



ASHEVILLE COMMUNITY MOVEMENT

Welcome Movers and Shakers!

We are so excited and happy that you will be joining us for some awesome summer fun! Please read the following to prepare for your adventure. **This sheet is for you to keep for your reference throughout the week.** Our more detailed policies are on the following pages and must be signed and returned. We know that it is a lot to read, but please read all policies carefully so that your child's summer camp week goes smoothly. Thank you!

Campers will need to bring the following items everyday:

1. Water bottle
2. Water shoes
3. Bathing suit
4. Towel
5. Extra change of clothes
6. Lunch
7. Snacks
8. Sunscreen – **If you did not purchase sunscreen service from us, your child may bring their own sunscreen and apply it themselves, but ACM is not responsible if the sunscreen is misplaced or the application is inadequate. You are responsible for putting sunscreen on your child each morning. With sunscreen service we apply again midday.**
9. Optional Items: Hat, gymnastics attire, money for concessions

Drop-Off Locations

7:45am: Campers will be signed in on the front dock. It is extra important that all of your paperwork is filled out and tuition paid in advance as our office will not be open at this time. If you are late on any given day and do not arrive until 8am or later, proceed to the front lobby to drop off instead.

8:00am: Campers will be signed in at the front lobby. The lobby door will not be unlocked until 8am. If you are late on any given day and arrive after 9am, you will still drop off in the front lobby.

9:00am: Campers will be signed in on the front dock. Sign in will not begin until 9am. If you are late on any given day, please proceed to the front lobby to drop off instead.

Pick-Up Locations

3:00pm: Short Day campers will be picked up on the front dock. Please do not pick-up early unless absolutely necessary. We plan fun activities until the end of the day and it disrupts the flow when campers leave early.

3:15pm-5:15pm: Full Day campers will be picked up in day camp area. You get to the day camp area by walking through the lobby area, exiting the lobby through the door close to the bathrooms, and following the designated walkway to the classroom area. There will be signs to direct you.

5:15pm-5:30/6:00pm: Full Day campers will be picked up in the designated pick-up area at the back entrance of the gym. Park in the back parking lot. Your child's belongings will be packed up and ready to go in the back pick-up area so that you can enjoy an express pick-up at the end of a long day! Full day campers must be picked up by 5:30pm unless enrolled ahead of time in extended day. Late fees will apply.

General Drop-Off and Pick-Up Policy

1. **Please do not arrive early unless you have enrolled in early drop-off.** We staff the camps based on the numbers enrolled for specific time periods. Unless you have signed up for early drop off, short day does not start until 9:00 AM and full day does not start until 8:00 AM.
2. Likewise, please make sure you pick up your camper on time as we arrange for staff ratios based on pre-enrollment numbers. **If you need a later pick-up time, you must enroll ahead of time.**
3. **Short day is 9:00 AM to 3:00 PM. Long day is 8:00 AM to 5:30 PM.** Early drop-off/Late pick-ups will be charged additional fees. Early drop off and extended day are available if you need to drop off early or pick up between 5:30 PM and 6:00 PM, but you must enroll ahead of time.
4. **Campers will only be released to authorized person on the camper's pick-up list.** ID will be required until we can sight recognize the person picking up. We try to make this process as smooth as possible. Please know that if we do not have your paperwork by the deadline, your pick-up may take longer as your child's list of authorized pick up people will not make it into the sign out binder in time.
5. **Campers must shake hands with a counselor before leaving with their parent.**
6. **Campers must be signed in when dropped off and signed out by authorized persons on campers list when picked up.**
7. For insurance and other management reasons, **parents cannot go into the gym.** There is a bell in both the classroom area and the back pick-up area if you need to get a staff member's attention.
8. **Please remember to drive very slowly in our parking lot,** even if you are running late.
9. **Please walk with your child to and from the car** rather than letting them run ahead of you.
10. Make sure anyone picking up your child has reviewed and signed the full pickup policy.

Payment Policy

Deposits are required to hold a campers spot and are non-refundable. Payment for the weekly camps must be made in full two weeks prior to each week of camp. If campers register less than two weeks prior to start of camp, full payment for the week must be made at the time of enrollment. Payments can be made online or in the office.

