

LET'S GET READY TO TUMBLE!!!

Mountain Kids New Hire Orientation & Expectations

TABLE OF CONTENTS

Chapter 1 - New Hire Training

Chapter 2 - Staff Expectations

Chapter 3 - General Programs Info

Chapter 4 - Digital Communications/ Social Media Policies

Chapter 5 - Staff Portal Intro

Chapter 6 - Moonbeamer & Rainbow Rider Staff Info

Chapter 7 - Ninja Zone Staff Info

Chapter 8 - Gymstar Staff Info

Chapter 9 - Continuing Education

Quiz

NEW HIRE TRAINING

New Hires will be considered probationary for the first 6 weeks of employment. During this time, you can expect to gradually learn and work within our programs with increasing responsibilities.

Step 1- Observation & Shadowing Classes

Step 2 - Active Participation with classes and Trainings

Step 3- Independent Teaching with support from your New Hire Training Manager

Step 4 - Solo Teaching and ongoing education

NEW HIRE TRAINING

New Hires will be assigned a Training Manager, who will mentor you through your first 6 weeks, and help you become a Knowledgeable, Enthusiastic, and Confident Instructor.

At the end of 6 weeks, you will be evaluated for readiness to teach. Based on your performance of the last six weeks you will be graduated to full instructor, kept in training for 4 more weeks, or let go if we don't feel like it is a good fit.

STAFF EXPECTATIONS

Be on Time! Arrive 30min before all morning classes in order to setup and prepare. 15min before afternoon classes! If you are running late call the gym, or text a director.

Dress Code: Athletic pants/ shorts and MK or Ninja Shirt. Sneakers or Bare feet to teach. No cutoffs, midriffs, torn, overly baggy material. **Be a professional.** Long Hair should be pulled back to teach. No long/loose Jewelry.

Leave it at the door! We all have things going on outside of work. We all have bad days. When you are teaching you need to come in with High Energy, enthusiasm, and Positivity!

