



## **PARENT HANDBOOK**

**2016-2017  
Policies & Procedures**



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## **Welcome**

We would like to welcome you to the Young InnerG & Overtime Sports Academy family! Our staff is looking forward to working with you and your family over time. It's our goal to make sure you have the support needed in assisting in the areas of growth in your student's lives. We are on your side as a united front to make sure your student succeeds in life.

We have created this quick handbook to make sure we all stay on the same page regarding the long-term development of your student. If you have any questions or concerns, please don't hesitate to touch base with us, we have an open door policy. We want to make sure we accommodate you and your family in every way possible. In order to best serve our families, there are specific policies that must be maintained and followed. Please take the time to fully review the below stated policies.

## **Introduction**

Young InnerG & Overtime Sports Academy is designed to provide children a fun, safe environment that enriches their lives by teaching valuable skills and characteristics through health and wellness, academic excellence, the arts, sports and recreation.

From children with serious ambition to children at the starting blocks, our program will provide fundamental training, purpose driven specific development, coaching, and student-athlete preparation through the Young InnerG & Overtime Sports Academy.



**Children Served** Young InnerG & Overtime Sports Academy Development is open to youth ages 5 to 21 years old.

## OPERATIONAL HOURS, ACTIVITY SCHEDULE

### **Hours of Operation- (Groups & Camps)**

#### **Young InnerG & Overtime Sports Academy Spring, Summer, and Winter Camps:**

Hours of Operation: Monday- Friday 5:00am-8:00pm

See Monthly Schedule for specific days and schedule

### **Hours of Operation- (Private Clients)**

#### **Young InnerG & Overtime Sports Academy Spring, Summer, and Winter:**

Hours of Operation: Monday- Friday 5:00am-8:00pm

See Trainers Monthly Schedule for specific days and schedule

**Months of Operation:** All year

### **Standard Holidays observed by Young InnerG are:**

“ALL Government Holidays” See Holiday Schedule for Camps & Group Sessions

### **“Sample” DAILY SCHEDULE- (Camps)**

**9:00am- 9:30am:** Arrival/ Warm Up

**9:30am-10:30am:** Cardio & Footwork

**10:30am-12:00pm:** Skill Drills/ Games/ Free Play

**12:00pm- 1:00pm:** Lunch/ Free Time

**1:00pm-3:00pm:** Skill Drills/ Games/ Free Play

### **“Sample” DAILY SCHEDULE - (Groups / Private)**

**9:00am- 9:10am:** Warm Up

**9:10am- 9:20am:** Cardio & Footwork

**9:20am-10:00am:** Skill Drills/ Development

**10:00am- 10:40am:** Skill Drills/ Sports Specific games

**10:40am – 11:00am:** “Situational” / Coaching and Feedback



## ENROLLMENT

### ADMISSION REQUIREMENTS

1. All paper work must be completed and signed before your child attends his/her first day at camp, or workout session.
2. You must provide proof that your child is current on all immunizations; updated physical, and signed waiver, this will be strictly enforced.
3. You must pay the registration fee and tuition payment in advance. NO REFUNDS!
4. You must provide Young InnerG & Overtime Sports Academy with a copy of any court orders that pertain to custody, guardianship, or restraining orders (signed by a judge). If we do not have court orders we will be forced to release the child to that parent.
5. Current grades must be submitted within 30 days of starting program. All "A's" are required, or student must turn in weekly grade sheet prior to start of each session.
6. Student commitment contract must be completed and signed prior to start.

Initials: \_\_\_\_\_

### Breakfast / Snacks / Lunch

Independent host facilities do not supply food. Please pack several nutritious snacks, plenty of water, sports drinks, and meals accordingly.