Credit Cards on file will be charged two weeks prior to the start of camp if payment has not been made. If your credit card is declined and no payment has been made, your child will be dropped from the camp week so other children can take the spot and your deposit will not be refunded.

Parent checklist:

- Full payment made two weeks prior to start of camp
- Read, sign, and return summer camp policies .
- Code of Conduct signed by camper and returned to office. Please go over the behavior policy with your camper so they understand the consequences, read the code of conduct with them, and have them sign the code of conduct.
- Read, sign, and return liability waiver
- Fill out and return camper information sheet

Contact information for Summer Camp: Asheville Community Movement Office 828-254-6060, text 828-539-0180, or email office@ashevillecommunitymovement.com



Movers and Shakers Summer Camp Policies

Field Trips & Transportation: My child is allowed to leave Asheville Community Movement on authorized field trips under the supervision of Asheville Community Movement staff. Your signature on this form gives your permission for your child to be transported in Asheville Community Movement's vehicles. _____

Medication Policy: Please talk to staff if your camper requires prescription medication during camp hours. Medication must be clearly labeled with the child's name and in the original package. _____

Sunscreen: If you signed up for sunscreen service, please still apply your own sunscreen in the morning. We will reapply midday. If you did not purchase sunscreen service from us, your child may bring their own sunscreen and apply it themselves, but **ACM is not responsible if the sunscreen is misplaced or the application is inadequate.** I understand that if I did not sign up for the sunscreen service, ACM is not responsible for applying sunscreen and my child might not be properly protected outdoors. I understand that my child may be playing outside for multiple hours per day. I understand that sunburn or skin damage may occur and I do not hold Asheville Community Movement responsible. _____

Payment Policy

1. **A \$40.00 deposit for each week of camp is due at time of registration.** Deposits will be applied to the weekly camp fee. This fee is non-refundable and non-transferable between weeks or campers. _____
2. **A credit card must be placed on file at the time of registration.** Unless otherwise instructed, this card will not be charged unless full payment or cancellation by email is not received by the due date. _____
3. **All camp fees must be paid in full 2 weeks prior to the start of the camp week camper is attending.** If balance is not paid in full and cancellation has not been received, for your convenience we will charge the card on file. If for some reason the charge does not go through, we will notify you and if payment is not received within 24 hours your child will lose their spot for the week. _____
4. **Cancellations must be emailed to office@ashevillecommunitymovement.com with "Cancellation" written in the subject.** Cancellations are not eligible for any refund. Deposits are non-refundable and non-transferable between weeks or campers. Changes to camp enrollments (ie: changing from Short Day to Full Day or switching weeks) will incur a \$10 change fee to cover the cost of administrative overhead. _____
5. **Refunds or credits will not be given for missed days or weeks.** _____

I have read and agree to all of the policies stated above and have initialed the policies to indicate my understanding and agreement with the policies.

Parent/Legal Guardian: _____ Date _____

Grounds for Removal of a Camper from Summer Camp Program: _____

1. Non payment of fees.
2. Camper's disregard of program rules and regulations.

Return to Office at least 2 weeks prior to attending camp



Behavior Management Policy

At ACM we use Love and Logic Discipline. We believe that it is important for children to understand the connection between their actions and consequences. When correcting behavior our staff has a straightforward attitude that explains the reasoning behind the consequence without anger.

In the event of non-violent inappropriate or disruptive behavior, staff will take the following steps:

1. Camper will be reminded of rules of behavior and appropriate expected behavior will be explained.
2. Continued misbehavior will result in removal from the activity and reflection time.
3. Further misbehavior will result in verbal and/or written communication with parent/guardian.
4. If behavior compromises the safety of other campers, parents will be called and camper removed from the program for the day.
5. If poor behavior continues the day following the removal, camper will not be allowed to return the rest of the week.

The safety of other campers is compromised when one child's behavior and refusal to follow directions forces the staff to focus only on that child. We will not tolerate disruptive behavior. This ensures the safety of all the children. Please make sure your child understands this before attending. Payment will not be refunded if a child is removed from the program due to misbehavior.