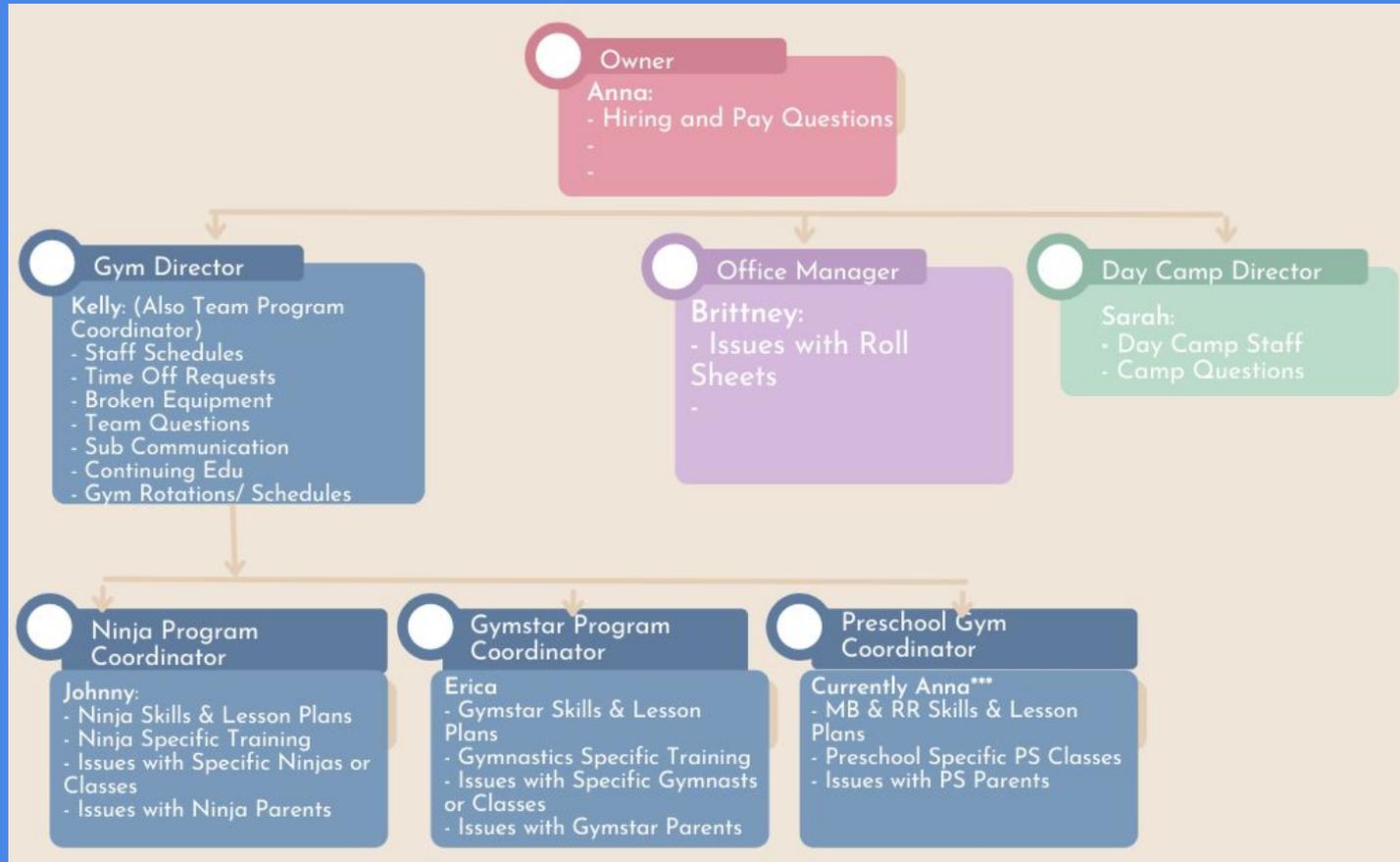
STAFF EXPECTATIONS

Be Prepared for Classes: Coaches are expected to read and be familiar with the lesson plans before you arrive to teach. Arrive 15min before your class time. Use this time to setup your events, check your rosters, and greet students and parents as they arrive.

Cell Phones: should be kept in the staff room for the duration of your shift. Check your class lists before class and take attendance after, but they should not be used or on the floor during classes.

Communication: Check your emails daily and reply promptly to texts, also please check out our coaches instagram pages frequently for reminders and updates!

Who do I Ask???



MOUNTAIN KIDS / MCDA PROGRAMS

Mountain Kids and Mountain Contemporary Dance Arts offers programs in Dance, Ninja, and Gymnastics for ages Walking to 18 years!

***Our Program insurance only covers those 18 and under, which is why we do not offer adult programs and parents are not allowed on the floor, with the exception of Moonbeamers.

We also have competitive gymnastics teams (XCEL & JO) and a performance Dance company (MADE).

Mountain Kids & MCDA Programs:

GYM SIDE	Class Length	Ages	Skill Level	Class Description
Moonbeamers	45min	Walking to 3 years	w/ parent	Toddler Gym & Movement
Rainbow Riders	45min	3-5 yrs	Independent	Preschool Gym
Lil' Ninjas	45min		Independent	
Combo	1hr	3-5	Independent	30min Dance/ 30min Gym
Super Stars 1	1hr	5-8	Beginner	Gym
Super Stars 2	1hr	5-8	Adv Beginner	Gym
Super Stars 3	1hr	5-8	Intermediate	Gym
Rising Stars 1	1hr	8+	Adv Beginner	Gym
Rising Stars 2	1hr	8+	Intermediate	Gym
Rising Stars 3	1.5 Hr	8+	Pre-Competitive	Pre-Team Level
Ninja Zone White	1hr	5+	Beginner	Ninja
Ninja Zone Yellow	1hr	5+	Adv Beginner	Ninja
Ninja Zone Green	1hr	7+	Intermediate	Ninja
Ninja Zone Blue	1hr	7+	Advanced	Ninja
Shooting Stars 1	1.5 Hr	4-6	Pre-Competitive	Gym
Shooting Stars 2	1.5 Hr	5-8	Pre-Competitive	Gym
XCEL & JO Team	4hr-16hr	Age 6+	Competitive	Competitive Gymnastics, Multi Level

Mountain Kids & MCDA Programs:

