



Parent Policy Handbook

Our Mission

The KidFIT After School Program is dedicated to providing quality programs and experiences for all the children in our care. Our main focus at KidFIT is child health and fitness; with dedicated programming that supports our goal of healthy children.

We believe in the importance of teaching children how to lead a healthier lifestyle. We believe that children deserve programming that encourages socialization and independence, allowing them to be physically active, and expand their learning experiences through different curriculum areas while still having fun, and we know that KidFIT will provide that for your children!

Welcome

Welcome to the KidFIT After School Program. We take our job of caring for your children very seriously. We believe that the partnership between parents and our KidFIT staff is essential to the healthy growth of your children and family. We understand that parents need to have peace of mind, knowing that their children are in a safe and nurturing environment that fosters healthy development.

Thank you for selecting the KidFIT After School Program.

If you have any questions or concerns, please do not hesitate to speak to our program coordinator, Michelle Smigelski.

Goals and Objectives

To assist each child in developing a sense of dignity and self-worth:

- By providing a wide variety of social activities, fitness experiences and learning opportunities that encourage the development of self-confidence and the ability to get along with others.
- By building warm relationships of trust between staff and children.

To assist each child in improving his/her cognitive skills:

- By providing a variety of age-appropriate educational and life experiences.
- By providing stimulating space, equipment and resources.

- By encouraging creative activities that develop verbal skills, self-discipline, decision making and problem solving.

To assist each child in maintaining good health and developing his/her physical skills:

- By providing an environment free from health and safety hazards.
- By providing a daily 40-minute period of physical activity.

Staff

The main KidFIT staff are trained in Standard First Aid and CPR. A Police background check and child abuse registry check is completed prior to employment for all staff over 18 years of age.

Activities

We strive to provide quality care in a safe, convenient and caring environment for children between the ages of 5-12 years, or in grades K-6. Our program includes a variety of age appropriate, fun and challenging activities designated to promote a child's social, physical, emotional and cognitive development. Activities may include crafts, science, stories, sports, games and homework assistance. We also ensure that the children get active play or physical activity for at least 45 minutes-1 hour every day by a MFC Certified Instructor.

The children have a great deal of input in the planning of activities, which will vary from quiet individual choices to active, creative group choices.

Our Program

KidFIT offers an after-school program located at the Park Fit gym from 3:30pm until 6:00pm, in-service days where the children are not attending school, our hours are 8:30am – 5:00pm and our KidFIT Camps (Christmas, Spring Break and Summer) our hours are 8:30am – 4:30pm.

Walking School Bus

KidFIT offers a walking school bus program. Two of the KidFIT staff meet the children at Henderson School and at Barker School. MacNeill School students will wait at a designated spot to meet the walking school bus. Once all children are checked off the attendance list for those schools we proceed to walk to KidFIT together. If you would like to know our route, please ask one of our staff and we will happily provide you with it. We normally get back to KidFIT between 3:45-4:00pm. We have umbrellas for rainy days and very hot sunny days.

The WSB will always operate in all weather conditions as long as the schools are open. It is the parent's discretion to decide if they would like their child(ren) to walk with the WSB. It will then be the parent's responsibility to transport their child(ren) to KidFIT. Please be sure to dress your child appropriately per the predicted weather.

Our Day

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| 4:00-4:20 | Arrival/Snack (provided) |
| 4:20-5:00 | Daily scheduled fitness program |
| 5:00-6:00 | Free Play/Centers/Pick up |

**This schedule and the calendar of events can be changed without notice depending on weather.

PD & Camp Days

Our KidFIT After School Program runs while school is out for Parent/Teacher Interviews, Professional Development days and our Camp days (Christmas, Spring & Summer Break).

