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www.TaDaGymnastics.com

Parent Handbook

Policies & Procedures For Summer Camps

Updated April 2025

Welcome Letter

Welcome!

Dear Parent/Guardian:

We are excited you have given us the privilege of taking part in your child's life. Our goal at Ta Da Gymnastics is to help your child develop self-confidence through gymnastics and ninja curriculum that will help them continue to develop problem solving, coordination, strength, concentration, and flexibility. We strive to hire employee's that match our company objectives so that we can continue to provide an energetic and safe atmosphere that will encourage a lifetime of physical fitness and the development of critical learning skills. Through cooperation and communication between our families and our staff we can help shape your child's future.

Please carefully read the contents of this handbook so you will have a greater understanding of our program, and what you and your child can expect.

We look forward to a successful summer camp experience!

Sincerely,

The Staff at Ta Da Gymnastics

Mission Statement

Ta Da Gymnastics main objective is to provide an energetic and safe atmosphere for children to develop strength, flexibility, coordination, concentration, and problem-solving skills that will encourage a lifetime of physical fitness and support the development of critical learning skills.

Children with Special Needs

Ta Da Gymnastics will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). Communication with parents will be essential to providing the quality care. If the child has an IEP (Individualized Education Program) we require that parents provide the IEP to our staff prior to camp. If we feel we need to evaluate a child prior to camp, we will provide that recommendation to parents.

Ta Da Gymnastics will not discriminate against children with special needs. We will admit any special needs child on a trial basis for a private lesson after which we will meet with the parents/guardian. At this time, we will assess whether we are able to adequately care for the child with our current staff. If we are not able to meet the child's needs within our current staff, we will give parents the time and assistance needed to find more appropriate facilities and or business to support their child.

Staff

Our staff is selected based on their qualifications matching our job description, their passion for working with children, and their shared beliefs in building self confidence in children. Our team understands the importance of creating a positive environment and experience for children. Our team believes in integrity, dependability, loyalty, patience, and a passion for helping children succeed and have fun.

Philosophy

Ta Da Gymnastics philosophy is that we can build a child's self-confidence through gymnastics and ninja sports activities. We believe that kids build confidence when they are able to improve in critical area's such as strength, flexibility, coordination, problem solving and critical thinking skills. We believe this is achieved through providing a space that allows kids to learn in a safe and energetic environment.

We believe each day should include physical, critical thinking, and social development activities.

Enrollment Process

You can reserve your spot online at

<https://app.iclasspro.com/parentportal/tadagymnastics/camps?camptype=17>.

There is a \$225 nonrefundable deposit due at the time of registration. Before your child can attend camp, you must complete all our Camp Enrollment Forms. Our Camp Enrollment forms are through campdoc. We will add you to the campdoc system, and from there you will be able to fill out your child's health forms. We will send several email notifications to complete prior to the start of camp. The forms include: immunization records, emergency contacts, walking field trip permission form, authorized and non-authorized pick-up contacts, health and wellness information, and additional details to help your child have the best experience at camp. You must also sign and date the parent handbook prior to the start of the 1st day. We have the right to terminate any student who has not completed the required information prior to the start of camp.

Tuition

Camp tuition will be processed on the May 15th for all camps. A \$225 non-refundable deposit is due at the time of registering for camp.

Camp:	Price:
Cheer Camp	\$500
Gymnastics Camp	\$475
Summer Fun Camp	\$459
Ninja & Lego Camp	\$459

Cancellation Policy

- A \$225 non-refundable deposit is due at registering for camp.
- Cancel prior to camp May 15, only lose your deposit. We will do our best to accommodate moving camps.
- After May 15 no refunds and no guarantee that we can move you to another camp.
- Unpaid by May 20, you will be removed from camp.
- You cannot select specific days for camps.
- There are no refunds or make-ups for missed days.

Ages of Children

Ta Da Gymnastics accepts children between the ages 5-10 for full day camps. Children are admitted based on space without regard to religion, race, color, or sex.

