



# Einstein Academy Gym N Learn Procedures

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leapsbnds@aol.com www.leapsandboundssports.org

Welcome to Leaps & Bounds! Congratulations for caring enough to invest in your child's physical development and guaranteed to increase self-confidence. We are pleased you have chosen us for your child's preschool experience. We pledge to uphold our mission of helping children learn to be happy, healthy and responsible. Our lesson plans and curriculum are guided by this mission.

Leaps & Bounds has 14 departments: Little Hoppers Gymnastics, School Age Gymnastics, Dance, Swim, Cheerleading, Acrobatics, After School Care, Einstein Academy (Gym N Learn & Ready 2 Learn), Leaps & Bounds Cheer Energy, Summer Camp, and Leaps & Bounds Acro Team. We also do Open Gym Nights, Birthday Parties and Teen Dances.

If you have any questions, please come to me or my department leaders. We are here to see that you're happy. Most of the changes throughout the year are directed by our customers. Our aim is to provide excellent customer service. Please help us help you. If you have any suggestions email us at leapsbnds@aol.com

We are looking forward to teaching your children and encouraging them to have fun in our clean, safe atmosphere that you and your kids will love. I promise to deliver professionalism in every sense of the word. I pledge to astound you! If we do, please tell others. If we don't, please tell us.

So excited,

Michelle Lavergne  
Founding President

STARTING JAN 2012: Ready 2 Learn begins!



## GYM N LEARN MISSION:

This class is a fitness-based learning program that can help prevent childhood obesity with nutritional information and a thirty minute gymnastics class every day. Your child will receive a well-rounded educational experience to help prepare them for school-socially, mentally, and physically.

\*\*Children are divided according to ability level and age-appropriate skills.\*\*

## 3 YEAR OLD'S TIME ACTIVITY DESCRIPTION

15 minutes Choice Time *Choose activity table to enhance daily curriculum*

30 minutes Gymnastics Lesson *Gymnastic skills on Bars, Beam, Trampoline and Floor*

15 minutes Greeting Activity *Activity tables that review concepts presented in class*

15 minutes Circle Time *Pledge with Stamp & Calendar Weather, days of week & months of the year, and curriculum song*

15 minutes Fine Motor *Daily activity to reinforce letters, numbers, and shapes*

15 minutes Art *Painting, Coloring, Cutting and Gluing Crafts related to weekly theme and curriculum*

15 minutes Computer Lab *Counting, patterning, sorting with Educational Software and introducing basic computer skills*

15 minutes Story time *Read a theme-based story to children*

10 minutes Teacher Talk/Ending Activity

*The Teacher tells parents about daily activities and upcoming events. Students receive sticker and school bags.*

\*\*\*Schedule is subject to change\*\*\*

# THREE YEAR OLD'S GYM-N-LEARN DAILY SCHEDULE

## CURRICULUM

### Pre-Writing Skills

Trace basic shapes and letters

Recognize colors

Trace child's name

### Math skills

Count numbers (1-10)

Recognize numbers (How many bananas?)

Name eight basic shapes

Build geometric pictures

Recognize different lines (wavy, straight, dotted)

### Nutritional Skills

Identify "always" food vs. "sometimes" foods

example of various types of food (Is the carrot a fruit or vegetable?)

Keep rhythm to music

Give an

Enjoy exercising

### Basic Rules

Cooperate with other children  
ten and follow directions

Wait in line  
Share with other people

Move from one area to another Lis-  
in a "train" line

### Fine Motor Skills

Work with puzzles

Pre-cutting & gluing daily art project

Hold writing tool correctly

Write the alphabet

Trace alphabet letter

### Gross Motor Skills

Balance on a beam

Jump in various directions on a trampoline

Hop from one block to another

Stand on one foot

Hang in different position on the bars

### Technology Skills

Click mouse

Drag mouse

Exit software

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## 4-5 YEAR OLD TIME ACTIVITY DESCRIPTION

45 minutes Gymnastics Lesson *Gymnastic skills on Bars, Beam, Trampoline and Floor*

15 minutes Choice Time *Children dress self, select puzzle, sorting activities, patterning*

15 minutes Circle Time *Pledge with Stamp & Calendar, Weather, days of week, months of the year & song of the month*

30 minutes Learning Centers *Children rotate to different activities to reinforce letters, numbers, shapes, colors, and patterns*

