



EMPLOYEE HANDBOOK

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CONTENTS:

PART 1: Introduction	3
Mission Statement	3
Center Philosophy and Goals	3
Gainesville Circus Center Background	4

Gainesville Circus Center, Inc was founded in 2018 by Dr. Corey Cheval as a 501c3 non-profit circus arts school. It was originally located in downtown Gainesville near Depot Park. In March 2020, GCC closed its doors to the public due to local mandates to protect consumers against Covid 19. Thankfully, in October of 2020, GCC was able to secure rescue funding and re-open in a new and improved facility. GCC has been blessed with a series of successes since opening in the new location, which is less than 2 miles from downtown Gainesville.

A bus was purchased in August of 2021 and launched our first afterschool circus program. The circus bus currently picks up kids from local elementary and middle schools. Transportation is critical for students who would not otherwise be able to attend our program. GCC hosts 12 needs-based youth scholarship positions per semester thanks to on-going support from the Children's Trust of Alachua County (CTAC).

Also in 2021, Gainesville Circus Center became a licensed child-care facility in compliance with funding from CTAC. GCC continues to work towards meeting all the professional standards of a top tier afterschool program in addition to providing a world class circus arts education.

Our teacher training program continues to evolve as the latest round of Cheval Aerial Method graduates received an updated course edited Constance Echo Palmer. Palmer has coached GCC staff since 2018 and consults for several aerial arts teaching certificate programs around the globe.

Recently, GCC was awarded a grant from the National Endowment for the Arts as part of the initiative to celebrate America's 250th anniversary. In response to this award, GCC produced Banjo Buffalo's Wild West Revival. The event featured Native American Dancers, trick riders, wild west entertainers and circus arts. The project was thoroughly researched with oversight from indigenous studies professors and collaboration with indigenous artists. The event was well received and now stands as the single most successful event in GCC's history based off of attendance, gross and net income. We look forward to producing the next edition in January 2028. Other successful recurring GCC productions include: CircusPalooza, 2nd Street Circus

Spectacular, Brazil Fest, Aerial Stage at the Gainesville Downtown Festival and Art Show, along with youth and adult student showcases.

Our programs are outlined as follows:

Youth Circus

- Afterschool
- Summer Camp
- Apprentice Program

Adult Circus

- Recreational
- Teacher Training
- Professional Performance Training

Performances

- Professional
- Student Showcases
- Community Outreach

Circus Arts Disciplines

- Aerial – heavily focused on silks, lyra and dance trapeze, but also includes rope, slings and other apparatus.
- Ground – heavily focused on dance, but also includes juggling, contortion, stilt walking, handstands and partner acrobatics.
- Equestrian – trick riding and general horsemanship in partnership with Two Hawk Equestrian Center

Code of Ethics	5
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PART 2: Personnel Qualifications & Job Description	6
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Code of Conduct	6
-----------------	---

Personnel Qualifications	8
--------------------------	---

Executive Director	8
--------------------	---

Assistant Director	8
--------------------	---

Instructors	12
PART 3: Additional Considerations	14
Performances	19
Rigging	20
Part 4: Equal Opportunity, Sexual Harassment, Hours of Work & Payment	20
Equal Opportunity Employer	20
Sexual Harassment	21
Hours of Work	21
Pay Schedule	21
Part 5 Additional Studio Policies	21
Part 6 Emergency Procedures	23
ANNEX A – Emergency Plan	25
ANNEX B – Studio Syllabus (hyperlink only)	31
ANNEX C – Studio Diagram	32

PART 1: Introduction

Mission Statement

The Gainesville Circus Center’s mission is to build an inclusive community through the practice of social circus.

Our vision is

- To make circus and movement arts accessible to children and adults of all backgrounds.
- To promote cultural and generational exchange.
- To build a thriving artistic community and performing arts economy.
- To promote professionalism and professional development in the field of circus arts.
- Cultivating community consists of: promoting individual growth on personal and professional levels; support collaborative projects; contribute to the local economy.

As a social circus, we aim to provide circus arts experiences to all, especially at-risk youth. We understand at-risk youth as those facing challenges based on socioeconomic status, race or gender identity.

Center Philosophy and Goals

Circus arts have the power to build strength on physical, emotional and mental levels; and to promote cross-cultural and inter-generational collaboration. As a social circus, Gainesville Circus Center strives to make the benefits of circus arts experiences available to all. With the support of our partners, Gainesville Circus Center provides circus arts education, training and performances to community members who would not otherwise have access.

Gainesville Circus Center is dedicated to teaching circus arts to anyone willing and interested in learning for the purpose of bettering their physical, mental, social and spiritual self. Gainesville Circus Center offers classes for kids and adults, camps, workshops, and performances. Both our youth and adult programs employ highly skilled instructors who adhere to our code of ethics to ensure a fun and safe learning environment for all students. We encourage self-expression, physical discipline, collaboration and cooperation through the practice of circus arts. Our school accepts both recreational and professionally minded practitioners of circus arts.