Hour of Operation

Ta Da Gymnastics summer camp hours of operations are as follows:

Full Day Camps: 8:30-3:30

Severe Weather

If we have a planned outing for a day, and there is severe weather in the forecast, we will use our judgement if it is necessary to cancel that activity for the day. If we are out of the building at a planned outing, and severe weather comes in, we will immediately take the kid back inside or find appropriate shelter. In the event that conditions are not safe to travel in we will cancel camp for that day. If severe weather develops that creates unsafe travel environments we reserve the right to end camp early and notify parents to pick children up early.

Curriculum

Ta Da Gymnastics Summer Camps are focused on combining fitness, creativity, team building and problem solving through gymnastics and ninja activities. Each week has a carefully laid out plan that includes gymnastics or ninja instruction, games, crafts, and more to keep kids engaged throughout the day. We consistently change our curriculum to keep kids engaged and entertained throughout the summer. Our curriculum is inspired by a number of programs including USA Gymnastics and Ninja Zone.

Tracking of Children

Each child will be assigned to a specific staff member for the week. Each staff member has a role sheet with them at all times, and is responsible for counting their children every 15 minutes. Staff ratio 1:15

Trampoline

No child is allowed on the trampoline without first warming up properly and being in the proper attire. The trampoline is supervised at all times, and only 1 child is allowed on the trampoline at a time. Our trampoline always has the correct padding and is inspected regularly for safety.

Playtime

Our camps are primarily focused around movement, and each day our campers will receive lots of movement. This includes both instruction, open play time, obstacle courses, dance, games and more.

Summer Camp Items Needed

Each day your camper will need to have the following:

- Water Bottle labeled with first and last name.
- Snacks labeled with first and last name.
- Lunch labeled with first and last name.
- Hat
- Sunscreen (if you wish to provide your own) labeled with first and last name.
 - It is the parent/guardian's responsibility to provide everything the child needs.

Drop-Off/Pick-Up

Parents/Guardians must sign their child in on the sign-in sheet provided at the front desk. The child will be greeted each morning by our staff, and directed to the appropriate activity. When the parent/guardian picks up their child they must sign them out on the same sheet located on the front desk. Every child must be signed out every day. Your child's assigned camp staff will mark them present when they arrive on their role sheet. This sheet is also used to keep track of their camper throughout the day.

Discipline

We understand that at times kids will need reinforcement of the rules and policies to keep everyone safe in our facility. Our first course of action to verbally correct a child's actions, and if necessary remove them from the situation and redirect their behavior. If additional steps are needed the staff may utilize quiet time for the individual. We strive to work with kids to solve these problems, and do not hold any behavior issues against a child or family. At any time, we reserve the right to dismiss any child from the camp if they could cause harm or injury to themselves, other children, or our staff.

Accidents/Injuries

All staff members are required to be certified and CPR and First Aid. If an injury occurs the staff members will take proper steps to provide first aid to the individual. An injury report will be filled out, and reviewed with the parent. All incident forms are kept on hand at Ta Da Gymnastics. If necessary, staff may call or text the parent/guardian to review the injury and steps taken. If we feel the child needs non-immediate medical attention we will notify the parent immediately.

If the injury is serious or life threatening, 911 will be notified immediately by one staff member while another staff member notifies the family. If parents/guardians are not available, the staff will start to contact the emergency contacts provided. If the child is transported to a hospital a staff member will stay with the child until a parent/guardian arrives.

Bathroom:

All children must be potty trained. We do understand that there may be an occasional accident. If you know they might have an accident please provide an extra change of clothes for them in their bag. If this occurs we will do the following:

- If they don't have an extra change of clothes you will be called to bring a change of clothes.
- If they have an extra change of clothes we will make sure they get changed so they can return to daily activities.
- Our staff is unable to assist in changing wet clothes.

If you know that your child may have trouble with any of the following:

- Trouble remembering going to the bathroom
- Consistent accidents
- Constipation or any other bowel movements

Please notify us so that we are aware of the situation. We want to try to limit the amount of accidents that we have during camp. Thank you!

Health

If your child has any allergies these need to be listed on campdoc. You will get an invitation to join campdoc prior to summer camps starting.

If your child has any communal diseases, please notify the staff immediately. All parents/guardians will be notified of exposure.