15 minutes Art *Painting, Coloring, Cutting and Gluing Crafts related to weekly theme*

15 minutes Computer Lab *Counting, patterning, identifying letter sounds with Educational Software and introducing basic computer skills*

15 minutes Rapid Reader *Select a book and read through pictures and simple words OR Teacher reads theme-based story to children*

5 minutes Teacher Talk/Ending Activity

*Teacher tells parents about daily activities and upcoming events. Students receive sticker and school bags.*

\*\*\*Schedule is subject to change\*\*\*

# FOUR/FIVE YEAR OLD'S GYM-N-LEARN DAILY SCHEDULE

## CURRICULUM

### Pre-Writing Skills

Recognize alphabet letters                      Identify beginning sounds                      Match colors with color word  
Identify basic shapes and shape word                      Write child's name (first and last)

### Math skills

Counting various objects (veggies or fruits)                      Recognize numbers (How many bananas?)  
Identify phone number                      Recognize address

### Nutritional Skills

Identify "always" food vs. "sometimes" foods                      Give an example of various types of food (Is the carrot a fruit or vegetable?)  
Keep rhythm to music                      Enjoy exercising

### Basic Rules

Cooperate with other children                      Wait in line  
Move from one area to another in a "train" line                      Listen and follow directions  
Share with other people

### Fine Motor Skills

Build patterns with blocks                      Trace shapes and letters  
Hold writing tool correctly                      Cut simple projects (Snip a round apple)  
Write the alphabet

### Gross Motor Skills

Balance on a beam                      Jump in various directions on a trampoline  
Hop from one block to another                      Stand on one foot  
Hang in different position on the bars

### Technology Skills

Click/drag mouse                      Exit software

**T**hank you for taking the time to read this document as your understanding and cooperation is necessary in order for us to keep our student/teacher ratio at the proper levels. **Leaps & Bounds registration procedure is very much like a university tuition, where the responsibility is on the INDIVIDUAL to pay by a certain date in order to maintain priority. We do this for one reason alone...the students!**

## **TUITION PROCEDURES**

Important: The State of Louisiana suggests certain children ratios at all times. We must have teachers on duty even though your child may be absent for a day due to illness or personal reasons. Therefore, we cannot give credit for days that your child is absent.

Your Gym-N-Learn tuition will be processed every 4 weeks using a credit or debit card that you keep on file with us. That way you don't have to worry about what date you have to come in and pay and its incredibly safe and convenient.

**Tuition due dates: Sept. 1, Oct. 1, Nov. 1, Dec. 1, Jan. 1, Feb. 1, March 1, April 1, and May 1.**

## **NEW STUDENTS**

New Students may join at any time during the session as long as there is a vacancy in the desired class. If a class is full, your name will be placed on a waiting list. If your child is moved from the waiting list into a current class, **payment must be made in full along with a completed registration form prior to class attendance.** Tuition will be prorated relative to your start date.

## **TUITION-BACK GUARANTEE**

For first time families we want to give you a chance to “sample” our classes, so we are happy to give all your tuition back if it isn't what you expected before the end of your first 30 days. Let us try to change times, classes, or teachers if possible, but we want you to come back and try it again at a later date. If you are requesting a refund after your first 30 days, it must be accompanied by a doctor's note and a \$10.00 fee will be charged.

## **UNENROLLING PROCEDURES**

As with most preschools, a written notice is required at least one week before quitting school. In your written notice, we request the last day of attendance along with your child's first and last name.

## **REFER A FRIEND—SPIN OUR WHEEL OF THANKS**

When you tell someone about Leaps & Bounds, and they enroll in any of our programs, your child will get to spin our Wheel of Thanks in class . It has a variety of prizes including \$150 in Leaps & Bounds Money, Leaps & Bounds Apparel and Free Event Passes. You will also receive a thank-you card because we really appreciate your referral! A 20% discount is available for children who take a second class such as gymnastics, dance, cheer or Gym-N-Learn.

## **MOVING TO A NEW CLASS**

We will gladly accommodate class change requests, assuming there is a vacancy in your desired class. If your child is moving into a different class or age division, we **STRONGLY** suggest you come and watch the class **BEFORE** you're scheduled to start. This way both the child and the parents know what to expect.