Dance SIDE	Class Length	Ages	Skill Level	Class Description
Baby Wearers	45min	Adults w/ Babies	n/a	
Mommy & Me	30min	Walking to 3	n/a	
Lil' Movers	30min	2.5-3	Independent	
Sweet Pea Classes	45min-1hr	3-5	Independent	Ballet, Tap, Jazz, Hip Hop, Combo
Daisy Classes	45min-1 hr	K-2nd grade (5-8)	Levels 1,2,3	Ballet, Tap, Jazz, Hip Hop, Contemporary, Musical Theatre, Bollywood
Sunflower CLasses	1hr	3rd-5th grade (8-11)	Levels 1,2,3	Ballet, Tap, Jazz, Hip Hop, Contemporary, Musical Theatre, Bollywood
Lilac Classes	1hr-1hr 30	6-7th grade (11-13)	Levels 1,2,3	Ballet, Tap, Jazz, Hip Hop, Contemporary, Musical Theatre, Bollywood, Pre-Pointe
Violet Classes	1hr-2 hrs	8th grade- Sophomore (13-15)	Levels 1,2,3	Ballet, Tap, Jazz, Hip Hop, Contemporary, Musical Theatre, Bollywood, Pre-Pointe, Pointe
Rose Classes	1hr-2 hrs	Junior & Senior (16-18))	Levels 1,2,3	Ballet, Tap, Jazz, Hip Hop, Contemporary, Musical Theatre, Bollywood, Pre-Pointe, Pointe
MADE TEAM	3+ Hrs	8+	Invitation/ Audition	Performance Teams

SOCIAL MEDIA POLICIES & WORKING WITH MINORS

Instructors need to maintain professional boundaries in the world of social media. This means:

- Instructors should not need to contact students outside of MK.
- Instructors may not friend/follow any students or parents on social media.
- Adult 18+ Instructors may not friend/ follow other instructors under the age of 18
- If you need to communicate with another instructor who is a minor, you must include a MK Director on all communications, text, email, etc...

STAFF PORTAL THINGS TO KNOW....

Clocking In/Out: When you arrive at the gym, log into the Staff Portal and clock in (30 min before AM class and 15 min before all other classes)

Clock out after you have completed your shift including your cleaning assignment. You have 10 minutes after your class ends to do your cleaning task and take attendance and then you need to clock out.

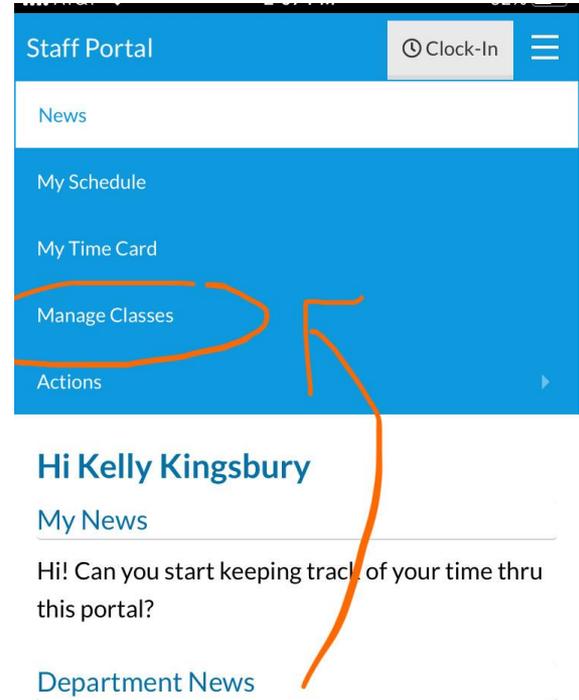
*** If you forget to clock in/out you will need to go in to your timecard and manually set your shift to the time you actually worked. (Not when you remembered to clock out.)

STAFF PORTAL THINGS TO KNOW CONTINUED....

Taking Roll: All roll sheets are now digital through the Staff Portal. Clock in, then go to the “Manage Classes” tab and under Class Filters click “My Classes” tab. Check out who is in your class that day. Leave your phone in your cubby during class!

After you are done teaching, go back in and click Present or Absent for each child in your class and then press SAVE.

***** You are still responsible for taking roll when you sub a class. Ask if you don't know how!**



MAKEUPS

Makeups are allowed for missed classes for all currently enrolled students. Makeups will show in the Staff Portal on your class list.

