



*Explosion*

**BOUNCE**

**& LEARN**

**ACADEMY**

**PRE-K**

Welcome to Bounce & Learn Academy!

## **OUR VISION**

To provide a happy, safe, and caring environment for the children of Lloydminster and surrounding area. Our aim is to help children grow in a positive direction, develop the ability to function within the world, and continue in the development of self-discipline – all while having FUN!

## **OUR MISSION**

We will provide a “child-centered” education. The children’s positive self-esteem is enhanced by care and guidance in a warm, loving, stable, stimulating, and creative environment. The children’s physical, social, emotional, and language development will be fostered by a variety of experiences while at the Academy. The basic philosophy will be “freedom within a structured environment” to enable the children to be self-disciplined.

With a trained and experienced staff that feels like an extension of family, your child will benefit from this small school experience with tailored programs, bringing your child confidence, a passion for learning, and a positive social experience that will be deeply rooted for all the life stages to come.

We view ourselves as partners with parents in the task of teaching and loving the children in our care. The following are some things you can look for while in our Academy:

- The children will spend most of their time playing and working with materials or other children. They will not wander aimlessly, and they will not be expected to sit still for long periods of time.
- Children will have access to various activities throughout the day. Some of the activities and materials you will see are assorted building blocks and other construction materials, props for pretend play, picture books, paint and other art materials, science toys, manipulatives, and puzzles.
- The staff will work with individual children, small groups, and whole groups at different times during the day. The children will not spend all their time with the whole group.
- The classrooms will be decorated with the children’s original artwork, their own writing with invented spelling, and stories dictated by the children to the staff.
- The children will learn numbers and the alphabet in their everyday experiences. Everything can be created to be a learning experience.
- The children will be engaged in projects, yet still have periods of time to play and explore.
- The children will have an opportunity to play outside, weather permitting.
- The staff will always have time to read books to the children. Reading will not be limited only to circle time.
- Our staff recognize that children’s different backgrounds and experiences mean that children do not learn the same thing at the same time in the same way. Therefore, curriculum will be adapted for each class and each individual child.

## **INTRODUCTION**

The measure of brain development is in five general domains: physical health and well-being, social competence, emotional maturity, language richness, general knowledge and cognitive skills.

It is our aim to provide a “child-centered” education. We aim to provide development through a carefully prepared environment in the following areas:

### **Intellectual**

A child’s intellectual development is affected by the richness and variety of educational material, available for a child to touch, manipulate and use. By providing a range of experiences through books, games, toys, sensory material, worksheets, pre-writing, pre-math, arts and crafts, drama and pre-reading activities, as well as music and field trips, we develop the child to his/her full potential. Carefully graded experiences encourage cognitive growth and constructive creative thinking.

Our curriculum for the year is well-defined and stimulating. Each week we follow a different theme, and all our daily activities revolve around this topic. A typical day includes language (conversation period), worksheets (hand control, alphabet, numbers, thinking skills), computers, group activities, music, and fine motor skills, gross motor skills (gymnastics), arts and crafts.

### **Music**

Music and rhythm are introduced.

### **Physical Development**

The role of the Academy is to make sure that all the physical needs of a child are met in a safe environment. By incorporating gymnastics into the daily routine, children remain healthy, have fun, and settle down more easily for other activities. Physical activity strengthens the body and the mind. Physical play strengthens bones, muscles, the heart and

lungs. It also improves flexibility, coordination, balance, maintains a healthy body weight, and improves sleep. It increases a child's self-esteem, is an outlet for stress, improves learning, and builds cooperative skills.

### **Social Development**

In the early years, the strongest impact of the environment is social influence. Therefore, we provide a model from which the child can absorb acceptable social behavior and cultural norms. It is our aim to teach our children to work as part of a group and independently, to concentrate for sustained periods of time, according to their age, and to seek help as required.

