



Bounce n' Boogie, LLC

## ActiveME Camps

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Dear Parent(s) and Caregivers,

Welcome to Bounce n' Boogie, LLC ActiveME Camps! We are excited to embark on a journey into the arts with your child this year. **Please familiarize yourself with our handbook and sign the registration form to enroll and agree to our policies.**

### Mission Statement

Our mission is to develop an educational foundation through integrated and imaginative play that is grounded in music, movement and visual arts.

"...For it is the movements of their body that create the pathways in their mind for reading, writing, spelling, mathematics, and creative thinking." *Susan Johnson, MD*

### Philosophy

"A close look at what constitutes the best kind of experience for infants and young children leads quickly to the arts. From a baby's first lullaby, to a three-year-old's experimentation with finger paint, to a seven-year-old's dramatization of a favorite story, developmentally appropriate arts experience is critical. For all children, at all ability levels, the arts play a central role in cognitive, motor, language, and social-emotional development. The arts motivate and engage children in learning, stimulate memory and facilitate understanding, enhance symbolic communications, promote relationships, and provide an avenue for building competence. Arts are natural for young children. Child development specialists note that play is the business of young children; play is the way children promote and enhance their development. The arts are a most natural vehicle for play."

*The Arts Education Partnership*

So essentially, we believe that preschoolers love to move and groove and by directing this energy, we can enrich their minds with essential information that will not only prepare them for school, but also inspire them to be lifelong learners!

### Non-Discrimination Statement

Bounce n' Boogie, LLC does not discriminate on the basis of race, creed, color, national and ethnic origin, disability, religion, sex or sexual orientation in administration of its educational policies, admission policies, and other school-administered programs.

## Ages we Accept

We accept children approximately 16 months -5 years old. Children will be divided into separate age groups depending on the nature of the activity. (For example: all children might eat snack together but will be divided into small groups for specific learning activities that are skill based.)

## ActiveME Camp - Hours of Operation

Mondays thru Friday 8:30 AM - 12:30 PM

## ActiveME Camp - Sessions

Camps will run in 4-week sessions throughout the year consisting of 4, 8, 12, 16, or 20 class days, depending on enrollment in 1, 2, 3, 4 or 5 day a week program. Please note that Camp dates do not always align with the calendar months.

**Tuition**      **Cost is all inclusive!** There are NO other fees or taxes unless paying with cc

___ 1 Morning (M)	8:30 - 12:30 PM	<b>\$140 / month</b>	<b>** Younger siblings receive a</b>
___ 2 Mornings (T/Th)	8:30 - 12:30 PM	<b>\$280 / month</b>	<b>\$20 off discount /camp for 2 day campers</b>
___ 3 Mornings (M/T/Th)	8:30 - 12:30 PM	<b>\$420 /month</b>	<b>\$30 off discount /camp for 3 day campers</b>
___ 4 Mornings (M/T/W/Th)	8:30 - 12:30 PM	<b>\$560 / month</b>	
___ 5 Mornings (M/T/W/Th/F)	8:30 - 12:30 PM	<b>\$660 / month (5 days discount applied)</b>	

Tuition for the following Camp is due on the 3<sup>rd</sup> week of the current Camp, a late fee of 5% will be applied after this date.

Please note, tuition will not be prorated or refunded for missed days due to inclement weather, illness, or personal vacations.

Prorated Holidays will be available for 5 day Campers ONLY for Holidays.

Due to limited seats and the waiting list, Summer Camp will need to be paid in full on the date provided by the Director.

## Registration

To register for ActiveME Camp:

1. Download a registration form at [www.bouncenboogie.com](http://www.bouncenboogie.com) or pick up one at the suite.
2. Turn in Form with initial camp tuition payment by cash, check, or cc payment.
3. Sign Auto Draft Form for scheduled monthly tuition drafts for continuous camp enrollment. (you may disenroll anytime with written 15-day notice)

## Arrival

**Please arrive promptly at 8:30.** Upon entering the building, please sign your child in and drop off any belongings at the cubbies. After dropping off your child, we ask all parents who would like to socialize and share with each other to please do so outside of the building.