Our goals include:

- Expand the impact of our afterschool program by offering more scholarship positions.
- Build the capacity of our team through continuing education in the areas of early childhood development, play therapy, dance and circus arts.
- Continue working with our partners to produce circus arts in our community and increase access to high quality circus arts and world dance experiences.
- Continue to bring world-class talent to Gainesville to teach and perform circus arts.

Gainesville Circus Center Background

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Code of Ethics

Non-discrimination

The Gainesville Circus Center admits individuals of any race, color, national or ethnic origin, sex, gender, sexual orientation, religion, age or marital status to all the rights, privileges, programs, and activities generally accorded or made available to our participants. It doesn't discriminate on the basis of race, color, national or ethnic origin, sex, gender, sexual orientation, religion, age or marital status in administration of its educational policies, employment policies, admissions policies, scholarship programs, and other school-administered programs.

Harassment, Intimidation and Bullying Policy

Gainesville Circus Center, Inc is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

In addition to the code of ethics listed above, Gainesville Circus Center, Inc adheres to the code of ethics established by the [National Association for the Education of Young Children](#).

PART 2: Personnel Qualifications & Job Description

Code of Conduct

Our Code of Conduct outlines our expectations regarding staff behavior towards their colleagues, supervisors and overall organization. We promote freedom of expression and open communication, but expect all staff to follow our code of conduct. They should avoid offending,

participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope: This policy applies to all our staff regardless of employment agreement or rank.

Gainesville Circus Center, Inc staff are bound by their contract to follow our Code of Conduct while performing their duties.

Compliance with law: All staff must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect staff to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace: All staff should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment, or victimization.

Protection of Company Property: All staff should treat Gainesville Circus Center property, whether material or immaterial, with respect and care. Staff shouldn't misuse GCC equipment or use it frivolously. Staff should respect all kinds of incorporeal property. This includes trademarks, copyright and other intellectual property (choreography, studio syllabus, etc.) Staff should use them only to complete their job duties. Staff should protect GCC facilities and other material property from damage and vandalism, whenever possible.

Professionalism: All staff must show integrity and professionalism in the workplace. All staff must follow our dress code and personal appearance guidelines.

Corruption: We prohibit bribes for the benefit of any external or internal party; however we do allow staff to accept tips from clients for services performed.

Job duties and authority: All staff should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout Gainesville Circus Center.

Absenteeism and tardiness: Staff should follow their schedules. We expect staff to be punctual when coming to and leaving from work. In the event of a schedule change, we expect staff to make every effort to coordinate with their colleagues to get their shift covered.

Conflict of interest: We expect staff to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration: Staff should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication: All staff must be open for communication with their colleagues, supervisors or team members.

Benefits: We expect staff to not abuse their studio benefits. This can refer to misuse of equipment, teaching clients "off the clock" during open gym time, requesting extra use of open gym for a friend or family member, asking to borrow equipment or costumes, etc. All staff, regardless of rank or status, receive 1 free open gym per adult class taught per week, excluding afterschool programming, which amounts to 1 open gym per week regardless of afterschool hours taught. Additional open gym benefits will be addressed on a case-by-case basis.

Policies: All employees should read and follow our company policies. If they have any questions, they should ask an administrator.

Disciplinary actions: Our company may have to take disciplinary action against staff members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. If a staff member is found in violation of the code of conduct three times, their position will be taken under consideration by the board of directors. A staff member found in violation of the code of conduct five times, will result in automatic termination.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.
- Legal action may be taken in cases of corruption, theft, embezzlement or other unlawful behavior.

Personnel Qualifications

Gainesville Circus Center is an Equal Opportunity Employer and will not discriminate against anyone applying for a position.

Executive Director (ED)

The following is required for initial employment as the Center Director.

1. Pass the Florida State Patrol Criminal History background check.
2. Minimum B.A. degree in performing arts, humanities, small business management or related field or 5-year's experience in small business management.
3. Director's Credential as recognized by the Florida Department of Children and Families.
4. Valid CPR/First-Aid certificate.
5. Minimum 5 years practice of circus arts or dance (any discipline)

The Center Director is responsible for overseeing all aspects of adult and youth programs.

Although the Director may not be solely responsible for all responsibilities listed below, they are responsible for hiring and delegating activities to the appropriate person or third-party organization to meet the needs of the program.

1. Hiring and staff training
2. Curriculum Development
3. Produce annual events such as: Spring and Fall student showcases and Aerial stage at Downtown Arts Festival, among others
4. Produce community outreach events, such as public-school engagements.
5. Grant writing and management
6. Purchasing supplies
7. Scheduling necessary studio maintenance
8. Marketing / PR

Assistant Director (AD)

The following is required for initial employment as the Assistant Director.

1. Pass the Florida State Patrol Criminal History background check.
2. Minimum B.A. degree in performing arts, humanities, small business management or related field or 2-years' experience in small business management.
3. Valid CPR/First-Aid certificate.
4. Minimum 3 years practice of circus arts or dance (any discipline)

The Assistant Director will assist the Director with administrative duties as needed.

