



Parent Guide

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1. Welcome

By enrolling your child into the Leaps & Bounds Children’s Fitness Centre, you have made an investment in the health and wellbeing of your child. We are excited and honoured to have the opportunity to help your child stay fit and healthy through having fun and learning vital lifestyle and physical skills.

To enhance you and your child’s enjoyment we ask you to follow the guidelines in this information booklet.

We hope that your child enjoys participating in the classes at Leaps & Bounds, and that life long habits for a healthy future are reinforced and put into place.

Thank you for your enrolment.

Fe Taylor
Director

2. Term / Class Schedules

Leaps & Bounds operates on the school term calendar. Some “holiday” classes are offered in school holiday periods. These details are available on our web site:

www.childrensfitnesscentre.com.au

The centre is CLOSED on public holidays – but will open on “pupil free days”.

3. Term Fees

Term fees are payable by the END OF WEEK 3 of each term.

This excludes the Mummy/Daddy and Me classes as these classes are “pay as you come”.

4. Fee Discounts

The EARLY BIRD discount of 10% applies to those families who pay the **FULL TERMS FEES in the FIRST WEEK of TERM.**

Fees paid after WEEK 1 will *not* be eligible for the EARLY BIRD DISCOUNT.

SIBLING / SECOND CLASS DISCOUNT of 20% apply to class fees only.
There is no discount on the Membership fee for siblings.

5. Refunds

If a child cannot attend the remainder of the term due to medical reasons a refund of the balance of the term payment can be provided less a \$15 admin fee providing notification and medical evidence is produced by the 4th week of the term.

Enrolments cannot be transferred to another child or another term unless for medical reasons as approved by the Director.

Refunds are not available for sessions missed by your child.

6. Cancellations

If for any reason a scheduled class is cancelled (due to instructor ill health etc), parents will be contacted by phone. All effort will be made to give you sufficient notification. In this case a “make up” class will be run by the instructor at a time suitable to all participants.

7. Attendance & Punctuality

Please arrive on time for each session and complete the ATTENDANCE BOOK upon your arrival. This is located on the reception desk.

Should your child be suffering from any illness – please keep them at home. They will find it difficult to participate in the activities and if they have a temperature/ runny nose / cough etc, it will quickly be spread within the class.

Thank you for your understating in this matter.

Should you be unable to attend your session, please phone us (5534430) or SMS (0407760013), prior to the commencement of class.

Please note that this is particularly important for the Mini and Kinder Moves class as the nutrition component will cater for all the children enrolled in the class.

8. Safety

Parents / guardians are required to collect their children from inside the centre. Children are NOT permitted to leave with out an adult.

If an adult, other than yourself is collecting the child, please note this in the attendance book – and advise the instructor.

Due to space restrictions in the Fitness Room, parents are asked to wait either in reception or utilise the PT Studio. (See separate entry for PT Studio)

9. Clothing

Your child will need to wear suitable sports shoes (runners) with good support as a lot of running and jumping movements will be performed.

(With an exception for the Yoga classes)

Comfortable clothing, such as shorts/tights, track pants and your Leaps & Bounds T Shirt should be worn. Please remember to send children in with a jumper in the colder months.

10. Drink bottle / towel

Children are required to bring a drink bottle filled with cold water. At Leaps & Bounds we discourage the use of sports drinks / cordial / soft drinks as these are often sugar loaded and unnecessary.

All drink bottles must be named, and have a “pop – top”. This prevents spills in the Kids Fitness Room. Thank you for your understanding in this matter.

A Towel is required for the YOGA class.

Some children may like to bring a small towel for other classes if they are prone to overheating / sweating.

11. Report Cards (excluding Mummy & Me/ Yoga Classes)

At the end of the term you will receive a report card for your child. This is to give you an indication on how your child has progressed during the term. Please note that your child must have attended a minimum of 6 classes within the term in order to receive a report card.

12. T Shirts

New T Shirts are available from reception for \$10.00

13. News and Information

During the term you will receive a newsletter from Leaps & Bounds. You will be advised when the newsletter is available from the web site.

Please take the time to read the newsletter with your child.
There will be recipes to try and Kids activities too.

If you would like a hard copy – please ask your child’s instructor.

14. Re – enrolment

As you are aware, class sizes are limited.

Places in classes will be given to current participants initially before new members.
There are waiting lists for some of the classes.

Re enrolment form will be available in the last 2 weeks of each term. Please ensure you complete the form and return it to your instructor by the completion of the last class.

15. Questions of Concerns

The instructors at the centre are happy to speak with you regarding any issues.

However, to ensure that classes commence on time, please either – phone us to discuss the matter – or see your instructor at the END of your child’s session where time permits. (Please be aware that some instructors do have back to back classes)

Perhaps if you phone ahead, we can accommodate an allocated time which will allow a more relaxed opportunity to speak with the instructor. Parents are welcome to put their concern in writing and either post / email this to Fe Taylor.