(adjusted arrival procedures due to Covid will be to drop child at the door)

## Departure

**Please be prompt in picking up your child at 12:30. No** child may leave school with anyone other than a parent unless designated in writing by the parent. We will ask for photo identification if the person is new to us. No child may ever be picked up by a sibling or youth younger than 16 years of age. You must sign your child out on the clipboard. If you are prevented from picking up your child on time, please call. **An additional fee will be charged for excessive or recurring late pick up.** If over ten minutes late, you will be charged \$5 for every five minutes late.

## Parent Participation

Parents are always welcome at ActiveME Camps. We have an open-door policy if you wish to just pop in for a moment and check on your child or drop something off. However, please keep drop-ins to a minimum and do not disrupt the class lessons or direct instruction. It affects all of the children when they frequently see parents coming and going.

## Snack Time Policy

**Parents will bring snacks approximately once every other camp, for the entire group.**

You will be assigned a specific day and snack to bring. We try to align our snacks with allergies to accommodate as much as possible, so please bring what is assigned. Snack is served midway through the morning. Please have the snack prepared ahead of time. Children will drink water at snack time. No juice or milk. Since the children are so active in our program, water is the best source of hydration.

Please notify teachers and indicate on all medical forms if your child has any food allergies or special food needs. We will do our best to accommodate food allergies. However, you may need to send your child with an individual snack each day if there are special food concerns.

## Ongoing Communication

Any time you need to speak with the Bounce n' Boogie staff during the school day (for example, you will be late picking up your child, there is a family emergency, you need to give your permission for a different person to pick up your child at the end of the day, etc.), please call the main number and leave a voice message (or text message!). (We may not answer the phone immediately since your children are our first priority). We will check messages throughout the day and return your call as soon as possible. Texting is more direct and prompter at this point!

Open and honest communication is essential to a positive school experience for your child. Please let us know as soon as possible if there are any major changes in your child's life, so we can be supportive at school. We, in turn, will keep you informed of any events that may have been upsetting to your child in the program, or any significant changes in the environment that might affect your child's sense of wellbeing at school. We value your feedback and will do our best to facilitate daily communication so that we can flourish in an atmosphere of honesty, integrity and kindness. If you have a concern or suggestion, please speak to the director or child's teacher at the end of the day or call us later. Unfortunately, we will not be able to have conversations with parents in the classroom when the Camps are in session.

## **Separation issues**

All children need to feel that their parents are confident that they will have a good time. They need to know that you have chosen a safe environment for them, where they will play and learn. If children feel you are unsure, they will not feel safe about your leaving. Oftentimes, children just love their parents so much and naturally feel sad when separated from them, especially in a new situation. Please always be up front with your child when leaving and be clear that you will return after the class is over. This builds their trust in you and us both.

## **Health and Wellness**

The best way to keep our students healthy is by keeping the ill students at home. Please do not send your child to school if any of the following symptoms are present:

- Fever
- Diarrhea
- severe rash
- persistent cough
- yellow or green mucus
- vomiting
- sore throat
- pink eye
- pinworms
- lice
- chicken pox
- other contagious illnesses

If your child comes to school with any of the above symptoms, we will call you to come immediately and take your child home. If your child becomes ill with a communicable disease, please let us know right away so we can alert others.

- If your child is not well enough to play, your child should not come to school.

## **Medication** (prescription or homeopathic)

Medication is administered only with the written consent of the parent. Do not put medication in your child's backpack or lunch box, please always hand it directly to the child's teacher. Please note any allergies to medication on the registration form.

## **Birthday Celebrations**

We will celebrate all birthdays during snack time with a special birthday song. Feel free to send a birthday snack to all of the children. Please let us know with some advance notice if you would like to bring a treat.

## **Toys and Items from Home**

Toys from home are hard to share and it is difficult to keep track of them. Please do not bring special toys from home.