Our Day

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| 8:30-9:30 | Arrival/Snack/Free Play (cereal and fruit provided) |
| 9:30-11:00 | Outdoor play (weather permitting) |
| 11:00-12:00 | Scheduled fitness class |
| 12:00-1:00 | Lunch (not provided)/Quiet time |
| 1:00-2:15 | outside time (weather permitting) |
| 2:15-3:00 | Scheduled gym activity outside (weather permitting) |
| 3:15-3:40 | Snack (provided) |
| 3:40-4:30 | Free gym (optional), free play, pick up for camps |
| 3:40-5:00 | Free gym (optional), free play, pick up for PD Days |

**This schedule and the calendar of events can be changed without notice depending on weather.

Parent Involvement

Parents/guardians are encouraged to be actively involved in supporting their child's KidFIT After School Program. Parents/guardians can provide support by helping collect materials or items for crafts or events. All efforts that benefit the children are greatly appreciated. Parents are expected to communicate with the KidFIT staff with any issues, concerns or changes in attendance or pick up.

Registration Forms

All registration forms are available at the Park Fit gym - to register online, visit parklandfitness.ca.

Throughout the year registration forms will remain available but you will be added to the waiting list if we are full at the time of your registration. All forms are required and must be completed in full for us to consider your application.

Spaces are assigned based on the following order of priority, first come- first serve. We offer part time spots (minimum 3 days a week) and full time spots at KidFIT.

- 1) Previous KidFIT Families
- 2) Kinder Program Families
- 3) New Full Time Registration
- 4) New Part Time Registration

Withdrawal Policy

KidFIT requires one month's notice in advance of withdrawal from our program. If no notice is given you will still be charged that one month's notice. **Only the KidFIT After School Program Coordinator can make exceptions to this policy.** If you withdrawal your child from the program then your space will be filled from the waitlist and you will lose your spot. You can still re-register but your registration will go to the bottom of the waitlist.

PD Day & Camps Withdrawal Policy

For Professional Development Days and Camps where the children are not in school you can register online or in person at KidFIT. These days must be PREPAID 14 days before the scheduled PD Day or Camp, once this payment is made there will be no refund if you cancel or are absent. **Please note:** there is a 14-day cancellation policy for PD and Camp days. If you have not cancelled 14 days prior and no payment has been received, you will receive a bill for the outstanding amount for the days absent.

Guardianship/Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitations, please provide us with a copy. Unless your court order is on file with us, we must provide equal rights to both parents (on the registration form). If there is any other concerns that needs to be discussed, please contact Michelle, the Program Coordinator to discuss.

Monthly Fees

Please contact Nathan or Michelle at Parkland Fitness Club for rates. Park Fit: 204-647-0657 or KidFIT: 204-647-4946.

NSF Payments—You will be notified by phone or in person with the amount and date of your NSF payment. You will need to pay outstanding fees plus a \$20.00 NSF fee within 2 weeks. Failure to do so will result in your withdrawal from KidFIT After School Program.

Tax Receipts— Tax receipts will be emailed to all families who have provided an email address on their KidFIT registration form. All other families will be required to pick up their tax receipts from the KidFIT Coordinator. Receipts will be prepared for pick-up by the end of February. If you have misplaced or did not receive your receipt for the year, please contact the KidFIT Coordinator and a duplicate receipt will be issued for a \$5 charge.

Program Closure Days

The KidFIT After School Program will be closed on the following holidays, there are no fees charged on days the program is not running:

- Thanksgiving Day
- Family Day/Louis Riel Day
- Victoria Day
- Good Friday
- Remembrance Day

Attendance Policies and Procedures

Arrivals and Departures

Parents and children may not arrive before the designated opening time. Children must be accompanied into the site and signed in by a parent, guardian or adult over 16 years of age. Once the child is signed in, the child is the responsibility of the site. Once the child is signed out, the child is no longer the responsibility of the site. Staff will not release your child to any person other than those listed on the registration form, unless you have made advance arrangements in writing or directly with the site. Anyone permitted to pick up a child, including the parents/guardians, be prepared to present photo identification when they pick up a child. There may be a staff member on duty that is unacquainted with the person designated for pick up; in that event, the staff member is obligated to verify identity. You are responsible for ensuring anyone designated to pick up or drop off a child is aware of these policies.

Program Attendance

The following dates are available for families to inform us of any changes to your attendance schedule. There will be no schedule changes accepted except for the dates below.

