

2024-2025 School Year

After-School Handbook

At Carolina Elite Trampoline & Tumbling

Carolina Elite
TRAMPOLINE & TUMBLING

Program Handbook

Welcome

Welcome to the Carolina Elite After-School Care Program! We are excited to have your child join us for a fun, safe, and enriching experience as we combine the best of fun, fitness, flips, and friends. This handbook provides important information about our program, policies, and procedures to ensure a positive experience for all participants.

Mission Statement

Our mission is to provide a safe, nurturing, and stimulating environment where children can learn, play, and grow. We aim to support working families by offering high-quality after-school care that promotes academic success, physical activity, and social development.

Hours of Operation

Our program operates Monday through Friday from 3:00 pm to 6:00 pm during the school year. We follow the local school district calendar and are closed on holidays and school breaks. During some holiday breaks, we will offer all-day camps at an additional registration cost.

Location

Our program is located at 5460 Prospect Ct, Archdale NC 27263. Please use the main entrance for drop-off and pick-up.

Contact Information

- Program Director:
- Phone: 336 – 307 - 3073
- Email: Office@CarolinaTrampoline.com
- Website: www.CarolinaTrampoline.com

Enrollment Policies

Process

To enroll your child in our after-school care program, please complete the following steps:

1. Fill out the enrollment form available on our website or at our facility.
2. Provide any necessary medical information and emergency contact details.
3. Our team will reach out to you in a timely manner to let you know if we have space available for your child on our afterschool pickup route.

Fees

- Tuition: The all-inclusive cost of the afterschool program is just \$95 / week, billed monthly through auto draft of a card on file.
- Sibling Discount: 20%
- Billings: Payment is due on the first of each month.

Sample Daily Schedule

- 2:00 pm – 3:00 pm: Afterschool van on pick up route
- 3:00 pm – 3:45 pm: Open Gym Time / Training – *Screen Free Fun*
- 3:45 pm – 4:00 pm: Snack Time
- 4:00 pm – 4:45 pm: Homework Help/Quiet Time
- 4:45 pm – 6:00 pm: Activities & Pick Up Time

Snacks

We provide a healthy snack each day. If your child has dietary restrictions, please inform us so we can accommodate their needs.

Program Policies

Attendance

Regular attendance is encouraged to ensure your child gets the most out of the program. Our drivers must be notified if your child will be absent from pick up.

Drop-Off and Pick-Up

- Drop-off time: 3:00 pm
- Pick-up time: 5:00 pm – 6:00 pm
- Only authorized individuals listed on the enrollment form may pick up your child.

Behavior Expectations

We expect all children to follow these guidelines:

- Respect others and their property
- Follow instructions from staff
- Participate in activities
- Use appropriate language
- Bullying or aggressive behavior will not be tolerated and may result in suspension or dismissal from the program.

Health and Safety

- If your child is ill, please keep them at home to prevent the spread of illness. If your child is too sick for school, then they are too sick for after-school as well. Please keep your child home if they show symptoms of viral diseases within the past 24 hours, e.g. fever.
- In case of emergency, we will contact the primary caregiver listed on the enrollment form.
- Our staff is trained in CPR and First Aid.

Medications

If your child requires medication during program hours, please provide the medication in its original container along with a completed medication authorization form.

Communication Policies

We believe in open communication with our families. Please feel free to reach out to us with any questions, concerns, or feedback.

Friday Updates

Every Friday, the program director will email out reminders about any program highlights / calendar updates for the upcoming week.

In the event of inclement weather, we will send out immediate updates via text and email.

Additional Programs and Events

Special Events

Throughout the year, we host special events such as holiday parties, family nights, and field trips. Details will be provided in advance.

Enrichment Activities

We offer optional enrichment activities such as field trips, science projects, and showcases. Participation is encouraged but not mandatory. Details will be provided in advance.

Emergencies Policy

The purpose of this policy is to ensure the safety and well-being of all children enrolled in our After-School Care Program. In the event of an emergency, our staff is trained to follow established procedures to manage the situation effectively and ensure prompt communication with parents/guardians.

Types of Emergencies

Emergencies may include, but are not limited to:

- Medical emergencies (e.g., severe injury, allergic reaction)
- Fire or smoke
- Natural disasters (e.g., earthquakes, floods, severe weather)
- Security threats (e.g., intruders, lockdown situations)
- Power outages

Emergency Procedures

1. **Initial Assessment and Action**
 - Staff will assess the situation to determine the severity and nature of the emergency.
 - Appropriate first aid or emergency care will be administered immediately if needed.
 - Emergency services (e.g., 911) will be contacted if the situation requires professional medical or safety intervention.
2. **Evacuation and Shelter-in-Place**
 - If evacuation is necessary, staff will calmly and efficiently guide children to the designated safe area following the posted evacuation routes.
 - If a shelter-in-place is required (e.g., for severe weather or security threats), staff will lead children to the predetermined safe location within the facility and secure the area.
3. **Notification of Authorities**
 - Relevant authorities (e.g., fire department, police, medical services) will be notified as needed based on the nature of the emergency.

Parent/Guardian Notification

1. **Immediate Notification**
 - Once the immediate safety of all children has been ensured, staff will notify parents/guardians as soon as possible.
 - The primary contact listed on the enrollment form will be called first. If unreachable, secondary contacts will be called in the order listed.
 - Staff will provide parents/guardians with detailed information about the emergency, the condition of their child, and any actions taken.
2. **Communication Channels**
 - Phone calls will be the primary method of communication.
 - If necessary, follow-up communication may be conducted via email or text messages to provide updates or additional information.
3. **Reunification Process**
 - Parents/guardians will be informed of the location where they can pick up their child if evacuation has taken place.

- A staff member will remain with the children at the designated safe area until all children have been reunited with their parents/guardians.

Staff Training

- All staff members are required to undergo regular training on emergency procedures, including first aid, CPR, evacuation drills, and shelter-in-place protocols.
- Training sessions will be conducted annually and as needed to ensure all staff are prepared to handle emergencies effectively.