## **ATTIRE**

Please make sure your child is properly dressed for class. Girls may wear leotards or t-shirt tucked into elastic-waist shorts. All leotards need to be skirtless and no jewelry or tights. Hair that touches the shoulders should be pulled back in a ponytail. Boys wear a T-shirt tucked into stretch pants or elastic waist shorts. Students should not wear clothes with any buckles, belts, or zippers. We focus on safety and cleanliness at Leaps & Bounds. Hair should be pulled away from the face into a ponytail with an elastic band. We do not allow hair clips, barrettes, or other hair accessories nor hair glitter, gel, spray-on hair color, or excessively oily hair products. Again, this is for your child's safety. These products tend to get on the mats when tumbling and could cause someone to slip and fall. Hair products also hinder the maintenance of our mats and keeping them clean.

## **BEFORE CLASS**

Being late to class is very disturbing for your kids, therefore we recommend that your child arrive 5-10 minutes before class. Parents should accompany young children to the bathroom before class. Upon arrival, students should store their outer clothing in school bag and wait for their class to be called. All parents must watch their children before class and their siblings during the lesson if you choose to stay and watch the gymnastics portion of class. Siblings are not allowed in the gym or on-deck area.

## **DROP OFF SERVICE**

Hours of operation for morning includes 8:50-9:00 am and 11:20-11:30 pm. After class begins, please bring your child in to school. If your child is being picked up early from class, please come in to retain your child. Every child needs a parent or adult to come in at the end of class to pick him/her up. At that time, a teacher will review what the children did during class.

## **INCLEMENT WEATHER**

We almost never cancel class, but if you're in doubt, please call the gym (225) 665-7200, internet at [leapsandboundssports.org](http://leapsandboundssports.org), and our 24-hour voice mail will give you instructions.

## **PARENTS' RESPONSIBILITIES**

We cannot keep children in our care after class, it's just not safe for your children. Please inform us if you will be late picking up your child by calling the gym (225) 665-7200.

## **IMPORTANT REMINDERS**

- Smoking is not allowed anywhere in or around the gym. The Livingston Parish Fire Department mandates this policy.
- Your children count on you to get them to their class on time. Please try to keep your commitment to your regular scheduled class day and time, because the learning process can be achieved easier through continuity.
- Drive very slowly when picking up and dropping off children and use extreme caution because a child could dart out of building at any time.
- No gum is allowed in class.

- Only registered students are allowed in the gym and dance area.
- Snacks or lunch needs to be completely finished before entering the classroom.

### **CHANGE OF ADDRESS / PHONE / EMAIL**

If you move to a new location or change your phone number, address, or email please inform us in the office. If you get a new cell phone number, please let us know. In case of an emergency, you would want to be notified!

### **CHILD'S ILLNESS**

Please inform us if your child has any physical problems or medical information that we should know about. Tell your child's instructor if he or she has recently had an ear infection. The infection could hamper their balance and the instructor needs that information. Please do not send kids to school who are ill and should be **fever-free** or **vomit-free** for at least 24 hours before returning to school.

### **IF AN INJURY OCCURS**

Make sure you leave an emergency contact name and phone number with our office. If your child is injured and you're not at home, we'll call that specified person. Please leave your cell number with us if you leave the gym. If you have any questions about scrapes/injuries that may have occurred during class, please call the office.

### **DISCIPLINE**

We expect good manners and a good attitude from the children, not gymnastics expertise. If a child is disruptive or disrespectful to a teacher or other students, they will be given time to think if they want to participate in class and follow the rules. They will always be given a second chance. We are committed to treating all children with respect, and in turn expect them to respect other students, our staff, and our facility. Please keep an eye on siblings watching classes. They are YOUR responsibility. We have a zero tolerance policy for children who bite another child or teacher in a group situation.

We cannot have children putting other kids in danger.

### **STAFF**

Leaps & Bounds is very fortunate to have such a large, qualified staff. The staff will try to maintain the same schedule throughout the year. However, your child may occasionally have a different teacher. All the staff utilizes the same lesson plans and curriculum sheets, but every instructor has their own style of teaching. Please help your child adjust to a new teacher if this occurs. Our enthusiastic gymnastics staff is well trained through Leaps & Bounds' own teacher-training program and mentoring system. Many of the staff members are USAG Safety Certified, American Red Cross First Aid, and CPR Certified. All of the teachers are involved with year round in-service training as well as continuous video training.

