



# Parent & Student Handbook

2023-2024

For

Aces in Motion After School Program

*“Coaching for Life Beyond the Court”*

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## Welcome Letter

Dear Parents & Caregivers,

Welcome to the Aces In Motion team as we begin another school year! We are honored and excited to have your student enrolled in Aces In Motion's After School Program.

Our staff is committed to providing a safe, fun, and positive environment for your student(s) here at Aces In Motion After School Program. One of our primary goals is that you and your student feel seen, heard, and respected. We value all the diversity of cultures, talents, history, and uniqueness that makes you special. You will often hear us refer to our program as The AIM Family. This name goes beyond the title, it is the true definition of what you and your student have signed up for—being members of the AIM Family. We are thankful that our AIM Family is over 300 members strong and has only been possible through the dedication, commitment, and support from everyone who makes up the AIM Family.

At Aces In Motion, we offer participants opportunities in academics, enrichment activities, healthy lifestyles, and tennis! This includes activities such as homework help, one on one tutoring, character development workshops, tennis instruction and competitive opportunities, physical fitness through recreation time, exposure field trips, enrichment activities including music production and eSports, and college tours all while promoting a healthy lifestyle and development to become a community citizen. Each program, AIM's Middle School Academy and AIM's Teen Center, has its own check-in, snack time, and homework time which you will find under each program description page.

All staff have been trained on safety protocols, being healing centered and trauma-informed, staying up to date with the latest training in positive youth development and sports-based youth development. We take pride in our staff and ensure that they are properly trained, in order to best serve your youth.

Please read through this handbook and familiarize yourself with our policies, procedures, and expectations as it will ensure the best possible experience. It will provide you with information about our services, programming, and logistics. We welcome you to contact us or visit our website for more information.

Thank you again for enrolling your student(s) in Aces In Motion After School Program and trusting us to be part of your village. Please do not hesitate to contact us if we can be of any assistance to you or you have any questions. We are looking forward to this school year, and what is in store for our students.

Sincerely,

Your AIM Leadership Team

## About Us

### Coaching for Life Beyond the Court

Aces in Motion (AIM) is a sports-based after-school youth development program that puts best practices in action. Drawing from the sport of tennis, AIM's goal is to help develop and support the whole child, in terms of health, academics, and social-emotional development. We teach the sport of tennis, emphasizing the many intangible benefits associated with tennis, along with life-skill development and academic support.

### Mission

AIM promotes health, academic achievement, and character development through tennis

### Vision

We use tennis and the principles of sport to build a community of children, youth, and adults that work, learn, and play hard together.

### Values

***Integrity*** - *“Sport teaches you character, it teaches you to play by the rules, it teaches you to know what it feels like to win and lose, it teaches you about life”...we believe that winning must contain honesty, accountability, discipline, and respect or else we consider it to be a lose*

***Leadership*** - *everyone will be a leader of something so be the positive example your teammates want to follow...we believe in building up tomorrow's leaders*

***Community*** - *“the best thing about sports is the sense of community and the shared emotion it can create by being on a team”...we need each other*

### Transferable Sport Skills to Life Skills

***Teamwork*** - *“talent wins games, teamwork and intelligence win championships”...we believe that knowing how to play on a team is foundational to a winning mindset*

***Effort*** - *“hard work beats talent when talent fails to work hard”...we believe in controlling the controllables and effort is one way we won't lose*

***Resiliency*** - *knowing how to bounce back after an “L” (lose)...we acknowledge that the game of life will be full of challenges and loses but we believe in showing up to practice the next day*

