



2011-2012

After School Blast

Parent Handbook



225-665-7200

leapsandboundssports.org



What We Do During After School Blast:

We have done it! We have found the way to combine the need for transportation from school and the benefits of having your child in an educational setting by creating "After School Blast". This means that not only are your children going to be able to do lots of activities that range from fitness, art, games, and character building, but we add the convenience of picking them up from school.

The kids come in and get a snack (provided by Leaps & Bounds) or they can purchase one. They will play active games until 4 pm. They get into their groups to go to their planned activity. At 4:00, we begin taking kids into homework time. We take 10 at a time to ensure the appropriate atmosphere.

Criteria for Acceptance

We accept students of any race, color, nationality, or ethnic origin. An immunization record indicating that all immunizations are current is necessary prior to the first day of attendance.

How To Register for ASB:

In order to register for After School Blast, you will need:

- A signed registration form
- A copy of current immunization records (all must be up to date)
- A signed Payment Option form
- An ASB information form
- A Master Info Form
- Payment of the Annual ASB Supply Fee
- An Authorized Pick Up List

There is a registration fee of \$60 per 9 month term per child.

Pricing	
1st Child	\$56/Week
2nd Child	\$50/Week
3rd Child	\$46/Week

There are two payment options for ASB.

Option 1: Pay with EFT transfer on file.

Option 2: Pay weekly with credit/debit card on file.

Your account will be assessed a \$10 late fee for any accounts not paid by the 1st for monthly payments or for any credit card that is declined on Friday for weekly payments. EFT transfers and credit cards will be run on the Friday before the week begins.

Picking Children Up from ASB:

Pick-up Lists

To keep your child(ren) safe, we have an authorized pick-up list that must be filled out. This is to ensure that only people you allow are picking up your child(ren). Anyone that is not on the pick-up list will not be able to pick up a child. This is important. Anyone who is not the regular person that picks up the child(ren) will also be asked to show their license.

Sign Out Procedures

All parents are required to come into Leaps & Bounds to pick up their child(ren). There is a sign out sheet located right inside of the ASB room. All people picking up a child must write their initials and the time. A clock is located right above the sign out sheet.

Picking Up After 6:00 PM

Our ASB program closes at 6:00 PM. All students should be picked up by this time. The accounts of any child being picked up after 6:00 will be assessed \$1 per minute. This is a strict policy that is enforced. **ALL CHILDREN MUST BE PICKED UP BY 6:00 PM.** Call if you are going to be late. Parents who are habitually late will have to find other arrangements for their child.

Absences & Vacations

Absences

When a child is not going to attend Leaps & Bounds on a certain day, Leaps & Bounds must be given a notice by 2:00 that day. We need to know at this time because this is when our drivers leave. Waiting on a student that is not at the school causes us to be late to the many other schools that we pick up from. Failure to call by 2:00 about a child not attending will result in a \$5 fee assessed to your account. Just like you want your child(ren) to be picked up on time, so do all of the other parents in our program. You may call at your convenience because we have an answering machine to handle after hour calls.

Vacation Days

Through the year we know that families like to take vacations. If you take a vacation during the regular school days, you are still obligated to pay for that week. Most daycares make you pay during the Christmas, Easter, and other school holidays even if your child(ren) does not attend. We do not make you pay during those holidays if your child(ren) does not attend our camps. We **DO** require the regular weekly payment to be paid every week regardless of attendance. You actually get 25 vacation days during the school year! That's big savings, not to mention the freedom to pick your weeks during summer camp!

Holiday & Summer Camp

Holidays

Leaps & Bounds will have camp when the students are out of school. These camps are also open to the public.