Be sure to look for your makeup and to welcome them (and their parent/caregiver if they are a Moonbeamer) into your class! Remember change is hard for little ones and a different teacher and kids will make things stressful, so take a little time to try to connect with them, introduce them to other kids and help them feel comfortable before class starts.

9:30am 12:00pm  > 5. Our Favorite Fairy Tales August 6th & 8th with Sami S. 11 enrolled / 0 makeups

[Attendance →](#) [Email →](#)

10:15am 11:00am  > Lil'Ninja Thu 10:15am (3-4) with Clinton H. Johnny H. 6 enrolled / 1 makeups

[Attendance →](#) [Email →](#)

10:15am  > Moonbeamer Thu 10:15am

Finn Debenport
MAKEUP
5 yrs, Male, 10/14/2015

[SEND EMAIL](#) | [DETAILS](#)

[Present](#)  [Absent](#)

Elijah Linn

4 yrs, Male, 03/25/2015

[ATTENDANCE](#) | [SEND EMAIL](#) | [DETAILS](#)

[Present](#)  [Absent](#)

Asher Marks 

WHAT TO DO IF YOU'RE THE DAILY FLOATER!

We try to have a “floater” teacher everyday of the week. The primary role of this teacher is to support the other teachers in the gym. This can mean many things but here are some examples.

- Taking kids to the bathroom/water fountain
- Getting Band-Aids and Ice
- Extra spotter at bars!
- Find out what the next event is and see if it is set up
- Help kids find their teacher before class, or late student once class begins
- Help keep teachers on time with rotations
- Help with challenging classes/students
- Gym tidiness - picking up trash, props left out etc...

*** Also remember if a floater comes to help you that it only makes your class better!

GYM CLEANUP REMINDERS

1. Please remember to do one cleaning item from the binder each shift. Back to school means lots of communicable diseases will be going around. Keeping the gym clean keeps the kids, and more importantly all of us healthier!
2. There are new laminated photos of the gym that show where all of the mats belong. Please make sure you (and the team girls) are putting things in their proper spot.
3. **Props** - If you (or your gymnasts) use props from any of the closets, it is your responsibility to put them away before you leave each night. This includes:

Carpets/French Fries/Bungees/Weights/Hula Hoops/ Bean Bags etc...

MOONBEAMER &
RAINBOW RIDER
INFO

OUR GOAL...CONSISTENT EXCELLENCE

What is the result we are hoping for when we achieve this goal?

- Our kids/families are happy to be in ANY of our coaches' classes because they know they will get the same ENERGY, ENTHUSIASM, lesson plan, skills, knowledge and class management.
- Kids doing makeups or transferring to a new class are comfortable because the class will be mostly the SAME and parents feel comfortable seeing coaches put in the effort to connect with their child before class.
- Our entire staff (including subs) will be considered Professionals and will be respected. The whole staff will be elevated!
- Our reputation as the best toddler/preschool program in the area will be solidified.

THE 3 RULES

Set these up with your kids (and parents) right away - keep it simple and stick to them!

1. Stay with your COACH and class
2. Keep yourself and your friends safe
3. Follow the directions of your coach

Any behavior issues will fall under one of these 3 rules.

BUILDING RITUALS WITHIN CLASS - MOONBEAMER DO'S

It can be tricky in a Parent/Tot class to teach Parents that there are rules to follow. Sometimes they doubt their child can follow ANY rules. It's usually the parents (not the kids!) that are the challenge.;

- Tell parents that the main rule of Moonbeamers is to stay within an arms' reach of their child and keep them out of other classes for safety. Ask parents to stay off of their phones during class.
- Model for parents how to encourage their kiddo at their level
- Have special ways of moving through the gym as a class safely
- Finish class with the Moonbeamer Cheer

BUILDING RITUALS WITHIN CLASS - RAINBOW RIDERS - DO'S

Your class will have rituals (including specific ways we follow the gym rules) and it's up to YOU to set up those rituals or the kids will make their own!

- Meet up before class. Welcome, connect, and go over the rules
- Have procedures for getting drinks, where to sit for explanation at events, kids needing to use the restroom etc.
- Have special ways of moving through the gym as a class safely
- Finish class with the Rainbow Rider Cheer!

