



POLICIES & PROCEDURES

Please read the following policies and procedures for the Club All-Access Program.

PROGRAM:

- The Club All-Access Day Program hours are 9:00am - 2:00pm on Monday, Wednesday, and Friday.
- Elective classes are offered outside of program hours.
- To ensure the Club All-Access Day Program is a good fit, we offer a free trial week to all participants that have completed the interview process.

CHECK-IN/CHECK-OUT:

- Club All-Access participants will sign-in upon arrival into the classroom.
- The Club All-Access Program ends at 2:00 pm. Late pick-up of 10 minutes or more are subject to being charged a late fee.
- If a participant needs to leave early, a guardian is required to notify staff. 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.
- Eligible participants can sign-up for transportation two weeks in advance.

DRESS CODE:

- Club All-Access participants should come dressed in comfortable attire appropriate to participate in active recreation activities.
- For safety reasons, participants are required to wear shoes with closed toes shoes unless for medical reasons.
- Clothes displaying or promoting profanity or drugs are not suitable.
- Body revealing clothing should not be worn.

PERSONAL SUPPLIES:

- Participant may bring personal items to the program.
- Cell phones are allowed; however, there may be limitations for use during specific class times.

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

LUNCH/SNACK:

- Participants must provide their own lunch and snacks.
- Lunch will be at 12:00 every day, and there will also be dedicated snack times.
- Drinks and snack items are sold at the front desk.
- Refrigeration is provided to store lunches.

SICK POLICY:

- Participants will be asked to return home immediately and should not attend the program if displaying the following symptoms:
 - 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
 - Has head lice
 - Has 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 participants will be taking their medication.

BEHAVIORAL EXPECTATIONS:

- Club All-Access participants 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 participants (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.

CLUB ALL-ACCESS STAFF EMPLOYMENT:

- In the event that an employee of Club All-Access is concurrently employed by the parents or legal guardians of the participants we serve, it is imperative that said parents or legal guardians unequivocally comprehend that such employee shall not, under any circumstances, purport to represent Club All-Access beyond the confines of officially sanctioned Club All-Access events hosted at The REC of Grapevine. It must be explicitly acknowledged that these individuals shall not be deemed representatives of Club All-Access, and the municipal authorities of the City disclaim any endorsement or approval of said Club employee's representation of themselves to the aforementioned families.



For more information, contact Michelle Caro, Recreation Coordinator
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