### Discipline

Acceptable guidance techniques include talking with the child, temporarily removing the child from the situation or limiting the child's participation in some activities. Inner G Kids Inc. / Young InnerG & Overtime Sports Academy does not condone the use of any type of force or physical punishment. No spanking is permitted. If unacceptable behavior continues the child can be suspended from Inner G Kids Inc. / Young InnerG & Overtime Sports Academy for a period of time or may be asked to leave Inner G Kids Inc. / Young InnerG & Overtime Sports Academy, indefinitely, based on the Owner or Site Directors decision.

Initials: \_\_\_\_\_



## Dismissal Policy

The staff will work with each child to fulfill the needs of that child, and every effort will be made to provide a positive learning experience. Young InnerG & Overtime Sports Academy reserves the right to ask parents to make alternative arrangements for development if it is determined that a child's needs cannot be met, or the child has not adjusted to the learning environment. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required. If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Young InnerG & Overtime Sports Academy Policy or Procedure, it may be necessary to dismiss your child(ren) from the program.

## PARENT INVOLVEMENT

### The Parent's Role

The relationship between parents and Young InnerG & Overtime Sports Academy staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority. Parents can assist and help ensure a smooth transition by doing the following:

- Make sure your child is wearing clothes and footwear for their learning environment
- Sign children in and out at the front desk, insuring that their coach has acknowledged their departure.
- Have all forms completed promptly, update forms as needed, and when changes occur (i.e. new phone number, address, etc.).
- It is important for a variety of reasons, that you notify Young InnerG & Overtime Sports Academy if your address or telephone number changes.
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify Young InnerG & Overtime Sports Academy if your child is ill.
- Do not bring a sick child to the facility.
- Attend scheduled parent meetings and orientations.

Initials: \_\_\_\_\_



## FEES

### **Tuition**

You will be informed of all rates, discounts, late fees, activity fees, registration fees, and any Young InnerG & Overtime Sports Academy specific fees.

Most of our services are based on a set monthly fee, or sliding scale. Our sliding scale is basically set up so that every family has a set monthly amount based on their family income. We ask that you do not discuss your monthly rate with different households as circumstance may vary.

Because we have a policy where we do not turn students away, we allow families to *“pick their rate”* (see *“PAYOR”* below) based on an affordable set rate comfortable for that particular family to maintain service as long as the students needs development.

Once monthly amount is selected, the family will select a bill cycling date in which the monthly payment is due at that time each month.

***“Pay Your Own Rate” and “scholarship athletes” are considered the same if the full rate isn’t being paid monthly.*** If “PAYOR” is the selected option for the monthly fees, the fees must be paid on the 15<sup>th</sup> or 31<sup>st</sup> of each month. The “PAYOR” option fees must be paid prior to, or on selected due date. There is a \$50 late fee the next day after payment is due (if payment has not been received) and every 3 days there after. Lastly, if “PAYOR” is the selected payment option, the fees must be paid 12 months each year. Even if the child misses a session in a month, or doesn’t attend at all in a month, the “PAYOR” option must be paid monthly.

Initials: \_\_\_\_\_

**NO REFUNDS!**

**\*\*Scholarship athletes and families that select “Pay your own rate” will have additional monthly obligations and expectations listed on the scholarship acceptance guidelines.**

Initials: \_\_\_\_\_



## ACCIDENT OR EMERGENCY PROCEDURES

### Medication

We do not give children medication unless a doctor has prescribed it. A medical consent form must be submitted for us to give a child any medication.

### Medical Emergency

If a child becomes ill, or injured while at Young InnerG & Overtime Sports Academy, the parent(s) or emergency contact person will be notified immediately. If it is necessary to seek immediate medical attention for a child, the child will be transported to the closest Medical Center. The child's vehicle and emergency medical permission forms, as well as the health information file, will accompany the child. In the event of an occurrence of a communicable disease as outlined by the Department of Health, written notification will be posted on the classroom door within 24 hours or the next business day.

