

## Sapphire E-Learning Camp Agreements

- Release of Information: I give Sapphire permission to contact my child's school if it is necessary for the completion or success of my child's academic program, and Sapphire is unable to contact me.
- Acceptable Use and Network Policies: I accept and agree with the Sapphire's acceptable use and network policies. I understand and agree that by giving my child an internet connected device, the ultimate responsibility for what my child has access to on the internet is my own.
- Bring Your Own Device Policy: I give my child permission to use his or her internet enabled device(s) for instructional use in their e-learning or virtual classes, while at Sapphire and under Sapphire's care. I understand and agree the Sapphire is not responsible for the loss or damage (physical or data), nor the content of this device.
- Covid-19 Risk and Release: I understand that despite any and all reasonable precautions and policies, it is impossible to completely prevent the spread of communicable diseases (including Covid-19) in a public environment, such as attendance to Sapphire. I understand and accept that risk for my child.
- Sapphire's Health Commitment: My household agrees to abide by the health standards and protocols as outlined in this document. I understand that I can receive the most up to date version of this document at [www.sapphiregymnasticsacademy.com](http://www.sapphiregymnasticsacademy.com)
- Waiver and Release: I have received a copy of the Sapphire's Waiver and Release, and fully agree to its terms and accept its policies and conditions.
- No Refund Policy: I agree and understand that all deposits paid are non-refundable for any reason. I understand that if I cancel my child's registration via email, [sapphirecustomerservice@yahoo.com](mailto:sapphirecustomerservice@yahoo.com), later than 12:01am 7 days prior to a week of camp, that week's tuition is non-refundable for any reason.
- Deposit Agreement: I understand that a deposit of \$20 per week registered will be auto-billed to my account upon registration. This deposit is non-refundable for any reason.
- Auto Debit Agreement: I understand and agree that my credit or debit card/bank account must be kept on file for camp. I give Sapphire Gymnastics Academy permission to auto-bill my child's E-learning camp balance on a weekly basis, 7 calendar days prior to each respective week of enrollment.
- Covid-19 Quarantine Policy: I agree and understand that should my child be required to quarantine away from camp for any reason I will not receive a refund of my deposits for that/those week(s).

# Overview

## The Purpose of This Document

First, we need to reference our mission statement:

We believe that every child that walks through our doors has a specific mission in life. At SGA we are committed to overseeing this mission by instilling the following life qualities in each child that we come in contact with:

### Hope

At SGA, we are committed to instilling the expectation and anticipation of excellence.

### Faith

We strive to cultivate confidence, trust, and belief in oneself.

### Joy

Students at SGA learn to find delight and a source of pleasure in physical activity.

Sapphire's E-Learning Support Camp program is unique, and in order to give our students the best chance and opportunity for academic success while maintaining our ability to function as a safe and operational business, the policies and procedures outlined in this document must be agreed to by all parties.

## This Document is as Fluid as the Situation

Everything about the disease, it's spread, governmental guidelines, social responses, the needs of our families, and the financial environment have been in constant flux. Our plan and procedures for how we address all of these things must be adaptable, purposeful, based in science, according to the regulations put forth by state and federal governments, and effective. In order to be all of those things we cannot be afraid to constantly evaluate our policies and procedures, seek out new & sound information, and adjust our responses accordingly. Sapphire will alter any and all of this handbook as needed to fulfill these goals.

## Mandatory Adherence to This Handbook

Given all the above, and in the interest of protecting the health and safety of the children entrusted to our care, Sapphire will be enforcing all policies and procedures listed within this document during our return to play post Covid-19. If a family, athlete, or employee is unwilling to abide by these policies and procedures, they will not be allowed to attend Sapphire.

## Your Child's Group Risk

The "protective measures," (i.e. social distancing), "we can expect from adults are, for a variety of reasons, simply not possible for children, and youth to practice in schools, childcare centers, and youth camps. In some cases, the child will be too young to understand and practice these precautions. We cannot, for example, expect a group of schoolchildren not to engage in interactive play or share supplies. Our goal is to keep our groups as distinct as possible, but we acknowledge that within each group, there will be interaction between those students. Our staff will attempt to mitigate the risks of those interactions as much as possible in accordance with our policies. Parents, students, and staff all must acknowledge, understand, and accept the fact that any environment in which two or more persons from different households come near each other, there is a chance for communicable diseases such as Covid-19 to be spread between those persons - despite any and all precautions we as a community might take. Our job is to make that risk as low as possible for the environment we are providing our students.

