



Kids Club Parent Handbook

Intown Stars' Kids Club Department is the parent Department for the following programs:

- ***Virtual Learning Lounge***
- ***KIDS CLUB After-School Program***
- ***Summer and School Year Camps***

OVERVIEW

ISG Kids Club After-School provides a healthy balance of structure and free play in a healthy, screen-free, candy-free environment. Children will enjoy supervised free play on gymnastics equipment to expend their energy after a long day of learning ; cozy spots for quiet time, reading and homework; high quality, fun games and crafts, and time with our fantastic Kids Club staff.

Kids Club is the umbrella department of ISG's Virtual Learning Lounge, our After-School program, and our camps. It is designed to utilize the same training and staffing and policies throughout the programming to build consistency.

The Kids Club curriculum is rooted in Growth Mindset, a positive and empowering approach to learning developed by Stanford Researcher and Professor of Psychology, Carol Dweck, PhD. Growth is one of Intown Stars' five core values - it is based on Dr. Dweck's book, Growth Mindset. Growth Mindset is not an academic curriculum; rather, it is a philosophy of learning that guides the Kids Club staff in organizing arts, crafts and activities in an after-school care environment. Because our Kids Club staff training is rooted in this curriculum, we can ensure that your child will be learning positive, inspirational lessons that promote self-esteem and confidence in children and adults alike.

DAYS AND HOURS OF OPERATION

Kids Club After-school program and Virtual Learning Lounge will operate from August 17 through May 22, 2020 during the 2020-2021 school year. We will strive to accommodate the City Schools of Decatur, Dekalb County Schools and Atlanta Public Schools schedules for holidays, teacher workdays and school closings throughout the year.

Virtual Learning Lounge hours are from 7:30am-3:30pm

Kids Club After-School Program runs from 2:00pm - 6pm

Camps run all summer and during school holidays from 8am-6pm

AGES OF CHILDREN

We welcome students from Kindergarten through 8th grade in our Virtual Learning Lounge. Children must be 5 years old to participate.

Kids Club After-School Program is open to any child who is potty-trained.

Camps are open to children ages 5 years or older.

Our exemption from Bright from the Start regulations precludes us from providing long-term childcare to children under five.

CAREGIVER QUALIFICATIONS AND RATIOS

Student to caregiver ratio for Kids Club is 12:1, ensuring a nurturing and safe environment for all. Each Kids Club staff member is CPR/First Aid certified, Safe Sport and/or Darkness to Light certified, certified in Positive Discipline, and has undergone an extensive background check. The staff is also trained in the Growth Mindset (GM) curriculum.

A TYPICAL DAY AT KIDS CLUB AFTER-SCHOOL

2:30 – 3:30pm: Socially distant games on gymnastics equipment

3:15 – 4:00pm: Snack, Music, Stretch, Movement

4:00 – 5:30pm: GM, Arts and crafts, time for Homework**, Snacks

5:30 – 6:00pm: School pick-up and Oakhurst/FAVE/Talley street arrival at ISG

6:00 – 6:30pm: Independent reading/games/quiet time/Pick-up

Note: children enrolled in gymnastics, parkour or aerial classes will be pulled from the Kids Club room for their classes and will re-join Kids Club afterwards. Kids Club staff will be able to help the children remember the days and times of their classes, as well as use it to encourage the child to take responsibility for remembering their own class, and an opportunity to teach the child responsibility and time management.

**Kids Club staff provides a time and place for the child to work on homework independently, and we encourage each child to make sure it is done before they are picked up, but we do not check homework for completion or accuracy. For Virtual Learning Lounge, our “Learning Coaches” will assist the student to work through academic problems by encouraging them to ask their teacher questions and find solutions.

ENROLLMENT OPTIONS AND TUITION

Enrollment in any Kids Club program is based on availability of open spots. A waitlist will be generated (if needed) and families notified as soon as spaces become available. Parents may enroll for VLL and Kids club on a weekly basis. Please register a week in advance whenever possible to allow us to staff sufficiently. All parents must create an account in the customer portal and pay the \$40 annual enrollment fee upon enrollment.