Our staff direct the whole group without losing touch with each child's needs. The children are taught to use all equipment according to the purpose that it is designed for, to use it with care and respect, to share and to return it to its designated spot. Manners and table etiquette are encouraged at all times.

### **Emotional Development**

The manner in which a child is treated and handled in the first six years is critical to her/his emotional development. We provide a "caring" environment with educators who are smiling and pleasant. The Bounce & Learn Academy environment is warm, inviting, and offers the child and family a sense of belonging. Our aim is to provide a smooth transition from home to Preschool and later from Preschool to school.

### **DAYS AND HOURS OF OPERATION**

The Academy is open from mid-September until June.

The Academy will be closed for all Statutory Holidays: Labour Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, and Victoria Day.

The Academy will be following the LPSD school calendar. When the school divisions have non-instructional days, Bounce & Learn will also be non-instructional.

Explosion Gymnastics will have Day Camps running on most non-instructional days. Please register for Day Camps on our website at [www.explosiongymnastics.com](http://www.explosiongymnastics.com).

### **ARRIVAL AND PICK-UP**

Parents are responsible for dropping their children off and picking them up from the Academy. If we have reason to believe that anyone picking up a child is under the influence of any substances, we will not release the child into his/her custody, and the proper authorities will be called immediately.

For families under the direction of a court-appointed custody situation or other such legal proceedings, we will strictly adhere to the findings of the court with regard to who is allowed to pick up a child.

### **LATE PICK-UP FEE**

A late charge will be charged if your child is picked up after the scheduled closing time. It is appreciated if a parent informs the Academy when a child will be picked up later, but such acknowledgement will not exempt the parent from the late fee. The Late Pick-Up Fee is determined by the time you arrive in the Academy to sign out your child for the day. Repeated tardiness may result in more serious penalties. The Late Pick-Up Fee is to be paid directly to the staff member that is waiting for you to pick up your child. If someone does not come within 10 minutes, persons listed on your emergency contact list will be contacted. Please remember that it is hard for your child to wait for you once everyone else has left.

### **WAITING LIST POLICY**

- Our waiting list is based on the date the registration forms are filled and submitted.
- The child on top of the top of the list will be offered a spot as it becomes available. The parents will have the option to take the spot or decline and wait for the next available spot. At all times we will work with parents in a collaborative effort so that no vacancies occur.
- Children already attending the Academy will be given preference for next year.

### **CODE OF ETHICS**

The Academy will:

- Maintain complete confidentiality with regard to information on the child and the family.
- Inform parents on all aspects of the child's days and activities.
- Inform parents in advance of any changes in the routine or schedule.
- Encourage the love and well-being of the child and family.
- Be receptive to advice and suggestions to help improve performance.
- Welcome parents' participation and input towards progressive ideas.
- Keep abreast of current practices and procedures.

### **PROBATION POLICY FOR NEW CHILDREN**

All new children are on probation for a period of four weeks. It is our endeavor to provide comfort and support to families and children during this probationary period, respecting that some children will face separation anxiety.

In the event that a new child to the program is unable to follow routines and adapt to the environment, due to disruptive behavior, or has a high level of special needs, different strategies and methods will be used. Continual communication will occur, and if after four weeks no progress is made, the parents will have an option to consult a professional in the field. All observations and analysis will be put in writing. If and when it is jointly decided that the child is not benefitting from the program, the parents will be given the choice of looking at different options. The final decision will be made by Explosion Gymnastics' Bounce & Learn Academy, in consultation with the parents and professionals involved with the child.

### **ALL CHILDREN MUST BE COMPLETELY POTTY-TRAINED**

A child who is potty-trained no longer wears diapers or Pull-ups and keeps his/her underwear clean and dry on a regular basis. Accidents may happen occasionally, but not frequently.

### **FIELD TRIPS**

Field trips will take place throughout the year. A notice will be sent home each time in advance, informing parents of destination, time and date, along with a permission slip to be signed and returned.