BUILDING RITUALS WITHIN CLASS (DON'TS):

- Don't expect kids to know ANYTHING about how things work at our gym. You need to explain it and set them up for success!
- Don't let the kids get in the (bad) habit of running over to their parent, demanding to be first at each event etc. If these things happen more than once, it becomes **their ritual** that they want to repeat each week. Create a NEW ritual instead as soon as you notice the behavior. Ex. Blow mom a kiss then onto the next station! Get parents on board with this!
- Don't let them catch you unprepared. Have every area of the gym that your class will visit set up with all props there, all distractions removed and have a specific place for the kids to be while you explain the set ups.

DISCIPLINE 101

My hope is that our classes are SO FUN that this is hardly EVER needed!

1. Minor misbehavior - Try **Ignoring** it and praise the children who are showing the behavior you want. (Ex: I see Sarah is waiting so patiently for her turn on trampoline.) You can also **Correct** by reminding them of the correct behavior. What do you want them to do?

Bigger Issues - Hitting/Hurting Obviously this you can't ignore. **Correct** their behavior by reminding them of the safety rule, and have them **Sit Out** of the activity for 1 minute.

2. **Connect** - After the sit out. You sat out because you..(did xyz). Do you understand? Tell me what you will do instead. (Tell them and have them repeat it.)
3. **Welcome them back in! Connect with parent** after class.

THE KIDS YOU TEACH
LOOK UP TO YOU! BE
CAREFUL OF WHAT YOU
SAY AND HOW YOU
TREAT THEM.

Disrespectful treatment of the kids will not be tolerated (calling them babies, asking the other kids to ridicule them etc. is not ok.)

BE THE PERSON YOUR KIDDOS THINK YOU ARE!

For many kids in the gym, you are quite possibly their first (or one of the first) teachers they have ever had and you have a HUGE influence on their lives! Be there each week, connect with them, teach them that they can do hard things, praise effort (not results) and be as inspiring as you can be. Model resiliency, teamwork, kindness and strength.

Moonbeamer coaches: model patience with the kids, praising each developmental stage/milestone and show parents that their kids' toddler years can be so much fun! You are so important and the work you do in our community is valuable and appreciated!

NINJA ZONE - OUR FOCUS - ENERGY & ENTHUSIASM

THINGS TO REMEMBER:

- NO SITTING, KNEELING OR LEANING, NINJAS OR TRAINERS
- USE YOUR IMAGINATION & GET CREATIVE WITH THEMES
- KEEP NINJAS MOVING, SET UP YOUR CIRCUIT TO MINIMIZE LINES/WAITING
- KEEP EXPLANATIONS SHORT, SHOW SKILLS VS TALKING WHENEVER POSSIBLE!
- MOVE AROUND YOUR CIRCUIT & NINJAS
- HAVE ENERGETIC BODY LANGUAGE! SMILE, GIVE HI FIVES, DON'T BE AFRAID TO BE SILLY, PLAY WITH THEM
- LEAVE STRESS/ DRAMA AT THE DOOR - WE ALL HAVE STUFF GOING ON IN OUR PERSONAL LIVES, THE KIDS/PARENTS SHOULD NOT BE ABLE TO TELL YOU ARE HAVING A BAD DAY.

NINJA CLASS REMINDERS:

AFTERNOONS & EVENINGS CAN BE CHAOTIC. HELP KEEP IT MANAGEABLE BY:

- TEACH STUDENTS RULES FOR USING THE BATHROOM / GETTING WATER / SEEING PARENTS DURING CLASS (THEY NEED TO ASK 1ST!)
- USE **NINJA STANCE** & ALWAYS LINE STUDENTS UP TO WALK SAFELY FROM EVENT TO EVENT
- KNOW YOUR ROTATIONS AND FOLLOW THEM!
- **LIMIT WATER BREAKS** WITH THE WHOLE CLASS. NINJA CLASSES ARE 1 HOUR LONG. MORE THAN 1 WATER BREAK IS EXCESSIVE. IF A SINGLE STUDENT REALLY NEEDS WATER LET THEM GO GET IT
- **NINJA MANTRA** SHOULD BE DONE IN THE BACK NINJA AREA FOR ALL PM CLASSES.
- **WARP WALL SAFETY** - WARP WALL MUST BE DIRECTLY SUPERVISED BY A NINJA COACH. IF THEY CAN'T GET TO THE TOP BY THEMSELVES, THEY DON'T BELONG ON TOP.