- VLL or Kids Club - \$35/day, \$170/ week
- VLL+ Kids club- \$55/ day, \$270/ week
- Kids Club hourly drop off \$12/hour
- Camp \$55/ Half Day, \$75 Full Day (Weekly Half Day \$250/ Full Day \$299)

WHAT TO BRING

- 1 Lunch, 2 Healthy snacks – Students may also bring cash for snacks at the Hospitality desk. NOTE: Intown Stars is NOT a nut-free facility. Please let us know about any dietary restrictions.
- Mask, Water bottle, hand sanitizer - We encourage a lot of hydration. There will be a place for Kids Club kids to fill water bottles throughout the day and children can leave water bottles at the gym for the week. Please label water bottles with the child's name.
- Personal Items for rest time - Homework, books, games or journals for quiet reading time. Children are also encouraged to bring anything that helps them feel comfortable and secure such as a stuffed animal, pillow or blanket.
- Leotard – A change of clothes or class appropriate outfit if enrolled in a gymnastics/parkour/aerial class.

*Kids Club does not provide snacks. Our exemption from Bright from the Start regulations precludes us from providing food that is included in tuition. Parents should send the child with cash to purchase snacks, or pack extra snacks each day.

Free play on equipment and classes burns a lot of calories and makes for extra hungry kids, so we ask that parents always pack more than they think they need. Kids may purchase snacks at the Hospitality desk, either with cash or we can add the charge to the family's account. There is a \$2 per day snack account maximum for children not bringing cash.

You may also add a monthly snack allowance to your account. NOTE: if a credit remains on the account when tuition is run the credit will automatically go towards your tuition payment.

DROP OFF/ PICK-UP

- Drop-off will work similar to school. The athletes will remain in the car until they get to the front door. Upon entering the building, their temperature will be taken.
- Pick up- All patrons must exit out the back. Pick-up will be conducted at the back entrance, which minimizes overlapping during drop-off and pick-up. Please find a parking space and wait patiently for your athlete class to come out. Please help us keep the parking lot safe.
- Parking is available in the front lot, back lot, and in the side lot.
- If an athlete has a temperature or is showing symptoms, they will not be allowed in the gym to practice.

Children can be picked up at any time before 6:30pm. A late fee of \$10 is charged to the family's account if the child is picked up after 6:30pm.; if the child is picked up after 7pm an additional \$20 will be charged to the account. No exceptions.

INCLEMENT WEATHER DAYS

Unless specified otherwise, Kids Club After-School and Virtual Learning Lounge is closed on Labor Day and on days that school closes for inclement weather. If extreme weather or other emergencies happen during after-school hours, we may need to close early and parents will be contacted.

ATTENDANCE

It is the responsibility of the parent to notify Kids Club staff if their child will not be attending Kids Club on the days they are enrolled. If your child is unable to attend, please email kidsclub@intownstarsgymnastics.com.

COMMUNICATIONS

For Virtual Learning Lounge: A welcome email is sent to all parents upon enrollment. A VLL monthly newsletter is sent out from the Program Manager with information about events and activities for the following week. We ask parents to please let us know of any changes to your child's schedule by emailing us at the address noted above. You may also call us at (404) 330-8988. We also utilize the app, Class Dojo, for daily student updates in Virtual Learning Lounge.

For Kids Club After-School: A Kids Club Monthly newsletter is sent out with information about events and activities for the month. Kids Club staff members talk to parents each day at pick-up, as needed, to provide any information about the child's day.

For Camp: A welcome email is sent to all camp parents the week before camp begins to highlight the week's activities and important information for parents and campers.

For any Kids Club program enrollment, questions, concerns, updates or suggestions, please contact the Kids Club Program Manager, Dede Hill at kidsclub@intownstarsgymnastics.com or call our Hospitality Team at (404) 330-8988.

BILLING AND PAYMENTS

Virtual Learning Lounge payments are made by parents through the Customer Portal on our website. We do not charge credit cards automatically for VLL. Payment must be made in full before attending. We do not provide refunds or credits for missed days due to illness, vacation or appointments. Each payment is made on a weekly basis.

