

POLICIES & PROCEDURES

MISSION STATEMENT:

To provide an enjoyable and positive learning experience for all students participating in the discipline of gymnastic skills development

1. REGISTRATION REQUIREMENTS

Children attending classes must be pre-registered in advance of attendance by having made full payment for all weeks registered. Current attendance in classes does not guarantee space in upcoming sessions. You must re-enroll for every session. Registration can be done on-line from www.icprd.com; by phone to 913-826-2950, or in person at Mill Creek Activity Center.

2. FEES

Provided there is room, class fees can be pro-rated for a late start date. Students who register for more than one class per session will be eligible for a 20% discount on the 2nd class. Families with two or more children enrolled in a class are eligible to receive a 10% discount on the second child and 20% discount on any additional children. For any returned check, there is a \$20 Return Check fee.

3. PARTICIPANT CODE OF CONDUCT

We ask that each participant consistently practices positive life skills and to self-regulate behavior. The actions of each individual influence the quality of participation for the entire group. Our goal is to facilitate successful participation for each child through the joint understanding, support, and practice of these positive life skills.

Respect the right of others.

Respect and respond to adult authority.

Accept differences among the group.

4. COMMUNICABLE DISEASE

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department should be observed. Parents please report to Mill Creek Activity Center any exposure to communicable diseases.

5. DRESS

Appropriate clothing includes T-shirts, shorts, leotards, etc. Clothing needs to allow the participant to move easily and without impediments. **AVOID** any buckles, snaps, buttons or zippers. Socks are optional.

6. ATTENDANCE/ABSENCES

We strongly encourage consistent attendance to help participants achieve the most out of their classes. Absences can be made up during the registered session dates provided there is availability in that class where the make-up will occur. To schedule a make-up, call 913-826-2950. Please come inside the center to pick up your child after class is over if you are unable to stay.

7. PERSONAL BELONGINGS

Participants are responsible for their own belongs. JCPRD is not responsible for loss, theft or breakage of personal belongings.

8. MEDICAL INSURANCE

During the course of normal participation, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. **The District does not carry medical insurance for participants.** In urgent care situations, staff will attempt to contact parents for child pick up and follow up medical treatment. In emergency care situations, children will be transported by ambulance to the nearest hospital.

9. PARENT CONDUCT

Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with program employees, participants, and their families. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, and/or contact will not be tolerated. Kansas state law prohibits parents from disciplining and/or reprimanding program participants. Failure to observe appropriate conduct will result in immediate and permanent termination from the program.

10. EMERGENCY CLOSING

Natural disasters and utility outages can result in emergency closure of the program. For inclement weather closures call Mill Creek Activity Center at 913.826.2950.

11. PHOTO POLICY

Unauthorized distribution or release of photos of children and/or staff engaged in Johnson County Park & Recreation District sponsored activities is expressly prohibited without written consent of all parties represented. The policy extends to traditional photo prints and negatives, CD's, digital memory cards, electronic transmittals via email or through the web, and images captured on camera phones. Photos of participants are strictly limited to program use or other JCPRD publications with a signed waiver.

12. EMPLOYEE/PATRON RELATIONSHIPS

District policy 402-01(B)(24) and the JCPRD Code of Ethics prohibit JCPRD staff from entering into personal employment arrangements with program participants and their families.



JOHNSON COUNTY
PARK & RECREATION
DISTRICT

What do **you** do for fun?