



## Patti's All-American Gym-N-Learn Educational Preschool Procedures & Policies



(219) 865-2274

pattisallamerican.com

Welcome to Patti's All-American– Best of the Region! Congratulations for caring enough to invest in your child's physical development and to build self-confidence. We are pleased you have chosen us for your child. We pledge to uphold our philosophy to teach in a fun, safe environment, and enrich your child's self-esteem. Our lesson plans and curriculum are guided by this philosophy. You will notice the minute you walk in the positive, professional atmosphere. Our classes are progressive, productive, and SAFETY is #1. We go to extraordinary lengths to provide the top-of-the line equipment, the cleanest facility, the most progressive curriculum, and a highly trained staff who is caring and loving to your child. We know if we don't keep the classes fun along with learning, children will tire of it easily. Part of our teaching strategy is to make learning and fitness FUN! We know the number one reason kids quit any activity is that it's just not fun anymore. Through unique teaching techniques we can make your kids want to come back week after week.

All-American has six schools: Tumblebear Gym, School-age Star Achievement Gymnastics & Tumbling, The Dance Connection, The Swim Connection, and Gym-N-Learn Educational Preschool and Ninja Zone.

If you have any questions, please come to me or any of our managers; Diane, Tracy, Rhonda, Emily, Megan, Katie D, Robin, or Yesenia. We're all here to see that you're happy. Most of the changes throughout the year are directed by our customers. Our aim is to please! If you have any suggestions, email us at [customerservice@pattisallamerican.com](mailto:customerservice@pattisallamerican.com).

Thank you for your confidence in my programs and in me. We guarantee fitness-based learning in a clean, friendly environment 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.

Enthusiastically,

*Patti Komara, President*

Thank 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. **The All-American registration procedure is very much like a university tuition procedure, where the responsibility is on the INDIVIDUAL to pay by a certain date in order to maintain proper ratios. We do this for one reason alone...the students!**

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

### **Tuition Policy**

**IMPORTANT:** The State of Indiana suggests certain teacher to 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.

A credit or debit card on file is required to register for classes. All tuition is DUE BEFORE THE 25th of each month (for the next month) and can be paid by cash, check, debit, or credit card. If tuition is not paid by the 25th and no one has informed us of dropping a class, all unpaid balances will be charged to your card on file. If your payment doesn't go through for any reason you will be charged a \$15.00 decline fee. If delinquent tuition is not paid before the first of the month, your child will be tagged inactive by the computer, will be un-enrolled, and children on the waiting list will be called. All returned checks will carry a fee of \$35.00. Once we have taken a bad check, all tuition must be paid from then on by cash or debit/credit card.

### **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 first if possible, but we want you to come back and try it again at a later date. All supply fees are NON-refundable.

**Membership Fee-** A \$39.00 membership fee is paid for the first child and all siblings are included in the yearly membership fee. On the anniversary month of your enrollment, you receive a free gift and your membership fee is posted to your account. Your membership fee allows you to receive discounts on birthday parties, clinics, and an invitation to all member only events.

**Family Discount**—We offer a generous discount for multiple classes for one child and multiple students from one family. We charge the same discount for either. Our discounts are: first class in the family (the highest tuition) is full price, second and third classes 20% off, and the fourth and fifth classes 30% off. At a certain point we do offer a price for an unlimited amount of dance classes—inquire in the office for that pricing. If you add a dance or gymnastics class before 3:00, there is a 50% discount on this class.

### **Graduation Payment**

All students will participate in an Academic Awards Ceremony in May at Protsman Elementary school. All graduates will be charged around \$30.00 for cap, gown, and tassel on March 1<sup>st</sup>. Auto-payment will be used to process the payment on March 1st. Tickets are \$5.00 per person for the performance and go on sale in May.

### **Refer a Friend—Receive \$50.00 off Tuition**

When you tell someone about Patti's All-American, and they enroll in any of our programs, you will receive a \$50.00 thank-you card that you can bring into the gym to receive your discount!

### **New Students**

New students may join at any time during a 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.** Your first month is prorated according to your start date. If you delay your August start date, there is a hold fee for full classes and must be approved by a manager.

### **Make-ups/Vacations**

There is a NO make-up policy for missed classes. Since we are a preschool and have a set roster, your child will not be allowed to make-up in another Gym-N-Learn class. No credit is given for missed time during vacations.