_____ I have read and understand the non-violent behavior policy and agree as outlined.

In the event of violent behavior, staff will take the following steps:

1. Camper will be immediately removed from the activity and will have quiet reflection time. At the end of this time, camper will meet with the camp director to ensure that they understand our expectations before continuing in camp activities. Parent will be informed of incident.
2. Camper will be reintroduced to camp activities but will stay within arms reach of a counselor for a designated amount of time. When the counselor feels that they can safely be given full privileges again, they will do so.
3. If violent behavior happens again at any point in the week, camper will be sent home for the day.
4. If violence continues the day following removal or any other day within the same week, camper will not be allowed to return the rest of the week.

We take our zero tolerance policy on violence very seriously. We know that it is frustrating to pick your child up from camp early or to have them suspended for the week. In the event that your child is violent at camp, please keep in mind that we are protecting the other children and that we would do the same for your child if they were in danger of being injured by another child. We all want our children to be safe and happy. We find that the best response you can have if your child is sent home, is to support our decision and calmly restate to your child that violence is not okay. If you have an additional consequence to provide at home, this will help support the policy even further. Please talk to your child beforehand and make sure that they understand how seriously this will be handled. If you know that your child has struggled with this in the past and are concerned that s/he may act aggressively at camp, please let us know ahead of time so that we can keep an eye on it. Payment will not be refunded if a child is removed from the program due to violent behavior.

_____ I have read the zero tolerance policy on violence and agree as outlined.



Drop-Off Procedure

Drop-Off Locations

7:45am: Campers will be signed in on the front dock. It is extra important that all of your paperwork is filled out and tuition paid in advance as our office will not be open at this time. If you are late on any given day and do not arrive until 8am or later, proceed to the front lobby to drop off instead.

8:00am: Campers will be signed in at the front lobby. The lobby door will not be unlocked until 8am. If you are late on any given day and arrive after 9am, you will still drop off in the front lobby.

9:00am: Campers will be signed in on the front dock. Sign in will not begin until 9am. If you are late on any given day, please proceed to the front lobby to drop off instead.

Drop-Off Policy

For insurance purposes and for the smooth functioning of all of our programs, parents are not allowed in the gym area at any time. If you are dropping off during designated drop off times, a staff member will be at your check-in location to greet you. On the first day of camp we will make sure you have turned in all forms and payments, show you where to sign in each day, and take your child out into the gym area. Although parents of full day campers are allowed back to the summer camp area for pick-up, parents must stay in the lobby for drop-off. This makes the drop off process much smoother and allows our counselors in the gym to focus on the campers. **Please make sure that you arrive during the designated drop off time on the first day of camp and as frequently as you can.**

Official drop off time for full day campers is 8- 8:30am. Full day campers have free play time from 8:00-9:00am. This tends to be one of their favorite parts of the day so we recommend dropping them in time to participate for at least 30 minutes.

Official drop off time for short day campers is 9:00-9:15am. Circle time begins at 9:15 and it makes for a much smoother transition if campers arrive in time for the beginning. We understand that campers may occasionally be late. If you arrive late, it is possible that staff will no longer be stationed in the front office. Be sure to sign campers in and then send them into the gym with all of their stuff. **Parents are still not allowed in the gym.** Your child will walk back to the cubbies and counselors will help them find the correct group.

Please do not arrive before 8am for full day or before 9am for short day, unless you have enrolled for early drop off. Our short day and full day counselors are not on duty until this time. Extended care must be arranged in advance. For full day camp, building doors will not be unlocked until 8am.

_____ I have read the drop-off procedure policy and agree as outlined.



Pick-Up Procedure

Pick-up Locations

Short day campers will be brought to the front porch between 2:45 and 3:00pm. Activities run until this time. Unless absolutely necessary, please do not pick your child up early as it interferes with the fun activities planned. If you plan on enrolling in late pick-up, please also read and sign the “Full Day Camp Pick-Up Guidelines” on the following page.

