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ENRICHING KIDS INSIDE AND OUT

**PARENT HANDBOOK
FIT KIDS AFTER SCHOOL
PROGRAM 2022-2023**

**MARSHALLTOWN
YMCA-YWCA**



108 Washington Street, Marshalltown, IA 50158
641 752 8658 www.ymca-ywca.org

TABLE OF CONTENTS

PROGRAM PHILOSOPHY

- Day Camp Values and Goals

CURRICULUM

- Daily Schedule

ADMINISTRATION

- YMCA-YWCA Contact Information
- Fit Kids Staff

COMMUNICATION

- Parent/Teacher Communication
- Newsletters/Remind
- Costs (NEW INFORMATION FOR 2022-2023 SCHOOL YEAR)

GENERAL INFORMATION

- Arrival and Dismissal
- Discipline
- Reporting Absences (NEW INFORMATION FOR 2022-2023 SCHOOL YEAR)
- Personal Belongings (NEW INFORMATION FOR 2022-2023 SCHOOL YEAR)
- Mandatory Reporters
- Meals/Snacks
- Park Days
- Field Trips
- Weather Related Closures (NEW INFORMATION FOR 2022-2023 SCHOOL YEAR)

HEALTH POLICIES

- Exclusion Policy
- Sudden Illness
- Special Health Concerns
- Fever
- Ear/Nose/Chest Infections
- Eye Infections
- Impetigo
- Vomiting
- Lice/Scabies
- Fifth Disease
- Strep Throat/Tonsillitis
- Medication Procedure
- Special Needs
- COVID 19

SAFETY POLICIES

- Parent Authorization Form
- Sign In/Out Policy
- Tornado & Fire Drills
- Emergency Plans/Evacuation Procedures
- CPR & First Aid
- Accident/Incident Reports

NEW FOR 2022-2023 SCHOOL YEAR OVERVIEW PAGE

FIT KIDS VALUES AND GOALS

Fit Kids acknowledges and respects the uniqueness of each child. The program engages children all school year long by creating weekly themes that allow for different activities, crafts and arts, and games to be explored. Each day is structured to have a balance of fun and learning. This year students will have the opportunity to create different pieces of art and engage in large group games.

Fit Kids will provide supervision and exploration to all students by:

- Maintaining a safe, supportive and stimulating environment.
- Facilitating learning through play, as well as whole group, small group and individualized instruction.
- Keep a sense of humor and create laughter.
- Build relationships with others including staff, students, volunteers, and parents.

CURRICULUM

Daily Schedule

3:30-3:50: Buses arrive. If arriving on bus, they will be counted as attending for the day.

3:30-3:50: Students put belongings away in the personal lockers and use restrooms.

3:50-4:00: Attendance and announcements.

4:00-5:15: Participants are divided into groups, and a rotational center schedule begins.

Group 1.) Dining area for nutritional snack.

Group 2.) Gym/Field for moderate physical activity (at least 30 minutes).

Group 3.) Craft Room or the Reading Lounge for artistic time, homework, or reading.

The groups switch from center to center in 20-30 minute intervals.

5:15-5:30: Free Time where students are given the choice to go to whichever area they want while under the supervision of at least one counselor.

From 4:00-5:30 children are picked up by parents, guardians, or authorized caretakers listed on emergency contact forms.

At pickup please park in the NORTH parking lot and staff will walk children out to the vehicle. Please call 641-752-8658 ext. 300 upon arrival.

ADMINISTRATION

YMCA-YWCA Staff

Carol Hibbs	CEO	Carol.hibbs@ymca-ywca.org
Daisy Lopez	Day Camp/Fit Kid Coordinator	Daisy.lopez@ymca-ywca.org
Brittany Wagner	Assistant Youth Director	Brittany.wagner@ymca-ywca.org
Ashley Nelson	Youth Director	Ashley.nelson@ymca-ywca.org

COMMUNICATION

Parent/Staff Communication

Please share any concerns involving a child's daily routine or Fit Kids experiences with staff as quickly as possible. Staff welcome conversation regarding your child and his/her experiences. It is sometimes difficult to discuss such information at arrival or dismissal. Please feel free to schedule time with administration at any time throughout the school year. Fit Kid Coordinator Daisy Lopez is available via email at daisy.lopez@ymca-ywca.org.