### **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**

All students must purchase the uniform polo from the Pro-Shop. Students may wear black shorts or athletic pants with the uniform shirt. Hair that touches the shoulders should be pulled back in a ponytail. All students must wear gymnastics shoes. We sell shoes here at the gym. They are for safety and hygienic reasons. Students should not wear clothes with any buckles, belts, or zippers. We focus on safety and cleanliness at Patti's All-American. We do not allow 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**

Promptness is a habit. Being late to class is very disturbing for your child, therefore we recommend that your child arrive no earlier than 10 minutes before class. Upon early arrival, students should wash hands and sit on the benches and wait with an adult. Siblings are not allowed in the gym or on-deck area. Weekly movies are shown on a monitor system for siblings to enjoy.

### **Drop-off Service/Pick-up service**

Hours of operation for DROP off service includes 8:30-8:40 am and 11:50-11:55 pm. Five minutes before class, the DROP OFF SERVICE ENDS. If you are late, you must PARK and WALK your child into our facility. If your child is being picked up early from class, please come in to retain your child. Parents MUST park in a parking space until you see the teachers bring the children out for class. A teacher will direct parents to make a line under the canopy. **DO NOT PARK** under the canopy, it is disruptive to other STUDENTS arriving for gymnastics and dance classes.

### **Late-pick up fee**

If your child is picked up later than ten minutes after the end of class (11:25 or 2:40), your account is charged a five dollar late fee. For each additional five minutes, another five dollars will be added to your account. We cannot keep children in our care after class, it's just not safe for your children. Please call us if you will be late picking up your child by calling the gym (219) 865-2274.

### **Upstairs Observation-Closed during school**

During our Gym-N-Learn classes, the upstairs observation area will be closed. Parents are welcome to watch the gymnastics portion of your child's class in the downstairs observation area on Parent Watch Days. You will be able to visit the classroom during designated parent watch days.

### **Inclement Weather**

We almost never cancel class, but if you're in doubt, please call the gym (219) 865-2274, check the internet at [pattisallamerican.com](http://pattisallamerican.com), and our 24-hour voice mail will give you instructions. If Lake Central has a two-hour delay, there WILL BE morning Gym-N-Learn classes. Make sure to set up for a texting option at the front desk to receive emergency messages. We are closed: Labor Day, Independence Day, Halloween night, Thanksgiving, winter break in Dec/Jan., Memorial Day, Easter, and Fourth of July.

### **IMPORTANT REMINDERS**

- Smoking is not allowed anywhere in or around the gym. The Dyer 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 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 underneath the canopy and **please**, stop before the speed bumps and use extreme caution because a child could dart out of the building at any time.
- Please try to minimize food or drinks in our facility. 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 or email address, please let us know. In case of an emergency, you would want to be notified!

### **Child's Illness-See the Indiana How Sick is Too Sick**

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 a verbal warning with time to think if they want to participate in class and follow the rules. Your child will always be redirected to another activity after a second verbal warning. If there is a third verbal warning, a phone call will be made to the parent and the child will need to leave the classroom for the remainder of the day. We are committed to treating all children with respect, and in turn expect them to respect other students, our staff, and our facility. We have a strict policy for children who bite another child or teacher in a group situation. We cannot have children putting other kids in danger. If your child comes home with a concern, please contact the manager on duty within 24 hours. \*If there is a discipline issue, we will document it and share all information with the parent regarding consequences that may occur. Rules and procedures are reviewed in class.

### **Staff**

Patti's All-American is very fortunate to have such a large, qualified staff. The staff will try to maintain the same schedule through- out 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 Patti Komara's 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 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 8:30 am – 8:00 pm, Saturday from 9:00 am – 4:00 pm, and Sunday 10:00 pm– 4:00 pm.

## Facility Cleanliness

We pride ourselves in our gym, its bright colors, excellent equipment, and its cleanliness.

## 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

1. 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.
2. Communication between the parent and the teacher is a partnership. You may schedule 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 All-American.** You are the most important part of this business. Our customer service slogan is "Give the customer what they expect and more." We can only do that if you let us know what is on your mind.
3. **Parent/Teacher conferences**-All Pre-K students have a designated day and time for one-on-one talks with teachers in February to discuss academic and social concerns before entering kindergarten.
4. **Report cards**-Students receive at least two written report cards through the year. Report cards go home in early November and end of the year.

## Personal Belongings

Children need their name on everything. They will need to bring their school bag and water bottle daily. Backpack should be large enough to fit a paper as big as 11 by 14 inches. They need to bring their gymnastics shoes in their school bag to class every day. Write the child's name on the strap of shoes with a permanent marker and inside the backpack.