- Maintain client communication and records.
- Create and update schedules.

- Create and share studio promotions.
- Assist in event production as needed: choreograph solos and group acts, rigging and tech support.
- Support dissemination of information from ED to program instructors.
- Support conflict resolution between clients and/or staff.

Assistant Director is expected to maintain the same professional standards and personal characteristics as instructors. Assistant Director may perform, as needed, the following duties: open and close the studio; make sure clients are informed of studio policies, perform daily maintenance such as light cleaning, rigging maintenance (and/or maintain rigging maintenance logs). Furthermore, Assistant Director may also have to resolve client or staff conflicts, adhering to the code of conduct to maintain a professional atmosphere while helping our clients to have the best experience possible.

Daily Procedures

1. Open the Gym:

- Open gate if locked. Use second lock from the left.
- Unlock front door
- Turn on lights in lobby, kitchen and main floor
- Lower three thermostats to 76 degrees during hot months or raise to 68 degrees during cold months.
- Check bathroom, front area for cleanliness. Empty trash if needed. Full trash bags may be taken to the outdoor trash can (not the dumpster).

2. Attendance/Payments:

- Make sure all new students have signed a waiver.
- Verify all registered students have paid for class.
- Observe various pricing options for: Aerial, Non-Aerial, Workshops, FitOn Health and other promotions.
- Students may pay in cash or checks payable to “Gainesville Circus Center, Inc”. Cash and check payments must be placed in cashbox. Credit card payments are processed through FitDegree App on studio Ipad or staff member’s phone.

- e. Admin staff must review studio policies with each new client. If admin is unavailable at student's arrival, they must advise the instructor to orient the new student.
 - f. Studio policies include, but are not limited to: removal of jewelry, set-up client login in FitDegree, observe the late cancel / no-show policy, observe expiration dates on class purchases, observe appropriate level for each class, observe student-only training & non-student waiting areas, observe photo/video policy.
3. Daily Tasks:
- a. New students must be added to FitDegree on a daily basis, and waivers filed in the office. Watch out for clients with duplicate accounts (sometimes clients create them online, then we recreate them in the office), which must be merged through "About Me" tab in FitDegree.
 - b. Client Index Tags (advanced, intermediate, child, world dance etc.) must be kept up to date with each new student entry.
 - c. Check voicemail and studio email.
 - d. Review studio master schedule for upcoming events. Support promotions by:
 - i. Verbally communicate upcoming events to clients and/or remind instructors to do so.
 - ii. Post social media graphics on upcoming events in the lobby.
 - iii. Share upcoming events via "announcements" in FitDegree.
4. Class schedule & costs: Please refer to website www.gainesvillecircus.com for most recent schedule & prices.
5. Maintenance
- a. GCC has a weekly cleaning service, however, Admin and coaching staff may also be assigned cleaning and/or maintenance hours with tasks including, but not limited to: check that toilet paper and paper towels are stocked; empty trash in bathroom, lobby and office; wipe down mirrors, merchandise area, client shelves/hooks, mats and tables; clean-up bathroom accidents or spills.
 - b. Rigging – Always pay close attention to equipment status. Common items that need replacement: tape on bars, fabric (washing and/or replacement if tears),

rigging posts (replace carpeting on beams), wear/tare on span sets. Notate any items of concern and advise ED immediately to inspect.

6. Closing the Studio

- a. Make sure all rigging is secure, out of the way, and tidy.
- b. Set all thermostats (3) to 78 degrees during hot months or 55 degrees during cold months.
- c. Turn off speakers and charge Ipad &/or speakers as necessary.
- d. Make sure no random items are left out on the practice floor or around the gym.
- e. Turn off all lights.
- f. Lock front door
- g. If last to leave parking lot, lock gate. If other businesses have clients, ½ close gate. **Do not close the front gate if the rear gate is open.**

Instructors & Assistant Instructors

The following is required for initial employment as an aerial arts instructor:

1. Pass the Florida State Patrol Criminal History background check.
2. Hold a valid CPR/First Aid Certification Card or be enrolled in a CPR course.
3. Be at least 18 years of age to be considered an instructor. Be at least 16 years of age to be considered an Assistant Instructor.
4. Hold a teaching certificate in aerial arts or acrobatic coaching with a nationally or internationally recognized institution.
5. Engage in on-going training and professional development through: classes and workshops offered by GCC exclusively to staff; classes and workshops relevant to the field of circus arts and youth development offered by other nationally or internationally recognized institutions.
6. Youth program instructors teaching more than 10 hours/month must complete the [40-hour DCF training](#) for school age programs or enroll in the training within 90 days of employment and maintain all required CEUs for childcare employment.

