

## **PART FOUR: DAY HOME POLICIES AND PROCEDURES**

### **4.1 Policies**

- Each hour-long time slot has a minimum of 6 and a maximum of 12 children.
- All children who attend the facility are participants regardless of age and participation level.
- All children must have a completed registration form, with the waiver signed for the Club's insurance and provide emergency information.
- Children under 1 years and young are free to attend, however are still required to hold a valid waiver
- If a day home has an extra child attending one week, they must pay for that class at the rate of \$10.60 an hour. They must pay the membership fee of \$50 per year upon the 6<sup>th</sup> visit of the year. That time slot must still have no more than 12 children participating.
- The following must be followed by all day home providers:
  - The day home provider cannot sit on the sidelines watching or taking care of other children.
  - The day home provider must be attentive to all of the children in their care and, if need be, be able and willing to assist the other children as they learn, play and participate in the class.
  - One month's notice must be provided to the gymnastics club, the club will reimburse the parents for the remaining weeks of the session as long as the Club has received written notice of withdrawal.
  - If a child is removed by the day home provider, notice is void and the member will receive a credit for the remaining classes.
- If a parent does not wish for their child to participate in our program, they cannot be in the facility during the class time.
- Registration must be completed by the first scheduled day.
- Payments may be made in full or a payment plan is offered.
- The yearly membership fee of \$50 is due at the time of registration.

## **4.2 Procedures**

Monday to Friday from 9:30AM to 12:00PM are dedicated to providing day home classes.

Programs for each day home group will be adjusted to meet the needs depending on the ages and ability of the children in the group.

Day home programming is one of our Recreational Classes, as the following all remain the same throughout the session: children, coach, time slot and day of week.

Day Homes are not guaranteed the same time slot every session, although we will do our best to accommodate every groups' needs based on coach availability.

Parents are welcome to come and watch their child's class from the mezzanine or they can participate but must be actively participating without distracting or interrupting the program.