GYMSTAR INFO

Focus: Active, Engaged, Knowledgeable Coaches

ACTIVE ENGAGED COACHES...

- **LOVE** coming to work!
 - Are prepared to teach
 - Are excited to teach & see their students
 - Know the lesson plan, and ask for help when they don't understand
 - Know their students; names, favorite skills etc..
 - Talk to parents before and after class
 - Start and End class on time!
 - **Celebrate Successes** No matter how small!
- Look like they are having **FUN!** (Because they are)
 - SMILE
 - Give Hi Fives
 - Use hands on corrections
 - Praise effort over skills
 -
 - Strive to learn and be better coaches
 -
 - **Challenge Students** - Don't watch them do a BW roll land on their knees and say "Good Job" Give them specific praise and correction to become stronger gymnasts. "Erica, great job pushing over in your roll, do you think you can land the next one on your feet?"

GYMSTAR COACH REMINDERS:



Afternoon and evening classes can be chaotic. Help keep it manageable by:

- Teaching students rules for using the bathroom/ getting water / visiting with parents during class (They need to ask 1st!)
- Have students **stand like gymnasts** with hands on hips during directions
- Always line students up to walk safely from event to event
- Know your rotations and follow them!
- **Limit water breaks** with the whole class. Classes are only an hour long. More than 1 water breaks is excessive. If a single student really needs water let them go get it



Follow MKLSV_Coaches on Instagram for lesson plan videos, drill tips, and other cool stuff!

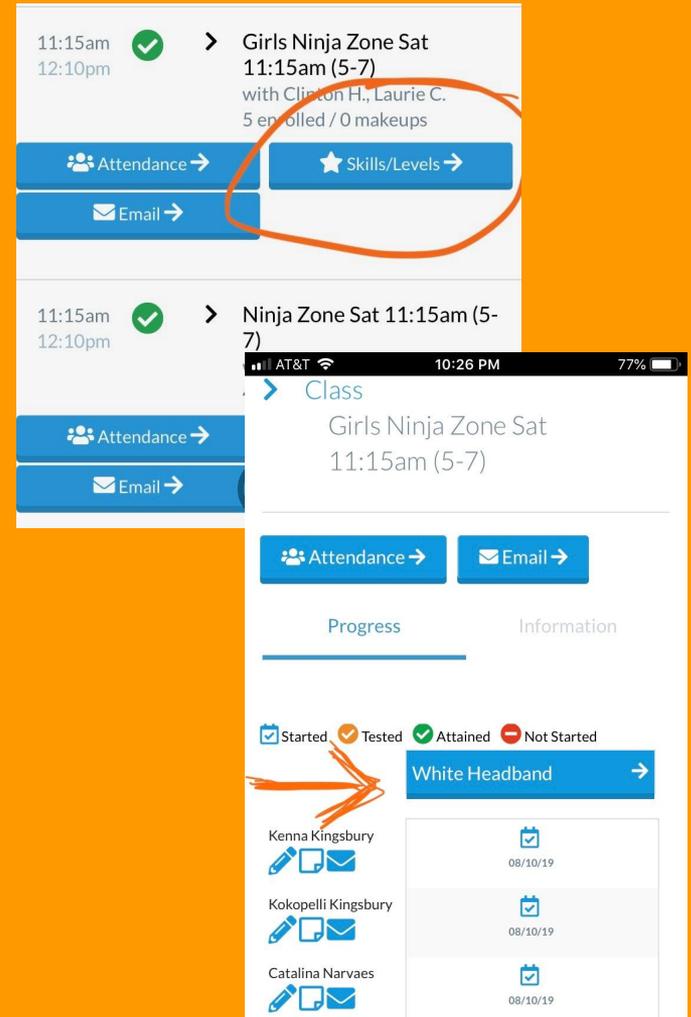
SKILL CHECKS - STAFF PORTAL!

Progress Reports are completed during the last week of each month for both Gymstars & Ninjas. Each month you will check your students on 4-5 Focus Skills. There are mini skill testing check sheets you can use during class, and then transfer them into the Skill Check Function in the Staff Portal. Only mark the skills your gymnast/ninja can complete.