Newsletters and REMIND APP

Newsletters maybe be sent home with students along with upcoming events and field trips. Subscribe to the Remind app to get picture updates weekly by texting @fitkid1 to 81010. This is our main form of information on events or changes.

Costs: (New information for the 2022-2023 School Year)

A method of payment form is included in your enrollment packet. Payments must be scheduled to draft on Saturdays. Parents wishing to discontinue enrollment must give a notice of one week in advance. Registration must be done by WEDNESDAY for the following week. Payment will be based on registration and not on attendance. Showing up on an unregistered day will result in a \$10 drop in fee in addition to the normal daily rate.

\$35 Registration Fee Per Child

Members: \$8/Daily, \$14/Half Day, or \$28/Full Camp Day

Program Participant: \$11/Daily, \$19/Half Day, or \$38/Full Camp Day

Unregistered: \$10 Drop In Fee in addition to daily rate.

There must be 10 children registered for the program to run.

Fit Kids will not be held if the YMCA-YWCA building close due to weather.

GENERAL INFORMATION

Arrival & Dismissal: Check-In and Check-Out

Parents are required to sign their child out daily in the North parking lot outside of the Cultural Center. Children arrive when the buses arrive, generally between 3:30-3:50. Staff will sign children in upon departing the school bus. If arriving on the bus, attendance for the day will be counted. Children must be picked up no later than the close of Fit Kids at 5:30 p.m. Children will not be released to anyone that is not listed on the authorized pick-up form. Any requested change must be made in writing on the release form.

Discipline

The program believes that all children want and need guidance. Children learn that they are secure and safe when positive guidance is used. Individualized positive guidance combined with an environment that encourages self-discipline and adults who assist children in understanding and expressing their feelings in acceptable ways help children develop the skills they need to successfully interact with others. When a child's behavior may harm him/herself or another child, staff will remove the child from the situation. Staff believe that successful behavior plans are individualized to each student and require family involvement. We recognize the importance of helping children to develop self-discipline, independence and responsibility.

Consequences Flow Chart

- Redirection will be utilized for student presenting unacceptable behavior.
- A quiet-time in minutes not to exceed the age of the child will be used to encourage contemplation regarding actions (example: 6 year old=6 minutes of quiet time)
- Student will be asked to talk to the coordinator about behavior
- A behavior report will be filled out by counselor/coordinator to report to parents
- An action plan will be formulated by parents and coordinator and implemented
- If a child continues to be non-compliant to action plan, participation in activities associated with behaviors will be limited or eliminated (example: leaving assigned group during field trip A=not going on field trip B)
- Severe behaviors (i.e. those that result in imminent danger to self or others) may result in immediate termination from the program. This will be at the discretion of Fit Kid administration.

Fit Kids will make efforts to provide appropriate care for all eligible participants. There may be instances in which a child's physical, emotional, or behavioral needs require a greater level of care than what the large group setting of Fit Kids can accommodate. If Fit Kids administration determine a child's needs are unfortunately outside of what staff or the child can safely manage, the child will not be allowed to continue in the program.

Reporting Absences (NEW FOR 2022-2023 SCHOOL YEAR)

If your child is unable to attend Fit Kids, please notify Fit Kids Coordinator by calling the Y at (641) 752-8658, ext. 300 or via email daisy.lopez@ymca-ywca.org. Payment is based on registered dates and not on attendance. However, for safety purposes please let us know if your child will be unable to attend.

Personal Belongings (NEW FOR 2022-2023 SCHOOL YEAR)

Please label your child's belongings. Students belongings will be kept in their personal, assigned locker. This includes cellphones. Students will NOT be allowed to have them out upon arrival. If communication is needed please call (641) 752-8658 ext. 300. Please do not allow your child to bring toys from home. If they are brought they will be asked to put them back in their locker. This will eliminate misplaced, broken and lost toys. Fit Kids has a zero screen time policy.

Please leave cell phones, tablets, and electronics at home. If the students take them out of their locker, they will be held at the front desk until pickup.

Mandatory Reporters

The Department of Human Services requires Fit Kids staff to report any suspected cases of sexual or physical abuse or neglect, as outlined in the Iowa Code.

Meals/Snacks

Parents do not need to provide snacks for their children, however in the event of outside food entering the premise, parents are encouraged to pack healthy, peanut-free snacks/lunches. Water is the drink of choice at Fit Kids and labeled water bottles are encouraged!