Instructor Responsibilities:

1. Teach fundamentals relevant to circus arts – proper warm-up, stretching, conditioning, alignment necessary for working safely in the air.
2. Teach safety precautions specific to each activity.
3. Maintain discipline of students.
4. Ensure students have mastered fundamentals before moving on to more advanced techniques.
5. Teach in accordance with (but not exclusively) the GCC syllabus for each discipline.
6. Conduct quarterly student evaluations with the GCC levels checklist.
7. Contribute to the quality of the program by acting as a role model for students.
8. Provide positive leadership for students and colleagues.
9. Make every effort to participate in staff meetings and trainings.
10. Instructors with an assistant should work efficiently with their assistant. Delegate tasks to them giving clear instructions to improve the flow and safety of class.

Organization Skills:

1. Demonstrate care of equipment and facilities.
2. Commit appropriate time to preparation for teaching and/or performing.
3. Delegate responsibility to assistants when appropriate.
4. Organize effective training sessions for students.
5. Prepare lesson plans for classes.
6. Maintain attendance through studio software.
7. Refer students to office if their records show they have a balance due or missing document. If no office staff are present, instructors can and should accept student payment through the FitDegree app.

Professional Relations:

1. Communicate effectively with fellow instructors, performers, crew members and clients.
2. Cooperate with building administration.
3. Cooperate with manager, artistic director, choreographer, visiting instructors, etc.
4. Attend teacher training sessions and other professional meetings.

5. Cooperate with media and respond to reasonable requests.
6. Maintain professional relationship with city officials, observing restrictions on zoning compliance and related permissions for performance at public events.

Personal Characteristics:

1. Is enthusiastic and self-motivated
2. Is punctual
3. Maintains sense of humor
4. Maintains poise and composure during classes and performances
5. Appropriate appearance/dress: remove jewelry before teaching or training; do not use clothing with buttons, zippers or other metal objects; no clothing containing obscene or offensive material; hair tied back for teaching or rehearsing; appropriate legwear for the type of aerial work to be performed.

Studio Software

All instructors will receive login credentials for On the Go by FitDegree and Paychex Apps at time of hire. The On the Go App manages attendance. Fit Degree is the client-facing portal for staff schedules. The Paychex app manages staff work hours, HR documents, and is the staff portal for staff schedules. You can access these apps on your smart phone or through the studio I-Pad. Instructors must use the On the Go app to take attendance and verify important client information:

- a. All students must create their own login/password to register and reserve classes through FitDegree.
- b. All members on contract must have payment information on file in their FitDegree profile.
- c. New students must fill out liability form. Minors must have minor liability waiver filled out by a parent or legal guardian.
- d. Students must observe dress code and remove all jewelry before taking any class involving aerial silks or hammocks.

PART 3: Additional Considerations

Be Prepared

Arrive at least 10 minutes prior to the start time of your class to ensure that equipment is set for your class and to introduce yourself to new students (if necessary).

Keep a class journal

Documenting skills taught each session, so that you have a plan to build on previous work for the following class. Refer to course syllabus for lesson plans. Instructors of intermediate and advanced classes, as well as dance classes are expected to teach new routines every 4-8 weeks. It is each instructor's responsibility to make time to plan accordingly. All instructors have 1 free hour of open gym per week to train and prepare their classes.

New Students

Pay *extra attention* to new students' skill levels, strength and coordination during warm-up in order to have an idea how they will handle more complex class work. Adjust your exercises for them accordingly. Students must be approved for each training level prior to participation in class. Open level / no experience required classes include: Intro to Aerial and various non-aerial classes.

Protect Yourself

Unless you are using class as your own workout, you will want to preserve your strength and stamina for your own training. Use experienced students to demonstrate common moves for new students. The experienced student will be put to the test to execute moves correctly while new student is learning what to do. New students should not execute all the moves that experienced students are executing, even if they are strong, flexible and coordinated. ALL students need time (several classes) to become familiar with the equipment, and their first experience at Gainesville Circus Center, Inc should be a BASIC INTRODUCTION, not a test of how much they can learn in an hour.

Communication

When in doubt, refer clients to the website or office staff for more information on classes and any other activities sponsored by Gainesville Circus Center, Inc. Encourage your students to like our business page and follow GainesvilleCircusCenter on Facebook and Instagram. Private

lessons must be paid prior to confirming booking. Do not book private lessons without payment. Refer clients to office staff if you do not know how to take a payment.

Hydration

Encourage students to bring their own water bottle. Alternatively, you may wish to issue a 5-minute water break halfway through your class. Remind students (and yourselves) to leave water bottles in cubbies and/or along outer walls of training space. No GLASS along outer walls/on floor – Glass containers MUST remain in cubbies.

Attire

Staff will be supplied with staff shirts. GCC expects a minimum 80% compliance rate on staff shirts being worn for daily classes. GCC expects a 100% compliance rate for staff shirts being worn by bus driver and support staff for events.

The best way to get students to dress appropriately is by setting the example. **ABSOLUTELY NO:** rings, bracelets, necklaces or clothing adornments with metal for use on aerial fabric. Form-fitting athletic wear is required for aerial work. Leotard with leggings or tights is preferred. Hair should be tied back and out of the face. Consider the skills you plan to teach on a particular day and dress appropriately. Example 1: If you plan to teach spider walk, warn students the week prior to come prepared with a long sleeve shirt. Example 2: If you plan to teach repel, warn students to come prepared with an extra layer of leggings.

