



Star Center Gymnastics

3100 West Slaughter Lane Building B, Austin, TX, 78748

512-280-8532 Office

www.austinstarcenter.com

kim.starcenter@gmail.com

2018 – 2019

Afterschool Program



SCG picks up from:

Boone, Baranoff, Casey, Menchaca,
Kocurek, Cowan, Patton, Mills,
Baldwin, and Clayton, Kiker.

Afterschool Rates and Schedule

Annual Registration Fee: \$60.00 per child

Monthly Tuition Rates: 10% discount for siblings

Tuition Rates	Cash or Check Discount
1 day per week -\$147.50	1day per week- \$141.00
2 days per week- \$262.50	2 days per week- \$250.50
3-5 days per week -\$325.00	3-5 days per week \$310.00

Afterschool with late pick-up Fee \$40.00

Boys and Girls Team

\$325 per month + \$40.00 pick up

Payments are due by the 5th of each month.

DAILY SCHEDULE

2:57 p.m.	Pick Up at Schools
3:30 p.m.—4:15 p.m.	1 st group Gymnastics (2 nd group snack and free play)
4:15 p.m.—5:00 p.m.	2 nd group Gymnastics (1 st group snack and free play)
5:00 p.m.—6:30 p.m.	Homework Time, Crafts, Games, free play, parent pick-up

There is a weekly calendar available for viewing that list the specific activities and snacks for the week. Please feel free to have a look. Parents, you are also free to provide snacks for your child.

You are always welcome to come and view your children.

If we need to notify the parents of a change we will put out flyers, call, or email you.

We at Star Center Gymnastics are always open to positive and negative comments about our program. We feel we have the best program for your child, and we want you to feel the same.

If you have any questions or concerns please feel free to contact the afterschool director at 512-280-8532

AFTERSCHOOL GUIDELINES

- Payments are due by the 5th of each month. The annual registration fee is non-refundable. SCG accepts cash, check or credit card as form of payment.
- We follow the AISD school closing schedule. We will have all day childcare available for days when the school is closed. You can sign up for any of our childcare days by filling out a registration form. These are available from the office or the Afterschool table upstairs. The cost depends on the fieldtrip.
- **We do not prorate December or January tuition for the Christmas break, March tuition for the Spring Break holiday, or days closed due to teacher work days and student holidays.** Each month is charged on a 4 week basis. There is an afterschool calendar available that has all AISD closings and S.C.G. holiday closings.
- **If your child does not need to be picked up from school, YOU, NOT YOUR CHILD, MUST CALL the gym before 2:00 PM. If you fail to call before this time, you will be charged ten dollars (\$10).**
- Children must be picked up by 6:30 p.m. If you are late, there is a \$1 charge for the 1st 5 minutes and \$1.00 per minute after that. If you are running late, please call.
- If you need to discontinue the program, you must notify us in writing, at least 30 days in advance.
- Boys may wear knit shorts and t-shirts (no jeans). Girls need to wear a leotard and have their hair pulled back. No jewelry or socks are allowed while doing gymnastics.
- Absolutely no one will be able to pick up your child that is not on the approved pick up list. Also, please call ahead of time if someone other than you will be picking up your child. PHOTO ID REQUIRED!
- We will administer your child's medication if you sign authorization with included times and dosage. The medicine must be in its original container.
- A copy of the Child Care Licensing Minimum Standard Rules is located at the office for viewing at any time. Also, our licensing reports can be viewed on our bulletin board.
Licensing Phone # 512-834-3195 Child Abuse Hotline # 1-800-252-5400
www.dfps.state.tx.us
- We cannot admit a child for care if their oral temperature is 100.4 or higher or if a health care professional has diagnosed the child with a communicable disease without proper documentation that they are no longer contagious.

SCG Guidelines for Handling Safety, Health, and Emergency

HANDLING INJURIES:

ALWAYS CONTACT THE OWNER OR DIRECTOR for any incidents!! Owner or manager will contact the parents.

SERIOUS, NON-LIFE THREATENING INJURIES: i.e., broken bones, dislocations, serious sprains.

- * 1st coach: Contact Owner or Program Director **IMMEDIATELY**.
- * 2nd coach: Encourage injured person to relax using slow, deep breathing.
- * 3rd coach: Take all children away from injured child.
- * **DO NOT** attempt to apply a splint on a displaced break or dislocation.
- * Manually stabilize injured limb
- * Apply ice

LIFE THREATENING INJURIES: i.e., profuse bleeding, not breathing, no pulse.