## Meet the Leadership Team

<p>Addison Staples          Executive Director &amp; Tennis Director  <a href="mailto:addison@acesinmotion.org">addison@acesinmotion.org</a>          Phone: 352-758-2435</p>	<p>The Executive Director oversees all aspects of the program including but not limited to organizational vision, mission, values, budgets, board governance, staffing, fundraising and strategic planning.</p> <p>The Tennis Director oversees all aspects of tennis programming at AIM including weekly tennis lesson plans, competitive and recreational tennis opportunities, and high level performance.</p>
<p>Shelley Rogers          Program Director  <a href="mailto:program@acesinmotion.org">program@acesinmotion.org</a>          Phone: 352-758-2436</p>	<p>The AIM Program Director oversees the coordination and administration of all aspects of an ongoing programming including planning, organizing, staffing, coaching, leading, managing program activities, and ensuring programming meets state, funder, and youth development compliance and standards. The Program Director provides support to all staff and students and manages the operations, scheduling of staff, policies and procedures of the program. This position provides significant contributions to program partnership development, strategic planning and executive level decision making. Oversees all the afterschool and summer programming.</p>
<p>Brillion Williams          High School Director          Email: <a href="mailto:hsdirector@acesinmotion.org">hsdirector@acesinmotion.org</a>          Phone: 352-758-2625</p>	<p>The High School Director is responsible for the planning, organizing, and leading of the AIM Teen Center and high school student component of Aces In Motion. This position involves carrying out the short and long term strategic objectives of Aces In Motion by allocating necessary resources, activities, and duties among staff members while setting daily program expectations. Along with leading after-school coaches in daily program operations, the AIM High School Director collaborates with the Program and Executive Director in communicating with outside community partners to implement enrichment, life skills, and academic activities for all youth. Most importantly, this position must demonstrate leadership</p>

	<p>qualities, maturity, and serve as a positive role model to all AIM students and the community at large.</p>
<p>Aizalyn Garcia  Middle School Director  Email: <a href="mailto:msdirector@acesinmotion.org">msdirector@acesinmotion.org</a>  Phone: 352-758-2437</p>	<p>The Middle School Director is responsible for the planning, organizing, and leading of the middle school component of Aces In Motion. This position involves carrying out the short and long term strategic objectives of Aces In Motion by allocating necessary resources, activities, and duties among staff members while setting daily program expectations. Along with leading after-school coaches in daily program operations, the AIM High School Director collaborates with the Program and Executive Director in communicating with outside community partners to implement enrichment, life skills, and academic activities for all youth. Most importantly, this position must demonstrate leadership qualities, maturity, and serve as a positive role model to all AIM students and the community at large.</p>
<p>Casey Jones II  After School Director  Email: <a href="mailto:afterschool@acesinmotion.org">afterschool@acesinmotion.org</a>  Phone: 352-758-2434</p>	<p>The After-School Director is responsible for managing the daily schedule of our after school program and all the responsibilities associated with check-in/out of students, staff, parents, partners, and volunteers. This position involves necessary resources, activities, and duties among staff members while setting program expectations throughout the day. Along with leading after-school coaches in daily program operations, the AIM After School Director collaborates with the Program Director in communicating with outside partners to implement enrichment, life skills, and academic activities for all youth. The After School Director is also responsible for leading, implementing, and scheduling all volunteer activities including recruitment, onboarding, training, and recognition procedures.</p>
<p>Nasseeka Denis  College &amp; Career Coordinator  <a href="mailto:nasseeka@acesinmotion.org">nasseeka@acesinmotion.org</a>  Phone: 407-781-7946</p>	<p>The AIM College &amp; Career Coordinator focuses on strengthening positive outcomes for AIM alumni as well as supporting its graduating seniors. This position is responsible for leading, implementing, and scheduling all post-secondary activities including participant communication and relationships, goal setting, information tracking, opportunity development and recognition procedures.</p>

# Program Logistics

## Contact Info

**Site:** 2601 SE 8th Avenue  
Gainesville, FL 32641

**Website:** [www.acesinmotion.org](http://www.acesinmotion.org)

**Email:** [info@acesinmotion.org](mailto:info@acesinmotion.org)

**Phone:** (352)758-2435

Facebook (logo): [www.facebook.com/acesinmotion](http://www.facebook.com/acesinmotion)

Instagram (logo): [www.instagram.com/acesinmotion](http://www.instagram.com/acesinmotion)

## Days and Hours of Operation

**Aces In Motion After School operates Monday through Friday from 2:30 pm - 6:15 pm** except for federal holidays and Alachua County Public School holidays (see 2023-2024 Alachua County Public School Calendar). It may be necessary to close programming on other days at the AIM Leadership's discretion. Proper notice will be given.

Administration Office Hours: 10:30 am - 2 pm

Aces In Motion reserves the right to close for extreme weather, facility emergencies, and other unexpected situations. If Alachua County School District is closed for weather emergencies, AIM will also be closed. You will be notified of any closures.

## Communication Methods

For immediate assistance and in case of emergency, the best mode of communication is to call **352-758-2435**. If we must get in contact with you due to an emergency, we will begin to call the numbers listed on your student's ProCare Account. If we are unable to reach a parent or caregiver, we will begin to call the emergency contacts.

