



## **Trinity Academy of Gymnastics Camper Code of Conduct**

All Campers are expected to exhibit appropriate behavior at all times. The following Code of Conduct has been developed to facilitate safe and enjoyable programs for all participants. Additional rules may be developed for specific camp weeks as deemed necessary by staff.

Trinity Academy of Gymnastics insists that all participants comply with the Trinity Academy of Gymnastics Camper Code of Conduct. All Campers will be expected to:

1. Show respect to all participants, staff and volunteers.
2. Follow rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from threatening or causing bodily harm to self, other participants or staff.
5. Show respect for equipment, supplies and facilities.
6. Not possess any weapons.

***A positive approach will be used regarding correction of behaviors not in compliance with our Code of Conduct.***

If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. Trinity Academy of Gymnastics reserves the right to dismiss any Camper, without refund, whose behavior endangers his or her own safety or the safety of others.

***If the Camper exhibits inappropriate actions:***

1. Staff will determine the severity of the action and immediately take steps to correct it. These may include, but are not limited to:
  - \* A verbal warning
  - \* A supervised time-out from the program
  - \* A suspension from the program for a designated time period
  - \* Dismissal from the program or activity
2. Depending on the age of the Camper and the offense/activity, the Parent/Guardian may be notified. The inappropriate behavior that staff observed will be explained to the Parent/Guardian. Communication will be ongoing regarding any further incidences of inappropriate behavior. Depending on the severity of the offense/activity, the Parent/Guardian may be requested to retrieve their Camper or arrange for the retrieval of their Camper in the middle of the Camp Day. We try to avoid this whenever possible, but if it is deemed necessary, the Parent/Guardian agrees to respond promptly and participate willingly with this process, for the safety and best experience of all Campers.
3. Appeals by the Camper and/or the Camper's Parent/Guardian should be directed to the Executive Office Manager.

***If after reading this Camper Code of Conduct you have concerns that your Camper may have behavioral issues while attending camp, you must contact our Executive Office Manager at 847-854-8518 to discuss your Camper's particular needs PRIOR to enrollment.***

***For those children with special needs, Trinity Academy of Gymnastics is unable to provide a one-on-one aid for your child, however we have worked in the past with the following organizations which may be able to assist your family:***

***\* AID: 877-AID-0001***

***\* NISRA: 815-459-0737***

***\* Crystal Lake Park District (for Ninja Camps): 815-459-0680***



### **Summer Camp Refund Policy:**

- \* A full tuition refund (minus processing fees) will be issued when your request for refund is submitted *no later* than two weeks **PRIOR** to the Camp Start date. All camps run from Monday - Friday. This means all refund requests **MUST** be submitted a minimum of two Mondays **PRIOR** to your Camp) for Full Tuition Refund.
- \* Refund Request: Your request *must be submitted in writing via email* to: [admin@trinitygymnastics.org](mailto:admin@trinitygymnastics.org) and include the following information: Student Name, Parent Name, Parent Phone Number used in Parent Portal and Camp Name the child is registered for. We will contact you via phone to follow-up and confirm your refund request before issuing a refund.
- \* Only the enrolling Parent/ Guardian of the enrolled camper can initiate and complete the cancellation of enrollment and refund request.
- \* **NOTE:** Non-attendance does **NOT** constitute an official withdrawal from camp, **NOR** a cancellation of tuition and fees.
- \* If your child is absent from a day (or several or all days) of Camp, a refund will **NOT** be issued for any days missed.
- \* If you cancel between 8-13 days prior to the Camp Start Date, 50% of the original Camp Tuition will be retained on your account as a credit for future use.
- \* If you cancel between 7-1 days prior to the Camp Start Date, no refund will be issued.
- \* We understand emergencies come up. If you have a family loss or emergency: a death, injury, or accident that makes it impossible for your child/children to attend, please contact us about these special circumstances. We care about our families.
- \* We cannot provide refunds for events such as weather emergencies, or other acts of God, as those are not within our control.
- \* All refunds may take up to two weeks to be processed.
- \* Please Note: account credits cannot be used towards Aerial Silks Classes or Lyra Classes, Aerial Arts Yearly Registration Fees, USAG or GIJO Team Fees or Competition Fees, or towards snack, beverage, or apparel purchases.
- \* If you have any questions or need any further clarification, please do not hesitate to email us at [admin@trinitygymnastics.org](mailto:admin@trinitygymnastics.org), or call our office at 847-854-8518, or stop by to speak with one of our friendly staff!

**\*\* Unsure of your Deadline Date to request a refund? See the attached chart on the next page! \*\***

**Camp Name:                      Dates:                      Deadline for 100% Refund                      13-8 Days for 50% Credit**

1. Ninja Camp	6/03 - 6/07/24	5/20/2024	5/21-26/2024
2. Gymnastics Camp	6/10 - 6/14/24	5/27/2024	5/28-6/2/2024
3. Slime Camp	6/17 - 6/21/24	6/03/2024	6/4-9/2024
4. Superheroes & Villains Camp	6/24 - 6/28/24	6/10/2024	6/11-16/2024

***\*\*Please NOTE: Trinity is closed June 30<sup>th</sup> - July 7<sup>th</sup>. Any calls or emails received during this time will receive replies beginning Monday, July 8<sup>th</sup>.***

5. Ninja Camp	7/08 - 7/12/24	6/24/2024	6/25-30/2024
6. Olympic Camp	7/15 - 7/19/24	7/01/2024	7/2-7/2024
7. Jedi Training Camp	7/22 - 7/26/24	7/08/2024	7/9-14/2024
8. Water Fun Camp	7/29 - 8/02/24	7/15/2024	7/16-21/2024
9. Ninja Camp	8/05 - 8/09/24	7/22/2024	7/23-28/2024

**Summer Camp Absences:**

- \* If your child is going to be absent and will not be able to attend one or more days of camp, please notify us via email or by calling our office so we may notify Camp Staff. We often plan activities which cater to the number of Campers in attendance.
- \* Please ensure you read our Policies regarding illness/health concerns. We ask that you follow these guidelines for the safety and well-being of all in attendance, both children and our Staff who are there to serve many families.

- \* If your child is absent for the day, one of our friendly staff may reach out to you about the status of their attendance. We do this out of concern, as well as being attentive to your child's safety.
- \* To report an absence, you can login through your parent portal, go to your Student's Name with the red circle Icon containing your child's initials/photo, click "Future Absences", and enter the absence "By Date". A calendar will pop up that will give you the option of which day your child will be absent, choose your date. Next, it will give you an option to select the Camp your child is enrolled in. If your child is enrolled in more than one activity that day and they will only be missing Camp, only select the box next to their Camp. You are welcome to "Leave an optional comment", however it is not required. Click submit. (If you struggle with this, you may also email or call us at the gym and we can guide you through it for your future use.)
- \* For any questions regarding refunds due to absences, see our "Refund Policy".