Kids Club After-Care is due upon enrollment to secure your child's place. Tuition payments will be automatically charged again on the 3rd of every month, through May of 2021 unless the parent requests to drop. All tuition must be paid through auto debit. We do not accept checks or cash unless prior arrangements have been made. Each tuition payment covers one month and is due upon initial registration accompanied by the \$35 yearly registration fee. Payments not received on or before the due date will be subject to a \$25 non-refundable late fee.

Every family must have a valid credit card on file. Please be sure your credit card on file is up to date. You will be charged a \$25 late fee for all declined monthly payments, per occurrence. We have instituted a strict policy that makes these

charges non-refundable, as our Hospitality Team spends an inordinate amount of time following up with declined payments. We appreciate your understanding with this policy.

Unless previous alternative arrangements have been made, should payment in full, including the late fee, not be received prior to the 10th of the current month, the child will be unable to participate in Kids Club until tuition is paid in full.

Prorating/Refunds/Partial Months: We do not offer refunds or an adjusted rate for any missed days or weeks, whether for appointments, classes, illnesses or family trips. We will prorate a monthly fee for students who enroll in the middle of the month.

Changes in schedules: We understand that schedules may change throughout the year and the days families sign up for enrollment may shift. We will do our best to accommodate those changes but do not guarantee availability.

Withdrawals: To drop enrollment for Kids Club After School or to reduce days, we require 30 days written notice. We will adjust tuition for future months or process cancellation. Please notify us in writing with a 30-day notice to kidsclub@intownstarsgymnastics.com. We will do our best to accommodate requests for a changing number of days for participation. Please note these requests are based on availability.

Camps: Payments for camp are made by parents through the Customer Portal on our website. We do not charge credit cards automatically for camp. Payment must be made in full before attending. We do not provide refunds or credits for missed days due to illness, vacation or appointments. Each payment is made on a weekly basis.

DISCLAIMER

Kids Club After-school is not licensed by the State of Georgia, nor is it required to be licensed by the State of Georgia.

VIRTUAL LEARNING LOUNGE FAQ'S

1. How can I provide special instructions or background information about my child for the Virtual Learning Lounge staff?

When you enroll, we send an email to you with a link to a parent information form.

2. Is the Virtual Learning Lounge a gymnastics program?

The Virtual Learning Lounge program is not a gymnastics program. It is a community support program that is held in a gymnastics center. Although the students will have access to the gymnastics equipment during brain breaks, and will also have guided gymnastics-based activities during breaks, there is no gymnastics class or curriculum.

3. How much help will my child receive with their schoolwork?

Our Learning Coaches provide supervision and guidance while the children work through virtual assignments independently or with their teacher online. We do everything we can to support and guide the child's learning, without providing direct academic support, including encouraging the student to ask their teacher for help or encouraging them to find creative solutions.

4. What if my child requires academic support during the day?

If a student becomes stuck on a problem or lesson and requires academic help, we will work with the child individually to determine the solution which could be among other things, reading the instructions again, asking their teacher for help, or waiting until they are home to ask parents for help. Though we do have several experienced elementary school teachers on the VLL staff, we do not provide direct academic support.

5. When will the children have breaks?

Children will have individual breaks according to their own online schedule. Our staff will work with each child to ensure they are given Brain Breaks, when they are able to safely move around and play on some equipment during their virtual down time. Children who have down time at the same times will be in socially-distant groups for brain breaks.

6. What are Brain Breaks?

A brain break is just what it sounds like—a break from whatever kids are focusing on. Short brain breaks during work time have been shown to have real benefits. They reduce stress and frustration and increase attention and productivity.

7. When will my child have lunch and eat a snack?

Children will have a choice to have lunch and snack in their own cozy individual workspace, or to move to the socially-distant lunch table to interact with other kids who are having lunch or snack at the same time. Intown Stars staff will help the children with their lunch and back to their virtual learning station.

8. What if I forget to pack a lunch or snack for my child?

We will have healthy snacks available for sale at the gym. Each snack or drink is between \$1-\$3. If your child does not have a lunch or snack, we will allow the child to buy up to \$5 worth of snacks or they can request that we call you to bring their lunch to them.