- * **Dial 911**
- * Contact Owner or Program Director **IMMEDIATELY**
- * Stop bleeding
- * Administer CPR if necessary

HEAD, NECK, OR BACK INJURIES: Treat **ALL** head, neck, and back injuries as **EXTREMELY SERIOUS**. If you **DID NOT** witness the accident and the injured person cannot communicate, treat the injury as if it were a head, neck, or back injury.

- * **DO NOT MOVE** the injured person unless they are not breathing or have no pulse. If they are awake **INSIST** that they lie still until their injuries can be determined.
- * If it is necessary to administer CPR, move the person as little and as cautiously as possible.
- * If the injury was in a pit, have **ONE** person **GENTLY & CAUTIOUSLY** climb into the pit and manually stabilize the neck.

MINOR INJURIES: i.e., bumps, minor scrapes, slight strains/sprains.

- * Notify Program Director of all incidents, no matter how minor they appear.
- * If there is **ANY** possibility that the injury is serious treat it as such (see above)
- * Apply ice if appropriate for the injury.
- * Have person sit out until you are **POSITIVE** further participation is safe. **NEVER** force participation if the injured person doubts their ability to continue.
- * Do not allow participation if there is **ANY** chance of the injury needing medical attention or if the incident is likely to hamper safety.
- * **ALWAYS INFORM PARENTS** that a minor injury has occurred and suggest that the injured person see a doctor.
- * **Fill out injury report form REGARDLESS of severity.**

Discipline and Guidance Policy for Star Center Gymnastics

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance



2018 – 2019 Afterschool Registration Form

3100 West Slaughter Lane Building B, Austin, TX, 78748
512-280-8532 Office

www.austinstarcenter.com kim.starcenter@gmail.com

Student's Name: _____ D.O.B.: ___/___/___ Age: ____ M or F

Student's Name: _____ D.O.B.: ___/___/___ Age: ____ M or F

Student's Name: _____ D.O.B.: ___/___/___ Age: ____ M or F

Address: _____ City: _____ Zip: _____

Parent's Name: _____ Parent's Name: _____

Home #: _____ Home #: _____

Work #: _____ Work #: _____

Cell#: _____ Cell #: _____

E-mail: _____

Name, Address, and Phone # of emergency contact if parents cannot be reached:

Date of Admission: ___/___/___ Date of Withdrawal: ___/___/___

I authorize SCG to allow my child/children to leave with ONLY parents listed above and the following persons.

Name: _____ Ph#: _____
Name: _____ Ph#: _____
Name: _____ Ph#: _____

TRANSPORTATION

I hereby give my consent for Star Center Gymnastics to provide transportation from my child's school to Star Center Gymnastics. **DAYS: FULL TIME M T W TH F**

Student's School: _____ Grade: _____ Teacher: _____

School Address: _____ School Phone #: _____

Gymnastics Skill Level (if known): _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN: _____ **DATE:** ___/___/___

Office Use: RB EM PAY CPY CP

RELEASE OF LIABILITY

All precautions will be taken to prevent accidents. However, should an accident occur, first aid will be administered and a parent and/or doctor will be notified. Star Center Gymnastics and staff cannot be held liable for injuries that occur on the premises or otherwise in the care of S.C.G. personnel.

I/We _____ assume all responsibility and waive any claim for compensation for injury incurred by my/our child while in camp and hereby agree to indemnify or hold harmless S.C.G., it's owners, and staff against any and all claims, which may arise from an injury to my/our child/children while participating in the program.

SIGNATURE OF PARENT OR LEGAL GUARDIAN: _____ **DATE:** __/__/__

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the "Afterschool Director" or person in charge to take my child to:

Child's Physician: _____ Phone #: _____

Emergency Care Facility: Seton SW 7900 FM 1826 Austin, TX 78737 512-324-9000

Other: _____

Any known medical problems/allergies: _____

Signature of Parent or Legal Guardian: _____ **Date:** __/__/__

Please initial:

- _____ I acknowledge receipt of the operational policies including those for discipline and guidance. (Page 7)
- _____ I understand that a snack will be served to my child/children while in care.
- _____ I understand that the SCG Afterschool Program hours are Monday – Friday from 2:40 p.m. – 6:30 p.m.
- _____ My child(s) immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.

