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# ENRICHING KIDS INSIDE & OUT

**PARENT HANDBOOK**  
**Fit Kids Afterschool Program**  
**2021-2022**  
**MARSHALLTOWN YMCA-YWCA**



MARSHALLTOWN YMCA YWCA  
108 Washington Street, Marshalltown IA 50158  
641 752 8658 [www.ymca-ywca.org](http://www.ymca-ywca.org)

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# 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 learn about gardening, 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.
- Keeping a sense of humor and creating laughter.
- Building relationships with others including staff, students, parents, and fellow counselors.

## DAILY SCHEDULE

3:30-3:50: Buses arrive, Children proceed to the Cultural Center gymnasium after a quick health screen including a temperature check. Any child with a fever over 100.4 will be sent home.

3:30—3:50: Students put belongings away in their lockers, use restrooms.

3:50-4:00: Attendance & Announcements.

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

Group 1.) Goes to Snack area for family style snack.

Group 2.) Goes to Gym/Field\* for moderate physical activity [ (at least 30 minutes)

(Please see Daily Schedule for examples of exercise)].

Group 3.) Goes to either the Craft Room or the Reading Lounge for artistic time, homework, or reading time (Counselor reads to children for half, children read to themselves for half).

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, 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.

- On nicer days children go outside to a field, or walk to Mega 10 park, for various physical activity to include vigorous exertion.
- Parents will not be allowed inside of the Cultural Center. At pick up, please park in the NORTH parking lot and staff will walk children out to the vehicle. Parents will need to provide a photo id at pick up before children will be allowed in the vehicle.

## YMCA-YWCA Staff

### Administration:

Carol Hibbs

YMCA-YWCA CEO

carol.hibbs@ymca-ywca.org

Deb Grove

Family Sports Director

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Emma Carrillo

Fit Kids/Day Camp Coordinator

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# CURRICULUM

At the Y we use a proven approach to learning called Creative Curriculum. This approach informs the nurturing, learning and educational environment that our participating children experience. Our curriculum is an early childhood development approach rooted in educational philosophy, theory and practice. We focus on how children develop and learn, based on their individual interests, the learning environment and the role of a counselor.

The framework for this approach takes advantage of a child's natural curiosity to explore the world around them.

At Fit Kids we provide children with a nurturing atmosphere and proven curriculum that celebrates individuality, promotes self-esteem and encourages positive social interactions. We work with families to make each center a supportive and challenging place for children to grow and develop. At the Y we believe in patience, a passion for learning and genuine care for one another.

# COMMUNICATION

## **Parent/Staff Communication**

Please share any concerns involving a child's daily routine or day camp 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 staff at any time. Staff are available via email at [emma.carrillo@ymca-ywca.org](mailto:emma.carrillo@ymca-ywca.org) or [deb.grove@ymca-ywca.org](mailto:deb.grove@ymca-ywca.org).

**Remind Text Alerts: Text "@fitkid1" to 81010 for updates such a weather dismissals and upcoming camps. \*Standard message rates apply\***

## **Newsletters**

Quarterly newsletters will be sent home with students along with upcoming events and highlights from previous weeks and try at home ideas.

# PRICING & PAYMENT

- Costs are due at time of registration.
- A method of payment form is included in your enrollment packet.
- Payments can be made at the Y Service Desk at the Horne-Henry Center.
- Parents wishing to discontinue enrollment must give a notice of 3 days in advance.
- A registration packet must be completed before attending.
- DHS BLOCK GRANT accepted.

**Members: \$8/daily, \$14/half day, or \$28/full day camp**

**Program Participant: \$11/daily, \$19/half day, \$38/full day camp**

# GENERAL INFORMATION

**Marshalltown YMCA-YWCA Fit Kids: August 26, 2019 -June 4, 2020**

## **Arrival & Dismissal—Check-in and Check-out**

Parents are required to sign their child in and out daily. Children arrive when the busses arrive, generally between 3:30 and 3:50. Fit Kids counselors will take attendance at the start of the afternoon (3:50) starting and leaving each rotation, and before leaving and arriving at other outside activities (park/swimming) and upon return.