9. How are small groups being created?

We group the students by grade and school district, unless parents request the children to be grouped with a friend/sibling group. Each group will have a different number of students depending on the enrollment that week, but all children will be seated at least 6-8 feet apart.

10. Do you offer discounts?

We do offer a 10% sibling discount.

11. What are the shut-down policies?

All of ISG's safety and shutdown procedures are accessible on our website. We will work with all individuals involved and utilize the services of the Georgia Department of Public Health for assistance in the case of exposure to COVID-19. Our point person for all COVID-19 related matters is Brittany Baker, COO. You may reach out to her at any time at brittany@intownstarsgymnastics.com.

12. Do you offer aftercare?

Yes! We have both hourly after-care and monthly tuition-based after-care available in our Kids Club program which is a separate registration process than the Virtual learning Lounge. Kids Club offers a monthly cost for between 1-5 days/week of aftercare. If you do not need consistent aftercare and only want to utilize Kids Club after-care on an as needed basis, you may utilize the hourly Kids Club option at \$12/hour. Any students who require care after 2:00 may stay until 6:30pm for \$12/hour in our Kids Club after-school program, where they will be learning fun and empowering Growth Mindset lessons, doing crafts and have time for homework. There is no need to sign up ahead of time if you want your child to stay at the gym after 2:00. This hourly option allows parents flexibility to decide last minute if your child should stay in aftercare or be picked up by 2:00. Simply call and let us know your child will be staying for Kids Club.

13. Do you offer tutoring?

We do not offer tutoring. Pursuant to our exemption from Bright From the Start regulations, we are not permitted to provide direct homework or academic help. We do provide supervision and guidance while the children work through virtual assignments independently or with their teacher online.

ISG COVID-19 Cleaning and Safety Protocols

Student Expectations

- Everyone will have their temperatures taken upon entering the gym.
- Students will use hand sanitizer between stations and events. This means before moving to a different mat or piece of equipment the athlete will clean their hands. Mats and props will be sanitized after each rotation if the students' hands have touched it, as well by the coach.
- Students must arrive in whatever they will wear to practice. We will not be allowing them to line up to use the bathroom or changing room.
- Every student needs to wear their mask at all times unless they are being physically active.
 - When physically active, the child needs to wear their mask under their chin. This is so it is easy and quick for them to put their mask back on when not physically active.
 - Students need to wear a mask when:
 - stretching
 - waiting for the coach to finish cleaning or watching the coach demonstrate, they need to be wearing a mask.
 - moving from one event to the next, they need to be wearing a mask.
 - going to the restroom or while in any common area like the cubbies.

If you see a student or coach not wearing their mask or not wearing their mask properly, it is your job to say something. Remember, coaches must wear their mask unless they are more than 10 ft from the students. Masks should cover your mouth and nose.

- The water fountain will be closed. Students are required to bring personal water bottles. In an emergency, reusable water bottles can be purchased at the front desk for \$7.
- The communal chalk buckets will be eliminated for now. We will be providing each competitive athlete with a block of chalk (or half a block depending on the level) each week. They are required to keep it in a Tupperware container or zip-lock bag provided by the family.
- We are limiting the items all athletes are allowed to bring into the gym
 - Competitive athletes are required to bring-a face mask, water bottle, hand sanitizer, a tupperware container for their own block of bar chalk, and a plastic bag to contain all personal items (including shoes)
 - Recreational Athletes are required to bring 4 items for class: a mask, hand sanitizer, water bottle, and a bag to carry these items. If any child does not have these items (bags excluded), they will not be permitted to participate. Coaches, you must enforce this. You will need to tell that parent they will need to go and get the item the child needs or the child will need to go home. The child will not participate until the parent returns with the item they need. All the items need to be with the kids at all times. It is not okay for them to keep these items in their cubbies. These items will be brought with the child everywhere they go. From station to station, and event to event.
 - Additional allowed items- snack, advil, pre-wrap, tape, feminine hygiene products, grips, supports and other practice necessities. These items must stay inside their plastic bag

Parent Expectations

- We encourage parents to avoid coming into the gym. However, due to Safe Sport, we cannot (and would not) prevent parents from entering the gym. We have created a designated space 6 ft apart for parents to stand in the upper deck.
 - Parents who enter the gym will have their temperatures taken and be required to wear masks at all times.
- If an athlete has a temperature or is showing symptoms, they will not be allowed in the gym to practice. If someone your child comes into contact with outside of the gym that shows symptoms, we ask that you do not attend practice. The same will apply to coaches and anyone else entering the gym.
- There will be an updated waiver on the Parent Portal that must be filled out before practice resumes.

