

Iowa State University

# Parent & Guardian Handbook

Summer Youth Fitness

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243 Forker Building (ISU), Ames IA 50011

Welcome to Iowa State University Summer Youth Fitness! We are pleased to have your child participating in our physical activity-based program. Please take time to read each section of this informational handbook. It will help each family fully prepare for the summer program. If questions remain after review of all content, please contact the program director. Please indicate that you have read the material in this handbook on page 2 of the registration packet. Thank you!

### Program Goals:

The ISU Summer Youth Fitness Program has two primary goals: (1) to provide an opportunity for girls and boys in grades K - 6 to participate in sports and related activities which facilitate their physical growth, motor skill development, and physical fitness; and (2) to develop knowledge and attitudes towards physical activity which will provide a basis for continued interest in physical activity and fitness.

The program consists of four days a week of physical activity, including instruction in aquatics (daily swimming lessons), creative movement, various sports and games, and physical fitness activities. The emphasis for the program is experiencing many different types of physical activities. We do not solely focus on sports and athletics.

### Program Activities:

The activities of the program are conducted in the Forker Building (Physical Education Building) and playing fields close to the building. Volleyball, soccer, basketball, and other team sport activities will be featured along with racquet sport activities such as badminton, tennis and paddleball. Various active games and physical fitness activities will make up the fitness aspect of the program. Aquatics are delivered on a daily basis. Creative movement activities (dance, tumbling, yoga, etc.) as well as fitness activities take place throughout the week.



## Daily Activity Sessions:

Children need to be significantly involved in the games and activities used in the program and that occurs by instructors creating small group activities and small-sided games. The key to our program is to provide as many opportunities for each child to be successful as possible. Not all the children will want to be significantly involved or will be comfortable trying to fully participate. They may hold themselves out due to fear of failure, lack of interest in the activity, or lack of knowledge of the activity. Instructors acknowledge these occurrences and other factors by initiating individual contact with the child during the game. The informal and subtler approach may allow the instructor to get the child involved without the child feeling pressured or threatened.

Instructors actively involve themselves in the game or activity being performed by the children, not as a participant, but rather just circulating around the playing field or court giving advice on techniques, encouraging children to participate more fully, or providing positive feedback for good plays or efforts. This involvement is the basis for our program, as we do all of our teaching informally in these learning settings.

Program employees always observe safety factors related to the sport or activity being performed. We organize the activity so that risks of injury to the children from each other or from the environment are minimized.

## Important Dates

Start of the program	June 3, 2019
Last day of program	July 25, 2019
Program Closed	July 4 for national holiday
Family Night	July 24, 2019 (5:00-7:00pm)

Children may be dropped off at 1pm at Gym 175 within the Forker Building. The program begins at 1:10pm. The program ends at 4:30pm. Pick-up takes place between 4:30-5:00pm in front of the Forker Building (outdoors). The program takes place on Monday-Thursday each week. Summer Youth Fitness does not take place on Fridays.

On Wednesday, July 25, Family Night will take place from 5:00-7:00pm. As activities are moved to the evening, Summer Youth Fitness will not take place during its regularly schedule time (1:10-4:30pm) on this date.

## Grouping Children for Games:

It is desirable to select teams or groups for certain activities; however, the selection will always be done by the instructor, not the children. No one wants to be singled out as not being wanted by a team. If any children make comments regarding another child's participation on their team, the situation will be dealt with immediately. A short individual and private conference asking the offensive child to consider others feelings, etc. is the preferred form of action. Continued insensitivity by a child should be handled first by not letting them participate and finally, by meeting with the program director.

## An Atmosphere of Respect:

It is critical that participating children are respectful toward peers, instructors, group assistants, equipment and property associated with the Summer Youth Fitness program. Expectations related to respect and courtesy will be made clear in the first week of the program. Please review the following principles and rules with your child:

- Each child has the responsibility to listen and respect the adults within the program as employees of Summer Youth Fitness are acting in the best interest of the child in regards to the well-being and safety of participants.
- No one has the right to verbally hurt and belittle others in the Summer Youth Fitness program.
- No one has the right to touch and make physical contact in order to hurt or harm another person in the Summer Youth Fitness program.
- No one has the right to touch, damage, and/or destroy the property of others.

