



# Patti's All-American Procedures and Policies

(219) 865-2274 Fax (219) 865-2389  
www.pattisallamerican.com

Welcome to Patti's All-American! Congratulations for caring enough to invest in your child's physical development and guaranteed increased self-confidence. We are pleased you have chosen us for your child's preschool experience. We pledge to uphold our philosophy to teach gymnastics and dance in a fun, safe environment, and raise your child's self esteem. Our lesson plans and curriculum are guided by this philosophy.

All-American has five departments: Tumblebear Gym, School-Age Gymnastics, The Dance Connection, The Swim Connection, and Gym-N-Learn Educational Preschool. During the summer months, hundreds of children take swimming lessons in our American Red Cross Learn-to-Swim Program. Our in-ground, heated pool is in the back of our gym. Additionally, we host birthday parties on Saturdays and Sundays. You can choose from a gymnastics party, a cheerleading party or a dance party.

If you have any questions, please come to me or my managers, Tracy or Amy. 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! Please help us to please you! If you have any suggestions email us at [customerservice@pattisallamerican.com](mailto:customerservice@pattisallamerican.com)

My staff is looking forward to teaching your children gymnastics, dance and/or swim and to encourage them to have fun in our clean, safe atmosphere. Thank you for your confidence in my programs and in me. We guarantee fitness-based learning in a clean, friendly atmosphere that you and your kids will love. I promise to deliver a 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 priority. We do this for one reason alone...the students!**

## **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.

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 it's incredibly safe and convenient. (If this is impossible and you need an alternative method of payment, please see Tracy in the office.)

September 15<sup>th</sup>  
October 13<sup>th</sup>  
November 10<sup>th</sup>  
December 8<sup>th</sup>  
January 19<sup>th</sup>  
February 15<sup>th</sup>  
March 15<sup>th</sup>  
April 12<sup>th</sup>  
May 10<sup>th</sup>

## **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.** Tuition will be prorated relative to your start date.

## **\$99 Registration Fee-Non-Refundable**

### **Gym-N-Learn Supply Fee of \$99 includes:**

- Clifford Magazine subscription
- One pair of Gymnastics shoes for the school year
- Registration fee to Patti's All-American (\$38 a year)
- Supplies for 10 months of Gym-N-Learn
- Drawstring tote bag\* If you want your child's name on the bag, please visit Hoosier's Sports

\*Embroidery of your child's name not included

## **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. 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 Policy**

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—Receive \$20.00 off Tuition**

When you tell someone about Patti's All-American, and they enroll in any of our programs, you will receive \$20.00 off your next pay period. You will receive a thank-you card that you can bring into the gym to receive your discount! A 15% discount is available for children who take a second class such as gymnastics, dance 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 without tights or an attached skirt and gymnastics shoes. Girls may wear a cotton t-shirt tucked into elastic waist shorts. Shorts are allowed, but no tights or jewelry. Boys wear a T-shirt tucked into stretch pants or elastic waist shorts. All students must wear gymnastics shoes. We sell them for your convenience 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. 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. Weekly movies are shown on a monitor system for siblings to enjoy.

## **Drop-off Service**

Hours of operation for morning includes 8:35-8:45 am and 11:50-12:00 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.

## **Upstairs Observation**

During our Gym-N-Learn classes, the upstairs observation area will be closed. Classes are held Monday through Friday, 9 am —3 pm. Parents are welcome to watch the gymnastics portion of your child's class in the downstairs observation area.

## **Inclement Weather**

We almost never cancel class, but if you're in doubt, please call the gym (219) 865-2274, internet at pattisallamerican.com, and our 24-hour voice mail will give you instructions. If Lake Central has a two hour delay, there are NO Gym-N-Learn morning classes. If Lake Central cancels for the entire day, there are no morning or afternoon Gym-N-Learn classes.

## 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 (219) 865-2274.

## 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 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 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.
- There are **no food or drinks allowed** in the gym or in our facility. **No coffee**, soft drinks, or snacks. 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

If you move to a new location or change your phone number, 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

Patti's All-American 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 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 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 8:30 am – 8:00 pm, Saturday from 9:00 am – 4:00 pm, and Sundays from 12:00-4:30 pm.

## Facility Cleanliness

We pride ourselves in our gym, its bright colors, excellent equipment, and its cleanliness. We clean it twice a day as well as having a professional crew coming in once a week. Please watch your children so we can work together to keep the gym a safe, clean place for you.

## 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 some 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. For morning classes, please speak to teachers BEFORE class and for the afternoon class please talk to the teachers AFTER class. Get to know your child's teacher and ask for their help. **Suggestions from parents are directly responsible for changes at All-American.** We not only encourage you, but we implore you to use our suggestion box in our lobby, or call, or email us anytime at customerservice@pattisallamerican.com. 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.

### **Personal Belongings**

Children need their name on everything. They will need to bring their school bag or backpack with papers sent home. They need to bring their gymnastics shoes in their Gym-N-Learn Bag to class every day.

### **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, please refrain from any food in treat bags.

### **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 Holiday 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 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.

### **Nearest Medical Facilities**

1. St. Margaret Mercy—24 Joliet Street, Dyer, IN 46311
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 meet 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. 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.

- MWF AM classes put their gymnastics shoes on and go directly to the gym
- MWF PM classes go directly upstairs to learning tables.
- Tues/Thur AM classes put their shoes on and 2 groups go to the gym and 1 group goes upstairs for academics.
- Tues/Thur PM classes go directly upstairs to learning tables.

**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.

# Three Year Olds Gym-N-Learn Daily Schedule

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

<b>Time</b>	<b>Activity</b>	<b>Description</b>
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	Miss Nicole tells parents about daily activities and upcoming events. Students receive sticker and school bags.

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

## 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  
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

### 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

# Four/Five Year Olds Gym-N-Learn Daily Schedule

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

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	Miss Amy tells parents about daily activities and upcoming events. Students receive sticker and school bags.

**\*\*\*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" food 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 and letters  
Cut simple projects (Snip a round apple)  
Hold writing tool correctly  
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

