

CAMP PROGRAM GUIDE



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<https://elpasogymnastics.com>

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LICENSED PROGRAM ENROLLMENT

El Paso Gymnastics (EPG) abides by all standards regulating childcare as prescribed by the Texas Department of Family and Protective Services. In order to obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year.

Parents are required to acknowledge the receipt of the Program Guide.

TEXAS CHILD CARE LICENSING & INSPECTION

Parents are welcome to view the most recent licensing inspection or to review the Texas Minimum Standards. [Minimum Standards for School-Age and Before or After-School Programs](#)

To report abuse, call the DFPS Hotline at 1-800-252-5400 or visit their website at www.txchildcaresearch.org.

Local Office: 401 E. Franklin
Suite 350
El Paso, TX 79901
915-834-5739

REPORTING CHILD ABUSE & NEGLECT

The Staff at EPG are trained annually on recognizing and reporting suspicion of abuse. EPG will post and update information regarding abuse & neglect. If you suspect abuse or neglect, it is your responsibility to report it. Parents of children who are victims of abuse/neglect must obtain assistance and intervention.

A Child's Safety is an Adult's Job

IT IS HIGHLY likely that you know a child who has been or is being abused.

Call the Texas Abuse Hotline at 1-800-252-5400

www.txabusehotline.org

POLICIES AND PROCEDURES

DAYS OF HOURS AND OPERATION

The CAMP Program operates Summer, Spring Break, Intersessions & Holidays. Camps are from 8:00 am to 3:00 pm. Early drop off available from 7:30 am at no extra charge. Aftercare is available until 5:30 pm for only \$5 per day. The CAMP Program coincides with the EPISD school calendar. Holiday Camps may be available on school holidays or other unexpected closures and require a separate sign-up in order to attend. We must have a minimum of ten (10) children signed up and paid in order to run these Holiday Camps.

REGISTRATION

Parents are required to provide registration information and to accept EPG waiver forms online prior to participating in our camp program. In order to have a spot for camp, you **must** pay in full at the time of registration. We cannot hold spots without payment. Camps are \$99 for a full week Monday-Friday 8:00 AM-3:00 PM. Optional extended care every day from 3:00 PM-5:30 PM for an additional \$5 per day. If campers are not picked up by 3:15 PM they will be added to extended care and the account will be charged to enroll them.

PURPOSE

El Paso Gymnastics is committed to providing a fun, safe, and clean atmosphere for your child to learn a lifelong fitness habit.

CHECK-IN/OUT PROCEDURES

All EPG students are required to be signed in & out of our program each day. EPG staff will only release children to authorized adults. The names of all authorized persons must be listed in your account and must carry a photo ID. No child will be released to anyone who is not listed on the enrollment form unless EPG is notified by a parent or guardian, and the person picking up the child(ren) is able to provide an ID.

LATE PICK-UP POLICY

Parents who pick up their child(ren) late will be charged \$5 if they are more than 15 minutes late. If your child(ren) is left for more than 30 minutes and calls are not answered, El Paso Gymnastics is required to call the El Paso Police Department to pick up your child.

ACTIVITIES

El Paso Gymnastics will provide a variety of activities that are both structured and that allow for freedom. Daily activities may include group games, sports games, art & crafts, fitness, and gymnastics activities. Refer to calendars for special activities during the summer. For outdoor activities, EPG will not provide but may assist children with the application of sunscreen and/or bug spray when necessary.

WATER ACTIVITIES

Prior to any water activities, EPG required each child to have a permission slip signed by a parent or legal guardian. Campers are required to bring a bathing suit, change of clothes, towel, and sunscreen if needed. Campers will not be allowed to participate in water activities if they do not have these items.

MEALS

EPG's Camp Program will only provide each child with a snack two times a day. Please remember to provide your child with a healthy lunch for camps. EPG **DOES NOT** provide lunch to camp participants.

ANIMALS

El Paso Gymnastics does not allow pets or other animals to be brought into or kept at the facility.