### Email:

Please make sure to keep your email address on file up to date. We will be sending information, updates and exciting news in our AIM Family Newsletter.

### Talking Points:

Talking Points is used for communication between Aces In Motion and AIM families. Any announcements, changes during program, or short communication will be done through this platform.



**Parent Surveys:**

Please note we value your feedback, and we will be sending a satisfaction survey throughout the year. Please help us best serve your family by completing this survey when you receive it.

## Program Overview

### Daily Activities

Our after school program aims to develop the whole child; which is why each week students will participate in activities that are designed to promote health & wellness, community building, academic achievement, and character development.

**Academic Enrichment** includes daily dedicated homework time, tutoring, Windward Academy, and engaging activities that reinforce the necessary skills students need to succeed.

**Health & Wellness** focuses on increasing physical activity through tennis and healthy eating habits to educate children on the importance of nutrition.

**Character Development** focuses on providing resources and enrichment activities to assist students in developing skills and characteristics necessary for success in life.

### Healthy Snacks

Snacks are provided to all students and are served daily. We are committed to offering healthy options for our students. We strive to select options that promote healthy eating habits.

**Please note:** Aces In Motion makes every attempt to identify ingredients that may cause an allergic reaction for those with food allergies. Each parent/caregiver is responsible for notifying our staff of all food related allergies, possible symptoms and treatments their students require.

### Field Trips

Field trips may occur on school holidays or on days during programming. Field trips vary, however, some field trips that are yearly include; University of Florida football games, basketball games, 4 college tours for high school students, and community service projects.

- Trips are optional for students to attend.
- A schedule of events is provided so families can prepare, including drop off and pick up time of the trip.
- Parent/caregivers may not drop off their child or pick them up from a field trip unless approved by a Director.

- Any families arriving after the child's group has departed for a field trip CANNOT stay at AIM; please be on time.
- Parents/caregivers must sign and return a field trip permission slip form for their student(s) to attend a field trip that lasts longer than scheduled programming time and/or is out of town.
- A donation may be asked to help offset the cost of the field trip, but we do not want this to limit participation in most cases.

## Transportation

### Transportation to the Program:

Transportation is provided from school to the after school program and field trips only, either through bus or van (Directors will let you know which one). Participants may be transported by Aces In Motion vans; the staff is unable to transport participants in their personal vehicles.

- The van is equipped with a driver and if possible, additional staff member to supervise the students.
- Students must be seated at all times.
- Everyone must wear their seatbelts while the vehicle is in motion.
- Voices should remain at conversational level.
- Students are asked to have their bags or backpacks on the floor between their feet or on their laps rather than on the seat.

*Aces In Motion has the right to suspend students who do not comply with the transportation policy as listed above.*

In order to preserve the safety and welfare of our participant(s), it is important that participants follow the rules of the van driver and AIM staff, for a minimum of one day to an indefinite maximum. Some offenses on the van may also result in suspension from AIM.

In order to keep AIM participants safe, it is important that participants follow the rules of the van driver and AIM staff. The van is considered an extension of AIM. Parents and participants must understand that the AIM van transportation is a privilege of the participants and NOT a right.

The following behaviors will be considered violations of this policy. These violations will result in immediate discipline and will need to be correct immediately:

- Unnecessary loud noise and Unacceptable language
- Safety Violations
- Eating, drinking, littering
- Failure to remain seated
- Vandalism
- Hitting/Kicking the seat of others

- Disorderly when loading and unloading; Fighting or provoking a fight
- Not keeping hand(s) to self
- Refusing to follow driver's instructions
- Purposely diverting driver's attention
- Throwing object(s) around or out of the van
- Refusing to wear a seat belt

Aces In Motion procedure for violations of the AIM Van Policy is as follows:

1st Offense: Verbal discussion with participant

2nd Offense: Parent Conference

3rd Offense: Suspension from van privileges

4th Offense: Loss of van privileges

The safety of our participants is our primary concern. We are asking for the cooperation and assistance of parents/caregivers and participants to prevent violations and ensure member safety.