A visual check of all children will be conducted as they arrive. If a child displays any symptoms of illness, listed below, (s)he will not be able to stay. Your child needs to stay home if (s)he has any of the following:

- Fever of 100.4 or higher (in the last 24 hours)
- Any communal diseases
- Vomiting or diarrhea (in the last 24 hours)
- Signs of conjunctivitis
- A red throat or ear ache
- Unexplained skin rash or irritation
- Swollen neck glands
- Excess nasal discharge
- Lice
- Any other unusual changes to the child's physical behavior or appearance, restlessness, irritability, headache, loss of appetite, etc.

If a child becomes ill, and displays any of the signs above during camp hours, the child will be separated from the other children in a safe and visible area. The parent/guardian will be notified to pick up the child immediately. If a parent cannot be reached, the emergency contacts provided will be contacted.

Emergency

In the event of a fire the staff will follow Ta Da Gymnastics Fire Drill Policy. The alarm and sprinklers will be activated. Staff members will collect the children, and take role of all children in their assigned group.

Highlands Location: We will exit and walk to the Tennyson Center parking lot.

Broadway Location: We will walk to the Panda Express across the parking lot, or out the back to the auto parts store.

Central Park Location: We will walk across south toward the PetSmart, or East toward the bank parking lot.

Once in the parking lot the staff will conduct another role call to ensure all children exited safely. If at any time a child is missing the staff will make every effort possible to locate the child. We will wait until the fire department has inspected the building and has allowed us to re-enter. If we are unable to re-enter parents/guardians will be notified to pick up their children immediately.

Active Shooter Response

In the event of an active shooter in our building or the surrounding areas the following actions will take place.

1. Lock all external doors.
2. Staff will move kids into the following area's away from any visibility:
 - a. Inside office with door locked.
 - b. Inside brake room, under the table against the wall.
 - c. Under the front desk.
 - d. Under the trampoline.

3. A team member will immediately call 911.

4. A headcount will be taken of all children.

5. Doors will only be unlocked once the all clear is signaled.

In the event of an active shooter entering our business the following actions will take place.

1. Staff will move kids into the following area's away from any visibility:
 - a. Inside office with door locked.
 - b. Inside brake room, under the table against the wall.
 - c. Under the front desk.
 - d. Under the trampoline.
2. A team member will immediately call 911.

Television/Videos/Technology

Ta Da Gymnastic does not show videos during camps. We will not allow students to use electronics throughout the day. Cell phones will need to be kept with student's belongings.

Releasing at Pick-Up

Only authorized individuals listed on the camp waiver will be authorized to pick up your child. If someone other than an authorized person will be picking up your child the parent/guardian will need to complete an Authorized Pick-Up Form.

Late Pick-Up

It is imperative that all parent's pick-up their children on time. Ta Da Gymnastics camp staff leaves 15 minutes after camp has ended. Ta Da Gymnastics will impose a late fee to any family who picks up their child after 15 minutes of completion of camp. The parent agrees to pay a late pick-up fee of \$25 for every 15 minutes the parent/guardian is late. If there is not sign or call from a parent within 15 minutes the staff will call the parent/guardian. If the parent/guardian cannot be reached the staff will move on to contact those individuals on the emergency contact list. If not one can be reached Ta Da Gymnastics will call the appropriate government agency at 1 hour after camp has ended. Please note that all attempts to reach the parents/guardians and emergency contacts will be exhausted and documented prior to reaching out to the authorities. Please make sure that all persons allowed to pick your child up has the correct address.

Highlands: 4433 W. 29th Ave. unit 103
Denver, CO 80212

Broadway: 2950 S. Broadway
Englewood, CO 80113

Central Park: 7506 E. 36th Ave
Denver, CO 80238

Late Arrivals & Early Pick-Ups

We ask that all children arrive on time so that they don't miss out on any of the planned activities. In the event that you are late, and the camp is on a field trip, you will be notified of the location to drop your child off. Our list of activities and outings will be provided ahead of time.

In the event that you need to pick up your child early please communicate this with the staff prior so they can coordinate a location if needed.

