What is “Swim & Gym”?

Swim & Gym is an after-school program that takes place during each fall and spring semester at Iowa State University. The program takes place for 10 weeks on each Tuesday and Thursday. Children participate in activities in the gymnasium or outdoors (weather-permitting) from 4:00-5:00pm. At 5:00pm, the children are moved to the pool area for structured swimming lessons.

The program includes the following: team sports, gymnastics, fitness activities, dance, cooperative games, tag games, etc. Children are often divided into an older and younger group. Older children focus on more complicated concepts involved in the physical activities listed above while the younger children focus on the fundamental basics of physical activity.

Swimming lessons include instruction for swimming strokes, diving, water safety, etc. Young children spend time becoming comfortable in the water before pursuing swimming strokes and diving skills.

Drop-Off Procedures

Swim & Gym activities begin at 4:00pm in Gym 202W in the Forker Building. Children can be dropped off between 3:50-4:00pm. Adult supervision is not provided before 3:50pm. Supervision begins when your child enters the gym. We do not meet children in the parking lot or outside the Forker Building. Children have free time between 3:50-4:00pm with various PE equipment. At 4:00pm, equipment is put away and a general warm-up begins so students stretch and warm-up muscles appropriately.

Children are welcome to eat a snack prior to Swim & Gym. Food and drink cannot be brought into the gymnasium. Snacks must be eaten in the hallway outside Gym 202W or in any of the lounge areas in the Forker Building. We only allow water in the gym for hydration purposes. Please refrain from sending Gatorade, Powerade, or soda with your child. A water fountain is available for hydration too.

Apparel for Swim & Gym

Children should be dressed for exercise. They will run, play, and sweat during Swim & Gym. Please send each child in non-restrictive, comfortable clothing. Athletic shoes are a must! Please do not send children in flip-flops, sandals, or Croc footwear as they increase the likelihood of injury. We encourage shorts and pants as some activities (e.g. gymnastics) involve rotation, forward rolls, etc. We want girls to be comfortable during movement so skirts and dresses may be problematic. If skirts and dresses must be worn, we can make adjustments to our lessons.

Please send a swimsuit and towel with your child each Tuesday and Thursday. It is beneficial that your child can put his or her swim suit on by his or herself. Swim & Gym employees will be available to assist your child in the locker room. We also provide adult supervision in the locker room to ensure clothing items are not lost or left behind.
Locations for Swim & Gym

Swim & Gym takes place in the Forker Building located on the east side of the Iowa State University campus. Gymnasium activities take place in Gyms 202E and 202W. Grassy areas located around the Forker Building are utilized when children play outdoors. The Forker Pool is used for swimming lessons.

Children may take walks on occasion and visit nearby parks, specifically Brookside Park located east of campus on 6th Street. Like all activities, the walks are supervised by Swim & Gym employees to ensure safety.

Parking

Long term parking is available in East Parking Deck located southwest of the Forker Building along Wallace Road. Metered parking is provided at this site on the upper level.

Metered parking is also provided southeast of the Forker Building in Lot 100. The parking lot is directly south of the Lied Recreation Center along Beach Road.

Maps are available upon request.

Permits are available for the metered lots on the East Parking Deck and Lied Recreation Center. Please contact the director if interested.

If you choose to park in lot 50A, which is located directly west of the Forker Building, you are at risk of being ticketed. The Department of Public Safety patrols the area frequently and tickets cars without permits.

Older children are often dropped off from lot 50A outside of Forker and are encouraged to walk directly to Gym 202. Swim & Gym only provides supervision when the child reaches Gym 202.

Registration Forms

Registration forms are needed for each child in the program. Registration forms are kept in the program director’s office and locked in a file cabinet to ensure confidentiality. Information for parent contact and emergency contacts are organized and posted in Gym 202 in the event a parent, guardian, or emergency contact must be notified in a timely manner. Names and phone numbers are posted for this purpose. The same information is also placed in a binder so the information is portable and reachable in the pool area or outdoors.

Photography release forms are not mandatory for this program. If you do not want your child photographed during gym or outdoor activities, measures will be taken to ensure they are not photographed. Photographs are used for bulletin boards in the Kinesiology Department. Photographs are not taken in the pool area.
Swim & Gym Employees

The Swim & Gym Director is Jennifer Smith, M.S. She is the Physical Activity Coordinator for the Kinesiology Department as well as a lecturer for the Physical Education and Health Licensure Program. She also supervises physical education student teachers.

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Instructors and assistants volunteer to help with the program. Volunteers are majors within the Department of Kinesiology and/or studying in the area of education. Many are studying to be physical education teachers. Background checks are completed with the assistance of the Office of Risk Management and the Department of Public Safety.

What to Expect the First Week

Time is devoted to learn each participant’s name and personality traits. Name tags will be provided. Time is also taken to teach the rules and guidelines for Swim & Gym. Our physical activity-based program provides quality lessons that promote safety. All children must understand and follow these rules:

- Treat others as you would like to be treated
- Listen when directions and rules are given
- Appropriate body contact is expected during all activities…rough-housing is not permitted.
- Be where you should be, do what you should be doing

If any of the above rules are violated, the safety and well-being of participants may be jeopardized. Specific rules and guidelines will be given for games and sport activities each day of the program.