### First Aid

Young InnerG & Overtime Sports Academy will provide first aid for minor injuries such as scratches, abrasions, and bruises. These types of injuries will be cleaned with warm soapy water and covered with a sterile band-aid. Accident reports are documented and signed by parents and staff. A copy will be sent home with the parent.

### Health Policy

Our program operates for well children and staff only. Children who are mildly ill (e.g. minor cold symptoms) may remain at the location only with the Site Directors approval. Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 15 minutes we will contact the emergency contacts indicated by the parents. We are required to report any suspected case of communicable disease to the local county Health Department.

Initials: \_\_\_\_\_



**We will not serve children with:**

- Fever over 101 degrees
- Bad colds: discolored nasal discharge, persistent cough
- A skin rash that has not been identified by a written form by a physician who has seen the rash
- Diarrhea and / or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Rapid or difficult breathing
- Eye discharge, bloodshot or swollen eyes
- Yellowish skin or eyes
- Sore throat or difficulty swallowing
- Infected skin patches
- Pain of which a child complains and interferes with normal activity
- Evidence of infection

**Children may be readmitted:**

1. With a physician's statement that the child is free from communicable disease, and that returning poses no risks to the child or others.

**OR**

2. If visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting / diarrhea for 24 hours while on a normal diet.

Initials: \_\_\_\_\_





### **Suspicion of Child Abuse**

Inner G Kids Inc. / Young InnerG & Overtime Sports Academy staff and volunteers are required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

Initials: \_\_\_\_\_

### **Weapons, Alcohol, Drugs, and Tobacco**

In our effort to provide a safe, healthy environment for each child to grow and develop, we maintain a Center free of alcohol, drugs, and tobacco use. Weapons are prohibited with the exception of law enforcement officials. The use or presence of weapons, alcohol, drugs, and tobacco is prohibited in the building or anywhere on the grounds by Young InnerG & Overtime Sports Academy staff, parents, or anyone visiting the location. The use or presence of weapons, alcohol, drugs, and tobacco is prohibited during any outing or field trip, as well as, on any vehicle used by Young InnerG & Overtime Sports Academy to transport your child(ren).

Initials: \_\_\_\_\_

***Young InnerG & Overtime Sports Academy - reserves the right to change or revise any policies, procedures, or tuitions/fee schedules when deemed necessary. Written notification will be provided to parents.***

I have read the Inner G Kids Inc. / Young InnerG & Overtime Sports Academy Parent Handbook and will operate in agreement with all the policies and procedures. If I have any questions I will contact the Director to clear any misconceptions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Child: \_\_\_\_\_

Registration form continued below:



# Young InnerG / Overtime Sports Academy Registration Form 2016-2017

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## Student / Athlete Information:

Student / Athlete Name:		Gender: ___Male ___Female		
Address:		City:	State:	Zip Code:
Birthdate:	Age:	Ethnicity:		Home Language:
School Attending/ Current GPA:			Grade (2015/16 school year):	
Student / Athlete Home Phone:			Student / Athlete Cell Phone:	
Student / Athlete E-Mail Address:				
Allergies/ Medical Conditions:				

## Parent/ Guardian Information #1:

Parent/ Guardian Name:				
Address:		City:	State:	Zip Code:
Home Phone:		Cell Phone:		
E-Mail Address:				

## Parent/ Guardian Information #1:

Parent/ Guardian Name:				
Address:		City:	State:	Zip Code:



Home Phone:	Cell Phone:
E-Mail Address:	

**Authorized Pick- Up List**

*Your child will only be released to the adults 18+ listed below.*

Name:	Relationship:
Home Phone:	Cell Phone:

Name:	Relationship:
Home Phone:	Cell Phone:

Name:	Relationship:
Home Phone:	Cell Phone:

**Transportation Service** *(Please check one) \*\*\*\* For after school programming only\*\*\*\**

Overtime Van Pick Up \_\_\_\_\_ *(additional fees apply)* **Pick Up Location:**  
 \_\_\_\_\_