Safety

Safety is of the utmost priority. Students are not permitted to try advanced tricks before mastering intermediate tricks, nor may they try intermediate tricks before mastering beginner level tricks.

- a. Observe students' posture, alignment and strength especially during warm-up.
- b. Analyze students' weaknesses for possible safety hazards with the skills you plan to teach each session.
- c. Student weaknesses are an opportunity to utilize (and create) exercises specifically focused to strengthen that particular element (core, flexibility, coordination, etc).
- d. Crash mats are required under the apparatuses during any and all inversions, or any and all skills practiced above 5 ft. Low level conditioning skills may be

practiced without a crash mat if the skill requires firm footing for precise execution of the movement. However, when in doubt, USE A CRASH MAT.

e. Sanitize all equipment after each class. Students also have the option to sanitize equipment between turns using the spray bottles provided.

Personal Care

As an aerial arts instructor, your job is physically demanding, requiring you to maintain a high standard of personal care. This means: adequate sleep, injury prevention and recovery therapies, supplemental workouts/training sessions to prepare you to teach, hydration (minimum of 2 liters of water per day), healthy diet¹, and abstinence² from illicit drugs and alcohol. The Gainesville Circus Center office staff are happy to share resources for injury prevention, recovery and advice on nutrition.

FitDegree & Website

All staff are required to submit a brief bio (5 – 10 sentences) and photograph that will be used in their FitDegree profile, on our website and in promotional materials as needed.

Hand washing procedures

- Employees must wash hands before and after eating and after using the restroom.
- Employees must follow standards established through CPR / First Aid training and can refer to hand-washing posters located in the restrooms for review.
- Youth Program Instructors must ensure that all students wash hands upon arrival at the center, before and after snack and after using the restroom.

Student Evaluations

- Instructors will conduct (at minimum) quarterly evaluations for skill development using our studio syllabus checklist.

¹ Gainesville Circus Center, Inc recognizes that a healthy diet varies from person to person based on many factors such as: genetic history; current physical fitness; mental health and fitness goals. We encourage all team members to explore their personal nutrition needs to meet their goals and do not have a one-size fits all approach.

² Gainesville Circus Center, Inc does not promote the use of drugs or alcohol, however, it is understood that some intake of alcohol may be customary in certain social conditions.

- Instructors may also use the checklist on an on-going basis as skills are achieved, and as time permits to use the list, however, there will be a dedicated evaluation day each month to assess progress and placement of students for small group breakouts.

Studio closure

GCC will close for roughly 3 weeks per year: 1 week during winter break, 1 week over the summer; 3 days for Thanksgiving; 1 day each for Memorial Day and Labor Day. Additional closure notices will be made public through our newsletter and posted in studio lobby.

Vacation Days, Sick Days and Requests for Time Off

Part-time staff are not entitled to paid vacation & sick days. Full-time staff vacation and sick days will be outlined in individual contracts. If a staff member wishes to request time off, requests must be made through the Paychex app at least 2 weeks prior to request date. Staff are expected to make every best effort to confirm coverage of their shift by an appropriate staff member prior to making their request. Staff taking time off should work with office staff to ensure their shifts are either a. covered or b. cancelled and verify appropriate updates have been made to client-facing schedule in FitDegree.

Jury Duty

Documented jury duty will not affect an employee's income or reduce vacation/sick days.

Family Medical Leave

As indicated by the U.S. Department of Labor ([Public Law 103-3](#)), Any employee meeting the requirements for family medical leave may do with no penalty or threat to their employment with the Gainesville Circus Center.

Drug/Alcohol and Smoking Policy

- We have a no-tolerance policy for use of drugs and alcohol on the job.
- If you are on any sort of medication that may inhibit your ability to perform your job safely, you must notify a GCC administrator so that a determination can be made about your ability to meet the demands of the position.

Confidentiality

GCC staff will not discuss details of any child in our program outside of the center or with anyone other than: other staff members working with the child and/or the child's parents or caregivers.

When discussing a child with other staff or their parents, be sure to move away from other students and speak softly so as to protect the privacy of the student.

Child Abuse reporting

GCC staff are required by law to report any suspected instance of child abuse to the [Department of Children and Families](#). Refer to your DCF training as to the signs of abuse or neglect. If you suspect abuse or neglect, you must report it by calling: 1-800-962-2873. Do not report abuse or neglect to the child's parents or caregivers.

Cell Phone use

Personal cell phones may be used for tracking attendance on our studio app (On the Go by FitDegree), referring to lesson plans and/or taking pictures & video of classroom projects/performances for later study. We recommend you put your phone on "Do Not Disturb" to avoid unnecessary distractions.

Medication authorization

In general, we do not administer medication to students. If a student requires emergency medication to be kept with them at all times, (such as a n epi-pen) we must obtain a signed medical authorization form from the parent.

