFFICE USE-Form O Credit Card of Pmt.: O Credit Card Credit Card					○ Check #				O Cash			\$ TOTAL
CREDIT CAR												VISA MasterCard
*charged to ac Card Holder Nam		nly if p	ayment is	s not re	eceived	on o		Defore the : Card Type:	5th of 6	each month		
Credit Card #: Expiration Date: Last 3 Digits on Back CID#												
Billing Address & Zip Code (if different from Client):												
I fully understand the Coral Reef Gymnastics tuition payment policies of which I am in receipt. In the event that my account is past due, I authorize Coral Reef Gymnastics to charge the credit card indicated above to collect payment for unpaid tuition and all other unpaid items charged by me and/or student(s) on my personal account that are outstanding on the 5th of each month. I understand the charges applied to my credit card will include a \$20.00 late fee as specified in the payment policies. If the charge is disputed with the credit card company I will be charged additional late fees for each month the payment is delayed.												
I am aware that check payments or automatic checking account debit transactions with insufficient funds will result in a \$30 returned check fee to cover bank penalty charges plus any additional fees. I understand that if my account is "60 Days Past Due" it will be filed with a Credit Collections agency. I also understand that I am responsible for any fees incurred in the process of collection.												
Coral Reef Gymnastics requires a " 30-Day Written Drop Notice " which is strictly enforced. This notice must be received before the first of the month PRIOR to the month dropping. Failure to give notice will result in full payment for one month of tuition. I have read and agree to comply with this requirement.												
Signature of Parent	for Legal G	uardian							ate			
Signature of Parent/or Legal Guardian Date												

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