### **Transportation Home From Program:**

AIM seeks to limit any barrier for students to attend all that AIM has to offer. Therefore, transportation home from the program may be available upon request, capacity, and approval. There are a number of factors that go into our decision on approving transportation home requests. Please know, ***filling out our request form, does not guarantee that your student will receive a ride home.*** It must be approved by a Director. Once approved, a Director will reach out to confirm.

## **Parent and Caregiver Information**

### **Parent Involvement**

Parents/caregivers are always welcomed at Aces In Motion. Involvement may include the following events:

- Attending AIM Family Dinners.
- Making donations of snacks or materials to the site. We can provide you with a list of suggested items.
- Participating in our fundraising efforts.
- Volunteering during programming and field trips.

## Expectations for Parents/Caregivers

- Communicate with the AIM Leadership on all communication messaging that is sent out.
- Parents and caregivers are asked to support Aces In Motion staff and the rules/expectations that are in place to protect AIM participants.
- An effort is made to involve the parents in every aspect of a student's experience while at Aces In Motion.
- Please be sure to know your child's Director who is responsible for your student and consult them as necessary.
- Aces In Motion takes a holistic approach to all things we do, including discipline. We work to prevent behavior challenges by getting to know the students as individuals, working with the students and their families on an as needed basis.

## Expectations for Students

Students will receive and sign a copy of the expectations listed below when joining the program:

1. I will give AIM my best effort and have fun by showing up...whatever the best version of me can come that day.
2. I will respect all AIM Family members including students, coaches, volunteers, and guests. This also means that I will not use any profanity. The excessive use of profane or disrespectful language will result in my parents/guardian being contacted by a coach.
3. I will participate in Tennis to the best of my ability, including dressing out every week. If I refuse to participate, my parents/guardian will be contacted by a coach.
4. I will participate in AIM traditions such as Opening/Closing Circle, YoYo YaYa's, and T-Love.
5. I will communicate to coaches of all of my whereabouts and concerns. I know that I must be with a coach and one more person (3 people at minimum) at all times.
6. I understand cell phones may be collected at the coaches discretion & during academic/enrichment times. I understand that if I need to call my parents/guardian, AIM phones are available to use for that purpose.
7. I will actively participate to the best of my ability during enrichment, field trips, and presentations. I understand that some enrichment is a mandatory requirement of attending AIM.
8. I understand AIM is a drug and smoke free program and will not discuss or possess drugs or any paraphernalia while at AIM. I understand that bringing a weapon onto the program premises is strictly prohibited and may result in immediate expulsion from the program.
9. I understand that public displays of affection (PDA) are not permitted during AIM programming time and will refrain from such behavior.
10. I understand that play fighting with other students or staff is not permitted. **This will result in an immediate parent conference.**

11. I understand bullying including physical, verbal, or cyber will not be tolerated. **This will result in an immediate parent conference.**

## Family Transitions

At times, families go through significant transitions within their homes. These transitions can dramatically impact children and alter their behaviors. Please keep us informed of such changes so we can be sensitive to your student's needs. This collaboration will allow us to provide the best environment for your student(s).

## AIM Policies

### Attendance and Waiting List Policy

In order to keep this program free, our funding requirements expects participants to attend the program regularly to benefit from all the services provided. Therefore, participants are **REQUIRED** to attend a minimum of **3 days a week**. Excused and unexcused absences, similar to the school system, are part of our attendance policy. If your student has an excused absence, the minimum attendance policy is waved. Unexcused absences will enact our attendance policy procedure, please see below. Parents and caregivers are required to contact their student's director or coordinator to let them know if their student will not be attending that day.

**Unexcused absences:** if a student is absent and no communication was given, the student's absence will be unexcused. Unexcused absence examples are:

- Didn't feel like going (there are 2 days per week where this can be an excuse not to come)
- Wanted to hang out with friends
- Tired

**Excused absences:** Students will received an excused absences if:

- Parent/caregivers calls appropriate director or coordinator
- Doctors note
- Extracurricular activities
- Employment
- Sports practice
- Academic assistance from the school

Attendance will be reviewed every two weeks. If your student does not attend the required days, a Director will reach out to see if everything is ok and check in. If there is no answer or if the above is not met, they will be put on a waiting list. A parent or caregiver will be contacted before removing or adding your student to the waiting list for not meeting the attendance requirements.