Performances

Rehearsals

Rehearsals are mandatory for participation in performance. Once you have agreed to a rehearsal/performance schedule, your lack of participation therein will result in your removal from the performance or possible reduction of participation in said performance. No-show at rehearsals/performances may also result in termination of your contract. Arrive 10-15 minutes prior to rehearsal start time to get yourself ready (use bathroom, change clothes, fill water bottle,

etc). If you arrive the minute rehearsal starts, expect to rehearse the minute rehearsal starts. **If you are not ready to work at rehearsal start time, you will be considered “late”.** Perpetual lateness may result in your removal from performance and possible termination of contract.

Performances

- a. Participation in performances requires set-up several hours (sometimes days) prior to scheduled event and breakdown immediately following performance. We work hard to schedule set-up and breakdown as close to performance time as possible to avoid long interim wait periods, however, this is not always possible. Your presence for set-up, performance and breakdown are mandatory for participation in performance. Always wear close toed shoes for rigging duties.
- b. **Warm-up** – you must complete an adequate warm-up (30-45min) prior to performance. Warm-up may or may not be scheduled with entire cast. If there is a cast warm-up, your presence is mandatory.
- c. **Make-Up** -you are responsible for providing your own make-up and hair accessories. You are expected to put on make-up and fix hair in accordance with event theme, and functional requirements of performance.
- d. **Costumes** - Gainesville Circus Center, Inc will provide costuming. If you use your own costume, it MUST be pre-approved by Gainesville Circus Center, Inc. You must provide your own undergarments, body-wrappers, tights, etc. Gainesville Circus Center, Inc costumes must be returned to wardrobe IMMEDIATELY following your performance.
- e. **Outer Wear** - Bring additional attire. Do not walk around in costume at a performance site unless you are performing “ambience”. Otherwise, stay covered. Bring slip on shoes for easy on/off before and after your performance. Do not run around barefoot, especially at outdoor venues.
- f. **Backstage Etiquette** – Do not be a slob. Costumes belong on hangers or on our body. Your belongings should be tidy. No eating/drinking anything other than water in costume. Do not invite your friends backstage. Do not go out into the crowd in costume unless directed to do so.
- g. **Equipment** – You are responsible for your own equipment and accessories, unless Gainesville Circus Center, Inc has expressly promised to provide equipment for your

performance. Additional equipment and accessories, such as athletic tape, rosin and sticky spray are the responsibility of individual performers. You are responsible for knowing where your equipment is on set (whether you use your own or GCC's), who is setting it for you (if not yourself), and all details pertaining to proper set-up of equipment for your usage during performance.

Rigging

Rigging may only be completed by staff members. Non-staff members are not allowed to participate in rigging. This includes but is not limited to: set-up and break-down of portable rig; changes of equipment in studio or on portable rig; adjusting ropes, carabiners, bolts or any other moving part on any apparatus. Furthermore, any staff member performing a rigging task should undergo orientation with a qualified supervisor before performing any new task. Any rigging performed over 4' off the ground should be done in the presence of another staff member. Never use the scaffold alone. Always close the scaffold door when working on the platform. Always wear close toed shoes to perform rigging duties.

Part 4: Equal Opportunity, Sexual Harassment, Hours of Work & Payment

Equal Opportunity Employer

Gainesville Circus Center is an Equal Opportunity Employer and will not discriminate against anyone applying.

Sexual Harassment

Sexual harassment of any kind will not be tolerated, as per section 2 of our Code of Ethics.

Hours of Work

Hours of work are scheduled based on instructor availability and studio needs. Instructors are typically assigned a class or class block on a semester basis. If the instructor must be absent, it is expected that the instructor will contact colleagues and make every best effort to find an appropriate substitute for their class.

Pay Schedule

Employee payments are made via ACH Direct Deposit. Independent Contractor payments are paid by paper check monthly. Employee payments scheduled on the 6th and 20th of the month. Our payroll software is connected directly to the Paychex app. It is imperative staff use the app to track working hours. Bonuses for class enrollment are tracked through FitDegree software. For this reason, it is also important to ensure FitDegree App accurately reflects instructor name for every class taught. Any errors in clocked hours with Paychex can be communicated in “notes” section of the app. Any errors in FitDegree schedule should be brought to the attention of Admin staff ASAP for timely payment.

Staff Meetings

Staff meetings are often also staff training sessions. These are opportunities for team building and skill development, in addition to check-ins on projects and events. It is expected that all staff will make their best effort to attend all staff meetings, as this also helps to meet their on-going continuing education requirements for employment.

Part 5 Additional Studio Policies

Communicating with Families

GCC administrators share a monthly newsletter with families via email. The newsletter is also posted in the lobby. Youth Program staff should track student behaviors and communicate with parents regularly. Urgent behavior issues should be addressed with parents the same day they occur either at pick-up, via phone or email. Youth student notes should be emailed or spoken to parents on a monthly basis.

