



Kangaroo Learning Center at Rebounders Gymnastics

Handbook

(Revised March 2019)

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GENERAL INFORMATION

Kangaroo Learning Center is accredited by the Maryland State Department of Education (MSDE) who serves boys and girls ages 2-5 years old. We offer a flexible schedule with AM, PM, full day, and single as well as multiple day options. All Kangaroo classes include a full gymnastics class, art, writing, reading, social time, as well as crafts, songs, and stories. Students are also provided with the opportunity for socialization experiences through peer interaction using cooperative play. Classes are taught in a structured manner, which offers a consistent routine throughout the year. The Kangaroo Learning Center program is a great stepping stone toward preparing young children for school or can be used as an additional “fun” gymnastics based activity. Our program consists of three types of classes: Super Kangaroos, Combo Kangaroos, and Tiny Kangaroos.

Kangaroo Options	Age	Times
Full Day Kangaroos	2-5 years old	7:30am - 6:00pm
AM Half Day Kangaroos	2 years old	8:30am - 11:30am
	3-5 years old	8:30am - 12:30pm
Half Day PM Kangaroos	3-5 years old	12:00pm - 4:30pm

Early drop off (7:30-8:30 am) or late pick up (4:30-6:00 pm) can be added to half day option for an additional fee

HOLIDAY CLOSING

The Kangaroo Learning center will be closed for the following holidays:

- Easter (Friday - Sunday)
- Memorial Day (Monday Only)
- Independence Day
- Labor Day (Monday Only)
- Thanksgiving (Thursday - Sunday)
- Christmas Eve through New Year's Day
- Cleaning week (Dates TBD yearly- Usually last week of August)

*** Please note: tuition remains the same regardless of closings. We do not offer credits or makeups for closures***

ENROLLMENT PROCEDURE

All Families are encouraged to do an orientation prior to enrollment. This provides each family a chance to tour our facility and ask any questions they may have regarding the program. Orientations are scheduled with the director based on availability. To enroll, register online through the Kangaroo Learning Center website (www.kangaroolearningcenter.com). The following forms must be submitted in order for each child to begin:

- Health Inventory (filled out by parent/guardian and physician)
- Emergency form
- Guide to Regulated Child Care Pamphlet
- Photo Release Form
- Kangaroo Student Parent Evaluation
- Handbook Signature Page
- Updated Immunization records each time a shot is administered

*** Special forms to be completed if allergy, seizure, or asthma medicines apply. ***

Upon enrollment or to placed on a waitlist, a \$75 Non-refundable deposit is required and will be applied to your 1st month's tuition.

TUITION PAYMENTS, REGISTRATIONS, AND FEES

Tuition is paid on a monthly basis with a minimum membership of three full consecutive months. Tuition will be charged to the credit card provided on file the by the first week of each month. Check or cash payment may be made in advance before the 1st of the next month to avoid charge to provided credit card. Rates for each program listed below:

Program	1x/Week	2x/Week	3x/Week	4x/Week	5x/Week	Drop In
Full Day (2 yrs)	\$450	\$700	\$900	\$1050	\$1200	\$115/day
Full Day (3-5 yrs)	\$350	\$600	\$800	\$950	\$1100	\$90/day
AM Half Day (2-5 yrs)	\$200	\$350	\$450	\$550	\$650	\$60/day
PM Half Day (2-5 yrs)	\$200	\$350	\$450	\$550	\$650	\$60/day

*** Prices are reevaluated March of each year ***

Monthly Tuition is based on an average of 4 weeks per month, year round schedule. We offer a 10% sibling discount for all Kangaroo Learning Center and Rebounders Gymnastics programs. Members can attend all Rebounders Gymnastics Open Gym times free of charge. Kangaroo Learning Center is entitled to "Member Prices" at all Rebounders Gymnastics Events and Birthday Parties.