## **Absences**

As a courtesy, please inform Aces In Motion staff if your child will not attend the program that day. Please be sure to call or text the student's director at the number provided in this handbook. Aces In Motion encourages students to participate in extracurricular activities. If your student is participating in a sport or an extracurricular activity, it is your responsibility to share a schedule with your student's director. A student will be given a week grace period in between the end of the extracurricular and their return to AIM full time.

If your student does not return after the grace period and no communication has been made to your student's director, your student will not be able to return to AIM until there is a meeting with your student's director.

If a parent/caregiver does not communicate with their student's director, the student will be placed on the waiting list until further notice.

## **Sign Out Policy**

Aces In Motion uses the Procure app (on a tablet or cellular device) to sign students in to our program and for parents and authorized pick ups to sign out of the program. The primary parent/caregiver will need to show ID until the staff get familiar with them and all other authorized person will need to be listed as an approved pick up and show their ID at time of pick-up.

If for any reason, an authorized pick up does not have their ID, the parent/ caregiver will be contacted by an AIM Leadership member to confirm pick up. Once the pick up is confirmed, a staff member will release the student.

Students will only be released to authorized people who are listed on the student's enrollment form. Authorized person must present a photo ID in order for a student to be released from the program. A driver's license must be presented to the staff before the child is released.

Staff will become familiar with the parent/caregiver on the pick up list and may not ask for I.D. after the first couple weeks since the students' start date. Please be ready to present a picture I.D. whenever asked.

- We will only release student(s) to persons listed on the enrollment form or persons authorized by the individual who enrolled the child.
- Only the person who signed the enrollment form can change information on the form and must do so in writing.

- In the event of an emergency, if you wish for someone to pick up your student who is not on the enrollment form, you must provide the person's name and relationship to the student.

Employees will verify and record the identity of a parent/caregiver or an authorized pick up by taking a picture of the Driver's License which will be printed and kept on site.

## **Late Pick-Up Policy**

Any participant(s) that is picked up after AIM closing hours will be considered a late pick up. Parents/caregivers are responsible for any late pick-ups by any other approved individual picking up participant(s).

### **1st Late Pick Up**

Parent/caregiver notification of late pick up: Please contact your child's director (Middle School or High School Director) if you are running late and your estimated time of pick up.

### **2nd Late Pick Up**

Warning: Your student's director will call to see if everything is ok and if there is anything that we can help support this policy being achieved. The Director will then advise the caregiver about the 3rd late pick up policy and fee.

### **3rd Late Pick Up**

A \$15 Late Pick up fee will be assessed and the student is not able to return to the program until the fee is paid.

### **Consistent Late Pick Up**

A Director will request a parent meeting and discuss options for the student to remain in the program.

## **Suspension and Expulsion**

AIM recognizes and appreciates the characteristics and behaviors that each child and family bring to our program. Unfortunately, there are sometimes reasons we have to remove a child from our programs either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the youth in order to prevent this policy from being enforced. As part of our internal policy, there will be many attempts and meetings before a youth is ever considered for expulsion.

### **Parent/Guardian actions for expulsion:**

- Failure to complete required forms or comply with Aces In Motion policies and procedures
- Habitual tardiness when picking up your child
- Verbal abuse or intimidation towards staff
- Failure to support staff as we develop and navigate Success Plan actions for expulsion
- Failure to comply to Aces In Motion student expectations in a reasonable amount of time
- The child is at risk of causing injury to themselves or others
- Physical, verbal, and emotional abuse to staff or other participants

If after the remedial actions identified in the Behavioral Policy have not worked and the Aces In Motion administration finds that they can no longer accommodate the youth, the parent/guardian will be asked to remove the youth. The youth's parent/caregiver will be advised verbally and in writing about the youth's or parent's behavior warranting expulsion. Expulsion is meant to be a period of time so that the parent/guardian may work on the child's behavior and/or to come to an agreement with our organization. The parent/caregiver will be informed regarding the length of the expulsion and the expected behavioral changes required in order for the student to return to Aces In Motion.

## **Academic Policy**

Aces In Motion dedicates specific days for homework time. Tutoring is offered for every student at AIM. Focused, quiet homework time is available 3 days a week. Students who do not have homework will be required to choose from the list of activities provided.

At the beginning of the school year, students' will be asked to provide their Skyward login and password information to staff. Our Academic Coordinator will regularly check students' assignments and grades to help guide staff in supporting the students' academic needs.