This is a pretty simple process but there are some things to know...

SKILL CHECK HOW TO:

1. All Ninja & Gymstar Teachers will be asked to update their student skills after class the **last week of each month**.
2. Access the **Skills/Levels** tab through the staff portal.
3. Access the skills by clicking on their level.



SKILL CHECK HOW TO:

4. Mark only the skills the student has **attained** in the far right column. You can ignore the tested column.

5. Make sure you scroll all the way down to see full skill list.

Update Skills/Levels Progress

White Headband

All Subskills

Date: 08/10/2019

Started: Tested: Attained:

Kenna Kingsbury

White Headband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ninja Rolls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kick to Handstand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forward and Backward Rolls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-Grip Swings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gargoyle Hang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Undo

Update Skills/Levels Progress

White Headband

Kenna Kingsbury

White Headband	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ninja Rolls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kick to Handstand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forward and Backward Rolls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bridge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Re-Grip Swings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gargoyle Hang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window Escape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precision Jump	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front Kick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Side Kick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

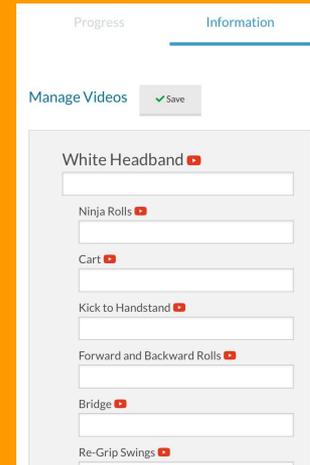
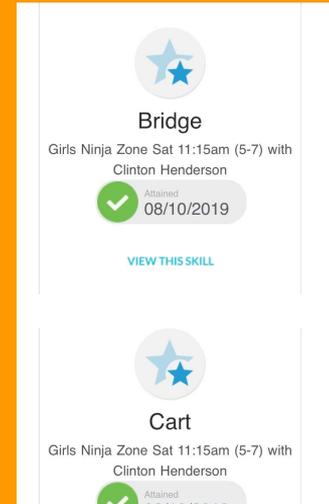
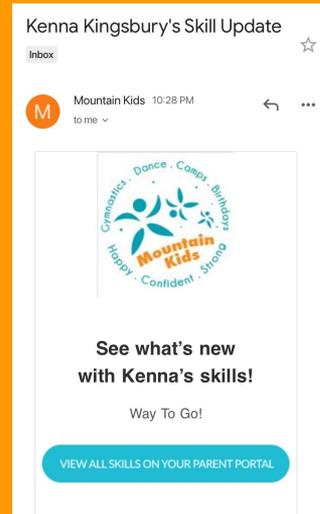
Save Undo

SKILL CHECK HOW TO:

6. Once you hit **SAVE** an email is auto sent to their parents.

7. They can also log in to the **Parent Portal** to look at all skills.

In the parent portal they can also find links to videos of all the skills.



MOVING UP LEVELS

After you have updated student skills, if a gymnast or Ninja has completed all the required skills you can recommend them to move up:

1. Fill out a **move up form** (in staff room) and give it to Brittney.
2. All recommendations will be put into a google spreadsheet
3. Program coordinators will review the google sheet weekly and use this to send out Ninja Mission invites and Move Up certificates/notes for Gymstars.
 - a. **Gymnasts may move levels at any point during the semester, but must have approval from the Gymstar Director (Danielle) or Gymnastics Director (Kelly).** Directors will prepare certificate and note for you to pass out during your next class.
 - b. **Ninjas must complete a Ninja Mission in order to level up, these will happen on a monthly basis, or as needed.**

CONTINUING EDUCATION

Independent Study: We have links on our [website](#) to great learning opportunities and recommended reading. Gymnastics Progressions, Swing Big, Ninja Zone Training, SHIFT Hero Lab , Books and more! (password: mountain) Ask Anna or Kelly for recommendations.

Want to learn more? USAG has a ton of online courses from preschool to team, sports science and more.

CONGRATS YOU MADE IT THROUGH!

Please complete the New Hire Orientation Quiz from the Staff and turn in to your Training Manager during your end of week check-in!