October 15th-November 1st

December 15th – January 1st

April 15th – May 1st

It is imperative that parents/guardians communicate any absences to the KidFIT staff in advance. In the KidFIT After School Program, if a child is signed up for care, and he or she does not arrive at the site in an appropriate time period after school, the parents/guardians will be contacted by phone, if parents/guardians cannot be reached that child will be marked absent; **fees are still charged for absent days.**

Dismissal Policy

In certain circumstances, we are forced to withdraw children from the KidFIT After School Program. Depending on the severity of the circumstances, notice may be waived. The following circumstances may warrant termination:

- Assault or threat of assault by parent/guardian
- Non-payment of fees
- Non-compliance with the policies and procedures of the program
- Parents' use of abusive language or any inappropriate behavior towards others
- Any destructive, violent behavior by a child that is harmful to the child, staff, property or other children
- Consistent tardiness in picking up a child

*Please note that fees are still charged to the date of termination.

Late policy

KidFIT should be cleared by its closing time at 6:00 pm. Any parent/guardian/authorized person who is not at the site by closing time will be considered late in picking up their child(ren) and a late fee will be charged.

If your child has not been picked up by the time the site has closed and 5 minutes has passed, and we have not been notified, the following steps will be taken:

- We will call you at the phone numbers you have provided.
- If we are unsuccessful at contacting you, we will call your emergency contacts.
- We will contact Child and Family Services if we are unable to reach family or emergency contacts 45 minutes after closing.
- Staff wait with your child until a social worker or alternate pick up arrives.

- A late fee of \$10.00 per child every 15 minutes late will be charged. This fee must be paid within 5 days. If tardiness persists and there have been 3 late pick-ups, termination of care may result.

Please note that the Park Fit gym doors automatically lock at 6:00pm, if you are not in the building by that time you will need to call KidFIT to be let in.

Miscellaneous Program Policies

Health Policy

If your child has a life threatening allergy and carries an Epi-Pen there will be a meeting between yourself and our staff to put a plan of action into place and to ensure that we are prepared in case of an emergency.

If your child is taking medication for any reason and you have to send that medication to KidFIT, we have a lock box to store that medication safely. Please be aware if medication is found in a child's backpack it will be removed and stored out of reach from the other children in a lock box. You must fill out a separate Administering Medication Form for every medication given to our staff. These forms are all available in the KidFIT classroom.

Contagious Diseases

If your child has a confirmed case of a contagious disease, he/she must be kept at home. Please contact the KidFIT After School Program Coordinator regarding the illness so a general notice (all names will be kept confidential) can be posted in our classroom. The following conditions are categorized as "highly contagious":

- Strep throat
- Diarrhea
- Lice
- Mumps
- Viral infections
- Measles
- Pinworms
- Chicken pox
- Scarlet fever
- Impetigo

Illness

If children are not well enough to participate in the program activities, they should be kept home. If children become ill at the site (fever, vomiting, diarrhea) the parent/guardian will be contacted and expected to pick up the child as soon as possible. If we cannot contact the parent/guardian, we will contact the person indicated as the emergency contact. If your child has a communicable disease, parents are required to inform the site within 24 hours.

Head Lice

In the event of head lice, KidFIT will remove and wash any and all toys and furniture with a fabric cover.

Accident Procedures

Staff will make every effort to reduce the possibility of accidents and injuries. All staff are trained in Standard First Aid and CPR Level C. All injuries will be recorded on an accident/incident report (except for minor scratches, etc).

Parents will be informed of any injuries. If staff members feel it is necessary for the child to be picked up by a parent/guardian, you will be called immediately. If the minor injury only needs a band aid, you will not be called, but will be informed when you pick up your child.

If an injury requires medical care, we will contact parents immediately to pick up the child to take him/her to the hospital. If we feel the injury is too severe, we will attempt to contact you and an ambulance will be called immediately. You will be billed for any costs incurred.

Child Abuse

Any suspicion of child abuse is immediately reported to Child and Family services.

In Manitoba it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might be in need of protection. The law requires that any suspicion of child abuse (neglect, emotional, physical, sexual) must be reported to Child and Family Services.