We understand that there may be requests for more homework time. Please speak with your student's director if you would like for your student to do homework instead of a scheduled activity. Please understand that your student is responsible for keeping track of their homework each day.

## **Dress Code**

Participants are expected to maintain appropriate standards of personal cleanliness and dress at all times. It is the policy of Aces In Motion that a participant's dress and grooming should be, in the AIM's opinion, appropriate dress for activities and also appropriate for safe programming. AIM staff makes the final determination on appropriate or inappropriate clothing. Students are expected to adhere to the following dress code:



1. Clothing may not reveal any undergarments
2. Clothing must cover the midriff, back, buttocks, and sides at all times and should be fastened so that it does not expose undergarments or body parts in an indecent or vulgar manner
3. Clothing, including outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images or symbols that:
  - a. Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
  - b. Promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion, or gender.
4. Shoes should be worn at all times. Closed toed shoes are preferred, especially for athletic activities. Shoes with cleats and flip flops should not be worn unless the field trip calls for it.

Failure to comply with this policy will result in corrective actions which may include a verbal warning, being asked to change or cover the inappropriate clothing, or, in severe or repeated cases, suspension or expulsion from AIM programming or events.

## **Personal Property**

AIM participant's personal property (such as coats, clothing, bags, lunchboxes, etc.) must be cleared from the Aces In Motion after school site at the end of each day. Any items left behind by the participant are not the responsibility of Aces In Motion. AIM is not responsible for lost or stolen items.

## **Medication Policy**

All prescription medications to be taken during programming hours must be provided to AIM staff in their original containers. A written consent form including administration instructions must be completed before medication can be administered. AIM staff will administer the medication to the student and record administration information.

## **Sick Policy**

Students should not attend AIM if they have a fever (temperature of 100.4 or higher), are vomiting, have diarrhea, or exhibit signs of a contagious illness. They may return to the program once they have been symptom free for 24 hours or upon obtaining a doctor's clearance. If a student becomes ill during program hours, parents/guardians will be notified and asked to pick up the student within one hour. In the case of a medical emergency in which treatment is necessary, AIM staff will adhere to our medical treatment policy provided in Procure.

## **Site Safety Plans and Procedures**

Staff and students will be made aware of the site's emergency action plans. Should you have any questions, please contact AIM's program director.

## **Investigation and Searches**

To ensure the safety of our participants and to protect our participants, staff and volunteers, Aces In Motion may conduct internal investigations including inspections and searches while a participant is in AIM.

## **One-On-One Contact**

Aces In Motion is committed to providing a safe environment for its participants, staff, and volunteers. To further ensure their safety, Aces In Motion prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

### **Staff shall:**

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency arises. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency. All exceptions shall be documented and provided to leadership.

### **Staff shall not:**

- Initiate one-on-one contact with a student.
- Have a private meeting or communication with a student. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one student at a time. This includes personal and private vehicles.

Staff shall immediately inform Aces In Motion leadership if a staff member, volunteer, or board member violates this policy. Should any staff, volunteer, or board member violate this policy, Aces In Motion will take appropriate disciplinary action, up to and including termination.

## **Public Display of Affection (PDA) Policy**

AIM is committed to providing a safe, comfortable, and respectful environment for all participants. Public displays of affection including but not limited to hugging, kissing, holding hands, and any intimate physical contact are not allowed during after school programming time. Students are prohibited from intimate interactions with each other of any kind while on AIM premises, during transportation, and during off-site field trips. Students not adhering to this policy will receive a warning followed by a parent conference if the behavior continues.

## **Sexual Abuse and Misconduct Policy**

Your student's safety is our number one priority at Aces in Motion. Aces In Motion prohibits and does not tolerate sexual abuse or misconduct in the student program, the workplace, or during any organization-related activity. The Sexual Abuse and Misconduct Policy and Procedures are in place to protect your student and to ensure that all parties are held accountable for any sexual abuse or misconduct that may occur within the Aces in Motion program. The policy outlines the steps to take if you or your student need to report an incident or complaint of sexual abuse or misconduct by anyone in the program including, but not limited to, another AIM student, employee, or volunteer. If you have any reason to suspect sexual abuse or misconduct occurred within the AIM program, please contact the Executive Director to fill out an "Incident and Complaint" form. A copy of the full Sexual Abuse and Misconduct policy and procedures can be made available upon request.

