**Policy and Procedure Plans**

**2018-2019 Gymnastics in YMCA Gym on Thursdays from 6 to 7:30pm**

Fire Plan

Take kids out main doors (if main doors are blocked exit using back doors) to tennis courts and keep them there until you have a signature of pick up from a parent or supervising YMCA or School staff gives you the all clear to reenter building. Make sure to do roll call when arrive at tennis courts and every half hour after.

Lockdown Plan

Take kids to the family locker rooms, do a head count and divide staff and kids between the two rooms. Lock the door form the inside and then let no one in or out until the supervising YMCA or School staff gives you the all clear.

First Aid Plan

The first aid kit is in the staff office in a cabinet marked first aid. For all first aid given please fill out an incident report. If a minor report is filled out no call to parent is needed however if a major report is needed please contact parent. If unsure of how to fill out forms or what first aid to give please contact the cause driven leader on duty and they will assist you.

Cancellation Plan

If school is not in session (cancelled, early out or scheduled) the program will not be held. Erin will notify parents and staff if this happens.

Sickness Plan

If you are sick and cannot come coach please let Erin know as soon as possible so arrangements can be made to find another staff. We should never have to cancel the program because a coach is sick.