School Holiday	Camp Days	Sign up Deadline & Cost of Camp
Labor Day- 9/6/11	GYM CLOSED	NONE
Fair Holiday- 10/07/11*	10/07/11	Deadline- 9/30/11 Cost- \$30
Parent/Teacher Conference Day- 10/14/11*	10/14/11	Deadline- 10/07/11 Cost- \$30
Thanksgiving- 11/21-25/11	11/21/10-11/23/11 We are closed on 11/24 - 11/25.	Deadline- 11/7/10 Cost- \$78
Christmas & New Years- 12/19/11- 1/6/12	Wk. 1 12/19-23/11 Wk. 2 12/27/11-12/30/11 Wk. 3 1/2-6/12	Deadline- 12/12/11 Cost- Wk. 1 \$86 Wk. 3 \$78 Wk. 2 \$86
Martin Luther King Day- 1/17/12*	1/17/12	Deadline- 1/7/12 Cost- \$30
Mardi Gras- 2/20-21/12*	2/20-21/12	Deadline- 2/6/12 Cost- \$60
Easter- 4/2-6/12	4/2-5/12 We are closed on 4/6/12	Deadline- 3/16/12 Cost- Wk. 1 \$86

* indicates guaranteed camps regardless of enrollment (The other camps have a minimum enrollment which must be met by the deadline to be held.). Coupons are also available for these * camps which must be used by the deadline to receive the discount.

Summer Camp

Leaps & Bounds offers a high-octane summer camp that corresponds with the ending of Livingston Parish schools. Information regarding Summer Camp will be available on January 15th. Camp is filled based on a first-come, first served basis. Current students will be given priority over new students if they register only on January 15th.

Illness

Parents are asked not to send their children if they are ill. No medication of any type, including aspirin, will be administered unless parent signs an authorization form.

Parents are required to pick-up children if they exhibit any of the following symptoms:

Vomiting	Diarrhea	Fever
Unexplained rash	Nose Discharge other than clear	

Children absent with a contagious disease are asked to bring a release form from a physician when returning.

Emergencies & Mother Nature

Emergencies

In the case of an emergency the parents will be contacted immediately. If the parents cannot be reached the child will be taken to the nearest emergency room or urgent care center.

In emergencies such as hurricanes, tornadoes, floods, etc., parents will be asked to pick-up their children. We are closed for all emergencies that Livingston Parish Schools find it necessary to close. Please watch the news if weather conditions are questionable. If the news station states that Livingston Parish Schools are closed or will be closing early for dangerous weather conditions, we will also be closed early on those days. The Livingston Parish School Board has more access to information regarding emergency conditions; thus, we find that this is the safest way to gage if we should be closed. Also, it is a good way for parents to always know if we are open or closed.

Mother Nature

Monthly fees are ongoing in the events that we must be closed due to emergencies such as hurricanes, floods, etc.... We will close whenever road conditions are dangerous enough for Livingston Parish.

Discipline Policy

Positive discipline techniques will be utilized when necessary. These techniques include:

- Speaking with a child if their behavior is inappropriate for the area or material that they are using.
- Using positive language with the children to give praise for appropriate behavior
- After using the above techniques, if a child is having a problem cooperating in an area of the room, he/she is asked to go to another area for a short for while.
- If child has a problem with appropriate behaviors, the child will be placed in a supervised "time-out" for one minute per year of age of the child. The teacher will then guide the child to think of what might be a better way to interact with the other children, materials, etc...
- If a child is having consistent difficulties, he/she is asked to sit in the other room with a teacher so that he/she can think in a quieter atmosphere.
- If a child is having consistent difficulties, he/she will not be allowed to play during part or all of recess.
- Children with consistent difficulties are taken through the above procedures and the parents are regularly counseled on their behavior.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks shall not be made in the presence of children about family members of children in care or the children themselves.
- No child or group of children shall be allowed to discipline another child.
- No child shall be deprived of snacks or any part of snacks for disciplinary reasons.
- Corporal punishment will not be utilized.
- If a child or parent is determined to be too disruptive to the learning environment, parents will be asked to find another school.

