

Iowa State University

ISU Swim & Gym Handbook

Swim and Gym

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2024

Barbara Forker Building

Welcome to Iowa State University Swim & Gym! 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 fall and spring 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 and Activities

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.

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 each day of the program.



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.

Scheduling for the Program

The fall session of the program typically starts on the Tuesday following the Labor Day holiday each September. The spring session often begins on the first or second Tuesday of February. Each session is ten weeks in length. During the spring session, activities do NOT take place during the week of Spring Break.

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 Swim & Gym 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 Swim & Gym 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 Swim & Gym program.
- No one has the right to touch and make physical contact in order to hurt or harm another person in the Swim & Gym 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 Swim & Gym program. Respect and courtesy are a must in the following areas:

- Before the program begins at 4:00pm on Tuesdays and Thursdays
- 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 at 5:30pm

Respect and courtesy are necessary in all those areas but special attention is also given to the locker room conduct during Swim & Gym. 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 Swim & Gym. 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. Swim & Gym 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

Members of the ISU Swim & Gym staff are 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.

Gyms in the Forker Building 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.

If participants need medication during Swim & Gym, medications 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.

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. Procedures are also listed in the event an unsafe person is in the building and the ALICE steps need to be considered for personal safety.



Drop-Off Procedures

Swim & Gym activities begin at 4:00pm in a designated gym in the Forker Building. Children can be dropped off between 3:45-4:00pm. Adult supervision is not provided before 3:45pm. 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 3:45-4:00pm 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. The designated drop off location will be shared with participating families prior to the start date. The drop-off location needs to change at times due to ongoing construction in the Forker Building.

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 the gym 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 or soda with your child. A water fountain is available for hydration too.

Pick-Up Procedures

The children will leave the pool area at 5:30pm and are available for pick-up after they are dressed. The pick-up location will be designated prior to the start of the program. The location sometimes changes due to construction processes in 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 encourage children walk to the parking lot to meet their ride home.

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.

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.

Program Visitation

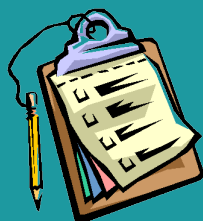
Participants in the program are welcome to bring guests to observe. However, the insurance coverage precludes their participation in any activities. Participants and their parents are requested to make arrangements with the director of the program before bringing guests.

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 the program and reviewed after each transition. Regular attendance is encouraged but not mandatory for the children.

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 director.



Program Apparel

Children are to dress comfortably for daily activities. Please provide clothing that allows for movement and sweating. 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.

Swim suits 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 back pack 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 ISU Swim & Gym. 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 Swim & Gym 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 program director.

The last use of the Forker Swimming Pool will be Spring 2024 as the pool is being decommissioned due to old age and cost of repair needs at this time.

Parking at Iowa State University

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.

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 is now completed online and documentation is maintained by the program director.

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 and to highlight the program on the university's webpage. Photographs are not taken in the pool 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.

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:

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

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

3rd 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

4th 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.).

Payment and Fees

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 considered by the program director. Unforeseen circumstances (illness, relocation, etc.) are understandable and also taken into consideration.

Program Director

Jenny Smith-Wittrock, 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 Swim & Gym program.

She welcomes open communication throughout the session. 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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