

The Funplex After School Activities Program



2022/2023 General Information

After School Program ends at 6:00 pm

Camp days run from 7:00 am – 6:00 pm

We welcome children ages 5 to 13 years old.

Registration

Registration is taken on a first come, first served basis. Registrations received once the program is full will be placed on a waiting list. To register for this program, please read these guidelines, complete the Registration Packet and complete our online registration found here: the-funplex.com (click red “New Customer” button).

*Our Registration Fee is due annually on January 1st. A pro-rated fee is due upon registration.

Pro-rate: Single Child = \$25.00 Family = \$37.50

Regular rate: Single Child = \$50 Family = \$75

To complete your registration, we must have the following:

- Completed Registration Packet and online registration
- Paid Registration Fee
- 1st month’s Tuition

Schedule Plans and Fees

Program fees are not based on attendance. These are monthly contractual fees. See page 3 for the monthly rates for your child’s school. We offer a discount for siblings who attend the program.

If you add any days to your attendance plan, the daily rate will be \$30. This payment must be received at notification of this change.

Any changes to your attendance plan will need to be in writing via e-mail or written note and must be received at least one week in advance. **We will not pick up children without written notification.**

Please remember: Parents, you are responsible for notifying the school that your child will be riding/walking with The Funplex and keeping the school apprised of any subsequent transportation changes throughout the school year. **If your child is absent from our program and transportation is not needed, please notify us of the change. If you do not notify us, you will incur a \$20 charge to your account.** This is an attempt to limit unnecessary staffing and travel time.

Payment Schedule

ALL AFTER SCHOOL PARTICIPANTS MUST HAVE A CREDIT/DEBIT CARD ON FILE.

All tuition payments are due no later than the first of every month your child attends.

Auto-Pay Monthly: Payment will be automatically charged to the credit/debit card on file on the first of every month of attendance.

Special Payment Plan: If you elect not to set up Auto-Pay, monthly tuition is due BEFORE the first of the month. You will need to arrange payments with our Billing Staff. If you have not paid by the first, we will automatically charge the card on file.

If the card on file is declined, a \$15 bank fee will be added to your account.

Cancelling your child’s enrollment in ASAP requires a 30-day written notice.

Refunds/Credits

Your child has a **reserved spot** in our transportation vehicles. Payment is still due even if your child does not attend our program any days of the week. There are NO discounts or credits for days missed. You are financially responsible for full payment for days you originally signed up for.

Teacher Planning Days/Holidays

As long as The Funplex facility is open, **and your account is up to date**, Teacher Planning Days and Holidays are FREE if your child attends 3 days or more or if the planning day or holiday falls on the day they usually attend.

IMPORTANT NOTE: Please make a reservation for all Camp Days, i.e. Teacher Planning Days, Veterans Day, etc. This helps us plan staffing and supply needs. You can make a reservation through your online account or by contacting our Customer Service Team at 850-932-2297.

Funplex Holiday Closings 2022/2023

There will be no Camp these days:

Labor Day – Monday, September 5, 2022

Thanksgiving – Wednesday, November 23 – Friday, November 25, 2022

Christmas – Closed the week of Christmas/New Year’s Saturday, December 24, 2022-Sunday, January 1, 2023

Memorial Day – Monday, May 29, 2023

Medications, Illness, Accidents

If your child will be taking medications during ASAP hours, you must fill out the authorization form available at our Customer Service Desk. This is for any type of medication, including over-the-counter remedies such as Tylenol. Prescription medications must be in the original container with the physician’s name and dosage instructions included.

If your child is feeling ill, we will have him/her sit out for a bit. If they continue to feel sick, we will contact you. We recommend you have pre-set arrangements for your child’s pick-up if you are not able to leave work.

The Funplex is a gymnastics and cheer facility. Because of the nature of sports activities, accidents do sometimes happen. Our staff is trained to handle these situations and we will advise you of any accidents involving your child.

Behavior Guidelines

We have a set of After School Rules devised to provide your child with a safe and fun experience. A copy of these rules is included in your Registration Packet. Please take time to review these rules with your child and sign them.

Snack

We provide your child with snacks and water every day as part of our after-school package. We also sell snacks and drinks in our café. Your child can charge on your account if you allow them to do so.

Homework Policy

Our program stresses the importance of homework and time is set aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work. Because of the number of children attending our program, staff are unable to check each child’s homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. In addition, staff members will not check a child’s backpack or homework folder if the child says they do not have homework. Although we encourage children to do their homework when it is assigned, ultimately it is the child’s responsibility to complete it. However, if you would like for staff to check your child’s folder, please let us know. Children who do not wish to do their homework will participate in other activities.

Please let us know if you prefer your child complete his or her homework at home or if you would like to make any other special homework arrangements,

Lost/Stolen Items

The Funplex is not responsible for personal items that are lost, stolen or damaged. Your child is solely responsible for all items he/she brings to the ASAP program.

Sign Out Procedures

Signing your child out of ASAP is especially important for everyone’s safety and well-being. Parents or guardians must sign children out; children may not sign themselves out. If anyone other than a parent is picking up a child, please make sure you alert our Customer Service Team. In addition, please make sure this person is added to the Pick-Up Authorization section of your Registration Form and is prepared to show Photo ID. If the person is not on the authorized list, we will not release the child without written permission from a parent or guardian.

Late Pick-Up (After 6:00 pm)

Your child will always be supervised, even when you are late. If you are running late, please call our Customer gulfbreezefunplex@gmail.com

Service Team so we can make proper arrangements for our child; however, a late fee will apply. After a grace period of 5 minutes, the late fee is \$10 per child for

every 15 minutes, paid in full to The Funplex at the time of pick-up. The card on file will be charged that day.