Swimming Days

Students will have an opportunity to swim during School's Out Fun Days. Students will walk to the Horne-Henry Center for swimming indoors. Please pack a swim suit and towel for your child on swimming days. If swimwear is not brought, they will walk to the pool with the group but will not be able to partake in the swimming portion. We are not able to provide backup swimwear or towels. Attendance is taken:

- Before leaving the Cultural Center
- Arriving at the Horne-Henry Center
- After swimming, before leaving the Horne-Henry Center
- Arriving at the Cultural Center

Park Days

Fresh air and outdoors exposure are vital to children's development. Fit Kids will walk to Mega 10 Park on scheduled days, weather permitting. Please encourage children to have proper gear, such as closed toes shoes, no loose clothing or jewelry. Fit Kids will provide sun screen for all students, unless otherwise requested.

Attendance is taken:

- Before leaving the Cultural Center
- Arriving at the park
- Before leaving the park
- Arriving back at the Cultural Center

Field Trips

Field trips may be planned during School's Out Fun Days. The following safety procedures are followed for all field trips. Attendance is taken:

- Before leaving the Cultural Center
- Before leaving the Cultural Center on the bus
- Arriving at the Field Trip destination after departing the bus
- Before leaving the Field Trip destination and boarding the bus
- Before entering the Cultural Center on the bus.

Students will be in teams/groups guided by at least 2 counselors. ALL counselors are responsible to keep head count and attendance for their team throughout the field trip. Director and/or Coordinator will take roll call before and after getting on/off bus as well as before leaving and at arrival to destination.

Weather Policy (NEW FOR 2022-2023 SCHOOL YEAR)

On days that weather may force early out or school closure, parents will be responsible for contacting Fit Kids within ONE HOUR of the school announcement. Please contact through the Remind App, email, or by phone to register your child. There must be 10 registered students to run no school or weather closure days. If arrival or communication is made outside of the ONE HOUR timeframe, a \$10 drop in fee as well as the daily rate will be charged.

If the YMCA-YWCA closes, a message will be sent out on Remind App as Fit Kids will also be closed.

SAFETY POLICIES

These guidelines have been set for your child's safety to help ensure a safe environment:

- No child will be left unattended.
- An Authorization Form (for pick up) must be completed (enrollment packet). Parents must list persons authorized to pick up children. The list will be kept in a designated area for staff to use when children are being picked up.
- Parents must sign children in and out when arriving and departing.
- Fit Kids has written emergency plans for fire, tornado, flood, violent intruders, lost or abducted children, power failures.
- Emergency evacuation plans are posted by all exits.
- All staff members are certified by CPR and First Aid.
- First Aid kits are available at Fit Kids, at the Y Service Desk, on the playground and on all field trips.
- Emergency phone numbers are taken on field trips and at any time the children leave the classroom.
- The staff will complete an Accident Report or written notification to parents of minor injuries that occur. Serious injuries will be reported immediately to parents. If needed, emergency services will be called.

HEALTH POLICIES

In order to protect your child and other children, we have established guidelines for illness procedures. If staff determine a child is sick or contagious, the child will not be able to attend Fit Kids. When you are notified your child is ill, we expect for your child to be picked up within 45 minutes.

Exclusion policy

If your child will not be attending Fit Kids when they are scheduled for any reason, we ask that you inform staff immediately for safety reasons. If your child has an illness listed below, we ask that they do not attend Fit Kids. Children who exhibit the following symptoms will be sent home if they become ill during the day. Your child will be excluded if they are not able to fully participate in activities or require greater individual care than staff can provide.

Sudden Illness

Some signs or symptoms of illness may indicate a serious illness and should be evaluated by a medical professional:

- Lethargy that is more than expected; tiredness
- Uncontrollable coughing
- Unexplained irritability or persistent crying
- Difficult breathing
- Wheezing
- Other unusual signs for child

Special Health Concerns

- **Allergies**

Please make staff aware of any allergies to medications or food that your child has. We must post your child's allergies to alert all staff, other parents and volunteers.

- **EpiPen**

Notify staff immediately if your child uses an EpiPen. We require that you supply an EpiPen to be left at Fit Kids. Medication Authorization form must be completed with written instructions from the pharmacy or doctor.

