

GENERAL INFORMATION –

1. **Please plan to arrive at 5:30pm unless other arrangements have been made.** Reminder, if your child is going to be dropped off any later than 5:30pm please email info@kidsco-op.com ahead of time so coaches can be made aware. Parents will sign in at drop off and children will proceed to their pre-assigned group.
2. **Please make sure to provide allergy and medical information in the customer portal.** If your child is required to take medicine while at KNO it must be in a container with the appropriate pharmacy, doctor, and child's name, including specific written instructions for distribution. Medicine must be turned into KNO Supervising Coach by parent upon arrival and picked up by parent at the end of the night.

If your child has an injury... We are an activity-based program. If your child is attending with an injury a doctor's note outlining specific instructions must be provided before KIDS CO-OP staff allow your child to participate.

3. **Please make sure your child brings the following items to KNO...**
 - T-Shirt and Shorts (tighter fit) are required to participate in activities on all gymnastics equipment. Girls may want to wear a leotard. No Jeans! No jewelry! Hair must be pulled back. Weather permitting, we may go outside.
4. **Snacks are provided.** KIDS CO-OP plans snacks to avoid allergy issues, so please make sure to provide DOCUMENTED food allergies when completing KNO forms. Please do not send snacks from home for snack time.

GROUPING OF CHILDREN—

Children are grouped according to ages and recommendations of USA Gymnastics.

- We will make every effort to accommodate requests to have children in a group with another child at the time of registration.
- If ages are different, the older child will be moved to the younger child's group.
- **Late registrations** (after the Wed. before) are accepted if space is available and placed into an available group and may not be able to request groupings.
- **PLEASE DO NOT** put your child and our Staff in a position to change groupings upon arrival.

PAYMENT POLICY--

1. **Payment must be paid in full to reserve space for your child. Payments are non-refundable and non-transferable.**
2. **You can access your account through the customer portal at <https://app.iclasspro.com/portal/kidsincooperation/dashboard> .**

DROP OFF/ PICK UP POLICY--

1. **This is a Drop off Event. Drop off and pick up will be through the blue doors.** This is also the sign in/out area. Please advise KIDS CO-OP of any custody agreements or specific persons that are not allowed to pick up your child.

KIDS CO-OP Code of Conduct Policy –

1. **For the safety of all children, we must be able to address unacceptable, unsafe, inappropriate, or disrespectful behavior.** Children are not permitted to run off from the group, participate in unsafe behavior, scream, hit themselves or others, or be disrespectful to coaches and/or other children. Continued inappropriate behavior may impact the child’s opportunity to attend future KNO’s and parents will be notified accordingly.
2. **In cases where the child is disruptive to the group** for any of the above reasons, or not following safety directions, they will be removed from the group setting until they are ready to return to the group.
3. **Verbal or physical bullying is not acceptable** under any conditions and parents will be notified immediately.
4. **If behavior becomes an issue**, parents will be notification of the problem, and the child will not be permitted to return to KNO.
5. **If you have a child with special needs or behavioral issues**, please advise KIDS CO-OP staff at the time of registration so that we may provide the most positive setting for all the children.
6. **Bathroom doors will remain open at all times.** Please discuss with your child proper bathroom etiquette such as privacy in the stalls, and independent hygiene such as wiping, flushing toilets, washing hands, etc.
7. **All children must be at least 3 years old, and fully potty trained** to attend KNO.
9. **KIDS CO-OP is a participant in the USA Gymnastics Safe Sport Policy** – protecting children through a safer environment and preventing abuse of children. Please talk to your children about appropriate boundaries and personal space with adults and other children as well as knowing the difference between appropriate and inappropriate touching and language. See USA Gymnastics Safe Sport Policy for more information.

Most of all, we want your child to have an enjoyable time at KNO! Please trust that our creative staff will do their best to engage your child! We appreciate your support to promote a positive atmosphere and request you review and reinforce all policies with your child prior to their first KNO. Any questions, please email tammy@kidsco-op.com

I have read and agree to the above KIDS CO-OP KNO policies. I understand I am responsible for prompt payment in accordance with the payment policy or my child will not be able to participate in KNO.

Parent signature

Date

Parent name (printed)

Child’s name(s)