Pricing Schedule

*Remember, you must have a credit/debit card on file with the facility. If for any reason your card is declined or comes back with an error, you will be charged an additional \$10 bank fee for the return. If you add any days to your child’s attendance plan, a rate of \$30/day will be charged. If your child is absent for any reason, you will still be charged the amount of your initial plan.

Oriole Beach Elementary		
	Monthly Payments	
# of Days/Week	One Child \$	Sibling \$
1	153	134.64
2	208	183.04
3	228	200.64
4	278	244.64
5	308	271.04

*Our OBE walking route has changed. The gate from OBE to our facility has been closed for heightened security within the school district. Our walk will now begin at our west-side gate and we will walk on a small part of Pep Boys parking lot, and then along a grass area to OBE and enter OBE at the very left of the school. We will follow that same walking path back to our facility.

Gulf Breeze Elementary		
	Monthly Payments	
# of Days/Week	One Child \$	Sibling \$
2	270	237.60
3	290	255.20
4	315	277.20
5	340	299.20

Navarre Primary/Intermediate Schools		
	Monthly Payments	
# of Days/Week	One Child \$	Sibling \$
2	320	281.60
3	360	316.80
4	420	369.60
5	480	422.40

Middle School Pricing (Gulf Breeze and Woodlawn)	
\$25/Day	\$70/Week

ASAP Registration Form 2022-2023

Child 1	First Name	Last Name	Date of Birth	Sex M or F	Grade
Circle the school your child will be attending: Gulf Breeze Elementary Oriole Beach Elementary West Navarre Primary West Navarre Intermediate Holley Navarre Primary Holley Navarre Intermediate Gulf Breeze Middle Woodlawn Beach Middle Other _____					
Circle Days Attending: Monday Tuesday Wednesday Thursday Friday					

Child 2	First Name	Last Name	Date of Birth	Sex M or F	Grade
Circle the school your child will be attending: Gulf Breeze Elementary Oriole Beach Elementary West Navarre Primary West Navarre Intermediate Holley Navarre Primary Holley Navarre Intermediate Gulf Breeze Middle Woodlawn Beach Middle Other _____					
Circle Days Attending: Monday Tuesday Wednesday Thursday Friday					

Parent/Caregiver 1 First Name	Last Name	Cell Phone #	Work/Secondary Contact #
Parent/Caregiver 2 First Name	Last Name	Cell Phone #	Work/Secondary Contact #
Street Address		City	Zip Code
Emergency Contact Name (someone other than listed above)		Contact #	
Your Email Address:			

Payment must be made for the full month. (If you need to set up a different payment plan, please contact the Front Desk.)

Annual Registration Fee: Single Child \$50 _____ Family \$75 _____

Choose how you would like to pay (initial one): _____ Auto-Pay or _____ I need a special payment plan.

I have read and understand all the payment information in the ASAP Information Packet.

Signature:

Date:

Pick-Up Authorization

I, _____ (Phone Number: _____), authorize the following people to pick up my child(ren) and to be called in an emergency if I cannot be contacted. **Please bring photo ID.**

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Medical Information

My child has the following allergies and/or medical conditions:

My child takes medication(s) and I have filled out the **Medication Authorization Form. ____ Initial

Homework Arrangements

I would like my child to complete his/her homework at the Funplex. _____ (Initial)

I would like my child to complete his/her homework at home. _____ (Initial)

Café Charging

I will allow my child to charge café items _____ (Initial) Daily Amount _____

***I have read and understand the policies and safety guidelines for the ASAP program at The Funplex.**

Print Name: _____

Signature: _____

Date: _____

After School Rules

- ✓ HAVE FUN!!!
- ✓ Participants must treat other students, counselors and all staff with RESPECT. Speak kind words.
- ✓ Participants must listen and follow directions given by all counselors and staff. We give directions to keep children in ASAP happy and safe. **Undermining authority will not be tolerated.**
- ✓ Participants must keep hands, feet and other objects to oneself. Participants will not touch someone else's belongings.
- ✓ Participants shall not intentionally cause or attempt to cause physical or emotional harm to another student or employee. **BULLYING WILL NOT BE TOLERATED.**
- ✓ Participants must treat Funplex equipment, supplies and facility properly and with care.
- ✓ Participants shall remain with their groups **at all times**. If a student needs to take a bathroom or water break, they **MUST** tell a counselor.

Disciplinary Action: Each incident will be documented and placed in the child's confidential file.

First warning (verbal) – is given along with an explanation as to why the behavior is inappropriate.

Second warning – If the behavior continues, the child will sit out of an activity for a set period of time, i.e. a Time Out.

Third warning – the child will sit out of an entire activity. The parents/caregivers will be notified during afternoon pick-up.

Note: The ASAP director has the right to have a parent pick up the child from program for the rest of the day. If inappropriate behavior continues, attendance may be suspended for a whole day. If the child's behavior shows no improvement, ultimately, he/she will be terminated from the program.

For fighting/bullying – one warning will be given on the first day of ASAP as we are explaining the rules. Any fighting/bullying may warrant instant dismissal from the program.

Valuables should be left at home. The Funplex is not responsible for any lost or stolen items. Any dangerous possessions (i.e. matches, jackknives, lighters, etc) will be confiscated and will result in immediate termination from the program.

I, _____, parent/guardian of _____ have read and understand the above rules. I assume the responsibility for ensuring that my child is aware of these rules and understands the consequences if he/she does not behave appropriately.

Parent Signature: _____ Date: _____

Student(s) Signature: _____ (We know your child is a minor, but we like them to try to sign their names to indicate understanding of the rules. And to feel like a big kid! 😊)