Guidance Policy / Strategies

Negative behavior should be ignored when possible. If ignoring the problem is disruptive to the classroom environment, students have options to do any of the following until they are ready to participate: sit on the couch (inside the training area, not in the lobby; read; draw; or pet the

studio dog. If negative disruptive behavior persists, a parent-teacher conference may be necessary.

Biting Policies

Children sometimes bite other children if they lack the verbal skills to cope with a challenge or feeling of frustration. Although this problem typically exists with toddlers, it may appear with school age children. Biting (and other potentially harmful behaviors) should be addressed immediately and consistently. Try to figure out why the child is frustrated and alleviate the pressure. They may need to rest, snack or just have some time alone. Once the child has cooled off, discuss how their behavior hurts others and ask them to apologize to whomever was bitten.

Parent/Teacher Conferences

Staff members may schedule parent/teacher conferences as needed to resolve behavioral issues or discuss assessment. Studio admin should be notified of any parent-teacher conferences scheduled and provided with follow-up documentation regarding the results of the conference. Notes will be kept in student's file for future reference.

Field Trips

GCC frequently takes afterschool participants and campers to our satellite facility in Williston and other community centers. Students may not ride the GCC bus if they do not have an up to date DCF enrollment form with completed emergency contact information and a field trip authorization form specific to the field trip occurring that day.

Students should meet at GCC facility. Staff should conduct a head count and take attendance before getting on the bus, once on the bus both leaving the site, arriving at the new site, and on return. At least two staff members should travel on the bus with students. Additional staff may take personal vehicles to the site.

Sanitizing the Room

Studio staff are expected to sanitize equipment with wipes and sprays provided in the supply closet after each class. Furthermore, studio staff should pay attention to cleanliness of restrooms and either clean up as needed or advise office staff that clean-up is needed.

Hours

Monday / Tuesday / Thursday / Friday

2p – 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus

Wednesdays

1pm – 6pm Afterschool Circus / 6pm – 8:30pm Adult Circus

Friday

2pm - 5pm Afterschool Circus / 5pm – 7:30pm Adult Circus

Saturday 9:30am – 11am Toddler Time / 11am – 1:00pm Adult Circus

Sunday 2pm – 4pm Open Gym

Part 6 Emergency Procedures

Fire, Medical/Dental, Inclement Weather, Intruder on Site and Bomb Threat

See attached *Emergency Preparedness Plan* for Fire, Inclement Weather, Intruder on Site and Bomb Threat.

Injuries: Medical / Dental

Minor injuries (cuts, scrapes, abrasions, minor burns, etc.)

1. Stop the activity
2. Remove the injured person from the activity area
3. Render first aid within the extent of your training, if applicable
4. Send the injured person home (if necessary)
5. Make a note of the incident in the daily activity log/report

Moderate injuries

1. Stop the activity

2. Determine if the injured person can be safely moved from the accident site
3. Remove the injured person (if reasonable) and render first aid
4. Assess the injury to determine if additional medical treatment may be necessary
5. Obtain witness statements, names, addresses, and telephone numbers
6. Take pictures & examine the accident site for cause of injury
7. Isolate and tag equipment involved in the incident whether it was the cause or not

Serious injuries

1. Do not move the injured person
2. Stabilize to the extent of your medical training
3. Notify your local emergency medical services (EMS)
4. If requested by EMS personnel, assist EMS in removing victim
5. Obtain witness statements, names, addresses, and telephone numbers
6. Take pictures & examine the accident site for cause of injury
7. Isolate and tag equipment involved in the accident whether it was the cause or not

Note: It is important to know that providing emergency care for anyone places you at high risk for personal legal liability. If you would like more information on how to protect yourself regarding personal liability protection, contact a Risk Management Consultant at ISERA.

ANNEX A



Emergency Preparedness Plan

Gainesville Circus Center
1925 NW 2nd St, Ste B
Gainesville, FL 32609
352-316-0682

Gainesville Circus Center Director: Corey Cheval - 352-214-2017

DCF - Child Care Regulations: Main number - 850-300-4323

Circuit 8 Director: Eddie Encarnacion - 904-723-2000

Fire

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally, the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located in the West parking lot.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered then all children will be taken to the designated evacuation area located at: Two Hawk Hammock, 17950 NE 53rd Ln, Williston, FL 32696.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick-up or drop-off if needed.
12. If the program will be closed for an extended time then Child Care Regulations will be notified with-in 24 hours by the Director or designee in charge.

Evacuation (Bomb Threat)

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located in the West parking lot unless the wind is blowing smoke or other hazards in that direction. If so, assemble at the East parking lot. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. Child Care Regulations will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

Shelter-In Procedures (Tornado/Severe Weather i.e. thunderstorm, etc.)

1. An emergency radio with extra batteries is located: with the sound equipment in the storage area of the Gainesville Circus Center and on the GCC bus.
2. If a severe weather watch is issued staff will gather children at the shelter-in place located in the dance area at the Gainesville Circus Center.

3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.
7. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

Relocation

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at the West parking lot unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at the East parking lot. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Staff and children will relocate to Two Hawk Hammock, 17950 NE 53rd Ln, Williston, FL 32696 via the GCC bus.