Transportation From School

- Leaps & Bounds provides transportation from school to the Leaps & Bounds facility. Some schools drop off at Leaps & Bounds. Please check with the front office for a list of these schools. If your child is riding a school bus to Leaps & Bounds, you must arrange this through the school.
- All transportation arrangements conform to state laws including seat belts and child restraints.
- There will be a cell phone in every van.
- Children are under the direct supervision of Leaps & Bounds staff at all times. The driver or attendant shall not leave the children unattended in the vehicle at any time while transporting the children.
- Designated staff person shall be present when the child is delivered at Leaps & Bounds.
- The van shall be maintained in good repair.
- The use of tobacco in any form, alcohol, and possession of firearms in the van is prohibited.
- The number of persons in the van shall not exceed the manufacturers recommended capacity.
- The driver shall check the van to the completion of each trip to ensure that no child is left in the vehicle and all children were picked up and dropped off at the correct location.
- Leaps & Bounds does not provide for or arrange transportation to or from home.

Concessions & Classes

Concession Accounts

We offer concession accounts. You put money into their account and they can spend some each day on the candy in the concession area. The children like to call it their "bank account"! We have a log that keeps their ongoing balance for each day. You are more than welcome to set restrictions if you feel it necessary (Example: 75 cents per day, no cokes, etc.). This is totally OPTIONAL.

Classes

You get a 20% discount on all other classes when you are registered in ASB. At Leaps & Bounds, you only pay full price for one tuition. We offer many classes that happen in the timeframe of ASB, such as gymnastics, tumbling, dance and cheerleading. We will be more than happy to place your child in a class while they are already here. That way it is no extra hassle for you.

Leaving The ASB Program

Leaving the ASB Program

To leave the ASB program, a drop notice must be filled out. A 30 day notice paid notice must be given. From the date of the notice, 30 days of full payment are required (\$56 per week). This must be paid before your child is dropped from the program.

More Questions?

If there are any questions, we will be more than happy to answer them. Just let us know. We care about your children a whole bunch and we want them to have a super fun time while being as safe as they can be.

Thanks,
Leaps & Bounds Staff

Leaps & Bounds Sports Center
11033 Laird Lane
Denham Springs, LA 70726
Phone: (225) 665-7200
Fax: (225) 667-6620
Web: www.leapsandboundssports.org



**Take Advantage
of Accessing Your Account
Night or Day @
leapsandboundssports.org**

Master Info Form

Child's Name: _____ School: _____

Birthdate: _____ Gender _____

	MOTHER	FATHER
Name		
Street Address		
City, State & Zip		
Employer		
Home Phone		
Work Phone		
Cell Phone		
E-mail		

Person with whom the child lives: _____

Child's Doctor: _____ Doctor's Phone _____

Child's Dentist: _____ Dentist Phone _____

Individuals to contact in case of an emergency:

_____ Phone# _____

_____ Phone# _____

_____ Phone# _____

Does your child have any food allergies? Yes No

Does your child have any other allergies? Yes No

Does your child have any dietary restrictions? Yes No

Please explain any "yes" answers here: _____

My child has permission to be released to the following individuals, child care facilities, or transportation services in addition to the emergency contact persons listed above. (Please notify these individuals that they may be asked to show proof of identity).

NAME	RELATIONSHIP

I authorize the facility to secure emergency medical treatment for my child.

Parents's Signature: _____ Date: _____

Date of Admission: _____

Leaps & Bounds Sport Center
Automatic Credit Card Billing Authorization Form

If you would like to enjoy the convenience of automatic billing, simply complete the Credit Card information section below and sign the form. All requested information is required. Upon approval, we will automatically bill your credit card for the amount indicated and your total charges will appear on your monthly credit card statement. You may cancel this automatic billing authorization at any time by contacting us.