### **CLOSURE DUE TO BAD WEATHER**

When weather dictates closure of the Academy, you will receive an email at the email you have provided us. Please ensure your email is current.

### **ADJUSTING TO PRESCHOOL**

1. What is Normal: It is normal for your child to have some fears about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.
2. First Experiences: If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful kiss, a smile, and a reassuring reminder that you will be back after a short while is usually all he or she needs from you. Our caring staff will take it from there. Please do not sneak out when your child is not looking, as this can be unsettling or your child. Normally your child will settle down very shortly after you leave.
3. Common behaviours: Depending on their age, children may "act out" their feelings by
  - Having tantrums
  - Clinging to you and refusing to let go
  - Forgetting their toilet training
  - Not eating
  - Waking up at night or having bad dreams
  - Expressing a desire to stay home
  - Bed wetting
4. What to Do: Usually these reactions are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call the Academy to check on your child. Chances are, your child will be busy playing, and you can relax.

### **CLOTHING & PERSONAL ITEMS**

While at school, the children will be busy exploring, experimenting, painting, etc. Please send them in appropriate clothes, for indoor and outdoor play. We ask that you provide a complete change of clothing in a large Ziploc bag with the child's first and last name written on it in large letters. Give this to the staff during the first week of school. These will be stored in case a change of clothes is needed. Please label all of your child's belongings in order to avoid lost items and to allow the staff to know which items belong to which child. The Lost and Found bin is located near the entrance. All unclaimed items will be donated in June, after classes are finished.

### **PERSONAL TOYS**

Personal toys and other items from home are discouraged at our Academy except during our special "show and tell" times. This is to avoid conflicts that can arise from children who do not wish to share a personal item or from damage that can accidentally occur when these items do get shared. We ask for your assistance in upholding this rule at our Academy.

### **ADMINISTERING MEDICATION**

Staff are not trained medical personnel and as such would prefer to avoid administering medication.

### **SICK POLICY, MAJOR AND MINOR ACCIDENTS**

For the benefit of other children enrolled, please keep your child at home if he or she appears ill in the morning before you leave your home. Your child must be able to participate in daily activities in order to attend. If he exhibits any of the following symptoms, he is considered contagious and should not be at school: fever, vomiting, two or more episodes of diarrhea, red eyes or any unusual discharge from the eyes, and undetermined rashes.

Should a child become sick during the day, the parents will be notified and must pick up the child immediately. The child will be made as comfortable as possible until a parent arrives. If the parent cannot be contacted within a reasonable amount of time, we will call the emergency contacts to pick up the child. The parent will receive a note stating the condition of the child and the day he/she was sent home. The date the child may return to the Academy will also be on the note.

A child who displays one or more of the following symptoms must be sent home. This is for the protection of every child in the Academy.

- Fever of 100 degrees Fahrenheit or higher (May return 24 hours after being fever-free without medications.)
- Diarrhea: Two or more soft or watery stools within a 24-hour period. (May return 24 hours after the last episode.)
- Vomiting on two or more occasions within a 24-hour period. (May return 24 hours after last episode.)
- Chicken Pox (May return after blisters dry.)
- Eye discharge or Pinkeye (May return 24 hours after treatment begins.)
- Lice or Nits (May return 24 hours after treatment begins and hair is free of nits.)
  
- Too tired or ill to participate in normal activities.
- Measles (May return 5 days after rash appears.)
- Ringworm (May return 24 hours after treatment begins.)
- Strep Throat (May return 24 hours after treatment begins.)
- Impetigo (May return 24 hours after treatment begins. Affected areas must be covered.)

Bounce & Learn Academy requires a note from the child's pediatrician to clear the child before re-admittance after an illness. If a child develops a contagious disease, such as strep throat, pink eye, or chicken pox, the Academy should be notified immediately. The Academy may notify other parents or post notifications for parents within the classroom. Confidentiality will be honoured in all situations.