WITHDRAWAL, CHANGES IN SCHEDULE, AND DROP INS

Termination or Temporary Break requests are submitted online (www.kangaroolearningcenter.com). Membership termination form must be received at least 2 weeks prior to termination/break request date. **For Temporary break requests a \$75 Non-refundable deposit is required to reserve your spot upon returning. The deposit will be applied to your tuition upon return.**

Change in schedule requests are submitted online (www.kangaroolearningcenter.com) Children who attend part time must maintain the same weekly schedule. Adding additional days will be charged for the extra day. Changes in schedule and extra days can only be accommodated based on availability and approval from the director.

Drop ins are accommodated based on availability and approval from the director. Requests are submitted online (www.kangaroolearningcenter.com). We do not offer makeups for missed classes. All drop ins must be received at least 24 hours in advanced and must be approved and confirmed before attending.

ARRIVAL, DEPARTURE, AND PARENT ACCESS

Arrival: The Kangaroo Learning Center's entrance is located in the back of Rebounders Gymnastics. All clients and visitors must press the buzzer to the right of the door to gain entrance into our facility. Everyone must be signed in and signed out daily. Each child is assigned their own cubby to keep their belongings. Each day begins with free play and moves to a structured format around 9:00 am. It is important for the children to arrive within rolling drop off time to ensure we begin all structured activities together. If all Kangaroo classes are out in the gym when you arrive, you may either enter through Rebounders gymnastics main lobby or call rebounders front desk (410-252-3374) for someone to open the Kangaroo Learning Center door.

Departure: Our structured day ends at 4:30 pm. We will dismiss our PM Kangaroos at that time. We ask that you remain in the cubby area until we dismiss each child to you. We sometimes go out into the gym again during our after care time. Please feel free to call up to the front desk for entrance if all teachers are currently out with the children in the gym; they can let you in. We will almost always dismiss the children directly at the specified end time. Therefore, it is important that you are on time to pick up your child/children. If after five minutes you have not arrived, you will be charged \$1.00 per every minute thereafter. We will allow one warning per family. The late fee will be charged to the account on file. If someone is picking up that is not on your emergency form, write the person's name on the sign in sheet and have them present an ID at pick up. For last minute changes in pick up, you may notify the front desk at 410-252-3374 ext 100 or Kangaroo classroom at ext 142.

Parking: You are free to park in any Rebounders parking spots. Please do not park in Handicap spots without permit or Liberty Jewelers parking spots, as you will be tow. Parking during PM pick up time can be limited, so please plan your arrival time accordingly.

WHAT TO BRING

Every school day each student needs to bring a bag labeled with the student's name that includes a full change of clothes and extra diapers/pull ups if necessary.

Food: Please provide a small, healthy PEANUT PRODUCT FREE snack/lunch and drink for your child. 1% Milk will be offered at lunch time. Be sure to label your child's bag, water bottles, or lunch boxes. We have a fridge for all lunches. We do not microwave foods, so bring hot foods in a thermos. Please no glass or soda bottles, whole grapes or peanut products.

Nap: We do offer naptime for all our full day children. We have individual nap time mats. Each child is responsible for bringing a towel, small pillow, blanket, or nap time accessories. We have cubbies labeled for nap time items. Please take all naptime items home each week to wash for the next week. Be sure to label your child's nap time items.

DRESS CODE

When the children go out in the gym, we ask for no shoes, socks, belts, jewelry, gum, or dresses. Long hair must be tied back. Leotard, shorts or comfortable sweat type pants and t-shirts are acceptable. Please don't send them in anything that you do not want to get chalk or paint on. We do use washable paint but we would rather be on the safe side.

POTTY TRAINING

Your child does not need to be potty trained to begin Kangaroos. We will change diapers. Please pack extra diapers and wipes in your child's bag. If your child has had 4 good days of using the toilet, we will work with you to continue the progress. We do not want this to stop. (Please pack an extra change of clothes just in case.)