Participants will be evaluated in the pool setting during the first week too. More advanced swimmers will be placed in stations in the middle or deep end of the pool. Swimmers that need more skill development will remain in the shallow portion of the pool.
Pool Information

Goggles and swim caps are not mandatory for the program. Children often become familiar and comfortable with the water without the use of goggles. It’s important that each child feel comfortable with water when they fully submerge their head and not wear goggles in the beginning-to- swim stations. If your child does use goggles, we advocate goggles that only cover the eyes. Scuba-style goggles that cover the nose prevent staff from teaching your child how to breathe appropriately in water.

Arm flotation devices cannot be used during swim lessons.

Children do not enter the water until all instructors and life guard are on the pool deck.

The Kinesiology Department provides a life guard to monitor the pool during swim lessons. Bathrooms are located near the pool in the adjacent locker rooms.

The Forker Building has a balcony area for parents to observe swim lessons. The entrance for the balcony is located close to Gym 202E. Please let the program director know if you’d like to utilize the balcony.

Parents are not allowed to sit on the pool deck and observe lessons due to safety precautions and cleanliness of pool deck area.

Locker Rooms

Male and female locker rooms are provided for changing purposes before and after swim lessons. Both locker rooms lead directly to the pool area. The locker rooms are located directly below Gym 202 in the lower level of the Forker Building.

Each child will leave their bag and gym clothes in the locker room on the provided benches. We encourage the children to keep their personal items together. We do not advise placing items in the lockers in each locker room. The lockers may jam or not open easily.

Children may wear their swim suit under their clothing during gym activities.

The locker rooms are monitored by the Swim & Gym employees and director. We understand parental concern and want each child to feel comfortable and safe while changing before and after swim lessons. Parents are encouraged to help their child after swim lessons if they arrive early for pick-up.

Children may shower before and after swimming lessons.

Any articles that are left behind after swim lessons or gym activities are placed in the “Lost and Found” so they can be reclaimed.
Pick-Up Procedures

The children will leave the pool area at 5:30pm and are available for pick-up after they are dressed. Pick-up takes place in the lounge directly outside the locker room entrances. The lounge area (Forker 102) is located directly below Gym 202 in the lower level of the Forker Building.

Parents and guardians specified on registration forms are expected to pick-up children from the program. If a different person needs to pick-up a child, the director needs to be notified by the parent/guardian through email, phone, or in person.

Children may not leave the Forker Building without a parent, guardian, or approved driver. We do not let children walk to the parking lot to meet their ride home.

Discipline Procedures

We expect all participants to follow the general rules listed previously in this handbook. Children that are unable to follow the rules and instruction of Swim & Gym assistants will be disciplined appropriately. Our concern is that misbehavior may lead to unsafe conditions during physical activities. Discipline will be administered in the following stages:

1\textsuperscript{st} offense: a warning will be given to the child along with an explanation about the rule infraction

2\textsuperscript{nd} offense: a time out is given from program activities so the child has time to think about his or her behavior

3\textsuperscript{rd} offense: the parents/guardians will be contacted if the child continues to misbehave; a conference may be scheduled to discuss behavior issues; a behavior contract will be created

4\textsuperscript{th} offense: if the child continues to put other participants at risk due to unsafe behavior, harassment, or bullying he or she will be expelled from the Swim & Gym program.

If a child must be dismissed from Swim & Gym, payment will not be refunded.

Children must remain in the supervision of the employees in the program. Children will be taught to inform staff when they need to use the restroom or use the drinking fountain. An employee needs to accompany each child when they leave the gym, outdoor play area, etc. Discipline will also be administered if participants do not respect this condition of Swim & Gym.

Employees do not punish by using physical activity (e.g. running laps, push-ups, etc.).
Pool Closures

Many people use the Forker Pool on a daily basis. Fitness groups and swimming classes are offered at Forker. The chemical levels are checked frequently and fluctuations may cause pool closures. If notice is given to the program director, she will contact Swim & Gym families and share pool closure information. Please be patient as pool closures can be sudden without much warning.

If the pool is closed, Swim & Gym will provide physical activities in the gym or outdoors from 4:00-5:30pm.

Pool Party Information

On the last day of the program (during the 10th week), a pool party is typically organized and provided for all participants and their immediate family. Participants, their parents/guardians, and their siblings may come and swim on that final Thursday. Additional information is given prior to the end of the program.

Program Observation

Parents are welcome to stay and watch the activities in our program. We simply ask that you stay on the perimeter of the gymnasium or outdoor area. You must use the pool balcony to observe swim lessons.

Emergency Preparation

Gym 202 and the pool area are outfitted with first aid kits in the event of an emergency. Instructors bring first aid materials to outdoor areas as well. All employees have cell phones in all teaching areas. CPR/AED certified assistants are always present during the program.

If participants need medication during Swim & Gym, meds can be kept in a lab area located next to Gym 202. All medications need to be listed on medical history form located in the registration packet. We have a refrigerator for medications that need to be cooled.

Outdoor activities are avoided when weather conditions are not safe due to temperature, precipitation, or lightning.

Escape routes are posted in the Forker Building in the event of a fire. Tornado shelters are identified throughout the building in the event of turbulent weather.
Payment

We strive to keep Swim & Gym affordable for families in the Ames area. Payment information is provided within the registration packet.

Requests for a refund will be reviewed and approved by the program director. Unforeseen circumstances (illness, relocation, etc.) are understandable and also taken into consideration.

Refunds are often prorated based on the amount of time spent in the program.

Questions

Please forward any questions to Jennifer Smith.

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