**Minor Accidents:** If a child gets a scrape, scratch, bite that does not break the skin, bruise, bloody nose, or bump on the head, it will be considered a minor accident.

**Major Accidents:** If a child has an accident that requires medical attention, the staff will notify the parents and either the parent will take the child to the doctor or a staff member will accompany the child to the nearest hospital. The Academy will assume no financial responsibility for child's treatment in the event the child must be transported to the hospital by a staff member. In an emergency situation, 911 will be called first, then the parent. All accidents that require medical attention must be recorded on the Incident Report.

Should your child have any allergies – food or otherwise – please notify the Academy verbally and in writing immediately. A physician's note is also very helpful.

**Please note:** It is vital that the Academy has up-to-date phone numbers for you and the emergency contact people.

**MISSED DAYS CANNOT BE MADE UP OR REFUNDED.**

## COOPERATION EXPECTATIONS

All children attending Bounce & Learn Academy should do so as the result of the parents' desire to have their child educated in accordance with our educational philosophy. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy of Bounce & Learn Academy retain the right to remove their child. Likewise, the Administration of Bounce & Learn Academy retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is considered to be uncooperative with the program.

In order to provide suitable educational opportunities for all children in the classroom and to enhance the effective moral training of the children, Bounce & Learn Academy adheres to the following philosophies:

The Academy seeks to assist in developing the following characteristics in our children:

- Cheerful obedience to authority.
- Responsibility in doing assigned or expected tasks.
- Cooperation with others within and outside the classroom.
- Courtesy and respect for others.
- Cleanliness in person and property.
- Truthfulness and honesty in work and life.
- Respect for others' property.
- Punctuality in attendance and assignments.
- Morally good conduct in recreation, social relationships, and language.

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged.

The following is a general list of unacceptable behaviours which will not be tolerated:

- Being disrespectful to the staff or other persons.
- Lying, cheating, stealing, using profanity, or other immorality.
- Fighting or disorderly conduct.
- Tampering with equipment or destroying another individual's property in any manner. *Parents will be financially responsible for all damages.*

## **BEHAVIOUR MANAGEMENT POLICY**

Children will be disciplined in a positive manner at a level that is appropriate to their actions, attitudes, and ages. This serves to promote self-discipline, respect for the rights of others, and to ensure health and safety. The Academy will encourage the children to be self-disciplined by teaching them what is and what is not acceptable behavior. Behaviour management, or child guidance, in no way will include physical or emotional punishment.

Positive reinforcement will be communicated through verbal praise, and through non-verbal communication, such as hugs. Consistent acknowledgement of acceptable behaviours will send messages to the child of acceptance and self-worth. Consistency is the key, and it will be adhered to on a daily basis.

Staff will be aware of their total play area, and the moods and actions of the children in their care. Foreseeing any negative action, an instructor will redirect a child into a more positive action or activity. For example, if the child is running, he/she may be directed to a quieter activity such as doing a puzzle.

Simple Safety Rules will be explained to the children. Reminders will be in the form of verbal explanations from the staff, and signs throughout the Academy.

The Academy will recommend three simple rules for children to govern their behaviour:

- You may not hurt yourself.
- You may not hurt others (emotional or physical).
- You may not hurt things (furniture, equipment, toys, etc.)

These rules will be made easy for the children to understand by explaining them in a simple way, stating limits in a positive manner and by encouraging care and co-operation.

An outline of the Academy behavior will include:

- Praise a child's appropriate behavior with a smile, hug, or kind word, so that he/she builds self-esteem.
- Consistency with rule enforcement.
- Endorse positive reinforcement.
- Set reasonable limits. Children will have to be taught and guided to learn to share and respect one another's feelings, and to practice good manners.
- Let the children know what you expect of them with positive words.