BIRTHDAY TREATS

We do enjoy celebrating birthdays with your children. If you wish to bring in a treat for us to share during snack time we ask that it be something simple such as cookies, doughnuts, brownies, or small cupcakes (must be peanut free). Please no big cupcakes (too messy). Also, please let the teacher know ahead of time so we can plan an alternative snack for our students with food allergies.

INCLEMENT WEATHER POLICY

Please call Rebounders Gymnastics (410.252.3374) by 6:30 am for a recorded message stating whether classes are cancelled, opening late or running on schedule. You can also find our cancellations on our website and Facebook. If we close early, we will send out a text message to or call all clients. Please update your online profile to include all numbers you want to receive us to use for early closure. We DO NOT follow Baltimore County Schools for closings or delays.

KANGAROO SHOWS

During the year we have 2 Kangaroo Shows. During these shows you will be able to come into the gym and our classrooms. The children LOVE to show off the skills they have been working so hard to learn. Parents/Guardians, please plan to come and take pictures!! We will provide you with more information as far as times and dates when it comes closer to observation weeks.

ILLNESS POLICY

The Kangaroo Learning Center cannot care for children that are ill. Children who have a fever (above 100), an earache, severe headache, persistent coughing, pink eye, rash, diarrhea, vomiting, head lice, or other symptoms of acute, contagious, or communicable illness will not be permitted to attend. Under such circumstances, the parent will notify the center of the child's illness and make other childcare arrangements. If such symptoms arise while the child is in our care, the parent/guardian will be notified immediately so arrangements can be made for the child to be picked up by the parent or an authorized person. Children must be symptom free (without fever reducers like Tylenol or Advil) for 24 hours before returning. Please be advised that if you child is well enough to be at the center, then he/she will be required to participate in all activities, including gym and active time, unless they are diagnosed with an injury.

Medication Policy: If medication or special diets need to be given or followed, the following requirements are necessary:

1. The prescription or non-prescription medicine must be brought in its original container.
2. Written instructions must be given from the person who prescribed the medication (such as a doctor's note). Instructions on the prescription container label are acceptable. Any over-the-counter medicines must be accompanied with a doctor's note in order to be given at Daycare.
3. The child's name must be clearly labeled on the container.
4. A parent must provide written consent (on Maryland State Department of Education's "Medication Administration Authorization Form") for us to administer the medicine. Each administration of prescription or non-prescription medication to a child, including self administration of a medication by a child, shall be noted in the child's record. Basic care items such as: diaper rash product, sunscreen, or insect repellent, authorized and supplied by the child's parent, may be applied without prior approval of a licensed health professional.

5. The Daycare shall maintain a log of when medication was given and who administered it.
6. The first dose of any medication must be administered by the parent first in case of allergic reactions.
7. If a special diet is prescribed for a child and if the diet is to be administered to the child while at the Center, the parent must provide a written set of instructions and written consent. These instructions and consent shall be retained in the child's file. This includes peanut/milk allergy dietary changes.

GUIDANCE POLICY

Purpose of this Policy

This policy is the guideline that we will follow to assist children in developing self-control, self-confidence, and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others.

Guidance Strategies

It is important that the caregiver 'sets the stage' for a positive atmosphere and maximum opportunities for desirable behavior. This will be done by:

1. Explaining to the children what behavior will be acceptable and explaining the reason for the limits, doing so in a positive way;
2. Focusing on the child's behavior, rather than on the child;
3. Allowing the children time to respond to the expectations;
4. Reinforcing appropriate behavior;
5. Being willing to listen and respond in a fair and supportive manner, and;
6. Observing children in order to anticipate potential difficulties.

Intervention Strategies

One or more of the following strategies will be used to help create a positive climate and minimize problems.

1. By establishing eye contact and calling the child's name in a calm controlled voice to gain a child's attention;
2. By remaining near the child in situations where he/she may be losing self-control;
3. For younger children or children with limited attention span and verbal abilities, we will attempt to change the behavior by distracting or diverting the child.
4. Verbal and/or physical assistance will be shown by modeling problem solving if a child is discouraged or frustrated.
5. Children will be offered choices to assist them in meeting expectations or to reinforce limits.
6. We will clarify the inevitable or unavoidable outcome of the behavior to the child.
7. If the child is unable to resolve a problem or take responsibility for their actions, they will be redirected to another activity, or be limited in the use of a piece of equipment.

