



Open Gym Program Information

Before & After School Child Care

Seven Peaks School offers a before and after school Open Gym program for the school year. We know that with busy work and family schedules, it is not easy to transport children to and from school! We think the SPS Open Gym program can help. To offer this program, we need a minimum of 10 students.

General Information

Hours/Days:

7:30am-8:00am before school Monday - Friday

3:05pm-4:30pm after school Monday – Thursday **(no Open Gym after school on Fridays)**

No Open Gym on Holidays or No School Days

Sometimes the Open Gym will convene in the Commons or on the playground, depending on weather and athletic events in the gym.

Age/Grades:

Mixed ELEMENTARY (JK - 5th) - Supervised - Free Play Program

Middle school students may apply to be a volunteer helper during open gym or they may be asked to assist office and/or teaching staff with routine tasks. (See the page #4 below)

Cost: \$400 per child for the year (the fee is the same whether a child attends one day/week or four days. No charge for middle school volunteers.)

Supervision: Seven Peaks employee(s) will supervise the children.

Conditions:

In order to offer this extended day program, we need to have at least 10 students initially enroll, which has historically has never been an issue. The deadline for enrollment is the Friday prior to the first day of school so that we may begin the program on the first day of school. Please drop off or mail your registration form with payment to the front office. After Friday registration deadline, families will be notified if the program will run for the year.

Please return registration form with payment in full to the SPS office on or before the Friday before the first day of school via mail or drop off. Checks will be returned if there are not at least 10 participants in the program.

Questions & Answers

Who can participate?

Seven Peaks students in grades JK - 5. Middle school students may apply to be a volunteer helper with the program or assist office and/or teaching staff. (See below for details).

When is Open Gym available?

7:30 – 8:00am Monday through Friday and 3:05-4:30pm Monday through Thursday. Open Gym is not available on or before school on delayed start days (e.g., due to weather), after school on early release days, school holidays or NO SCHOOL days.

What is the cost to participate?

\$400 per child for the entire school year. There is no cost for middle school students accepted as volunteer helpers.

How do I sign up?

Print and complete the registration form below and return it along with your check (made payable to Seven Peaks School) by the Friday before the first day of school.

May I sign up after that day?

Yes, but in order to offer the program, we need to have at least 10 students signed up by the Friday before the first day of school. If fewer than 10 students have signed up by this day, checks will be returned.

Do I need to sign up for certain days/hours in advance?

No, although if you anticipate using the program on certain regular days/times, you can indicate that on the registration form.

Can I pay a drop-in fee just for the days I need?

Unfortunately, no. In order to offer this program, its administrative/bookkeeping overhead needed to be as streamlined as possible. However, even families who need an occasional before/after school arrangement may find the program to be cost-effective.

Where will the program be located?

Usually in the school gym. Sometimes the Open Gym will convene in the Commons or on the playground, depending on weather and athletic events in the gym. If Open Gym is moved to another location, a sign will be posted on the front door letting parents know where to sign their child in/out.

What are the pick-up/drop-off procedures?

In the mornings, students must enter through the front doors, and the parent or caregiver must sign the student in on the open gym attendance roster. In the afternoons, parents/caregivers may look for signage at the front door indicating where students are located on campus on any given day. Only the adult(s) listed on the registration form may sign out and pick up the child.

How will students transition between Open Gym and their classroom, and vice-versa?

At 8:00am, students will walk to their classrooms. JK and K kids will be escorted to class. For students participating in afternoon Open Gym, students will walk to the gym. Again, JK – K grade students will be escorted by their teachers.

Will the program provide structured activities?

Generally speaking, no. Students will be allowed to play with sports equipment and games under the supervision of the Open Gym Supervisor. Students may also read, do homework, or simply talk with friends.

Who will supervise the program?

SPS staff member(s) with support from other staff members as needed.

What is the anticipated student: supervisor ratio?

Based on survey responses, we anticipate that fewer than 20 students will be participating in the program at any given time. At times when there are more than 20 students attending the program, we will provide extra support for the supervisor.

Will students be separated by age into different groups?

No. However, all students will be expected to follow the same code of conduct (outlined in the school handbook) as during the school day. This includes using appropriate language, showing respect for others, and maintaining a safe environment for everyone. Students in upper elementary grades at Seven Peaks are expected to be good role models for younger students, whether during the school day or at other school events.

What will middle school volunteer helpers do?