In situations where immediate action is required, the Academy will:

- Distract the child.
- Calm the child by touching his/her shoulder or hugging.
- Let the child know we understand their feelings before correcting their behavior.
- Incorporate "When . . . Then" Statements: A statement in which the child is encouraged to make a positive choice. Sample: "When you pick up the blocks, then you can go to the Dramatic Play area."

A child may be placed away from the group. This will allow the child to sit quietly until he/she is ready to rejoin the group. The direct removal of the child from an activity to another, or the removal of a toy, when done consistently, will teach the child the behavior is not acceptable. When the child shows he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

With preschool and school-aged children, more talking and explanation may take place. The children are taught manners and socially acceptable behavior. The child will learn to recognize and tell the teacher when he/she is ready to resume his/her activity. When a child is ready, the teacher will explain his/her choices and any consequences involved, and the child will be permitted to resume the activity.

Spanking or other corporal punishment, harsh or degrading measures of discipline **WILL NEVER BE PERMITTED**. Deprivation of a child's basic needs (food, shelter, or clothing) will not be permitted. At no time will a child be humiliated in any way.

The key to **GOOD DISCIPLINE** is to approach the situation positively and consistently, always respecting the child as an individual.

Discipline at the Academy will be handled by the staff. Parents will be informed of the behavior if the staff feels the need for reinforcement within the home. However, if a child and instructors have resolved the matter satisfactorily, the matter should be dropped. Children should not be placed in the position of being disciplined twice for the same action.

Staff will encourage children to work out their own solutions. Shy children will be encouraged to stand up for themselves; aggressive children to verbalize.

Recurrent discipline problems with a child will be discussed with staff, and a program will be designed to assist the child in dealing with his/her inappropriate behavior.

The Academy reserves the right to discharge a child, who in the opinion of the owners and staff, has special needs that cannot be adequately met by the Academy. Parents will be involved in this process, and all attempts to review or revise programming will be made towards averting the discharge.

**Biting:** Biting is not uncommon among young children. During early childhood, children are sensory learners and often explore orally. In addition, immature language skills and imperfect impulse control can lead children to bite as a means of making their needs known. We do realize that biting is a concern to parents, and we strive to minimize biting at the Academy. The following strategies are incorporated at Bounce & Learn Academy to help prevent, manage, and/or minimize biting incidents:

1. When a child bites out of frustration or during confrontation, he will be directed to another activity and will be shown an alternative way to express his needs. We will encourage the child's use of language in expressing wants and needs. The child's parents will be notified via written communication when their child bites another child or himself. The parents of the bitten child will be contacted following the bite and will also have an Incident Report to sign at pick-up.
2. If a child tends to bite frequently, staff members will utilize a more intensive approach that involves careful observation of the child to determine precipitating events. Staff will maintain two logs to help analyze the behavior: one (to stay in the classroom) which details circumstances surrounding the event, and another (to be submitted to the Administration daily) which details succinct data for frequency tracking. A conference with the child's parents will be arranged to discuss the child's actions at home, search for outside resources, and discuss other positive opportunities and guidelines.
3. If a child bites more than two times in one day, we will require the parents of the biting child to pick up their child for the remainder of the day.
4. You will be notified if your child bites or is bitten at the Academy; however, to protect the privacy of the families in the Academy, you will not be informed of the identity of the other child involved.
5. When a child bites another child and breaks the child's skin, regulations require staff to recommend the parent to take the bitten child to the doctor for immediate treatment, as human bites transfer more potentially harmful bacteria than do animal bites. If we must recommend sending a child to the doctor under these circumstances, we will also require the parents of the biting child to remove their child from the Academy for the remainder of the day. This policy is enforced for the protection of the other children in the Academy, and it is done to help the biting child and his parents understand the seriousness of his action. A parent's decision to take their child to the doctor for a bite that does not break the skin does not necessarily trigger the requirement for the biting child to be sent home.
6. Bounce & Learn Academy believes wholeheartedly in developing the whole child. Biting is a normal part of the development of toddlers; therefore, we will exhaust every means possible to work with both the child and the parents to help the child use other means of making their needs known. However, when a child is biting excessively, the safety of the other children in the Academy is at risk; therefore, we reserve the right to permanently remove the biting child from the program if all attempts to stop the behavior fail.
- 7.