### **OFFICE HOURS**

Our office staff is always here to help you. Our business hours are Monday through Friday from 8:45 am – 8:00 pm and Saturday from 9:00 am – 12:00 pm. Our answering machine is always on and you can email us if you like. Our email is leapsbnds@aol.com

## **PRACTICING AT HOME**

Gymnastics takes practice and positive consistency, as does any educational or physical skill. Exercise with your children at home and ask them periodically what they're doing in class. Encourage safe home exercising, stretching, and strength building exercises. You will see faster results if they exercise at home. We do not recommend they tumble at home.

## **COMMUNICATION**

**A.** We hope that when you watch your child's class, you look for overall improvement and be sure to compliment your child often. Our goal is to make them feel good about themselves, learn gymnastics, and have fun! Our instructors are trained to know when to introduce new material to students. Children learn through repetition. Their muscles must also learn through repetition. When a child is prepared both physically and mentally, she/he will progress safely and happily.

We thank you for your faith in our decisions.

**B.** Communication between the parent and the teacher is encouraged. We have purposely scheduled time before or after your class to allow you the chance to ask your child's teacher questions. Get to know your child's teacher and ask for their help. **Suggestions from parents are directly responsible for changes at LEAPS & Bounds.** We not only encourage you, but we implore you to use our suggestion box in our lobby, or call, or email us anytime at [leapsbnds@aol.com](mailto:leapsbnds@aol.com). You are the most important part of this business.

## **PERSONAL BELONGINGS**

Children need their name on everything. They will need to bring their school bag or backpack with papers sent home. Backpack should be large enough to fit a paper as big as 11 by 14 inches.

## **TRIPS OR OUTINGS**

Field trips are planned for your children. When field trips of any kind are planned, parents will receive a notice regarding when, where, and at what time the children will be asked to meet us at the specified location. The trips provide firsthand experiences to help the children learn about the world in which they live, have a group experience, have fun, and become more aware of the things around them through observation. We do not use buses, but instead have the parents drive your own child.

## **SPECIAL TREATS**

Children may bring special treats for their birthday. Due to food allergies, all treat bags cannot contain food.

## **POTTY TRAINING**

We require all the Gym-N-Learn students to be toilet trained. However, we realize that the students will have an occasional accident. We recommend that you keep a zip lock bag with an extra set of underpants and clothes in your child's school bag. Place the clothes in a zip lock bag with their name on the outside.

## **ROOM MOTHERS**

We need two moms in each class who will volunteer to help with the parties on the three days indicated on the calendar for Halloween, the Christmas Celebration, and Valentine's Day. Parents are expected to

help all the children. It is a great opportunity to see what your child is doing in class, meet the teachers, and help your child and his/her classmates.

### **EMERGENCY MEDICAL CARE (accidents, life threatening illnesses)**

1. Call 911
2. Call parents of child
3. Follow instructions of medical person or parents

### **SICKNESSES & ILLNESSES**

1. Place child away from other children in the room to prevent the spread of germs
2. Call parents of child
3. If parents cannot be reached, call a designated person on the child's admission data form to come pick up the child.

### **TERMINATION OF ENROLLMENT BY LEAPS & BOUNDS**

The staff at Leaps & Bounds understands that all children react differently to a childcare environment and they will exercise reasonable care and guidance to help the child adjust to this new environment. In the event that the child's behavior results in injury to classmates, parents or staff, or is disruptive to the teaching environment at Leaps & Bounds, the parent (s) will be asked to attend a meeting to discuss the child's actions and the staff's response to determine if there is a way to help the child adjust. Leaps & Bounds reserves the right to evaluate the situation and may elect to terminate the child's enrollment. Any tuition paid beyond the current week will be reimbursed to the parent.

The following are ways that will help us carry on the day's activities more smoothly:

1. Try to bring your child to school with a positive attitude. Please have your child here no earlier than 15 minutes before class is to start. Have them go to the bathroom before class, and we encourage a healthy meal previous to class.
2. Personally escort your child into the building and wait on benches or use drop off service and be in the building no later than 5 minutes before class ends to pick them up.
3. Some children may be "clingy" at first, but with activity encouragement and quality time from the teacher, the child will soon enter into the days activities. Sometimes we may encourage you to leave quietly as this will help your child's transition to be easier for all concerned. Hug them, tell them you love them, and then leave.

Don't look back, they'll be fine.

**•Please label your child's book bag and all outer clothing on the inside of the item.**