## Your Family's Commitment and Standards

As a parent in our camp program, your role in our collective health and risk management is critical. Before you send your child to our program, and throughout their time with us, you must ensure that not just your child, but your entire household, meets the following criteria:

- **Your child has none of the red Covid-19 symptoms listed below**
- **No one in your household has had a known exposure in the last 14 days to any person with a confirmed Covid-19 diagnosis**
- **No one in your household currently has Covid-19**

If your child or anyone living in your household fails to meet the criteria above, your child will not be allowed to return to camp until after a mandatory quarantine period, and / or a negative COVID-19 test.

## Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

Red Level Symptoms:

- A fever of over 100° F
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Diarrhea
- Sore throat
- Nausea or vomiting

#### Yellow Level Symptoms:

- Cough\*\*
- Headache\*\*
- Runny Nose\*\*

\*\* If any yellow level symptoms are present on their own, and not in combination with any other symptom, an assessment can be done and the student may be permitted to attend camp. This list does not include all possible symptoms of COVID-19, and is not intended to be used to diagnose nor rule out any disease. Less common symptoms have been reported. Only a healthcare professional can confirm or diagnose if a person has Covid-19.

### **Consent to Contact and Information Disclosure**

In order to effectively and efficiently ensure your student is completing and progressing in their school work, you grant Sapphire permission to communicate with and advocate on behalf of your student with their school, teachers, tutors, or academic professionals. While Sapphire will make every effort to communicate directly with you regarding all aspects of your child's learning, there may be instances where due to time or other issues we will not be able to do so in a way that ensures your student has the highest possible academic success. If for any reason Sapphire does directly contact with your students teacher or school, we will always either directly include you (such as an email CC) or will let you know about the communication and any response we received. In addition, regardless of your child's age Sapphire will need to know all of their log in credentials and any other individualized information that is required to ensure they can connect to and properly complete their e-learning and assignments. Sapphire will keep all of this information confidential and in your child's file. It is your responsibility to immediately let Sapphire know if any log in information, including passwords, changes.

## *Student Policies*

### **Introduction**

Students within E-Camp will be expected to treat their academics seriously. This will require their attention and interaction with their e-learning resources. Sapphire understands this is easier said than done, and no child will be perfect in this. We are all learning and in uncharted territory this fall. And while we know that every child will require supervision, reminders, and encouragement, there are certain things which will not be allowed or tolerated. These expectations are outlined below.

### **Student Acknowledgement**

It is important that every student understands the handbook and their responsibilities and is encouraged by their parents and guardians to follow the rules and policies set forth in this handbook. Each student's parents and guardians are expected to explain the rules herein and reinforce them with their child.

### **Student Dress Code**

Students should wear appropriate and comfortable clothing for the school day. Tennis shoes are recommended, however during recess and P.E. rotations they will take their shoes and socks off while on the mats and equipment.

### **Network Policies**

- District / School Hot Spots - Some school and districts may provide children with designated wifi hotspots they are supposed to use - These have been programmed to limit your students access to certain websites or other network functions. If your school provides a hot spot, your child will be required to use it.
- Use of the Sapphire network in such a way that it disrupts the use of the network is prohibited
- Students must always follow any monitor, facilitator, or teacher guidelines and instructions on appropriate use of the network.
- Cyberbullying of any form will not be tolerated.
- Off-task behaviors are not allowed
- Accessing inappropriate content is strictly prohibited

### **Internet Acceptable Use**

Students should only access course related materials for educational purposes. Violating the privacy of other students or people using the internet will not be tolerated. If a student knowingly breaks this policy, they will not be allowed to rejoin E-camp.

### **Disclaimer of Connection Responsibility**

Sapphire makes no warranties of any kind for the provided internet access. Further, Sapphire is not responsible if your child is unable to connect to or utilize our network for including but not limited to any of the following: service provider interruption; device incompatibility; school provided device malfunction; device function or power issues; inclement weather or power outages; application or device troubleshooting; any other cause outside of our control. Refunds will not be issued simply because your student was unable to connect to the internet.

### **Bring Your Own Device Policy**

Students are required to bring their own device to connect to and successfully complete their virtual or e-learning programs. These devices may be personal ones, or they may be provided by the student's school or district. Students must assume all responsibility for their devices. Sapphire is not responsible for the security of any device. Students must power off or put away any unnecessary devices if told to do so by a room monitor. Students must ensure that their devices do not disrupt the learning of others, violate anyone's privacy, or be involved in any inappropriate conduct.