Middle school students accepted as volunteer helpers will be trained to lead simple activities and games with younger students. They will remain in the same space (usually the gym) as the supervising staff member. They may also be selected to assist office and/or teaching staff with routine tasks.

How will middle school students be selected and trained as helpers?

6th, 7th and 8th grade students interested in participating in the program, as a helper, should fill out the application form below and return it to the SPS office. Once we have confirmed that enough elementary students have signed up in order to offer the program, students will be selected based on their interest in developing leadership skills, willingness to be good role models, and demonstrated appropriate behavior at school. Those selected will complete a training session with school administration covering expectations for the program.

Will middle school students be able to count community service hours for their participation?

Yes.

Who should I contact if I have more questions?

Deb Mullen at dmullen@sevenpeaksschool.org.



Open Gym Program Registration Form

JK – 5th Grade

I _____ give permission for my child _____ to participate in
(Parent) (Child's full name)
the morning/afternoon open gym program at Seven Peaks during the school year.

I understand and agree to the following:

- A check for \$400 per child must be delivered to the school before a child may participate in the program.
- In order to offer the program, at least 10 families must register by the Friday before the first day of school. In the event that not enough families submit registration and payment, checks will be returned.
- Families **may** register after this day if there is room available; however, the cost will be the same (\$400 per child); no proration.
- Open Gym is available to Seven Peaks School students in grades JK through 5th.
- Open Gym will available from 7:30am to 8:00am Monday - Friday and 3:05pm to 4:30pm on Monday through Thursday. No supervision is available at Seven Peaks after 4:30pm. Open Gym is not available when school start is delayed, holidays or NO SCHOOL days.
- In the mornings, students must enter through the front doors, and the parent or caregiver must sign the student in on the open gym attendance roster.
- In the afternoons, parents/caregivers must pick the student up from the outside gym doors and sign the child out on the roster. Only the adult(s) listed below may pick up the child.
- Students may bring their own snack. A snack is not provided, but is highly recommended.
- Students are responsible for cleaning up after themselves each day.
- Children not picked up by 4:30pm will be unable to participate in the open gym program for the remainder of the school year, and no refunds will be given, per administrative decision.

The following adults are authorized to pick up my child from Open Gym:

	<i>Name</i>	<i>Phone Number</i>
1.	_____	_____
2.	_____	_____

(Optional) I anticipate that my child will participate in Open Gym on the following days/times: _____

Medical Release

Parent's Name: _____ Phone: _____

Address: _____

Emergency contact/phone: _____

Insurance company: _____ Policy #: _____

In case of illness, accident, or emergency to the student(s) named above, Seven Peaks School is authorized to obtain immediate medical treatment. I understand that Seven Peaks' staff will use their best judgment in determining emergency care and procedures.

My child ___ does/ ___ does not (check one) have special medical instructions for allergies, reactions to certain medications/bee stings/food/etc., or other medical instructions.

Please indicate below specific medical issue(s) and instructions that the teacher should be aware of:

Medical issue: _____

Instructions: _____

Parent's Signature: _____ **Date:** _____



Open Gym Program

6th – 8th Grades

Student's Name: _____

Grade: _____

To be completed by the student:

1. Why are you interested in volunteering as a helper with the Before/After School Open Gym program?
2. What are some characteristics of a good mentor or role model?
3. What kinds of activities do you enjoy? Are there any particular activities or interests you'd enjoy sharing with elementary school students? (E.g., sports/PE games)
4. What days/times are you interested in helping with the program? (Open Gym will be held from 7:30 to 8:00 in the mornings, Monday - Friday and 3:15 to 4:30 in the afternoons, Monday through Thursday.)
5. If selected as a helper, do you agree to abide by the Seven Peaks School code of conduct and demonstrate R.I.S.E. expectations?
6. From time to time you may be selected to assist office and/or teaching staff with routine tasks. (ie. Reader board, stocking items, delivering packages, empty trash and recycling. Would you be open to this?)

To be completed by the parent:

I _____ give permission for my child _____ to participate as
(Parent) (Child's full name)

a volunteer helper with morning/afternoon open gym program at Seven Peaks during the school year.

I understand that:

- To participate in the program, my child is expected to demonstrate a high degree of responsibility and leadership.
- My child will participate as a helper only on the days/times for which he/she is signed up.
- No supervision is available at Seven Peaks before 7:30am or after 4:30pm on Mondays through Thursdays, or after school on Fridays.

Parent's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____