

Fit-n-Fun
School Age Program
Parent Handbook

Program Mission Statement

Our mission is to provide the highest quality of care in a fun and safe learning environment with the emphasis on physical activity and life skills.

Our Program

Fit-n-Fun is divided into child interest areas. The children are free to move from area to area. This allows the children to develop their attention span and improve decision making skills, as well as try new and different activities. We rotate many things within the room as children change and interests change. We are always looking for new ideas; please feel free to share any you may have. The staff maintains a ratio of 1:15. The staff will pick the children up from school between 2:00 and 3:00 and return at 3:15. We provide a healthy snack and outside time for the first hour. At 4:45 we provide the choice of some leader-led activities as well as open choice.

Hours of Operation

Monday-Friday 2:00-6:00

No School Days 7:30-6:00

Summer Hours 8:00-5:30

(Early open and late pickup can be arranged by director only.)

Fees

All fees during the school year run on a month to month basis or bimonthly. We provide all day care on No School Days for an additional fee.

All payments during the school year will be due on or before the 1st of the month unless other arrangements have been made. All payments will be due on Monday of the week of care during summer day camps.

Licensing and Ratios

Fit-n-Fun afterschool program is licensed by the State of South Dakota as a Before and After School Program with a maximum capacity of 95 children. Required ratios will always be maintained. We are in compliance with all state and local child care regulations.

Registration

To register your child for Fit-n-Fun you must complete the registration packet as well as provide immunization records before they can be admitted. When signing the contract, parents know that they are paying for spot reserved, not time spent in the program.

Request for Vacation or to Terminate Care

Any parent wishing to end their contract with Fit-n-Fun is required to give a two week written notice.

Any parent wishing to use vacation must notify the staff in order to use vacation days.

Late Pick-up Policy

Fit-n-Fun closes at 6:00 on regular days and at 5:30 during the summer. If a child is not picked up by the close of business a \$5.00 late charge will be assessed to the account for every five-minute period after close. (For example if a child is picked up at 5:36, you will be charged \$10) A late charge may not be assessed if other arrangements have been made by director prior to closing.

Absences

If your child will not be attending Fit-n-Fun, the program asks that you call and notify the staff. When a child is not at the school for pick up and the staff person has not been notified the staff will immediately contact the parent.

Release of Children

Children must be signed in and out of the program daily. The child's name will be assigned to a clipboard and a leader. A space on the registration contract is provided for you to designate the individuals that may sign in and out your child.

For the security and safety of your child, we must have the names of the authorized adults in writing, not over the phone verbally. No one younger than the age of 14 can sign a child out. We would like to remind you that your child's

safety is our number one concern. If we suspect that a parent or guardian is under the influence of alcohol we will notify police.

Children Involved in Gymnastics

Fit-n-Fun requires that any child that participates in gymnastics have a signed permission slip allowing us to release them to gymnastics.

Field Trips

Offering field trips will provide children the opportunity to explore and learn about their community around them. We offer these exciting adventures throughout the school year and during summer camp. Advanced notice of any field trips will be given to parents. It is important that all parents sign the authorization for field trips section on the registration form.

Parent Access

Parents have unlimited access to our program in which children are being supervised or to activities in which their children are engaged. Parents and visitors must sign in on a clipboard and wear a badge so we can identify all visitors.

Parent Mailboxes

Each family will get a mailbox upon enrollment. These mailboxes are located up by the sign in and out boards. We ask that you check your mailbox daily. Staff will put any information in the box that is needed to go home.

Parent Resource Library

Our program has a library of materials for both parents and children to check out. You may ask any staff for materials or you may sign out the item on your own. This library has a variety of materials for reference on many different topics dealing with children.

Personal Belongings

Fit-n-Fun has provided individual cubbies for the children's belongings. We ask that you not allow your child to bring:

-Personal toys and games.

If the children want a certain toy we will do everything we can to provide it within our program.