*\*We will loosely define the amount of excessive biting as 40-48 bites within a four-month period, (roughly equivalent to three bites per week), as there are many variables involved in a child's choice to bite: immature language skills, sensory exploration, under/over-stimulation, immature social skills, etc. Therefore, the Administration reserves the right to refine the definition of "excessive" based upon each individual child's circumstances, and we will make every attempt possible to help the child learn appropriate ways of communicating their needs before removal from the program is initiated.*

## **NUTRITION & SNACK POLICY**

At the Bounce & Learn Academy, we value both the social experiences enjoyed by the children during snack time and the nutritional value of maintaining adequate energy stores during activity. In light of substantial research into the benefits of proper nutrition and the negative impacts that certain foods have on memory, learning, and attention span, we have adopted a healthy policy toward acceptable snacks.

Therefore, all children are required to bring a small snack, in their own lunch pack, every day. Please bring a water bottle as well. Please label your lunch bags and juice containers. Appropriate snacks can be small portions of fruit, vegetables, crackers, and non-carbonated drinks. In addition, as part of our criteria to teach environmental awareness, we do encourage the use of recyclable containers such as no-spill cups and reusable snack containers over the use of juice boxes, etc.

Please follow the following guidelines when preparing snacks for your child:

1. We have a NO NUT policy.
2. Staff should be notified of all food allergies.
3. Children may not share their snacks with others, as some children may have allergies or food restrictions.
4. The following are not acceptable snacks: candy, chocolate bars, chips, pop and/or any nut products.

When any inappropriate snacks are brought to school, the staff will ask the child to enjoy the particular snack after preschool.

## **BIRTHDAYS**

Birthdays are an important time for your children. If you would like to bring a special snack for your child's birthday, please make arrangements with your child's instructor prior to the chosen day and discuss any food allergies that may be present within the classroom.

If you wish to hand out invitations at the Academy, please slip them quietly into the children's mailboxes, rather than risking a child's hurt feelings if they're not invited.

## **ANTI-HARASSMENT STATEMENT**

Explosion Gymnastics Bounce & Learn Academy will not tolerate the harassment of any personnel, child, family member, or any other persons by any individual. Any personnel found guilty of harassment will be subject to suspension without pay and possible termination based on the judgment of the Administration. Children and families will be dis-enrolled from the program. Other persons will be removed from the premises immediately, and they will be permanently banned from the Academy.

## **NON-DISCRIMINATION POLICY**

Bounce & Learn Academy admits children of any race, colour, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to children at the Academy. It does not discriminate on the basis of race, colour, national or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

## **GRIEVANCE PROCEDURE FOR PARENTS**

We strongly encourage open communication between parents, staff and Administration at all times. If you should ever have a question, concern, or complaint regarding anything related to the Academy, please do not hesitate to contact the appropriate source. Any classroom issue should first be discussed with the instructor. If the issue is not resolved at this level, or if you are uncomfortable speaking with the instructor, the issue should then be brought to the Administration. If a satisfactory result is not achieved with the Administration, you may contact the managers.

## **PHOTOGRAPHS**

Photographs of the children participating in our program may be taken from time to time. Any such photography will be done under the supervision of the Administration and staff. These photos may appear on bulletin boards, in newsletters, in brochures, on our website, or in other publicity materials.

## **COMMITMENT**

Bounce & Learn Academy is a full school year commitment, from mid-September to June of each current year.

## **GYMNASTICS**

For your convenience, there are gymnastics classes immediately following Bounce & Learn Academy on certain days.

Registrations for gymnastics classes can be made online at [www.explosiongymnastics.com](http://www.explosiongymnastics.com).