Full day campers picked up before 5:15pm will be picked up in the day camp area. Parents park at the front of the building and walk through the lobby and back to the Day Camp area.

Full day campers pick-up at 5:15pm or later will be picked up through the back entrance of the building. Campers will have their stuff ready to go in the pick-up area at the back of the building. You will park in the back parking lot and enjoy an express pick up! Parents must stay in the pick-up area. There is a bell to ring if you need to get the attention of the staff.

Pick-Up Policy

All campers must be signed out by an authorized individual each day. Only individuals listed as authorized on the parent pick-up policy will be allowed to pick up the camper. Picture identification is required for all individuals who are signing camper out. This includes those who regularly pick up camper until staff recognizes those individuals. All campers must shake hands with a counselor before leaving. **Due to insurance reasons, under no circumstance are parents allowed to go into the gym. Full Day Campers, please read the Full Day Pick-Up Guidelines carefully.**

_____ I have read the pick-up procedure and pick-up policy and agree as outlined.



Full Day Camp Pick-Up Guidelines

The safety of our participants and preventing accidents is a top priority for us. Our policy allowing ONLY gymnasts and program participants in the gym area is very strict and is based on safety and liability issues. Permitting adults to come unaccompanied to the Afterschool/Day Camp area is possible only with your respect for and observation of the following requirements:

- 1) **Stay within the clearly defined walkway to the Afterschool/Day Camp area.** Do *not* go into the gymnastics area or move the barriers to get into the area.
- 2) **Do not leave the Afterschool/Day Camp area to go into the gym to get your child.** If your child is playing in the gym, ask one of the staff to get your child. We try to have at least one staff stationed close to the pick-up area during normal pick-up times, but it is possible that the staff may all be engaged with the children when you arrive. There is a bell available if you need to get the staff's attention. You may also wave your hands like a maniac or yell (nicely) to staff, if necessary, but do not go into the gym area.
- 3) **If your child is not ready to leave when you arrive prior to 5:30 PM and you are going to allow them to stay later, please do not stay in the Afterschool/Day Camp area for the additional time.** It creates confusion to have additional adults in the area as there is a "grey area" regarding authority and responsibility. Also, there is not the space to accommodate parents who are waiting and it inhibits our efforts to clean at the end of the day.
- 4) **Please do not hang out to socialize with other parents in the Afterschool/Day Camp area.** We LOVE it that our parents know each other and there is such a strong community amongst our customer base. After all, it's because of this connection you all have that our customer base grew so fast. Thank you for that!!! But having several adults hanging out and visiting in the Afterschool/Day Camp area makes it hard on the staff to care for the children and disrupts activities. You are welcome to visit in the Lobby.
- 5) **Please do not involve the staff in extended conversation.** While we encourage communication between staff and parents, staff members need to maintain their focus on the children. Questions about the program, fees, scheduling, etc should be asked in the office. If you need to discuss concerns with staff, please set up a time in the office or arrange for a staff member to call you. Quick questions are fine, but questions requiring more than a minute to answer need to be addressed at another time.
- 6) **Sign your child out.** Sign out sheet should always be on the desk as you enter the Afterschool/Day Camp area.
- 7) **Children must shake hands with a staff member to say goodbye.** This will ensure that staff is aware that the child is leaving and transfers responsibility from the staff to the adult picking up the child.
- 8) **Children must be picked up by 5:30PM.** Late pickup fee is a flat fee of \$5 + \$1 per minute after 5:30. We do have an extended day option that allows you to pick your child up between 5:30-6:00pm. Extended day is \$10 per week for children who are not part of our year long afterschool program. All families who need extended day, including year long afterschool students, must enroll ahead of time or late pick-up fees will be charged instead of the \$10 enrollment fee.

If you have any questions regarding the pick-up policy, please contact management. **All parents and adults with permission to pick up your child will need to read and sign this policy before picking your child up.** You may print as many of these as you need! Thank you for your cooperation!

Student Name _____

Adult Name _____ Relationship to child _____

Adult Signature _____ Date _____

Authorized Pick-Up List

The following adults are authorized to pick up my child. (Parent/Guardian names should also be included in this list)
Please make sure you have each authorized person sign the pick-up policy.