Special Comments:

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).



Star Center Lice Policy

Head Lice is a problem for all child care facilities. We have seen it annually in our afterschool program. It is important to know that homes or child care facilities don't get lice, people do. As a parent we ask you to aid us in the prevention of head lice by checking your child's head for lice once a month. We will not allow a child that has lice/nits/eggs in their hair to participate. We will explain to the child why they need to sit out, that head lice is very common and most importantly that he or she has done nothing wrong. The parent will be called immediately to come and get their child. Children are required to receive a treatment that kills both lice and nits and must wait 24 hours before returning to the gym.

Please inform us if your child is found to have lice outside of our facility so that we can check the other children in his or her program. We as a staff, do our best to take a pro-active approach to head lice. Checking your child's head as we see necessary allows us to identify head lice early. Early detection allows us to decrease the exposure of an infected child to other children and carpeted equipment.

It is your responsibility, as the parent, to properly treat your child. If we find your child to have lice he or she will be checked every day upon their arrival to Star Center for a minimum of 1 week. As long as there are lice/nits/eggs present your child will be asked to sit out and the parent will be notified.

Print child's name

Signature of Parent

Date

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- (5) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (6) Reminding a child of behavior expectations daily by using clear, positive statements;
- (7) Redirecting behavior using positive statements; and
- (8) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (10) Corporal punishment or threats of corporal punishment;
- (11) Punishment associated with food, naps, or toilet training;
- (12) Pinching, shaking, or biting a child;
- (13) Hitting a child with a hand or instrument;
- (14) Putting anything in or on a child's mouth;
- (15) Humiliating, ridiculing, rejecting, or yelling at a child;
- (16) Subjecting a child to harsh, abusive, or profane language;
- (17) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (18) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature: _____ Date: ____/____/____

Circle on please:

Parent

employee/caregiver

household member of child-care home



Conduct and Misbehavior Notes

Parents, please read the following regarding misconduct during After School hours.

We have included specific topics parents should be aware of that fall within Star Center's Rules and Regulations.

-Fighting with other kids in the After-School program will not be tolerated. Hitting, biting, pinching, slapping, etc. are some examples. Children must keep their hands to themselves. If there is an instance where your son or daughter has been involved in a fight or he/she continues to touch another child after that child has asked them to stop, we will:

1. Fill out a misconduct form making you aware of the incident. This will be placed in your son/daughter's file folder.
2. If there is a second instance it will be marked on the same report as above and a meeting will be held with the parents to determine what can be done to correct the behavior. At this time, we will issue a warning for the next instance that will result in removal from our After-School Program
3. Third and final instance, we will contact the parents and inform them that we will no longer be able to have your son/daughter in our After-School Program.

-Children with excessive behavior issues will be documented in the same manner as a fighting incident. Some examples of behavior issues are but not limited to the following:

1. Any misconduct in the van or bus will be documented as such. It is imperative that the children riding in the vans have their seat belts fastened. No standing in the bus or van while the vehicle is in motion. No screaming or distracting the bus driver.
2. Temper Tantrums or excessive behavior problems in the gym or on the bus will be documented as such. If your child is taking a coach's attention away from the group it creates a safety issue. Especially if the behavior continues throughout the day.

MISCONDUCT/INCIDENT REPORT:

1.	
2.	
3.	
Child's name:	Coach's name:
Parents Signature:	Date:
By signing this form I agree with the above information regarding misconduct in the After School Program	



After-School Alternate Pick up schedule

Staff Initials: _____

Child's Name: _____

Parent's Name: _____ Phone #: _____

School: _____ Start Date of new schedule: _____

Days not to pick up child: _____

Check off the one that applies:

Not attending Star Center at all on these days.

No pick up, someone will drop my child off at S.C.G. after their school activity.

*This schedule will stay the same until we are informed in writing to start picking up on all days again. If the days are just changing and your child is still not being picked up on all days pf the week, then please fill out another one of these forms.

Parent's Signature: _____ Date: _____

NOTE: If your child is being dropped off at SCG for afterschool (including Afterschool Team) please walk your child into the facility and sign them in in the Sign in/Sign out Book. If you are picking up your child from Afterschool care or practice (including Afterschool Team) please do not forget to sign them out as well before they leave.