## **Policies and Waivers (Signed in ProCare)**

### **Liability Waiver**

I hereby certify that my child(ren) is/are in good physical condition and do/does not suffer from any disability that prevents or limits his/her participation in all activities conducted by undefined. I acknowledge that undefined will not assume any responsibility or liability for personal injury or damages caused by the injury. In the event undefined is unable to reach a parent, guardian or any emergency contact, I hereby give permission for my child(ren) to be transported to the nearest hospital for treatment in case of an accident or emergency. I hereby further authorize(s) any of the staff or employees to provide for, approve and authorize health care at the hospital.

### **Photo Release**

I hereby grant and authorize undefined the right to take, edit, copy, publish, distribute and make use of any and all pictures or video taken of my child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of and will not be returned.

## **Terms & Conditions of Participation, Consent, Acknowledgement & Release**

1. There is a risk of injury in all sport activities. I acknowledge that I am aware and that I have made my child aware of risks and hazards connected with these activities, including the risk of severe physical injury and other physical hazards, and that there may be risks and hazards unknown to me or my child. I understand that there are certain inherent risks to my child in athletic participation that cannot be avoided or eliminated despite reasonable care in providing this activity. I choose to accept any and all responsibility for my child's and my own safety and welfare when participating in these sport activities.
2. On behalf of myself and my child, our heirs, executors, legal representatives, administrators and assignees, I do hereby release and forever absolve the Gainesville Area Community Tennis Association, its officers, committees, representatives and their successors and assigns; any tennis parent coordinators, all program volunteers, including volunteer teaching professionals and student teaching volunteers, staff, agents and representatives; as well as Alachua County Public School district, the University of Florida and the City of Gainesville, from any and all actions, causes of action or liability, for personal injury, damage, loss of property, wrongful death, or other losses or injuries, arising out of, by reason of, or in any manner resulting from, which may be suffered or sustained by myself and/or my child, in connection with my activities or my child's activities during the period of voluntary participation in this athletic program, any period traveling to and from the events described, or while I and/or my child are on any property where program activities and/or competition is held. All claims are hereby waived and released, and I covenant not to sue as a result of any injury or damage as set forth herein.
3. I understand that part of any risk involved in undertaking any athletic activity is relative to my child's own state of health and fitness and I acknowledge that my child has no physical condition or limitations that would prevent him/her from safely participating in these activities. In the event of the injury or illness consent for emergency medical treatment to be rendered and I agree to be responsible for all costs associated with my child's or my own medical transportation and/or treatment.
4. In the event of any litigation seeking injunctive relief or other legal action impacting my child (individually) or my child's participation in Aces in Motion programming, such action shall be filed in the Alachua County, Florida, Circuit Court; any resulting legal fees and costs shall be taxed against the opposing party and in any event shall not be taxed to Aces in Motion, program staff and employees, all program volunteers, agents and representative, regardless of the outcome of said action.
5. No player may participate in Aces in Motion programming until this registration form and the medical release form has been completed.
6. This activity is neither sponsored nor endorsed by Alachua County Public Schools. I hereby give consent for my child/ward to participate in the Aces in Motion After-School tennis program.

## **Survey, Pre & Post Test and Interview Release**

I give Aces in Motion staff, volunteers, partners or interns permission to interview my child from time to time to find out what his/her behavior, skills and attitudes are in regards to such issues as health risks and habits, positive self-esteem, respect for diversity, academic habits and other issues. I understand that the purpose of these surveys, pre and post test, and interviews is to find out how well Aces in Motion is achieving its goals and providing for my child's needs and to locate areas which may call for further attention. I understand that this will remain private, that my child's responses will be grouped with responses from others for any presentations and that his/her name will not be linked to responses.

## **Consent to Release Student Information**

I consent to the subsequent disclosure of such information to public or private non-profit colleges or universities or scholarship providers that may offer services for my child. Such subsequent disclosure may be made only with the approval of the student. By checking below, I agree to the above terms.