10. When arriving to relocation site, lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
11. All parents and emergency contacts will be contacted via phone to arrange for pick-up.
12. Child Care Regulations will be notified with-in 24 hours by the Director or designated person in charge.
13. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

Lockdown (Intruder on the premises)

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DCF will be notified with-in 24 hours by the Director or designated person in charge.

*Notify parents/guardians about any lockdown, whether practice or real.

Inclement Weather

1. If outside- move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

Reunification at facility/with family members

When returning children to the facility:

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DCF will be notified with-in 24 hours by the Director or designated person in charge.

When returning children to families at evacuation site:

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by: Email and Phone.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DCF will be notified with-in 24 hours by the Director or designated person in charge.

Special Accommodations

- Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio with extra batteries in a central location.

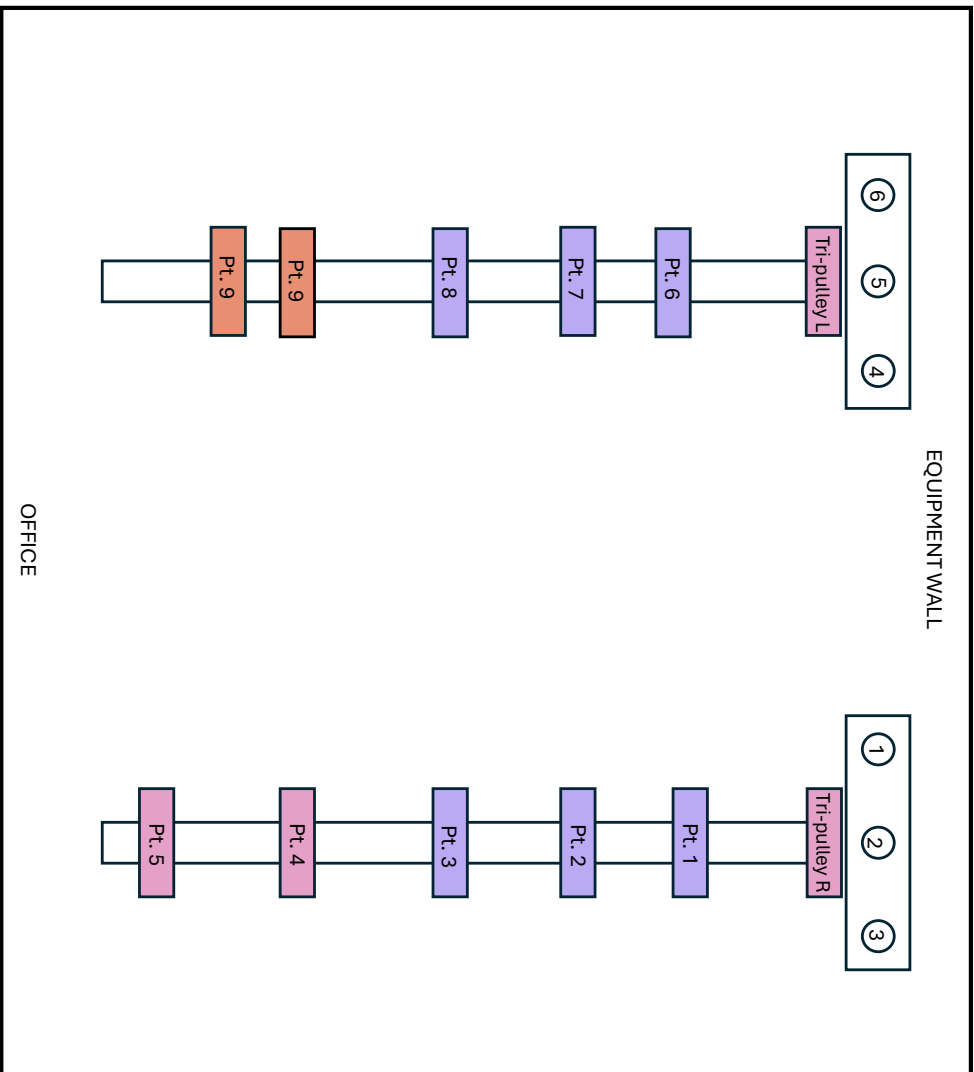
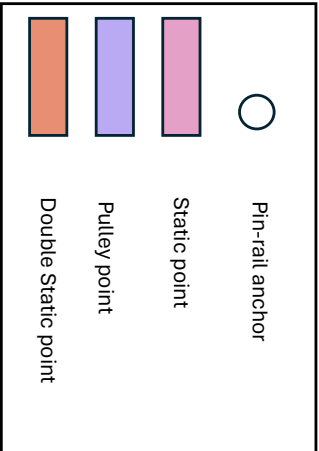
- Maintain an emergency  or “ready-to-go” file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff should be responsible to take the emergency file. Additionally, there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRLS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.

ANNEX B

GCC SYLLABUS:



Rigging layout 2024



[ANNEX C](#)