16. Centre Staff

ALL centre staff are qualified in their field, hold current first aid and a blue card. From time to time, we have work experience students (generally from TAFE) at the centre. These students must hold a current blue card to work at the centre.

17. Children's play corner

The children's play corner in the foyer has been provided for siblings of those in class. Your assistance in keeping this area tidy once your child has finished playing is very much appreciated.

There are videos for your child's entertainment – please keep the volume to a minimum.

Should your child be eating in this area – please be conscious of any spills/ crumbs as the ants seem to find every speck! Thank you for your assistance in this matter.

18. Tea/ Coffee making

You are welcome to use the tea/coffee facilities. Please rinse your cup when you have finished. Thank you.

19. Personal Training Studio

Parents are welcome to utilise the PT Studio whilst their children are in class. The terms of use are as follows:

- Parents MUST have completed a (complimentary) session with one of the centres Personal Trainers prior to using the studio.
- NO children are permitted in the PT Studio
- Please bring a water bottle and towel.
- Follow Studio etiquette – wipe down equipment / return equipment to correct place / use white cotton gloves when boxing etc.
- Please update your file when you are using the studio – this will be discussed with your PT at your complimentary session.
- Please turn off all lights / fans/ TV/ DVD player/ air con when leaving.
- Whilst no charge is applied to use of the studio, a gold coin donation is appreciated to assist with energy costs.

20. Parking

Parents are able to park in the Unit 23 parking bays, the visitor car parks at the front and rear of the block, and the on street parking on Hawker Street.

Please refrain from parking in bays allocated to other units.

21. Parent Information Sessions

Parent information sessions will be held throughout the year on varying subjects. We will hold a bi – annual FIRST AID and CPR course. Dates will be displayed at the centre

and on the web site should you be interested in attending. If you have any specific requests regarding information sessions – please see Fe.

22. Referrals

We welcome referrals to your friends and family and should you become a frequent referrer, you will receive benefits! Each term, those who have referred friends or family to the centre – who then become members of the centre, will go into the draw at the end of the term for a great “REFERERS PRIZE”. In addition to this ALL those entered in the draw will receive a discount voucher for their child/ren’s fees for the following term. See Fe for more information.

23. Homework!

Often we give children – either as a group or individually some “homework”. This will be given so that skills can continue to develop between sessions. Generally it will consist of a specific activity – i.e. skipping or ball skills – or perhaps stretching. Whilst we encourage the children to practice these skills “homework” should at no time cause your child any distress or concern.

Please see the instructor if you have any queries.

24. Nutrition

At Leaps & Bounds we encourage active discussion regarding healthy food choices and eating healthily.

Many of our classes involve making healthy snacks or sharing fruit at the end of the session. Other classes involve general discussion and games.

If we can assist you in ANY way regarding nutrition or eating habits please see your instructor – or email us!

Please note that we have a close relationship with Naturopath Fern Berghoffer (located at the Pines Shopping Centre). Fern is a great asset to the centre and has written an article for us on Fussy Eaters (available on our web site). Her calm – non threatening approach to these issues is of great help to many parents. Her business cards are available from the reception desk. Please let her know you are Members of Leaps and Bounds!

25. Anatomy.

The children in our classes (generally the 5 – 12 yr olds) will be learning the correct name for their muscle groups. This generally occurs when we are doing our stretches. The kids love “naming the muscles” and love to be the first to know which muscle we are using or stretching! Please encourage your child to use the correct terminology. It will also assist them during their education in PE or Human / personal development.

26. CPR – Cardio Pulmonary Resuscitation.

At Leaps & Bounds, we are very fortunate to be affiliated with DR. HAMSTAR!

DR HAMSTARS ABC is a fun and interactive way to learn CPR – and what to do should an emergency arise. DR HAMSTAR has a catchy song and actions to go with it. We have CD's available from reception – and the kids love it. You can assist by assuring that your child knows their address – emergencies often happen in the home. We will teach your child, through DR HAMSTARS ABC what they should do. As parents – assist your children by assuring they know their address, and to ring 000 and NOT 911! This is especially true for the 3 – 7 year olds, as older children already have this information stored!

27. Rebel Sport – MVP Cards

Each Member of Leaps & Bounds is issued with a Rebel Sport MVP card. This card will entitle you to 5% discount at REBEL SPORT. During the year there are a number of MVP Weekends – at which time you will receive a 20% discount! These MVP weekends will be advertised within the centre.

28. Business Partners.

Do you own your own business? Are you interested in being a partner of Leaps & Bounds – advertising special offers to other Leaps & Bounds members? If so – please see Fe for more information.

29. Web Site

The Leaps & Bounds WEB SITE is updated regularly. Copies on the newsletter – a KIDS CORNER and interesting articles are available from the web site.

Leaps & Bounds also has a fantastic list of Recommended Websites. Many of these businesses have been associated with Leaps & Bounds through the Children's Health & Wellbeing Expo. These are local service providers who assist with family health and are specific to meet the needs of children.