No transportation \_\_\_\_\_ *(circle one: Parent drop off / Car pool)*



**Emergency Contact Information (Primary and Secondary):**

Name:	Relationship:
Home Phone:	Cell Phone:
Name:	Relationship:
Home Phone:	Cell Phone:

**Emergency Care Information:**

Doctor's Name:	Phone:
Hospital:	Medical Insurance Carrier:

**Medical History and Allergy Information:**

*To help staff meet your needs, please check and give approximate dates or comments that apply:*

<u>Condition:</u>	<u>NO</u>	<u>YES</u>	<u>Comments</u>
Frequent Ear Infections			
Convulsions/Epilepsy			
Diabetes			
Bleeding/Clotting Disorder			
ADD/ADHD			
Other:			
<u>Allergies</u>	<u>NO</u>	<u>YES</u>	<u>Comments</u>
Hay Fever			
Poison Ivy/Oak			
Insect Stings			
Penicillin			
Other:			

**Other Medical Condition(s)/Comment:**

Emotional, Behavior, Physical, and/or Special Needs:

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Is there anything else you would like us to know about your child?:

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**MUST BE COMPLETED BY A PARENT OR GUARDIAN**

I, the legal parent or guardian of the undersigned volunteer, understand, acknowledge, and agree that in consideration of being allowed to participate in Inner G Kids' Overtime Sports Academy:

1. I waive any and all claims for injury or damage against Inner G Kids' Overtime Sports Academy, their officers, agents, and employees, and the sponsoring agency (volunteer group), which I may incur while participating in this program.
2. I assume the risk for any and all injuries or damage, which I may incur while participating in this program.
3. I waive any and all claims for workers' compensation coverage, and indemnification and defense for tort liability, against Inner G Kids' Overtime Sports Academy, their officers, agents, and employees, which I may have as a result of participating in this program.
4. I am fully responsible for any damage or injury which I may cause to private property or to other persons, intentionally or negligently, while participating in this program, and agree to indemnify Inner G Kids' Overtime Sports Academy, their officers, agents, and employees, and the sponsor of this project, for any expenses or costs caused by my actions.

Please Print:

Athlete Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF UNDER 18, THIS FORM MUST BE FILLED OUT BY A PARENT OR GUARDIAN.



## PARENT/GUARDIAN Youth Photo Release Form

Child participant name: \_\_\_\_\_

I hereby grant permission to Inner G Kids Inc. / Young Inner G and Overtime Sports Academy to use my child's likeness for films, video and/or audio tape recordings, slides and photographs. I understand that Inner G Kids Inc. / Young Inner G and Overtime Sports Academy may use my child's likeness on its website or in other official printed publications without further consideration, and I acknowledge Inner G Kids Inc. / Young Inner G and Overtime Sports Academy's right to crop or treat the media at its discretion. I also acknowledge that Inner G Kids Inc. / Young Inner G and Overtime Sports Academy may choose not to use my child's photo at this time, but may do so at its own discretion at a later date. I will make no monetary or other claim against Inner G Kids Inc. / Young Inner G and Overtime Sports Academy for the use of my child's likeness.

Inner G Kids Inc. / Young Inner G and Overtime Sports Academy reserves the right to discontinue use of photos without notice.

- YES!** Inner G Kids Inc. / Young Inner G and Overtime Sports Academy has my permission for films, video and/or audio tape recordings, slides and photographs to be taken of my child for any reason. \_\_\_\_\_ (*Parents initials*)
  
- NO!** Inner G Kids Inc. / Young Inner G and Overtime Sports Academy **"Does Not"** have my permission for films, video and/or audio tape recordings, slides and photographs to be taken of my child for any reason. \_\_\_\_\_ (*Parents initials*)

This release will supersede any previous releases on file.

Parent/Guardian Name: (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Child's name: \_\_\_\_\_



# Young InnerG