Customer Name: _____

Customer Acct Number: _____

Phone: _____

Customer Information (to be completed by Leaps & Bounds)

I authorize Leaps & Bounds Sports Center to automatically bill the card listed below as specified:
Amount: \$ _____ Frequency: Weekly Bi-weekly Semi-Monthly Monthly

Payment Information (to be completed by Leaps & Bounds)

Start billing on: ____/____/____ End billing when: Quarterly Semi-Annually Annually (check only one)
 Contract expires ____/____/____
 Customer provides written cancellation

Leaps & Bounds Sports Center accepts the following credit cards: **Visa, MasterCard, & Discover**
Credit card type: _____ Credit card number: _____ Expires: _____

Credit Card Information (to be completed by Customer)

_____/_____/_____
Cardholder's name: _____ Billing Address of Cardholder: (street, city, state, zip) _____

Cardholder's Signature: _____ Date: _____

Would you like for us to keep your card on file for other charges such as retail or concessions? YES NO

Policies: Please Initial

_____ After School tuition will be drafted weekly on the Friday before the week begins.

_____ If your card expires or if any account information is changed, it is your responsibility to update the information before the next payment is due.

_____ Any declined cards will be treated as a returned check. A \$30 NSF charge will be added to your account if any payment is declined. There is a \$10 late fee for accounts that fall seven days past due.

_____ Any unpaid amount on my Leaps & Bounds Account will be charged to this card.

_____ Any refunds necessary for charges on this card will be credited back to this credit/debit card.

I accept the above terms and understand that the tuition will be charged to this credit/debit card and agree to pay the amount to the card issuer. I also understand that if my account falls 30 days past due, my child will be removed from competing and will not be allowed to participate in practices.

Parent Signature: _____ **Date:** _____

Electronic Funds Transfer Authorization Form

Yes, I would like to take advantage of the security and convenience of electronic funds transfer scheduled or periodic payments.

As a duly authorized signer on the financial institution account identified below, I authorize you to perform:

<input type="checkbox"/> Single	Date of transaction*: _____ Amount \$ _____
<input type="checkbox"/> Recurring	Date of transaction*: _____ Amount \$ _____ Number of transactions _____ or until authorization revoked**

*Transaction will post on or after the date indicated.

Electronic funds transfer debits from the account for payment due or when applicable, apply electronic funds transfer credits to the same.

Futhermore, if any such electronic debit(s) should be returned by my financial institution as unpaid (non-sufficient funds or uncollected funds), I authorize , **Leaps & Bounds Sports Center**, to collect a returned item fee of \$30 per item by electronic debit from the same account identified below.

For accounting purposes, all electronic debits will be reflected by on the monthly bank statement that corresponds with the financial institution account identified below.

I understand and authorize all of the above.

AUTHORIZING SIGNATURE: _____ DATE: _____

Print Name: _____

This authorization is to remain in full force and effect until **Leaps & Bounds Sports Center has received written notification of its termination in such time and in such manner as to afford **Leaps & Bounds Sports Center** a reasonable opportunity to act on it or until the term of authorization expires. Any such notice should be sent to the following address: 11033 Laird Lane, Denham Springs, LA 70726

Financial Institution account "Identifying Information"

Enter financial institution account information in the fields provided below or attach a blank voided check.

Complete or Attach Blank VOID Check	Financial Institution:	Branch:	
	City:	State:	Zip Code:
	Transit/ABA #	Account #	

Policies: Please Initial

_____ After School tuition is drafted on the Friday before the week begins.

_____ If any account information changes, it is my responsibility to update the information with the front desk before the next due date. Failure to do so may result in NSF charges and/or late fees on my account.

_____ Any unfunded or declined charges will be treated as a returned check. A \$30 NSF charge will be added to your account if any payment is declined. There is a \$10 late fee for accounts that fall seven days past due.

_____ Any unpaid amount on my Leaps & Bounds Account will be charged to this card.

I accept the above terms and understand that the tuition will be charged to this credit/debit card and agree to pay the amount to the card issuer. I also understand that if my account falls 30 days past due, my child will be removed from competing and will not be allowed to participate in practices.

Parent Signature: _____ **Date:** _____