



How to Write Report Cards

Who gets report cards?

Report cards are for all kids group lessons – swim skills and Narwhals. Private and semi-private lessons all use formula notes instead of report cards.

What are report cards for?

With there being multiple children that we are working with, we do not always get the time to provide in-depth updates to all of the families about their swimmer's progress. Report cards give us the opportunity to bridge that communication gap by highlighting the skills that a swimmer has progressive in.

Do I get paid additional for writing report cards?

Group classes are paid at a much higher pay rate than private lessons all session long to account for the additional time spent at the end of the session to fill out report cards.

Where do I write report cards?

Report cards are written in the portal. These can be written using your phone or laptop.

How do I access report cards in the portal?

1. Log into the portal at portal.fitnessalivephilly.com. If it's your first log in you will need to set a password.
2. It will probably log you in to the client view. To switch to the admin view, click the circle icon in the top right corner with your first initial and you'll see "Switch to Admin Account."
3. Once in admin, click Grade Report Cards. You should see a list of all your classes and students.
4. Click each student one by one and complete their report card. Everything on the Report Card Tab will be visible to clients. IF you want to create an internal note to Mike or Dia about a client, that can go in the Notes tab.

5. Hit Submit for each report card when they are complete.

Who sees report cards?

Although both Mike and Dia review all report cards, please write them as if they are being handed directly to the client. The management team has hundreds of report cards to review on top of lots of other registration tasks. Making sure to write them “send ready” helps us to be able to be as efficient as possible.

How do I write report cards?

Report cards should be intentional and framed in a positive tone. One of Fitness Alive’s core values is positivity meaning that our goal is to build up rather than tear down. As an example, if we see someone running on the pool deck we would say “please walk” as opposed to “don’t run.

Oftentimes it is not what you say, but how you say it. We want you to be honest but framing it in a way that excites a client to want to improve. For example, if you had a kid that struggled with listening and paying attention, we would say:

I would love to see George more engaged with his listening ears. His enthusiasm for being in the pool and around his friends often distracts him from the directions being given. We have been practicing “calm body” listening to help him be more attentive. With utilizing “calm body” listening more and more, I am seeing his freestyle improve dramatically!

- Do's:
 - Offer kind remarks about the swimmer showing that you paid attention to the lesson and built a relationship with the swimmer.
 - Use constructive criticism when applicable and necessary.
 - Adequately assess the swimmer’s abilities based on the skills checklist we provide during week 11. It is also visible in the portal while you are filling out report cards.
 - Use the sandwich method
 - One feel good statement about the swimmer, a
 - One skill they need to continue to work on
 - One area you saw major improvement in
 - Write at least 3 sentences)
 - Complete your report cards early
- Don'ts:

- Offer harsh criticism
- Say a swimmer should advance if they haven't completed all the skills in the class level.
- Skip a student ahead if they lack any crucial fundamental skills, but can tread water for 3 minutes or do some other hard skill.
- Write one word responses or incomplete sentences
- Send them in late.

I am struggling with writing report cards, what should I do?

If you are struggling with writing report cards, please reach out to Mike at mike@fitnessalivephilly.com and he would be more than happy to support you!