## **Admission /Waiting List Procedures**

You may pick up a registration form at Bounce n' Boogie or download materials from the website [www.bouncenboogie.com](http://www.bouncenboogie.com) . We will determine enrollment based on space availability. Any child whose registration form is received after the class has reached maximum enrollment will be placed on the waiting list. Should an opening arise, the parent(s) will be contacted in the order in which the form was received. If the parent(s) cannot be reached in a reasonable amount

of time, the next name on the list will be called. The child's name will remain on the waiting list until he or she is enrolled, the parent(s) requests that the child's name be removed, or an opening offer is refused.

### **Attendance & Notification of Absence**

If you know in advance that your child is going to be absent for any reason, please notify the Bounce n' Boogie, LLC staff with the dates/timeframes your child will be absent. It is not necessary to call in when your child is ill for the day, but it is appreciated.

### **Snow Days**

Please listen to the radio or watch the TV for Albuquerque Public School delays and closings. If the Albuquerque Public Schools are closed, we are (most likely) closed. PLEASE check [www.bouncenboogie.com](http://www.bouncenboogie.com) for the official word on Bounce n' Boogie closings or our Facebook page!!! If there is a 2-hour delay for the public schools, we will open at 10:00 am for our morning camp program. If you feel unsafe to transport your child at any time, please do not come to school that day. It is not our policy to conduct make-up snow days. However, we will decide on the best possible scenario for adjusting on an as-needed basis.

### **Make-up Days Policy**

Your child will have days available to make-up for sick days or family emergency or days that fall on Holiday (if applicable). Depending on how many days your child is registered for Camp. For example, if your child attends 2 days per week you'll have 2 make-up days within 15 days. Please, you will need to schedule make-up days, if you miss your make-up day it can't be rescheduled.

No make-up days available in our Summer Cams (June & July). If you plan to take a vacation, you'd still need to pay for your spot to keep it. We have a waitlist, and it gets very cumbersome to try and accommodate everyone's trips.

### **Discipline Philosophy**

Consistent, respectful role modeling by adults along with respectful listening and observing goes a long way toward creating a successful school environment. The teachers and parent volunteer actions, interactions, body language and voice level help to set the tone for a respectful classroom. The major focus for adults is to encourage positive pro-social behaviors, respecting yourself and others, respecting the materials, respecting the world around us.

We create an environment that is developmentally appropriate to the child's needs and is designed to support a child's positive interaction with others and the materials in a responsible way. A well-designed and well-equipped classroom helps to prevent frustration and hazards. In addition, our schedule provides enough time for structured play, free play, creativity, a sense of security, and with little waiting.

We use positive reinforcement to encourage positive behaviors. We give children choices and help them develop tools to solve problems. We encourage children to voice their concerns, mediate conflicts, work toward compromise and help develop internal control. Young children

learn by experimenting, testing limits and experiencing the natural consequences of their behavior. Discipline is the external tool to help children develop internal control.

We will maintain a consistent disciplined approach throughout the year.

The teacher's job is to set clear limits that make sense to the age and developmental stage of the child with whom we are interacting. When a child needs direct guidance, we use:

1. Problem solving- What can we do here? How can we make this better? What would happen if we...? We use and ask questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives and choices.
2. Redirection- Suggest an alternative behavior/activity to the child which can change the focus from the current negative to a desired positive behavior. A child may need redirecting to a one-on-one interaction with a teacher, quietly sitting together and rocking or reading. Sometimes children need to be encouraged to try and work together, "I wonder if the two of you can build a bridge together?"
3. Natural and logical consequences- When possible, we allow children to experience the consequences of their actions directly related to the behavior; for example, if a child does not come to sit in circle when puppets are being handed out, they miss the chance to immediately hold a puppet.
4. Focusing play- entering into play directly with the child and helping them refocus on ways to use the materials constructively.
5. Using positive statements- Instead of saying, "Don't throw the clay on the floor," we would say, "Please keep the clay on the table." When the children are using materials appropriately, we would consistently say, "Look how well you all are working with the clay and keeping it on the table!"

Behavior that is unacceptable is commonly the result of the child's developmental immaturity. The staff will work together to reinforce limits and teach alternatives. Acceptable behavior takes time to learn. Opportunities to solve problems are a part of the curriculum, both individually and together as a group.

