

Iowa State University

# Parent & Guardian Handbook

Summer Youth Fitness

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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 the associated page of the online registration process. 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 physical activity experiences, 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 and is an outreach opportunity for the Department of Kinesiology & Health. The program also uses green space close to the building and on central campus. Various active games and physical fitness activities will make up the fitness aspect of the program. Creative movement activities (dance, tumbling, yoga, etc.) as well as fitness activities take place throughout the week. Due to the preparation of physical education majors in our department, ample equipment is provided for a variety of sports and activities.



## 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. The program wants to help each child attain our nation's recommendation of at least 60 minutes of physical activity each day for children.

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.

## Grouping Children for Games:

It is desirable to select teams/groups for certain activities; however, leaders will make the selections. 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 will be used to discuss and review the circumstance. Continued insensitivity by a child should be handled first by not letting them participate and finally, by meeting with the program director.



## Important Dates

Start of the program	June 3, 2024
Last day of program	August 2, 2024
Program Closure	June 17-19 and July 4-5, 2024

The program is closed on June 17-19 to a professional development provided on those dates for physical and health education. The opportunity allows for pre-service teachers to attend the event and many employees in Summer Youth Fitness are future PE teachers.

Children may be dropped off at 1:00pm at Gym 175 within the Forker Building. The program ends at 4:30pm. Pick-up takes place between 4:30-5:30pm in front of the Forker Building (outdoors). The program takes place on Monday-Friday each week.

If a child needs to arrive late or leave early, we ask parents/guardians to do their best to communicate this need 24 hours prior to the schedule change. Early notice allows personnel to meet late arriving children or help children depart from the Forker Building in a safe manner. It is not uncommon to accommodate dental appointments, piano lessons, etc.

## 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 know everything that is happening in the group, including the interaction between children.



## An Atmosphere of Respect:

It is critical that participating children are respectful toward peers, instructors, group assistants, equipment and property associated with the ISU 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 ISU 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 ISU 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 ISU 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 ISU Summer Youth Fitness program. Respect and courtesy are necessary the following areas:

- Before the program begins at 1:00pm (Gym 175) as children arrive onsite
- Within all program activities in outdoor, gymnasium, and dance studio
- During times of transition when moving indoors or outdoors in the Forker Building
- When visiting restrooms, water fountains, and using the lounge areas
- At the program closure and pick-up time (outdoors-west side of Forker Building)

If a child cannot maintain suitable relationships with peers or program staff, he or she will be dismissed from ISU 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 to work on fundamental knowledge and movement.

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 modified basketball, soccer, floor hockey, volleyball, and Capture the Flag will be implemented. ISU 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.

## 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. Please send a water bottle with your child that will not easily break or leak. 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. Water bottles are the most common item in our Lost & Found.



## 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**

Employees within the ISU Summer Youth Fitness Program are educated in CPR/AED/First Aid in order to react appropriately in the event of a minor or major emergency.

Each leadership team 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 ISU 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 for safe and proper application.

## **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)
- Contact Information for Parents/Guardians
- 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 but are not limited to:

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

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. Please communicate with the Program Director if your child needs medication (over-the-counter or prescription) onsite.

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.



## 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 child is not dropped off early, as 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 west of the Forker Building for 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 structured activities of the day will end at 4:30-4:45pm. Parents will pick up their children between 4:30-5:30pm to the west of the Forker Building. The west side of the building is considered the front of the Forker Building and is close to our primary parking lot. 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 children are released to an approved adult.

Each of the four 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 without a guardian. 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 Office of Risk Management conducts the background check as well as a Child Abuse Awareness Training.

The instructional staff is always encouraged to closely supervise the children whenever they are taken across streets or whenever they walk on campus. Participants are always urged to cross the street at locations providing a crosswalk. The participants are told to avoid parking lots and areas without a sidewalk. Care must be taken when sidewalks can be shared with bicycles.

Participants are asked not to hang around the locker room or play in the hallways of the building. The participants in the program are not allowed to wander off during the scheduled activity period. 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. Restroom breaks are structured as well whether in larger groups or individually.

## Program Visitation

Parents and guardians are welcome to visit and observe but are asked to maintain a healthy distance from program activities for safety. The term ‘parent and guardian’ refers to the adults indicated on the paperwork and registration associated with the program. The program must be aware of which adults are present during program offerings to ensure the safety and welfare of all participants. If an adult is to visit the program and not listed in the paperwork, permission must be granted from the parent/guardian indicated in registration documents.