### **Disclaimer of Content Accessibility**

While Sapphire will make every reasonable effort to preclude access to the parts of the internet that are inappropriate for our students, it is not possible to perfectly prevent such access when a device has internet connection. Indeed, inappropriate content can be brought in on a digital device manually with no internet connection involved. Students may use their own personal devices during their scheduled free time for non-academic purposes, but just as with their academic devices, if a parent provides their child with an internet connected device, certain risks regarding the content they can access are unavoidable. In an effort to keep a safe and healthy environment for all our students, Sapphire reserves the right to remove a student from the program should their actions on any device violate the E-camp procedures or be used to access or distribute inappropriate content. Our responsibility at E-camp is to cooperatively work with parents, educators, and care givers to teach healthy habits, reinforce our content policies, and supervise students as well as reasonably possible.

### **Technology Maintenance and Responsibility**

Students are responsible for the care of all supplies and technology that they bring to E-camp. Sapphire is not responsible for any damages to devices, including loss of data.

### **Printing and Other Office Supply Needs**

All students are required to provide their own print copies of any documents that they cannot view or work on digitally. Sapphire offers black and white printing for students at a cost of 0.25¢ per page, single sided. Students must provide their own office supplies such as pens, pencils, erasers, markers, or any other supplies they may need for their assignments and studies.

### **What Sapphire Provides**

Sapphire will provide the following resources to your student each day. Some may be individual; however, some will necessarily be shared between the students in the classroom.

#### *Technology*

A power outlet for your student

Wifi access for their classroom to share

Individual workspace

Black and white printing at 0.25 cents a single sided page

#### *School Supplies*

Reusable tools such as hole punch and staplers.

#### *Health Items*

Hand sanitizer for each group and throughout facility

Temperature check of all persons entering the building

## What You Bring to E-camp

Students are expected to bring the following with them each day to E-camp:

### *Technology*

A device suitable for connection and use with their virtual and e-learning classes (if your school requires a specific device, electronics, or accessories, you must provide them). A good pair of headphones - noise canceling headphones are highly recommended All cords, chargers, and / or adapters needed to connect and charge their devices. A school provided wifi device or hot spot if it was given to you

### *Information and Details*

All class schedules, e-learning details, log in information, usernames, passwords, websites, apps, or any other information needed to ensure your child is able to log on to and complete all their virtual learning Contact information for all teachers, tutors, specialists, administrators, or other third party individuals who we may need to communicate with if problems arise, if we have questions, or to ensure your child's academic success.

### *School Supplies*

Paper, notebooks, or any other writing surfaces they may need Pens, pencils, markers, highlighters, or any other writing instrument they need Any special supplies required for specific assignments, such as poster board, tape, glue, etc. Any textbooks, books, or reading material needed for their assignments Any organizational supplies they may need, such as binders, sticky notes, dividers, etc.

### *Other Items*

A water bottle or any drinks they might want

A lunch

Any medications they may

### *Health Items*

A facemask (if desired)

## Administrative Policies

### *Billing*

Families must keep a credit or debit card on file to be enrolled in E-camp, and by registering online you consent to auto-billing of that card for your E-camp tuition. Each week's tuition is due 7 calendar days prior to the start of that E-camp session, and the remaining balance (if any) for that session will be auto-billed on that day.

**Non-Refundable Deposits** A \$20 deposit is required for each week you wish to reserve for your student and is due at the time of registration. E-camp deposits are not refundable for any reason.

### *Cancellations*

All money paid towards E-camp (deposits and tuition) is non-refundable, regardless of the reason for the cancellation. If you cancel a reserved week of E-camp in writing more than 7 calendar days prior the start of that session, you will not be charged for that particular week's remaining balance. Your deposit will still be non-refundable.

### *Covid-related Cancellations / Quarantines*

In order to abide by the Sapphire's procedures, students may be prevented from attending E-camp for a period of time due to various Covid-19 related risk factors or exposure. Please consult the latest Sapphire policy for a complete description of these circumstances. Sapphire does not offer refunds due to Covid-related cancellations or mandatory quarantines. Sapphire will credit any unused tuition in the case of mandatory shutdown.

### *Lost Items and Security*

Sapphire is not responsible for any items brought into or left at the facility at any time. We do have a lost and found on site, which we periodically empty and donate what we can. Students will be responsible for keeping up with their personal belongings, with reminders and reinforcement from Sapphire staff.