ILLNESS & EXCLUSION

If a child cannot go outside or participate in the program due to illness, the child must be kept at home. If your child is sick, please keep them home from the Camp Program. Children with a fever over 100.4 degrees or experiencing vomiting, diarrhea, or other infirmities are not allowed to attend until fully recovered.

*A note on lice: Children must use a doctor-approved treatment and be free of nits (unhatched eggs) before returning to the Program.

MINOR INJURIES/MEDICAL EMERGENCIES

In the case of a medical emergency, El Paso Gymnastics employees will attempt to contact a parent or legal guardian. If the attempt is not successful staff will follow protocol and proceed with the necessary care required for the injured participant.

El Paso Gymnastics staff to render temporary first aid to me or my child(ren) in the event of any injury or illness, and if deemed necessary by the El Paso Gymnastics staff to call a doctor and to seek medical help, including transportation whether paid or volunteer, to any health care facility or hospital, or the calling of an ambulance for myself or my child should the El Paso Gymnastics staff deem this to be necessary.

EMERGENCY PREPAREDNESS PLAN

Staff is trained in basic emergency procedures. Issues regarding emergency lock-downs and fire evacuation routes are covered in staff training. Monthly fire drills are conducted. In the event of a gas leak, your child will be relocated and you will be notified immediately to come to pick him/her up. In the case of inclement weather, the EPG program follows the El Paso school district's recommendations.

MEDICATION POLICY

EPG prefers not to administer medication. However, if necessary, medication will only be given if we have a written, dated, and signed request from a parent or physician. Prescription medications must be in the original container, labeled with the child's name, date, instructions & physician name. Non-Prescription medication must be labeled & dated and the directions must be on the container.

FOOD ALLERGY PROCEDURES

All vital allergy information including specific physician recommendations and emergency procedures is clearly posted in the snack/lunch area. Students that may require special medication are required to provide the EPG staff with access to the medication at all times.

IMMUNIZATIONS

Your child's immunization record, including TB test and vision and hearing screening (if required by the school district), must be current and on file with the school nurse.

ITEMS NOT TO BRING TO EPG

These items are not to be brought to the program: gum, toys, jewelry, video games, DS Players, cell phones, laptops, tablets, radios, money, knives, or any type of weapon. Firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the operation as are toys that explode or that shoot things, such as caps, BB guns, darts, fireworks, or alcohol/drugs. EPG is not responsible for any lost, broken, or stolen items. If these items are brought to the program, they will be confiscated and returned to the parent at the end of the day and disciplinary action may be taken. If necessary for campers to have a cell phone it must be turned in to the front office and only be used in case of an emergency.

PARENTAL NOTIFICATION

Parents will be notified either in person, over the phone, or in writing, of any special discipline problems as well as any communicable diseases occurring in the EPG Program. Any EPG policy changes will be notified in writing. Parents will be required to sign, date & return acknowledgment of the policy change.

OPEN VISITATION POLICY

Parents are allowed to visit the EPG Camp Program site at any time. Please notify staff at the time of arrival. Parents are only allowed to be in the lobby area observing, as long as there is no distraction or disruption to camp attendees. Parents are not allowed to participate directly in camp activities. EPG is required to provide a comfortable seated space for a mother to breastfeed her child.

WITHDRAWAL FROM OUR PROGRAM

In order to receive a refund for camp, you must cancel your camp week by at least two days before the camp week starts. If you cancel during the camp week, you are **not** eligible for a refund. If there is a medical emergency, you must provide documentation in order to receive a refund. If credit is given instead of a refund, it can only be used for events and merchandise.

TERMINATION POLICY

Participants will be withdrawn from the program for the following reasons: Inappropriate behavior of child or parent that endangers the participant, other children, or EPG staff; Failure to pay program fees; Consistently late in picking up a child.

GRIEVANCES

Parents may contact the Director at any time to review or discuss the policies and procedures of the programs at El Paso Gymnastics.