## Birthday Treats

Children may bring a special non-food treat for their birthday. Due to food allergies, we suggest bubbles, a box of crayons or any non-food items. Treat needs to be ready to go in backpacks. No homemade treats may be used for class treats.

## Field Trips

We offer field trips (mini parties) to groups such as sports teams, preschools, kindergarten groups, and Boys and Girl Scouts. We can even structure the field trip to focus on your Scout earning a badge.

## Potty Training

We require all the Gym-N-Learn students to be completely toilet-trained. We realize that the students will have an occasional accident. You must keep a zip lock bag with an extra set of underpants and clothes in your child's school bag daily. Place the clothes in a zip lock bag with their name on the outside. If your child needs to be changed, there will be two adults present and your child needs to be able to undress on their own and put on dry clothes. If there are no extra clothes in your child's bag, we will get a pair of shorts and new red polo from our Pro-Shop. Your card on file will be charged for clean clothes.

## Our Emergency Medical Care Procedures (accidents, life threatening illnesses)

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

## Sicknesses and 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.
4. To return to school, the child must be fever-free (no medicine) and vomit -free for 24 hours.

### **Nearest Medical Facilities**

1. St. Margaret Mercy—24 Joliet Street, Dyer, IN 46311 865-2141
2. Police Department: 911
3. Non-Emergency— 865-1163
4. Poison Control Center: 1-800-222-1222

### **Termination of Enrollment by Patti's All-American**

The staff at Patti's All-American 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 Patti's All American, 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. Patti's All- American 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. Use the drop off service or walk them to the front desk. Wash their hands and have them go to the bathroom before class. We encourage a healthy meal previous to class.
2. If you want to pick up your child at the end of school, please enter the front door, wash hands and wait for a staff member to give you your child. You must exit through the gym doors.
3. Some children may be "clingy" at first, but with activity encouragement and quality time from the teacher, the child will soon participate in the day's 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.

### **Facebook**

Become a fan of Patti's All-American to receive up-to-date information, get special offers and discounts, and participate in exclusive contests. Also join our own private Gym-N-Learn Parents facebook page to receive reminders about upcoming events or see pictures of monthly activities in class.

# Preschool Gym-N-Learn Daily Schedule

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

Time	Activity	Description
30 minutes	Gymnastics Lesson	Gymnastic skills on Bars, Beam, Trampoline and Floor
15 minutes	Circle Time & Spanish	Pledge, calendar, weather, days of week & months of the year, and curriculum song. Learn simple Spanish phrases.
45 minutes	Fine Motor	Daily activity to reinforce letters, numbers, and shapes
20 minutes	Art	Painting, coloring, cutting and gluing crafts related to weekly theme and curriculum
15 minutes	Computer Lab/iPads	Counting, patterning, sorting with educational apps
15 minutes	Story time	Read a theme-based story to children

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

## Curriculum

### Pre-Writing Skills

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

### Basic Rules

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

### 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

### Fine Motor Skills

Work with puzzles  
Pre-cutting & gluing daily art project  
Hold writing tool correctly  
Write the alphabet  
Trace alphabet letters

### Technology skills

Swipe iPad  
Log out of apps

# Pre-K Gym-N-Learn Daily Schedule

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

Time	Activity	Description
30 minutes	Gymnastics Lesson	<i>Gymnastic skills on Bars, Beam, Trampoline and Floor</i>
25 minutes	Circle Time/Spanish	<i>Pledge, calendar, weather, days of week, months of the year &amp; song of the month. Speak simple Spanish phrases.</i>
45 minutes	Learning Centers	<i>Children rotate to different activities to reinforce letters, numbers, shapes, colors, and patterns. Activities with phonetic sounds and blends for pre-reading skills.</i>
15 minutes	Art	<i>Painting, coloring, cutting and gluing crafts related to weekly theme</i>
15 minutes	Computer Lab/Ipads	<i>Counting, patterning, identifying letter sounds with educational software and introducing basic computer skills</i>
15 minutes	Rapid Reader	<i>Select a book and read through pictures and simple words OR Teacher reads theme-based story to children</i>

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

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

### 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 & letters  
 Cut simple projects (snip around apple)  
 Hold writing tool correctly  
 Write the alphabet

### Gross Motor Skills

Balance on a beam  
 Jump in various directions on trampoline  
 Hop on one foot  
 Hang in different positions on the bars

### Technology Skills

Exit software  
 Swipe iPads  
 Exit apps