The rules and expectations extend to all settings related to the Summer Youth Fitness program. Respect and courtesy are necessary the following areas:

- Before the program begins at 1:10pm (Gym 175)
- Within all program activities in outdoor, gymnasium, dance studio, and pool settings.
- During times of transition when moving indoors or outdoors in the Forker Building
- During changing times in the pool locker room
- At the program closure and pick-up time (outdoors-west side of Forker Building)

Respect and courtesy are necessary in all those areas but special attention is also given to the locker room conduct during Summer Youth Fitness. Each and every child has the right to privacy and personal space when changing before and after swimming lessons. No one has the right to touch or move personal items (e.g. clothing) when peers are changing during that time.

If a child cannot maintain suitable relationships with peers or program staff, he or she will be dismissed from Summer Youth Fitness. We want all children to thrive physically, emotionally, and socially during our program. We have no tolerance for bullying and harassment.

## Activities to Use for Fitness and Sports Skills:

The age of the children in the group will ultimately determine the types of activities selected for the fitness and sports skill sessions. The younger children will need to use several different activities during each session to keep the activity interesting and exciting. Instructors are creative in their planning so that children are accomplishing fitness and skill goals in different ways from day to day and week to week.

The younger groups will use more low organized games to accomplish their goals rather than real sport settings. The older two groups should be able to use settings more closely approximating the “real” game. Playing the real game should not be done if it significantly hinders participation and enjoyment of the children. Many modifications need to be made for some games to assure an even distribution of participation and involvement.

The older groups will participate in racket sports, such as badminton or pickle ball. Other games such as softball, speedball, gator ball, modified basketball, soccer, floor hockey, volleyball, and capture the flag will be implemented. Summer Youth Fitness groups do not play dodge ball! Some children enjoy dodge ball, but it contributes little to our program goals. In general, we avoid activities that eliminate children from play and/or have them standing in lines while a few are active.

## Acceptance of Ability Differences

One goal of the program is to help children understand that winning a game or a race is not as important as the feelings of other members of the group or team. Everyone makes mistakes or errors, and we do not allow any child to criticize another for an error. We attempt to show the more competitive children how they can help the lesser skilled children to fully participate in the game or activity and thereby increase a team’s chances of winning. Often special rules need to be made to encourage a group or team oriented approach to accomplish the goal of the activity. We are creative and actively involved with the groups to make many of these things happen. Instructors strive to always know everything that is happening in the group, including the interaction between children.



## Safety and Emergency Procedures

### **Temperature and Humidity Index**

On certain days, the temperature and humidity index may cause restrictions in the activity program. The body must retain its fluid balance and be able to dissipate heat or severe injury and even death can occur. Under exercise conditions, the external temperature of the body (skin temperature) should be at least twenty degrees Fahrenheit lower than core temperature. Therefore, air temperature of 95 degrees Fahrenheit or above represents a serious problem. Fortunately, sweating and wind help cool the body and aid in preventing heat exhaustion. Environmental conditions that dictate a high degree of awareness are humid-muggy atmosphere, hot sun, little or no wind, and high temperatures. The instructional staff is notified of the temperature and humidity each day and informed of any restrictions in the usual activities schedule, if any.

The symptoms of heat exhaustion are tiredness, dry skin, grogginess, a flushed appearance, and headache. To prevent excessive heat stress, the following precautions are usually taken: (1) Participants are given plenty of liquids, as much as the participant needs or desires; (2) Whenever possible the children should stay out of the sun's rays. Whenever possible, the daily activities are planned with this in mind; (3) The participants are encouraged to wear as light and well ventilated clothing as possible; and (4) Activity is usually reduced when the environmental conditions are such as to preclude prolonged activity. Frequent rest in the shade is usually recommended when environmental conditions dictate.

### **Injuries and First Aid**

All employees within the Summer Youth Fitness Program are educated in First Aid in order to react appropriately in the event soft tissue or musculoskeletal injuries take place during activities.

Each leader for every group of children will have a first aid kit with them in a backpack. The first aid kits include:

- Chemical ice packs
- Band-Aids
- Disposable gloves (non-latex)
- Gauze pads
- Antibiotic ointment

The Summer Youth Fitness staff is also trained to administer life-saving skills in the event a cardiac, breathing, sudden illness or bleeding emergency occurs. Parents/guardians are immediately contacted if an emergency occurs. Parents/guardians are also called if minor issues occur that prevent full participation in a day's activities (e.g. persistent stomachache).

Scheduled activities are not conducted outside during an electrical storm or its approach.

Be mindful of high temperatures and high humidity so children stay hydrated and comfortable. The Heat Index will be monitored. If sunscreen or bug spray are sent with a child, it is assumed employees are allowed to apply the product when needed.