8. If all else fails, the child will be removed from the situation for a 'time-out'.
 - a. the 'time-out' place will be located within the play area, where they can still be supervised, but far enough from the activity.
 - b. the 'time-out' period will be no more than one minute per year of age. Appropriate or acceptable behavior of the child following 'time-out' will receive praise.
9. On a rare occasion where a child loses control and could possibly injure him or herself or others, we may be required to hold the child to soothe them until self-control is gained.
10. When a child is ready, they will be provided an opportunity to make amends.

Practices Which are Unacceptable

We consider the following practices unacceptable and will not tolerate their use at daycare:

- corporal punishment ie. shoving, hitting, shaking, spanking
- harsh, belittling, or degrading treatment
- confinement, or physical restraint as punishment
- depriving children of meals, snacks, or rest as punishment

We will discuss disciplinary issues at dismissal with the pick-up person away from other parents/guardians/adults. If that is not possible, we will call or email the parent/guardian(s). If a teacher observes a consistent behavior, the parent/guardian will be called for a meeting with the teacher(s) and/or director to discuss the issues. The goal of the meeting is to come up with a plan of action by asking these questions:

- Do the parents/guardians experience the same behavior at home or school?
- If so, how do they handle the behavior?
- What can we adjust or change to help their child adjust to our structure and policies?

Kids thrive on structure and consistency so we try to keep what is working in another aspect of their life the same in our facility.

If the issue is a safety concern to the other children, or the teacher does not see progress after attempts have been made to meet the child's individual needs, the child may be dismissed from Kangaroos. The dismissal may range from the rest of the day to indefinitely.

DAMAGE TO PROPERTY/PERSONAL BELONGINGS

Our center is child-proofed to the best of our ability, however, accidents do happen. Any damage to the center that is willfully caused by your child will be replaced or repaired at the cost of the parents/guardians. We will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, the item will be repaired or replaced at the cost of the parents/guardians.

ACCIDENT POLICIES

If a child is injured while at the Daycare, the staff — according to Maryland Department of Education Child Care licensing procedures — will administer first aid to that child. An accident form describing the incident and any treatment will be given to the parent/guardian, and a parent/guardian-signed copy of the accident form will be placed in the child's file.

Parent/Guardian will be notified by telephone call of any injury to the child's head or neck. If a child is injured to the extent where we think a parent/guardian should be notified, we will immediately ask the parent/guardian to come and look at the injury. If in the estimation of the Director or any staff member, the child needs to be seen at the hospital immediately, we will call 911 for an ambulance; and we will notify the parent/guardian immediately. In any case, if a child is injured and treated by a doctor, the Center shall notify the Maryland Department of Education Child Care within 24 hours.

FORMS TO BE COMPLETED CHECKLIST

- _____ Health Inventory (filled out by parent/guardian and physician)
- _____ Emergency form
- _____ Guide to Regulated Child Care Pamphlet
- _____ Photo Release Form
- _____ Kangaroo Student Parent Evaluation
- _____ Handbook Signature Page
- _____ Updated Immunization records each time a shot is administered

*** Special forms to be completed if allergy, seizure, or asthma medicines apply. ***



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HANDBOOK POLICIES SIGNATURE PAGE

I/We, _____ the parent/guardian(s) of _____,
have received, read, had the opportunity to ask questions about, understand and agree to the
policies set forth in the Kangaroo Learning Center's handbook. Furthermore, I/We agree to
abide by the policies set forth in the manual. Kangaroo Learning Center reserves the right to
alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.
I/We also understand that future questions regarding policies in the parent/guardian handbook
may be directed to the center's Director or Owners of Rebounders Gymnastics.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date