



POLICIES & PROCEDURES

Please read the following policies and procedures for courses, programs, trips and camps.

PROGRAM:

- The Club All-Access Day Program hours are 9:00am - 2:00pm on Monday, Wednesday, and Friday.

CHECK-IN/CHECK-OUT:

- Each Access Crew member will sign-in upon arrival into the classroom.
- Each member is required to stay until the end of day at 2:00pm. If a member needs to leave early, a guardian is required to notify staff.
- Promptness in picking up Access Crew members is requested. Late pick-ups of 15 minutes or more are subject to an additional fee.
- In the case that a member is being picked up by an unfamiliar guardian, please notify staff at drop-off. Photo identification will be requested.

TRANSPORTATION:

- Bus pick up and drop off is available for Grapevine Residents.
- Access Crew members can sign-up for transportation two weeks in advance.
- Parents/Guardians of members using transportation will sign a consent form allowing staff to sign the member in and out, if the member is unable to sign-in on their own.

DRESS CODE:

- Access Crew members should come dressed in comfortable attire appropriate to participate in active recreation activities.
- For safety reasons, members are required to wear shoes with closed toes and heels.
- Clothes displaying or promoting drugs or alcohol are not suitable.
- Provocative or body revealing clothing should not be worn.

PERSONAL SUPPLIES:

- Access Crew members may bring personal items to the facility.
- Cell phones are allowed, however, there may be limitations for use during specific class engagement times.

- Devices for listening to music including headphones, cellphones and speakers are permitted ONLY when staff gives permission.
- Clients are discouraged from bringing valuable items. Note: Staff is not responsible for lost, stolen, or broken items.

LUNCH/SNACK:

- Clients must provide their own lunch and snacks.
- Lunch will be at 12:00 every day and there will also be dedicated snack times.
- Vending machines are available for drinks and there are simple snack items sold at the front desk.
- Refrigeration is provided to store lunches.

SICK POLICY:

- Access Crew members will be asked to return home immediately and should not attend the program if displaying the following symptoms:
 - A fever of 99 or higher
 - Has vomited or has had a fever within the past 24 hours
 - Has a watery stool in the past 24 hours
 - Has a contagious rash
 - Has pink eyes
 - Has a constant cough
 - Head lice
 - Any illness that is contagious or infectious

MEDICATION:

- It is a requirement that the participant must be able to administer their own medication or have a personal caregiver administer the medication if needed during the program.
- Staff members need to be notified by the parent/guardian of the time and dosage the individual will take it.

BEHAVIORAL EXPECTATIONS:

- Access Crew members are expected to:
 - Respect their peers and staff
 - Listen and follow directions
 - Refrain from using foul language, yelling, hitting, pushing, spitting, etc.
 - Be mindful and respectful of personal boundaries of other individuals
 - Refrain from personal displays of affection towards other members. (hand holding, kissing, touching, etc.)
 - To ensure that Club All-Access is a good fit for you, we offer a free week trial to all participants that have completed the interview process.

DISCIPLINARY MEASURES:

- Verbal warning will be given, however, if behavior continues, disciplinary action will be taken and parents/guardian will be notified.
- Persistent inappropriate behavior will be documented on an incident report form that will be signed by the parents/guardian.
- Multiple Offenses will be handled in the following manner:
 - First Offense: Removed from activity for the day or sent home, depending on severity of the incident.
 - Second Offense: Suspended for one week (3 program days)
 - Third Offense: Suspended for the remainder of the session
 - Final Discipline Action: suspended for one full calendar year
- Certain behaviors that we deem unsafe or that may cause significant risk or harm to the health and safety of other participants or staff may result in immediate dismissal of the member from the program.
 - Physical Aggression towards other members and/or staff
 - Verbal or physical threats
 - Stealing
 - Carrying a concealed weapon
 - Inappropriate sexual behavior
- Fees will not be refunded if participant is suspended or dismissed from Club All-Access due to disciplinary measures.



For more information, contact Michelle Caro, Recreation Coordinator
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