Drop off and Pick Up

- Drop-off will work similar to school. The athletes will remain in the car until they get to the front door. Upon entering the building, their temperature will be taken.
- Pick up- All patrons must exit out the back. Pick-up will be conducted at the back entrance, which minimizes overlapping during drop-off and pick-up. Please find a parking space and wait patiently for your athlete class to come out. Please help us keep the parking lot safe.
- Parking is available in the front lot, back lot, and in the side lot.
- If an athlete has a temperature or is showing symptoms, they will not be allowed in the gym to practice.

Staff Expectations

- Staff will be required to wear masks in communal areas and within 10 ft of an athlete
- All staff will have their temperatures taken upon entering the gym.
- Spotting will be limited. Coaches will set up stations that do not require spotting to minimize contact. The Coach and the athlete you are spotting MUST each wear masks. Both will sanitize before and after. Only spot when necessary.
 - In the case of an emergency or injury, coaches will wear gloves.

Staff Cleaning and Equipment Protocol

- The gym will be fogged several times each day in addition to the cleaning happening during class/practice, to allow coaches to sanitize and reset equipment.
- The bathroom will be disinfected between uses. Because there are only two bathrooms, children will have to use the bathroom one at a time. We will not allow gymnasts to line up or congregate in that narrow hallway. Should a line occur, it will be spaced in the lobby area.
- We have measured and marked the gym in a creative and fun way to ensure the kids are 6-8 feet apart, and keep our rotations dynamic and challenging.
We are limiting the amount of people and teams in the gym at once.
- We are unable to use the powerful chemicals on the beam, bars and vault due to this, children will use hand sanitizer between turns.
- The loose foam pits will be off limits.
- We have added Hepa air purifiers and UV Lights to our cleaning procedures.
- Kids remain in their assigned seats and travel in socially distant squares
- Fog upstairs, back floor after lunch hours
- Wipe tables before and after eating lunch
- We will spray with disinfectant Wipe down, supply baskets, tables, counter tops, Light switches between groups
- Kids club rooms will be vacuumed and fogged between groups

ISG COVID-19 Shutdown Protocol

We understand that this situation is ongoing and evolving. With this in mind, we have outlined our shutdown protocols and what situations would result in the gym closing, athletes being quarantined or coaches being quarantined.

Please report all covid activity directly to your coach and brittany@intownstargymnastics.com

When an athlete or employee needs to be sent home:

- has a temperature above 99.5
- shows respiratory symptoms (cough, sneeze, etc.)
- Doesn't bring mask, hand sanitizer, and/or water bottle
- **Plan to return: Next day**
 - Oral temp is taken upon returning home and reads normal
- **Plan to return: 3 day quarantine**
 - Oral temp is taken upon returning home and reads 99.5 or higher
 - Fever has subsided and no other symptoms arise

When an athlete or employee needs to be quarantined for 10 days

- anyone being tested must quarantine
- has been potentially exposed- Exposure specifies, physically being around someone who has been exposed to, is suspected of having, or has tested positive for COVID.
- **Plan to return: 10 day quarantine**
 - can return after 10 days or sooner if they have a negative COVID-19 test or a doctor's note supporting return

Everyone tested for COVID-19 must quarantine for 10 days or until result are available

- the entire practice group and designated employee, will be quarantined for 10 days if
 - Multiple people in the group start showing symptoms

Total gym shutdown

- we will follow CDC guidelines for updates on community spread
 - when the gating criteria for phase 1 is no longer met in our community the gym will shut down until it is safe to reopen

Communications

- the group will be notified when someone from the group is being tested and asked to quarantine.
- the group will also be notified when the results are in. Regardless if positive or negative