-Jewelry or other high value items.

We cannot accept responsibility for loss of such items.

-Candy, gum or food items. Exception: Healthy lunches need to be provided by parents. Please do not send soda with your child's lunch.

It is important that your child clean out their cubby on Fridays.

Immunizations

The South Dakota Department of Health requires that the child care program obtain current immunization records for every child. All immunization records must be up to date at the time of enrollment. Records and immunizations must continue to be current during the entire time of the child's enrollment in the Fit-n-Fun program.

Health

Fit-n-Fun staff can administer medication only if a medication form is signed by a parent or guardian. This form must be signed daily to administer the medication. All medications will be locked up in the medication box by staff. Children may not keep any kind of medication in their bag, coat, lunch, etc... Children will not be accepted in to the program with the following conditions:

-Vomiting

-Fever (101 degrees Fahrenheit)

-Diarrhea

-Complaining of severe stomach pains and headaches

-Impetigo; red, oozing erosion capped with a golden yellow crust that appears "stuck on"

-Scabies; wavy ridges and tunnels in the webs of fingers, hands, wrist and trunk

-Ringworm: flat, spreading, ring shaped lesions

-Chicken pox; crops of small blisters on a red base that becomes cloudy and crusted in two to four days.

-Head Lice; nits (white dots) attached to the hair shafts

-Children with contagious diseases

A child who does not attend school or is sent home due to illness will not be admitted back to Fit-n-Fun until symptoms subside. A child with broken bones must have a doctor's approval before they will be allowed to participate in physical activities.

Re-admission Requirements

Children will only be readmitted to the program when their presence will not endanger the health of other children. A child may return when:

- Fever has been absent for 24 hours without the use of medication.
- Nausea, vomiting or diarrhea has subsided for 24 hours.
- Four or eight doses of antibiotic have been given more than 24-48 hours for known strep infection.
- Child feels well enough to participate in activities.
- Chicken pox lesions are crusted, usually five to seven days after onset.
- Scabies is under treatment.
- Children with injuries that cause them to wear a splint or cast may participate in physical activities only with a written doctor's note.

Guidance Policy

Discipline and group management in the center will be positive and will emphasize guidance to build self-esteem, and not punishment. All staff will follow the guidance policy written by the director and will never use physical punishment or verbal threats to achieve behavior. The goal of the program is to build the child's self-esteem and confidence in themselves. Techniques such as removing a child from a stressful situation or redirecting redirection (moving the child in to another area) are acceptable techniques. To protect the safety of all children, each child is expected to maintain self-control and use appropriate problem solving techniques to resolve differences with other children. Children may not hurt themselves, other children or staff. Children may not damage or destroy property. These positive guidance techniques will help your child achieve self-control and work toward acceptable behavior.

Behavior challenges will be dealt with accordingly. The director and staff will cooperate with parents to get the child on a written plan of action. If this plan does not work, Fit-n-Fun may terminate care based on safety of the child.

Special needs are defined as those children with conditions that require services beyond those usually necessary to promote growth and development. This includes, but is not limited to, children with speech problems, development delays, physical handicaps, ADD or ADHD and medical problems that require

additional supervision. Children with special needs are welcome in the program within the parameters of facility and staffing requirements. A child with health problems or handicaps will be admitted in to the program. A written medical plan by the parent, doctor and program director will be formed to better serve your child. We ask if your child is on an IEP you provide us a copy to keep on file as this will help us better your child's experience in our program.

Child Abuse Prevention

Your child's safety is our top priority. We take all possible measures to assure this happens. Children will never be left alone at anytime. All staff will be trained on child abuse prevention and awareness annually. All staff must possess a local and state criminal clearance.

Emergency Procedures

Fire: When the alarm sounds or a fire is spotted, evacuation of the building will occur. All staff and children will meet at the far corner of the parking lot.

Tornado: Our tornado safety area is located in the back store room and in the coaches' office.