Name(s) of Child(ren) this applies to:

Adult Name	Relationship to child
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Return to Office at least 2 weeks prior to attending camp

ASHEVILLE COMMUNITY MOVEMENT LIABILITY AND WAIVER FORM

PARTICIPATION AGREEMENT AND RELEASE OF LIABILITY:

I understand that injuries may occur while participating in athletic activities, including but not limited to gymnastics, tumbling, cheerleading, aerial arts, outdoor games and other events or activities at Asheville Community Movement.

On my own behalf, and on behalf of my representatives and heirs, I hereby voluntarily agree to release and hold harmless, Asheville Community Movement, it's officers, directors, agents and employees (hereafter collectively called "ACM"), from any and all claims for personal injury, property damage or wrongful death and any damages resulting from participation in these activities or travel to and from such activities.

I understand that it is my responsibility as the parent/guardian to carry health and accident insurance, including dental insurance, and that I acknowledge that it is not the responsibility of Asheville Community Movement to cover any health care costs that might arise from any injury that occurs while my child or myself participates in Asheville Community Movement programs or is on the Asheville Community Movement premises.

I hereby give my consent to ACM to provide first aid, athletic training, medical transportation and emergency medical services if warranted in the course of my/my child's participation in any activities at ACM.

I certify that it is my responsibility to notify ACM of any changes in my/my child's health status that may affect my/his/her ability to continue participation.

I hereby give consent to ACM to take photographs and/or videos of my child to use in future advertisements, brochures, and websites.

I have read and understand the terms of this agreement, and I agree to be bound by its terms.

Participant's name (please print): _____

Parent/Guardian signature (if participant is under 18):

Date: ____/____/____



ASHEVILLE COMMUNITY MOVEMENT Movers and Shakers Summer Camp Camper Info

CAMPER INFORMATION:

Camper's Name _____ Grade (Rising) _____ Age _____ M/F

PARENT INFORMATION:

Parent/Guardian 1: _____ Employer: _____

Work Phone #: _____ Cell Phone #: _____

Parent/Guardian 2: _____ Employer: _____

Work Phone #: _____ Cell Phone #: _____

Who is responsible for your child's summer camp tuition? _____

Have they read and signed the payment policy? _____

MEDICAL & EMERGENCY INFORMATION:

Are there any medical conditions, mental or physical disabilities? _____

Please explain: _____

Are there any other reasons your child might have a hard time at camp or anything you think we should know about your child? _____

Allergies: _____

What reaction occurs? _____

Medications: _____

Insurance Company: _____ Policy Number _____

Doctor: _____ Phone #: _____

Emergency Contact (relationship to student): _____ Phone#: _____

Please rate your child's swimming ability (counselors will carry out swim tests as well):

Cannot Swim

Beginner

Intermediate

Advanced

Is there a friend your camper would like to be grouped with? (We are willing to move children to a lower age group to be with friends, but will not move children to older age groups. Group requests made less than 2 weeks prior to camp session are not guaranteed.)

Name of Friend _____ Grade (Rising) _____

Name of Friend _____ Grade (Rising) _____

Name of Friend _____ Grade (Rising) _____

Return to Office at least 2 weeks prior to attending camp

Review with your child and have them sign their **own** name. There will be a copy available the first day of camp for you to go over with your child as a reminder before they begin their week of summer camp.

Code of Conduct

As a member of ACM's Movers and Shakers Summer Camp,

I will be polite, respectful, and positive to other campers and counselors;

I will include others in games and activities;

I will not call people names or hurt their feelings on purpose;

I will not hit, push, or shove;

When I have a problem or someone makes me angry I will use one of the

"3 Choices..."

1. Use My Words
2. Walk Away
3. Ask a Counselor for Help

Asheville Community Movement reserves the right to ask a student to leave for not following the above rules. Remember that we will not tolerate any violence at camp and you will be sent home if you hurt others. If someone is hurting you, tell your counselor so that we can protect all of our campers.

Parent _____

Child _____

Return to Office at least 2 weeks prior to attending camp