Medication

Medication is stored out of the reach from children and is administered by a manager that is trained in Medication Administration. Medications need to be stored in locked, leak proof containers. After you fill out the Prescription Medication Permission Form you can provide prescription medicines that are in their original container stating the prescription number, child's name, doctor's name, dosage, pharmacy name and number, and the date it was filled. All non-prescription drugs must have a doctor's authorization attached to the bottle, and must have a Medication Permission Form completed with instructions.

As part of every employee's CPR and First Aid certification all staff is knowledgeable on the administration of an inhaler or Epi Pen. If a child has these medications the parent/guardian must provide a plan from the child's healthcare provider.

Personal Belongings

We ask that your child not come to camp with any toys from home. We cannot be responsible for keeping track of these items, and it is best for them to be left at home.

Meals & Snacks

Parents/guardian are required to pack the following meals for camps:

Full Day Camp – (2) Snacks, (1) Lunch

We ask that all lunches are packed with cooler packs if needed. All lunches and snacks must be labeled with your child's first and last name. We do not have a microwave, and we are unable to heat up lunches. **Please only supply a cold lunch.** Our staff will sit and interact with kids during lunch to ensure they are eating during this time.

Visitors

Our campers love showing off the skills they learned at camp to their family and friends. Each day of camp ends with an Open Gym time the last 30 minutes. This is a great opportunity to come and view your child. We do ask that parents/guardians try not to linger at drop off. This can cause a distraction to both our staff and campers, as well as interfere with our daily schedule. We ask that you say a brief goodbye and exit the facility. Your child is having difficulty with your leaving our staff will work with the child to get the acclimated.

Visitors are invited in the morning from 8:30-9:00 and 3:00- daily 3:30. If you will need to visit at another time you will need to clear it with the camp director. Please note only visitor on your contact list will be approved.

Communication

Each day our staff is mandated to talk to parents/guardians about your child's day. If at any time you have specific questions we will direct, you to your child's assigned staff.

If at any time you feel a parent/teacher conference is needed, please request one through our camp director.

If you have any topics of discussion or specific questions please share those with the camp staff at either pick-up, drop-off, or via email to Jade@TaDaGymnastics.com.

Complaints

If you have any complaints about the care of your child, please contact the Camp Director or Owner immediately so we can take every measure to resolve the problem.

Child Abuse

Ta Da Gymnastics follows and upholds Safe Sport Policies in regards to physical and sexual abuse and reporting. All our staff completes Safe Sport Training at the time of hiring as well as annually. These policies include: Restroom Policy, Safe Environment/Athlete Protection Policy, Electronic Communication Policy, and Reporting Policy. For a copy of our Safe Sport Policies please ask the Camp Director or Owner, or visit www.safesport.org for more information.

Reporting Abuse or Neglect

To report suspected abuse or neglect of a child, call and ask to speak with a child welfare caseworker or manager.

Statewide Child Abuse and Neglect Hotline: 844.CO.4.KIDS

Withdrawal

Should at any time Ta Da Gymnastics or the family need to withdraw from the program an email must be sent to jade@tadagymnastics.com. Once we have received written notice of your withdrawal the following cancellation fee's will be applied. *Please note if you need to change weeks we will make every effort possible to accommodate you.

Ta Da Gymnastics has the right to cancel any enrollment for the following reasons:

- Non-Payment
- Not observing for following the rules outlined in the handbook
- **Physical or verbal abuse to the staff or children by a parent or child.**

Sunscreen

In order to help our team members maintain safe distance all students must arrive to camp with sunscreen already applied. Please also pack sunscreen labeled with their first and last name in case the child needs to reapply.

Visitors

We will not allow visitors to remain in the gym for more than 5 minutes, and ask that you drop off and pick up at the designated location versus inside the facility.

Communication

Team members are instructed to keep all communication brief to reduce exposure time. We ask that communication be sent via email to jade@tadagymnastics.com

Additional Safety Measures

- Hands will be sanitized frequently.
- Our indoor facilities will have proper ventilation in place including: fresh air, air purifiers with HEPA filters, Filtrate air filters, and fans.

There are NO credits or refunds for missed camps due to illness.