Examples include, but are not limited to:

- A grandparent wanting to visit and view Creative Movement
- A parent/guardian not listed on registration paperwork but desiring to view aspects of the program
- An adult sibling coming early to view a participant prior to dismissal

Please notify the Program Director if a visit is requested so the child’s group can be located and access can be given to observation areas. Ideally, a request is needed 24 hours prior to the visit and should be provided in writing (e.g. email). The organization associated with the process allows the director to best notify program employees about the visitor.

## 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. If a cough drop or lozenge needs to be used during the program, a child must sit until the over-the-counter aide is no longer a choking hazard.

**Snacks:** Children need to bring a snack each day of the program. **It is important that healthy, nutritious food be brought as a snack.** Candy and junk food can result in children not feeling well during physical activities. 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 CANNOT 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.

## Group Schedules

Each group in the program will have a structured schedule for each day of the week. As schedules are finalized, they will be included in an early email that provides information about your child's group placement as well as the assigned group leadership.

The sample days below show how each day starts with a 15-minute drop off period from 1:00-1:15pm. The bulk of the afternoon is divided into 40-minute segments. The first structured experience starts at 1:20pm.

If a period of time is not assigned an activity, the co-leaders determine an activity to complete at that time. It may relate to a sport, recreational activity, fitness, etc. The location may be indoors or outdoors. If a group has a back-to-back (80 min) timeframe, they may walk to Central Campus or Brookside Park to use that greenspace.

The last 10 minutes of the program is spent reviewing the day and giving reminders for the next day of activities. Pick-up takes place between 4:30-5:30pm.

## Sample Days:

PM	Monday	Tuesday
1:10-1:15	Attendance and Introduction to the Day (Drop-Off)	Attendance and Introduction to the Day (Drop-Off)
1:20-2:00	Creative Movement Forker 196	
2:05-2:45		Creative Movement Forker 196
2:50-3:30	Snack (15-20 min)	
3:35-4:15		Snack (15-20 min)
4:20-4:45	Closure to the Day	Closure to the Day
4:30-5:30	Pick-Up West Lawn of Forker	Pick-Up West Lawn of Forker

## Participant Attendance

Attendance is taken 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 leaders and director.

Attendance is not mandatory each day but strongly encouraged so activity levels stay consistent in the summer months and rapport is built within each group.



## 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 when tumbling and gymnastic activities take place.

## Participant Belongings

Each child need to bring a bag or backpack to the program each day. In addition to wearing appropriate clothing and shoes for physical activity, the following items should be brought each day:

- ✓ A nutritious snack
- ✓ A water bottle (label with name)

The following items are optional:

- ✓ Sunscreen (label with name)
- ✓ Bug spray (label with name)
- ✓ Extra clothes in case a child has an accident or needs to change

## 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 east 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, especially at drop-off at 1:00pm. The Department of Public Safety (DPS) patrols the area frequently and tickets cars without permits.

The Program Director cannot forgive or undo parking tickets once they are assigned by DPS. Tickets vary in cost depending on the varying parking permits offered in the parking lots on campus.

As stated in the Pick-Up Procedures section of the handbook, parents and guardians must walk into the west lawn (front) of the Forker Building and speak to leadership so their child is formally dismissed. We appreciate the use of this procedure to ensure all children are picked up by trusted and safe adults. Children may not enter the parking lots without an adult.

## Employees and Volunteers

The ISU Summer Youth Fitness program may only be staffed by students at Iowa State University that are enrolled for summer or fall courses. The program includes a mix of graduate and undergraduate students. Students from any major on campus may apply for a position but common areas of focus are education and kinesiology. A portion of employees and volunteers are in the Physical Education Teacher Preparation program.

All employees are interviewed and if offered a position must complete the following successfully:

- ✓ A background check conducted by the Office of Risk Management
- ✓ A Child Abuse Awareness Training (offered by Iowa State University)
- ✓ An orientation meeting for all employees
- ✓ Individual meetings related to positions (e.g. leadership meeting)
- ✓ CPR/AED/First Aid certification
- ✓ Payroll processes to become a formal employee at Iowa State University
- ✓ A contract that specifies duties and responsibilities for the program

## Program Director

Jenny Smith-Wittrock, M.S. is the Program Director. Any praises, questions, or concerns can be directed to her before the start of the program and throughout the duration of the ISU 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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Office Location: 243 Forker Building