We do not believe in the use of any kind of physical punishment or a time out room. If a child needs to be separated from the group, s/he will be supervised by one of the teachers. Children are not denied food, rest or bathroom as punishment. Toileting habits, or lack of, will never be a cause for punishment in any form. Children are not deprived of full participation in any significant portion of the program. Children will not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, teasing, or using language that threatens, humiliates or frightens the child. We welcome your suggestions as to the best way to support your child in the camp environment as well.

### **When a child is not adjusting.**

When the teachers feel that the usual methods of discipline are not effective or the child's peers feel unsafe or other children's parents express valid concern to the teachers, the following procedure will be followed.

1. The child's behavior will be observed and recorded by the staff member(s) involved.

2. Staff will meet with parents to discuss the behavior and develop a program plan to meet the individual needs of the child in question.
3. After a set amount of time, the teachers will again observe and record the behaviors. They will discuss with the parents the noted changes in the child's behavior, and the teachers will advise the parents if there has not been enough improvement. If substantial improvement has not occurred, the teachers may then ask the parents to disenroll the child. In the event that disenrollment occurs, the teachers will do their best to help the family find alternative programs or services.

### **Withdrawal and Refund Policy**

Bounce n' Boogie, LLC charges a fee equal to 20% of the camp tuition whenever a child is withdrawn or cancels out of the camp prior to 5 days before the start date of the camp. Tuition paid, minus the 20% fee, will be refunded if the Bounce n' Boogie, LLC program director, receives a request five business days prior to the first-class date of the camp. If a child is withdrawn from the camp any time after 5 days prior to the start date of the camp, a fee equal to 50% of the camp tuition will be charged. Assessed from the notice of withdrawal date, any unused tuition paid, minus the 50% fee, will be refunded. Scheduled Auto-Drafts will continue, with the amended amount due, until all tuition owed has been paid.

### **Disenrollment and Suspension policy**

If the Bounce n' Boogie staff pursues disenrollment of a child in the program, the procedure listed above in "When a child is not adjusting" will be followed. If the child is disenrolled by the staff, a refund will be issued according to the withdrawal and refund policy ("Assessed from the notice of withdrawal date, any unused tuition paid, minus the 50% fee will be refunded."). In the event that a child severely endangers the health and safety of other children in the program, a suspension may be put in place while the procedure above is completed.

### **Confidentiality policy**

It is our intention to respect the privacy of children and their parents and caregivers, while ensuring that they access a high-quality program. We aim to ensure that all parents and caregivers can share their information with the confidence that it will only be used to enhance the welfare of their children.

### **Solicitations**

Please do not use the children's cubbies to solicit business. You may talk with the director about setting flyers or business cards out to advertise a personal business.

### **Emergency Evacuation**

In a building or large-scale emergency, one staff person calls 911 while another staff supervises the children outside the building. In the event we need to evacuate the building grounds due to an emergency situation, all children will be brought to the Vet-Sec Protection Agency, just South of our building. We have an evacuation Backpack that is equipped with a Crossing Rope to cross the children, Crossing vest for teachers, Contacts information of each child, Emergency First Aid kit, Sunscreen, and Snacks.

**Dressing for Play!**

Please dress your child to play! Art smocks may be used for messy projects. However, because it is often inevitable, plan on your child getting messy, painted, etc. We will not wash clothes beyond rinsing small stains or spots. We will change clothing, if needed.

For all children: Please provide a change of clothes (complete with socks and underwear) in a gallon Ziploc bag with your child's name on it to be kept at Bounce n' Boogie. These clothes may be used for potty accidents as well as spilled paint, glue, etc.

**Potty Training**

Children do not have to be potty trained. One diaper change will be done halfway through the morning session. Another diaper change will be done as needed, if your child has a bowel movement. Please make sure your child has a clean diaper on when entering class at 8:30.

If a child is not fully potty trained, we will work with you and your child to the best of our ability to gain success. Please make sure your child goes potty immediately before dropping him off to reduce the risk of accidents and minimize time away from learning.

**Thank you for the opportunity to care for and enrich your child!**