



Program Handbook

Welcome to the Elmhurst Park District's Gymnastics Program! Our goal is to provide a safe, fun, friendly, and inclusive training experience. Please refer to our Program Handbook as it contains very important information about our program. We are thrilled to have your child in class this session!

DROP OFF/PICK UP PROCEDURES

Pull into the main parking lot and park in a spot. All children under 10 years old are required to be walked in the main door and back to the gym. They should be handed off to their teacher when class starts. Please exit through the main doors after dropping off. Please enter and exit using the main doors for pick up as well. Children 10 years and younger should be picked up at the gym at the end of class.

Upon arrival and at the conclusion of class, we highly encourage participants to use the hand sanitizing stations provided or wash their hands with soap and water.

LATE PICK UP

The following District procedure will be followed when a parent/guardian or authorized person fails to pick up a child from a program site at the conclusion of the program:

- **First Occurrence**: Instructor/leader will remind parent/guardian of the late fee policy for the program.
- **Second Occurrence**: Instructor will charge the appropriate late fee and inform his/her supervisor within twenty-four (24) hours.
- **Third Occurrence**: The parent/guardian will be charged the appropriate late fee. The instructor will inform his/her supervisor within a twenty-four (24) hour period. The supervisor informs the parent/guardian in writing that the District can no longer be responsible for the care of the child, and the child is dropped from the program.

Late Fee - If a child is not picked-up at the conclusion of the program, the parent/guardian is charged a \$5 fee for the first ten (10) minute period and \$5 for every five (5) minutes period thereafter. The District does recognize that unavoidable situations occur upon occasion and will take this into consideration.

This list will be reset at the beginning of every calendar year.

PROGRSS REPORTS

Participants will receive a progress report at the end of every session. Preschool classes are based on age and just give parents/guardians an idea about behavior in class. Girls and Boys Beginner & up classes are based on skill level. Progress reports will inform parents/guardians of the class the participant should be in for the next session (if space is available). If the gymnast is moved up to the next level, a skill will be added to the gymnast's account by the program supervisor or coordinator. Please wait for registration instructions to be sent in an email from gymnastics staff if registering for a class that the participant is new to a level.

GYMNASTS NEED TO BRING THE FOLLOWING ITEMS TO CLASS EVERYDAY

- **Water Bottles**: Gymnasts should bring a water bottle to the gym with them each class. A water fountain is available if the bottle needs to be filled.

****GYMNASTS NEED TO BRING ALL THEIR BELONGINGS HOME AT THE
END OF EACH DAY****

Using the Restroom

Gymnasts will be allowed to use the restroom during class, if necessary. Gymnasts under the age of 6 will be escorted to the bathroom by their coach. Instructors are teaching the classes on their own, so if one gymnast has to use the bathroom, the entire class has to walk to the bathroom. Please try to use the restroom before class to avoid distractions.

Gymnasts 6 and over will be allowed to use the restroom on their own. If you are not comfortable with your child using the restroom on their own, please remain in the building for the duration of the class.

If your child is unable to use the restroom on their own, a parent/guardian must remain in the building for the duration of class. The instructors will not be able to help a gymnast use the restroom in any way.

PERSONAL ITEMS

Participants are not allowed to bring gum or candy. All personal items must be clearly labeled with your child's name. Please do not allow your child to bring items that may be broken or lost. The EPD is not responsible for loss, theft, or damage to personal items.

MEDICAL EMERGENCIES, FIRST AID

In the event of a medical emergency or accident, coaching staff will call 911 for immediate emergency care and contact the parents or other emergency contact. If emergency treatment is required, your child will be taken to Elmhurst Memorial Hospital. You will be responsible for any medical charges. Staff will administer first aid to the child on a limited basis for small accidents such as scrapes, bruises, bloody noses, etc. Your authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement.

Please make sure you have a correct phone number listed in the registration software for emergency purposes.

SICK POLICY

We will be strictly enforcing our sick and illness policy.

Gymnasts should not attend class if sick.

If a gymnast becomes sick during class, parents/guardians will be notified and asked to pick-up their child within 20 minutes. The sick child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up.

If your child is ill or has a fever, they should not attend their program. The coaching staff reserves the right not to accept a child into the program due to illness.

MEDICATION

Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or invasive procedures. If there is a need for the administration of medication during a minor's participation in a District program, the parent/guardian **must**:

1. Complete the **Permission to Dispense Medication/Waiver and Release of all Claims** form and/or the **Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification** form.
2. Complete and sign the **Medication Dispensing Information** form.
3. Deliver all medication to the coaching staff in the original prescription bottle. The container must clearly state the person's name, medication, dosage, and time of day medication is to be given.
4. Advise their assigned coach, in writing, of any specific instructions regarding dispensing or storage of the medication.

Elmhurst Park District Inclusion Services

The Elmhurst Park District is committed to providing quality recreational opportunities to all participants, with and without disabilities. Staff members are available to assist participants with modifications needed for success in, and enjoyment of our program. In order to keep all children safe, we do adhere to a strict behavioral code of conduct policy (see Behavior and Discipline below.)

We ask parents to indicate if their child requires modifications. This information will be kept confidential and will be utilized by Gymnastics Center staff and Inclusion management staff to ensure assimilation into, and success with our program. **Parents or guardians must contact the Inclusion Supervisor as soon as their child has been registered for the program.** Please keep in mind the level of participant support needed for recreation setting. Parent cooperation and support is essential to this process.

Sean Tovey, Supervisor of Inclusion Services, 630-993-8670.

stovey@epd.org

Behavior and Discipline

The Elmhurst Park District is committed to providing a safe, fun, friendly, inclusive, and comfortable environment for all participants. Participants are expected to exhibit appropriate behavior at all times. We expect participants to accept others' differences, express feelings appropriately, solve conflicts through peaceful means, and participate in activities together. All participants (including parents/guardians) must comply with the following behavioral code of conduct expectations:

1. We will have a zero tolerance policy for a participant's emotional outburst of spitting, hitting or any other physical contact towards another person. This behavior will lead to immediate dismissal from the program.
2. Demonstrate respectful and responsible behavior toward others at all times.
3. Independently attend to personal self-care such as bathroom needs, hand washing, dressing and potential hygiene.
4. Follow all site-specific rules, and take direction from staff.
5. Show respect for all equipment, supplies, and facilities.
6. Refrain from using foul, inappropriate, or abusive language.

7. Refrain from threatening or causing bodily harm to self, others, or staff.
8. Refrain from bullying in any form.
9. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
10. Refrain from leaving the site or program area without permission.

Participants who have difficulty following our expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include warning, time out, and parent contact, referral to Program Supervisor, and most seriously, suspension or expulsion from the program. If you are called to pick up your child due to misbehavior, you must do so within 20 minutes. Please have contingency plans in place as needed. Please discuss our behavior and discipline policy with your child so he/she understands what is expected from him/her in our program. Thank you for your cooperation!

IMPORTANT PHONE NUMBERS

Program Supervisor, Kelsi Grubisich 630-993-8921

Wagner Community Center 630-993-8900

We look forward to a safe and fun-filled session with your child. Thank you for choosing the Elmhurst Park District's Gymnastics Program!!!