DISCIPLINE & GUIDANCE POLICIES

The Texas Department of Family and Protective Services (TDFPS) requires all licensed childcare providers to present the policies that govern the care of children enrolled in TDFPS licensed child care. To that end, EPG adheres to the following guidelines:

Parents are required to acknowledge the receipt of this Program Guide

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (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.
- (2) Reminding a child of behavior expectations.
- (3) Redirecting behavior using positive statements.
- (4) Using brief supervised separation or time out from the group, limited to no more than one minute per age of the child.

There must be no harsh, cruel, or unusual treatment of any child.

The following types of punishment are prohibited:

- (1) Corporal Punishment or threat of corporal punishment;
- (2) Punishment associated with food, naps, or using the restroom;
- (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 darkroom, bathroom, or closet;
- (9) Requiring a child to remain silent or inactive for an inappropriately long period of time.

EPG DISCIPLINE & GUIDANCE POLICY

To ensure a cooperative, safe and caring environment, as well as, guarantee that ALL students enjoy their day, the following policies will be enforced by the staff of El Paso Gymnastics. Please read, and with the acknowledgment that you understand and agree to comply with all that is listed below, sign at the bottom of the page.

RULES

Directions are followed the first time they are given.

We keep our hands, feet, mouths, and objects to ourselves.

We stay with our group/instructors at all times.

We make proper use of all the facilities including the restrooms.

We use materials, supplies, and indoor and outdoor equipment properly and as instructed.

We always treat others, students and staff, with respect and never use foul language, call names, tease or bully others.

We practice good sportsmanship at EPG - encouraging others, respecting opponents, winning without gloating & losing gracefully

Appropriate Behavior

The EPG staff uses a wide variety of rewards and privileges to recognize, acknowledge, and support the students' use of "good behavior".

Inappropriate Behavior

Examples of inappropriate and unacceptable behaviors include: not following directions the first time they are given, leaving assigned areas without permission, use of foul language, threatening the health or safety of others, hitting/ kicking/ scratching/ biting/choking others, throwing rocks, dirt, sticks, etc. at others, stealing, damaging or destroying property, general disrespect or defiance, non-cooperation. If a child is deemed to be out of control, the parent/guardian will be called to immediately come to pick up the child for the remainder of the day. Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program. Children who are permanently dismissed will receive a prorated refund of appropriate fees.

The following steps may be applied for inappropriate behavior

Step One: The child is given a verbal warning and instructed to correct his/her behavior.

Step Two: The child is given a set "time-out" from the current or a future activity, away from the others.

Step Three: FINAL WARNING - The Camp Director/General Manager will be informed and the child will be required to talk to the director/manager about the situation and the parents/guardian will be told at pick-up. Parents are expected to discuss the inappropriate behavior with their child and to work with the EPG staff to stop the misbehavior. Depending on the seriousness of the behavior, time-outs or a FINAL WARNING may be given immediately as determined by the staff.

EPG WARNING SYSTEM

At EPG, we use a three warning system to uphold our zero-tolerance policies which include both physical violence and the inability/ unwillingness to stay with the assigned group/coaches. This is for the safety of everyone. A FINAL WARNING is given after the assigned coaches have attempted to manage the situation themselves, asked the Director for assistance in managing the situation, and the Director has attempted to manage the situation to the best of their training and abilities while maintaining care of the rest of the campers and coaches present. Upon receiving a FINAL WARNING, the student will be asked NOT TO RETURN for the remainder of the program session.

*Additional monitoring, documentation, and guardian communication processes may be necessary with some students. Close communication with students and their families will become a priority when necessary. If the director/manager decides it is necessary to remove a child from the program, the above steps may be bi-passed and his/her parent will be called to pick up their child immediately

Suspension Termination

In addition to the situations listed above, students may also be suspended or terminated based on parents/guardians:

*Repeatedly being late in picking up children from the camp. *Repeatedly being late and/or for non-payment of fees.

*Inappropriate behavior towards EPG staff or employees, use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression, and/or damage to property. *Disregard for or refuse to follow the El Paso Gymnastics procedures and guidelines.

I have read the Discipline Contract and agree to discuss the policies with my child. I agree to abide by this contract and to support the El Paso Gymnastics staff as it may pertain to these rules and expectations.