Confidentiality Policy

Access to a child's information will be given only to the legal guardians of the child and the KidFIT staff. In the case of an emergency or injury to the child, information may be released to the proper authorities, medical staff attending a child, or, in the case of suspected abuse, the appropriate child protection agency.

No other information, verbal or written, regarding a child or his/her family can be released to anyone other than the guardians of that child, without the written permission of the guardian.

Parents are responsible for updating their children's files when there are changes of address, work/home phone numbers, etc. All staff respect the confidentiality of families.

Behavior Management Policy

Our program recognizes and respects the uniqueness of each child and we work with families to provide behavior management strategies to create a safe, healthy and happy environment. We try to teach cooperation, responsibility and respect for self, others and our environment. Our staff members work as a team to provide consistent, positive guidance to each child.

Children are given an opportunity to express themselves in a socially acceptable manner and they are encouraged to determine solutions to problems. Staff assist by providing positive guidance and re-direction and by establishing well-defined, fair, and age appropriate expectations. Reasons for rules and limitations are clear and concise.

When staff must intervene, they do so in a respectful manner. They clearly define what the behavior was, why it was unacceptable and suggest alternate means of handling the situation. This is reinforced through consistent role modeling and positive feedback.

Children are encouraged to recognize and verbally express their needs and emotions. If a child is unable to interact in an appropriate manner, he/she may be asked to sit out for a short period of time. This “quiet time” may assist the child in regaining control. **Physical punishment, the denial of physical necessities and verbal/emotional abuse is not permitted under any circumstances.** We work with families to promote social skill development. Please share your concerns and suggestions with us. When an incident occurs, staff will do their best to provide you with as much detail as possible.

Our program is committed to providing a safe and happy environment for children in our care. If a child’s behavior compromises the quality of care for other children in our program, staff will deal with the situation in a child-sensitive manner. The goal is for parent and staff to change the negative behavior for the benefit of the child, other children and staff. The coordinator of the program will speak with the family to review the situation and develop a plan of action. If after implementing the new strategy, there is still no change in the child’s behavior, he/she will be withdrawn from the program.

Outdoor Play Policy

Our program provides opportunities for outdoor play during PD Days and Camps, unless the temperature is – 25 C or +25 C, (we will use our discretion with these temperatures) or if there are other forms of inclement weather.

We ask that families dress their children according to existing weather conditions. We recommend the following:

Spring: Wet days: Splash pants, jacket, rubber boots, hat and raincoat.

Summer: Hot days: Shorts and t-shirt, hat, running shoes and sunscreen/mosquito repellent and a water bottle. (Please label sunscreen/mosquito repellent and water bottle)

Cool days: Pants and t-shirt, running shoes, hat, jacket or sweater.

Winter: ski pants, scarf, hat, warm boots and mitts.

Snack Policy

Our program does provide a small healthy snack to be eaten prior to our fitness program.

After School Program: a nutritious snack to be eaten prior to our fitness program.

PD Days & Camps: a nutritious morning and afternoon snack. Please pack a healthy lunch.

*Be sure to label all lunch kits with your child's name.

Personal Belongings

Please label all personal items with permanent marker. If something gets lost but has your child's name on it, you are more likely to have it returned. Children must have appropriate outdoor footwear (boots, runners, etc) and **indoor footwear** at all times. We are not responsible for lost or damaged personal items.

Toys from Home

We ask that parents not allow their children to bring their own toys to the program. Toys from home are often lost, broken or stolen. If a child does bring a toy from home into the program, he/she will be required to put it away until he/she is picked up. We are not responsible for damage to the children's property or for lost articles.

Communication

Communication is vital in promoting a healthy program environment. In the course of your busy day, please take time to ensure that you sign your child in and out. Our staff will be happy to discuss your child's day and deal with any concerns you may have.

Indirect Supervision

Staff recognize the need for children to be independent while remaining safe and secure. Staff may adjust supervision for different ages and abilities, activities and environments. When supervision is adjusted, staff know at all times where children are and are checked on regularly.

Thank you for choosing the KidFIT After School Program! If at any time you have questions or concerns of any nature, please contact Michelle, the KidFIT Coordinator at 204-647-4946 or Park Fit at 204-647-0657 during program operating hours.