## **Medical Consent & Liability Release**

1. I fully understand that should I, or my child, require medical assistance or treatment, Aces in Motion does not employ any professional or medical staff including physicians or other health care personnel. Any employee, representative, or volunteer of the Aces in Motion Program, even if a licensed healthcare professional who responds to a medical emergency and renders emergency medical care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment in the course of this program, would therefore be acting in good faith as a Good Samaritan according to usual acceptable and reasonable medical practices and Florida law, and would be immune from civil liability.
2. I fully understand that the physician(s) and other health care personnel will be acting in good faith according to usual, acceptable medical practice. I understand that every attempt will be made to contact the emergency contact listed in the event of an emergency.
3. I hereby grant permission for the staff/volunteers to give emergency treatment, medical care, surgical care or appropriate medications that might be necessary. In accordance with the above, I agree not to bring legal action or suit against Aces in Motion: its employees, staff, representatives, teachers or volunteers; Gainesville Area Community Tennis Association, its officers, committees, representatives and their successors and assigns.; any physician(s), emergency or health care personnel, regarding emergency care, injury, loss or damage to myself, my child or property while participating in Aces in Motion programming. I understand that in case of emergency, every attempt will be made to reach the emergency contact listed in this paperwork as soon as possible. In the event of an injury, illness or emergency involving my child or myself during attendance at or participation in any Aces in Motion programming, I hereby grant permission for the staff/volunteers of Aces in Motion to provide

for and/or obtain emergency medical treatment, medical care, surgical care, or medication that is necessary and appropriate for the treatment of my child or myself. I furthermore agree to be responsible for all costs associated with my child's or my own medical transportation and/or treatment. I have read, completed, and understand all of the conditions of the Medical and Liability Releases.

## **Child and Adolescent Trauma Screen Release**

I give Aces in Motion staff, volunteers, partners or interns permission to provide the Child and Adolescent Trauma Screen (CATS) to measure trauma experiences and symptoms in my child's life. I understand that the purpose of this assessment is to obtain a holistic view of my child's experiences within the after school program and their academic performance to be paired with their trauma experiences and symptoms. I understand that this will remain private, that my child's responses will be grouped with responses from others for any presentations and that his/her name will not be linked to responses. Assessment results may also be used to generate referrals for mental health counseling.

### **Description and Implementation of CATS Assessment**

The CATS is based on the DSM-5 and is a measure of potentially traumatic events and of posttraumatic stress symptoms (PTSS). The CATS can be administered as a self-report or as an interview and is appropriate for preschoolers, children and adolescents. There is a self-report measure for 7-17 year old children/youth, and two caregiver versions; one for 3-6 year old children and one for 7-17 year old children/youth. A clinical diagnosis of PTSD should not be based on completion of the CATS alone.

AIM's mental health counselors will administer the CATS screen to all students within the first month of AIM's fall opening. Students will be informed of the organizational use and individual purpose of the screen and will be given the opportunity to opt-out. Students who apply throughout the year will participate in the screen at the convenience and availability of the therapists on staff.

### **Parent Rights**

As an AIM parent/caregiver, access to your child's CATS results can be made available to you with written consent. You also have the right to decline your child's participation in this assessment. For more information, please contact AIM's Mental Health Counselors at [fullstrengthcounselor@gmail.com](mailto:fullstrengthcounselor@gmail.com).

## **Withdrawal Process**

If for any reason a parent/caregiver would like to withdraw their student from the program, a parent/caregiver must complete the withdrawal form. A copy of the withdrawal form is below and is available by request from the AIM Program Director.



**Aces In Motion Withdrawal Form**

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

I, \_\_\_\_\_ will be withdrawing my student from Aces In Motion effective \_\_\_\_\_.

Please check if applicable:

\_\_\_\_\_ My student will be returning to the program on \_\_\_\_\_

\_\_\_\_\_ My student will not be returning to AIM effective immediately

\_\_\_\_\_  
Parent/Caregiver Signature

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
AIM Director

## Handbook Receipt and Acknowledgement

I have received and read the 2022-2023 Aces In Motion Parent Handbook. I understand that by signing this document, I am agreeing to abide by Aces In Motion's rules, policies, and expectations. I agree to discuss this handbook with my participant prior to the first day of AIM programming.

I also understand that the information contained in this policy may be added to, deleted, or changed by Aces In Motion at any time.

If I have any questions regarding the content or interpretation of this Policy and Procedure, I will bring them to the attention of the Executive Director or Program Director.

Parent/Caregiver's Name (printed): \_\_\_\_\_

Parent/Caregiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Participant's Name: \_\_\_\_\_
2. Participant's Name: \_\_\_\_\_
3. Participant's Name: \_\_\_\_\_
4. Participant's Name: \_\_\_\_\_