## **Group Binders**

Each group leader will have a binder of information that provides the following:

- Attendance sheets for their group
- Child Pick-Up Information (for end of the day)
- Medical Information for Specific Children (confidential)

Medical information is provided for specific children in the event they have a condition that could demand medical attention or concern. We ask that you communicate any medical concerns with your child's group leader. Please indicate any medical concerns clearly within the registration packet. Examples include:

- Allergies (bees, peanut butter, etc.)
- ADHD or ADD
- Asthma

A group leader may also need to keep medication with the first aid kit in the event a child requires medical attention. Asthma inhalers or epinephrine pens could be possible medications that need to be kept on hand during the program.

The attendance sheet will be maintained on a daily basis. Group leaders are expected to recheck attendance after each transition during the day (if not more frequently) to ensure all children are present. As the program takes place on a college campus, we prioritize the security of all the children in all settings (e.g. locker rooms, outdoors, restrooms, during transitions, etc.). It is unfortunate and very frightening for all parties involved when a child wanders from group activities or is separated from the group in the Forker Building. Group assistants help to prevent these issues from occurring as they travel with children during bathroom breaks, water breaks, etc.

## **Hydration Promotion**

It is essential that all children prioritize water intake while participation in ISU Summer Youth Fitness. Leaders and staff will plan water breaks and encourage regular use of water bottles each day of the program. Each child will receive a water bottle from the program and needs to bring it or a similar vessel to the program each day. We prefer the children only fill containers with water, as it is the best source of hydration. Juice, electrolyte-based beverages, etc. may cause sticky messes if spills occur. Please label your child's water bottle with their first and last name.

## Drop-Off Procedures:

Families are instructed to drop off their children no earlier than 1:00pm. Our program is not responsible for the supervision for children prior to 1:00pm. Please ensure that your children are not dropped off extremely early since adult supervision is not provided prior to 1:00pm. We are not responsible for any injuries or behavior issues that occur before 1:00pm on the ISU campus or in the Forker Building.

The children are to meet in Gym 175 most days between 1:00-1:15pm so leaders can take attendance and organize the group for their first activity of the day. If an alternative meeting location is needed on some days, information will be shared electronically in addition to signage being placed in the Forker Building. During some days/weeks of the summer, we will meet to the south of the Forker Building at drop-off due to ISU Athletics using Gym 175 for volleyball activities. The routine will take some practice the first week. Group assistants will be strategically placed in the Forker Building the first day/week of the program to help direct children and families to Gym 175.

## Pick-Up Procedures:

The last activities of the day will end at 4:30pm. Parents will pick up their children between 4:30-5:00pm to the south of the Forker Building. We are not using the front of the Forker Building due to construction projects. We are meeting in the grassy area just west of the tennis courts and south of the Forker Building. Thank you for your patience. Structure and organization are necessary for the pick-up procedure to ensure the safety and well-being of all children. Please “check-out” your child with their group leader so we ensure each child is released to an approved adult.

Each of the five groups of children will be assigned a grassy area in front of the Forker Building. Children may sit or stand in this area to help keep the process organized. Parents must approach the group leader when picking up their child. We will not allow children to stand by the parking lot or walk through the parking lot. It is my hope that this will prevent the following issues:

- Children running into the parking lot
- Children leaving the vicinity of the building without permission (e.g. “Mom is really late so I’ll just walk home.”)
- Horseplay and running that will lead to injuries
- Confusion when a child changes their routine and is not picked up by the usual parent, takes the bus, or rides their bike

Leaders will help organize the process because parents/guardians communicate with them about changes in the pick-up process. Group assistants and leaders will strive to keep their group compliant and under control during this time. We appreciate your patience and understanding.

The pick-up procedures must be followed per the request of the Office of Risk Management at Iowa State University.

## Supervision of Participants

Team leaders and instructors are responsible for the general welfare of the children under their supervision. Supervision is provided to help the participants as needed and to supervise the halls and locker rooms. Employees complete a background check with Iowa State University to be hired for the program.

The instructional staff is always encouraged to closely supervise the children whenever they are taken across streets or whenever they are around parked cars. Participants are always urged to cross the street at locations providing a crosswalk. The participants are told they are not to sit upon or stand near parked cars.

Participants are asked not to hang around the locker room or play in the hallways of the gymnasium. The participants in the program are not allowed to wander off during the scheduled activity period. They are told the location of the restrooms, and of course are permitted to make emergency visits. Program assistants accompany them at all times. If it is especially warm, the boys and girls are given frequent water breaks. The members of the group visit the water fountain together.