Fever Criteria

If your child has a fever 100.4 (viral or communicable cause), you will be called to come and pick up your child. Before your child can return to Fit Kids, they must be fever free for 24 hours.

***If your child is sent home from Fit Kids, they may not return the following day.**

Ear, Nose, Chest Infections

If your child has symptoms such as cough, runny nose, watery eyes, sore throat, tiredness, associated with the common cold they may remain at Fit Kids, unless there is a fever present or your child cannot participate in normal activity.

Eye Infections

Conjunctivitis or Pink Eye is a viral or bacterial infection. Eyes are pink with creamy or yellow discharge and the eyelids may be matted after sleep. Eyelids and around the eyes may be red and swollen, pain may also occur. Children should be taken to the doctor to confirm the diagnosis. Children may return after symptoms are gone.

Fever Criteria and COVID-19

If your child has a fever 100.4 (viral or communicable cause), you will be called to come and pick up your child. Before your child can return to Fit Kids they must be fever free for 24 hours without fever reducing medication.

Impetigo

Impetigo is a skin sore with a yellow, colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth. Children should be seen by their doctor. Children can return 24 hours after the medication has been started. Upon returning to Fit Kids, your child can not have any weeping lesions present.

Vomiting

A child may not return to the center until free from vomiting for 24 hours.

***If your child is sent home from Fit Kids they may not return the following day.**

Lice

Live mites or nits (eggs) are present in hair. Children may return following the first treatment. Staff will check the child's head upon arrival when returning.

Scabies

Live mites that invade the webs of the fingers or toes and wrist region and cause rash and severe itching. Child needs to be seen by a doctor and treatment must begin before returning.

Fifth Disease

Fifth Disease is a viral illness (cold and cough) with rash likely involving face (slapped face appearance) followed by a lacey rash on extremities, chest and trunk. It is most contagious 2-4 days prior to rash appearing (not contagious after onset of rash). A doctor should confirm diagnosis. A child may attend Fit Kids with rash; however, fever criteria previously listed will apply.

Strep Throat or Tonsillitis

This is a bacterial infection of the throat that a doctor needs to confirm. A child must have completed 24 hours of medication before returning to camp. Fever criteria still applies.

Communicable Disease

Parents should notify staff immediately when a child contracts a communicable disease. Staff will post notices of exposure.

Medication Procedure

If your child needs medication while at Fit Kids, the following procedures will be followed:

- Medication must be in original box or bottle. No medication will be administered otherwise.
- Parents will be asked to fill out a Medical Authorization Form. This is an internal document needed in order to give an medication in the center. Phone approval will not be accepted for medication administration for the safety of your child.
- Your medication must have patient information with it. This information is given to you at the pharmacy. It is imperative that staff is aware of the side effects this may produce in your child.
- Staff will record each and every time a medication is administered on the authorization form.



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NEW INFORMATION FOR 2022-2023 SCHOOL YEAR OVERVIEW

- ◇ Registration must be done by WEDNESDAY for the following week. Payment will be based on registration and not on attendance. Showing up on an unregistered day will result in a \$10 drop in fee in addition to the normal daily rate. If arriving at building by bus, daily attendance will be counted.

- ◇ If your child is unable to attend, please notify Fit Kids Coordinator, Daisy by phone (641) 752-8658 ext 300, by email, or by Remind app. Payment is based on registered dates and not by attendance. However, for safety purposes please let us know if your child will be unable to attend otherwise contact will be made to ensure student is accounted for.

- ◇ Please label your child's belongings. Students' belongings will be kept in their personal, assigned locker. This includes cellphones and electronic devices. Students will not be allowed to carry them after arrival. If communication is needed, please contact Fit Kid staff directly. Please do not allow your child to bring toys from home. This will eliminate misplaced, broken and lost toys. Pokemon cards are also not allowed to be outside of students' locker during Fit Kid hours. If found outside of lockers, they will be held at the front desk until pickup.

- ◇ On days that weather may force an early out or school closure, parents will be responsible for contacting Fit Kids within ONE HOUR of the school announcement. Please contact through Remind App, email, or by phone to register your child. There must be 10 registered students to run no school or weather closure days. If the Y closes, Fit Kids will message on Remind App as no Fit Kids care will be available. If arrival or communication is made outside of the ONE HOUR timeframe, a \$10 drop in fee as well as the daily rate will be charged.