Fit Kids closes at 5:30 p.m. Children may be picked up at any time during the afternoon.

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 and staff will photo copy the ID of anyone not on the pick-up list. (see Coordinator please)

## **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 Kids administration.

The Fit Kids Program 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 staff are trained to manage. If administration determine a child's needs are in excess of what staff can effectively manage, the child will not be allowed to continue in the program.

## **Reporting absences**

If your child is unable to attend day camp, please notify day camp coordinator by calling the Y at (641) 752-8658, ext. 307 or ext. 300 or via email [deb.grove@ymca-ywca.org](mailto:deb.grove@ymca-ywca.org). Please call by 2 p.m. In order to have the full day canceled or reimbursed.

## **Personal belongings**

Please label your child's belongings.

Please do not allow your child to bring toys from home without permission from the staff. This will eliminate misplaced, broken and lost toys.

## **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/Guardians do not need to provide snacks for their children, however in the event of outside food entering the premise, parents are encouraged to acknowledge the nutritional standards established by the program; refraining from bringing in any foods high in sugar and saturated fats, as well as any food that has been fried. This also applies to sugar-sweetened beverages (sodas, juices, energy drinks) which are prohibited to be consumed by staff or children. Snacks are provided by the program free of charge. Water is provided during every snack. Snacks will follow the YMCA of the USA's HEPA (healthy eating and physical activity guidelines) All meals will be family style, with a serving of fruits and vegetables. Foods containing peanuts will not be served. Children bringing food containing nuts will be asked to eat separate of the large group.

### **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. Please pack a swim suit and towel for your child on swimming days. Attendance is taken:

- Before leaving for swimming
- Arriving at the swimming pool
- Before leaving swimming pool
- Upon returning to Cultural Center

### **Park Days**

Fresh air and outdoors exposure are vital to children's development. We will walk to Mega 10 park on a daily basis, Monday and Wednesdays, weather permitting. We encourage children to have proper gear such as closed toes shoes. Attendance is taken:

- Before leaving the Cultural Center
- Upon arriving at the park
- Before leaving the park
- Upon arriving at the Cultural Center

### **Field trips**

Field trips may be planned during some 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 Y Bus
- Arriving at the Field Trip destination after departing on the Y Bus
- Before leaving the Field Trip destination and boarding the Bus
- Before leaving the Field Trip destination on the Y Bus.

Students will be in teams/groups guided by 2 counselors. ALL counselors are responsible to keep head count and attendance of 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.

## **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 summer day camp. When you are notified your child is ill, we expect for your child to be picked up within 45 minutes of being notified.

### **Exclusion policy**

If your child has an illness listed below, we ask that they do not attend Fit Kids or School's Out Days. 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.

### **Fever Criteria**

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

\*If your child is sent home from summer day camp 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 summer day camp, 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.

### **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 may return 24 hours after the medication has been started. Upon returning to summer day camp, 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 summer day camp they may not return the following camp 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 camp with rash; however, fever criteria previously listed will apply.

### **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

## 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 aware 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 summer day camp. Additional paperwork and instructions will also be required from the doctor.

Any other health concerns or requests must be made by contacting the Fit Kids Coordinator.

## 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 a required document for us 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.

## Special Needs

Children with special needs are welcome to Fit Kids. All needs will be reasonably accommodated. If a child is on a care plan, we consider ourselves as part of your child's care team. Please share any care plans with our staff. Please discuss any procedures that need to be followed in the event of an emergency.

# 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 out when departing.
- Fit Kids has written emergency plans for fire, tornado, flood, intruders, lost or abducted children, power failures, and violent intruders.
- Emergency evacuation plans are posted by all exits.
- All staff members are certified by CPR and First Aid.
- First Aid kits are available within the day camp, 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.