## Food and Snacks

**Vending Machines:** Candy and pop are not to be purchased during the hours of the program. We discourage the use of the machines at all times. The machines do not promote nutrient-dense foods.

At no time are participants to chew any type of gum. Gum is taken away from the children when it is discovered. It makes a big mess in the building and the pool in particular. It can also lead to breathing emergencies.

**Snacks:** Children are encouraged to bring a snack each day of the program. It is important that healthy, nutritious food is brought as a snack. Candy and junk food can result in children not feeling well during physical activities. Most groups eat their snack after swimming. If your child's group is the last to swim, they may eat their snack while they wait for their parents or at a different time in the afternoon.

Snacks are typically eaten in lounge areas in the Forker Building or in classrooms. Snacks can be eaten outside picnic-style too. No matter the location, all garbage and messes must be cleaned up.

**CHILDREN SHOULD NOT SHARE FOOD!** All it may take is for a child with allergies to taste or smell another child's food in order to have an allergic reaction. Other children may have cultural or religious beliefs that prevent the child from eating certain products.

## Sample Group Schedule

The following shows how afternoons are broken into sections to ensure a variety of activities for each group of children in the program. If a period of time is blank, the group leaders will determine an activity for the group related to cooperative games, station activities, sport, etc.

	Monday	Tuesday
1:10		
1:50	Creative Movement Forker 213	Fitness or Health Forker 184
2:30	Swimming	
3:10		Swimming
3:50		

	Wednesday	Thursday
1:10		Swimming
1:50		
2:30		Fitness or Health Forker 184
3:10	Creative Movement Forker 213	
3:50	Swimming	

## Program Visitation

Participants in the program are welcome to bring guests to observe. However, the insurance coverage precludes their participation in any activities. Participants and their parents are requested to make arrangements with the director of the program before bringing guests.

Parents are welcome to observe also, however, they will be politely asked to maintain a healthy distance between them and the children. Observation of swimming will only be allowed from the balcony.

## Participant Attendance

Attendance is taken initially at the start of each day and reviewed after each transition.

If it is known that the participant will be absent for a number of days (extended illness, vacation trips, etc.), the parent is encouraged to communicate this to the group leader and director.

## Program Ending Activities

During one evening of the final week (typically on Wednesday from 5-7 PM) an event is provided in the evening involving both parents/guardians and participants. This is an informal occasion whereby an opportunity is provided for the parents/guardians and instructional staff to meet at the closure of the program. All staff members are present and assist in directing the activities and the serving of the refreshments. Summer Youth Fitness will not take place during the usual 1:10-4:30pm time frame on this day. An email will be sent to inform families of the date and time.

## Program Apparel

Children are to dress comfortably for daily activities. Jeans and heavy clothing are discouraged due to the temperatures and humidity experienced in the summer.

Tennis shoes are the only permitted footwear. Flip-flops and open-toed shoes often lead to injury since they do not allow for proper running form. Students may not be able to participate in certain activities if their footwear prevents safe play. Children cannot participate barefoot unless participating in Creative Movement and swimming lessons.

Swimsuits are required for the Forker Pool. We cannot permit children to wear clothing over their swimming suit. Children should bring a towel and bag for wet items after swimming. Children can bring goggles and swim caps for use. Aquatic toys are not allowed and cannot be brought into the pool for safety purposes. Most children choose to bring a backpack with them each day to hold their swimming items, a water bottle, and their snack for the day. They bring their backpack or bag with them to each activity.

## Forker Swimming Pool

The swimming pool located in the Forker Pool is the only pool utilized for Summer Youth Fitness. The pool matches the age of the building and is much older when compared to facilities used for city park and recreation programs. University maintenance staff regularly check the chemistry of the pool in addition to the mechanics necessary for an indoor pool. The personnel and staff of ISU Summer Youth Fitness greatly appreciate your patience in the event the pool needs to be closed for chemical or mechanical reasons.

If your child has an injury or illness that prevents use of a public swimming pool, please communicate this information with the group leader and program director.

## Program Director

Jenny Smith, M.S. is the Program Director. Any questions or concerns can be directed to her before the start of the program and throughout the duration of the Summer Youth Fitness program.

She welcomes open communication throughout the summer. The director will initiate contact if communication is needed in regards to behavior/discipline, health concerns, and general announcements about program activities.

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