



# STAR DAZE

## POLICIES & PROCEDURES

### **SIGN IN at the front desk**

All participants must be signed in by an adult when dropped off for the day. Please do not drop your child off at the door to enter the facility on their own. All children dropped off before 9:00 AM will go to the early drop off room upon arrival for quiet games and videos until planned activities begin.

### **SIGN OUT at the front desk**

All participants must be signed out by the person picking up the child. If a person other than the parent/guardian is picking up, please make sure they know to sign the child out. Only adults authorized to pick up on the registration form will be allowed to take the child. Persons other than the parent will be required to show a Photo ID. The office staff will page your child to come to the front desk after they have been signed out. Please do not enter the gym area to pick up your child.

**All fees must be paid by the 1st day of the week** when the child is dropped off. We accept MasterCard, Visa, Discover, Checks and Cash.

**The walk in rates will** apply to any week you do not pre-register for. Pre-registration ends May 31, 2015

**Please make sure all paperwork is completed** and turned in to the front desk by the first day.

**Pick up times: Half day is 12:30 noon or 5:30 pm. Full day is 5:30 pm.** Stars does offer extended care for **ONLY** one (1) hour during the afternoon session. **THERE IS A \$15 CHARGE THAT MUST BE PAID THAT DAY.**

**What your child should wear:** Shorts and a t-shirt are recommended. Girls may wear a leotard for gymnastics but it is not required. If you suspect that your child may have an accident, or if your child is under the age of 5, please bring an extra set of clothing each day.

**Snacks and lunches:** Half day participants will need to bring 1 snack, a lunch and 2 drinks. Full day children will need to bring 2 snacks, a lunch and at least 3 drinks.

**Suggested snacks:** Please refrain from sending sweets/candy for their morning or afternoon snack. This is designed to be a refueling time to boost their energy levels so they can last the entire day. Sweets give an initial surge of energy and then the blood sugar drops and they will have little energy for the activities. Some suggested snacks are fruit, granola bars, pretzels, yogurt, or nuts.

**Medication:** If your child is on medication, please bring the medication, in its original container, to the front desk and fill out a medication form.. The container must include your child's name, dosage information and doctor's name.

**Sick Children:** Please do not send sick children to Stars. If your child complains of not feeling well, the following procedures will be followed:

We will first have your child sit for a while to see if they start to feel better. If they continue to feel sick, we will contact you to pick up your child. We are not designed to facilitate sick children for an extended period of time.

**Behavior Procedures:** In an effort to provide the best environment for all children and staff, we will be implementing the following behavior procedures. Please speak to your child regarding these procedures. These procedures will be enforced for using foul language, repeatedly, not following instructions, fighting, constant disruptions, disrespect to staff or other children, etc. This is for the safety of everyone in the program to ensure a summer filled with fun!

1st Offense: Redirection, and/or Time Out-or sit out from an activity

2nd Offense: Redirection, Time Out-or sit out from an activity and a meeting with Director or Manager

3rd Offense: Redirection, Time Out-or sit out from an activity, and meeting with child and parents

4th Offense: Dismissal from program

### **Other Information**

It is very important that the staff is aware of what is going on with your child. Please notify the staff of anything that you feel may affect your child's day at Stars.

Only basic skills will be taught in the program. Games will be used to further develop sport skills, teamwork, leadership & good sportsmanship. The gymnastics portion will focus on hand-eye coordination, body awareness, balance, strength and flexibility as well as further develop gross and fine motor skills.

If your child has a birthday during their time at Stars, you may send a treat to be shared at snack time. Check with staff for an expected number for that day.

If you have any questions or concerns about the program or our policies, please feel free to discuss them with Stars Gymnastics Management Team. You may reach us at 713-464-1996 or via email at [Starsgym.texas@yahoo.com](mailto:Starsgym.texas@yahoo.com).