

Iowa State University

# ISU KIN Kids Handbook

Guidance for Year-Round Programming

Jenny Smith [KIN]

2025-2026

Barbara Forker Building

Welcome to Iowa State University KIN Kids. 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 afterschool or summer option for programming. 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**

KIN Kids is offered in a year-round format. The program 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 4:00-5:30pm.

KIN Kids also provides programming in the summer for 8-9 weeks in the months of June and July. The program takes place Monday-Friday from 1:00-5:00pm. Pick-up is allowed until 5:30pm. The program may be closed on some dates but those are disclosed early in the spring when enrollment begins. The program is longer in duration in the summer but continues to offer activities in the Forker Building and outdoors.

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

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 are 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.

KIN Kids has two primary goals: (1) to provide an opportunity for girls and boys in grades Pre-K through 6 to participate in movement 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 movement.

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.



## **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.

## **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 reviewed 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.

## **Scheduling for the Program**

The fall session of the program typically starts on 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. The after-school option takes place for ten weeks.

The program starts on the first full week of June each summer and concludes at the end of July. In some calendar years, the program may finish in early August. The summer option takes place for 8-9 weeks. The program operates Monday-Friday but may be closed on some dates in the summer. Closures relate to the Fourth of July holiday as well as professional development for the student workers in KIN Kids. If KIN Kids is not operating, those dates will be communicated early in the spring at initial enrollment.

## **Important Dates for 2025-2026**

### **KIN Kids Fall Semester 2025**

September 9-November 20 (Tuesdays and Thursdays) 4:00-5:30pm

### **KIN Kids Spring Semester 2025**

February 10-April 23 (Tuesdays and Thursdays) 4:00-5:30pm

*No activities take place during Spring Break March 16-20, 2026*

### **KIN Kids Summer Session**

June 1-31, 2026 (Monday-Fridays) 1:00-5:30pm

*The program will be closed on July 3 due to the national holiday.*

## **An Atmosphere of Respect**

It is critical that participating children are respectful toward peers, instructors, group assistants, equipment and property associated with the KIN Kids 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 KIN Kids are acting in the best interest of the child in regard to the well-being and safety of participants.
- No one has the right to verbally hurt and belittle others in the KIN Kids program.
- No one has the right to touch and make physical contact in order to hurt or harm another person in the KIN Kids 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 KIN Kids program. Respect and courtesy are necessary in the following areas:

- Before the program begins as participants arrive and have time to free-play
- Within all program activities in outdoor, gymnasium, and dance studio settings
- During times of transition when moving indoors or outdoors in the Forker Building
- At the program closure and pick-up time between 5:00-5:30pm

If a child cannot maintain suitable relationships with peers or program staff, he or she will be dismissed from KIN Kids. 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 Physical Activity and Movement**

The age of the children in the group will ultimately determine the types of activities selected physical activity and movement time. 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 movement goals in different ways from day-to-day and week-to-week.

The younger groups will use simple, 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 ensure 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 Wiffle Ball, speedball, gator ball, modified basketball, soccer, floor hockey, volleyball, and Capture the Flag will be implemented. KIN Kids participants 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 supervise consistently so they are aware of everything that is happening in the group, including the interaction between children.



### **Safety and Emergency Procedures**

Members of the ISU KIN Kids 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 severe weather including lightning, high winds, tornadic possibilities, heavy rain, etc. If necessary, participants and staff will utilize the safety areas in the Forker Building if severe weather sirens alert for Ames and/or Story County.

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.

Activity areas in the Forker Building 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 cellular phones in teaching areas.

If participants need medication during KIN Kids, medications will be kept in the director's office when not in use. 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 severe 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.

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

## **Hydration Needs for Participants**

It is essential that all children prioritize water intake while participating in ISU KIN Kids. 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.

## **Drop-Off Procedures for Fall and Spring Semesters**

KIN Kids 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. It is likely Gym 202 West on the upper floor of the Forker Building.

Children are welcome to eat a snack prior to KIN Kids. 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.

### **Drop-Off Procedures for Summer Programming**

Families are instructed to drop off their children no earlier than 1:00pm. Our program is not responsible for the supervision of 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 for Fall and Spring Semesters**

The children will finish activities at 5:30pm and are available for pick-up in Gym 202 west.

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 to walk to the parking lot to meet their ride home.

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

### **Pick-Up Procedures for Summer Programming**

The last structured activities of the day will end at 5:00pm. Parents will pick up their children between 5:00-5:30pm 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 restrooms.

Participants are asked not to hang around the lobbies 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.



### **Attendance Tracking**

#### **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 the following:

- Allergies (bees, peanut butter, etc.)
- Attention Deficit and Hyperactivity Disorders
- The autism spectrum
- 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.

Attendance is taken 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 or guardian is encouraged to communicate this to the director.

## **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/guardians are requested to make arrangements with the director of the program before bringing guests.

Parents and guardians are welcome to observe also, however, they will be asked to maintain a healthy distance between them and the children when activities are taking place.

### **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.

Most children choose to bring a backpack with them each day to hold their water bottle and their snack for the day. An afternoon snack is only needed for the summer programming. They bring their backpack or bag with them to each activity.

### **Forker Swimming Pool**

The Forker Building Swimming Pool was decommissioned in May 2024 and the swim lessons are greatly missed in the year-round program.

### **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. The parking lot provides two spaces for free 30 minute parking.

Older children are often dropped off from lot 50A outside of Forker and are encouraged to walk directly to KIN Kids. KIN Kids only provides supervision when the child reaches the starting destination in the Forker Building (e.g. Gym 202 West).

### **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. Photography or video are used for outreach promotion in the Department of Kinesiology or College of Human Sciences. Visuals are used to highlight the program on relevant materials, newsletters, or media.

## **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 KIN Kids staff 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<sup>st</sup> offense: a warning will be given to the child along with an explanation about the rule infraction

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

3<sup>rd</sup> 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<sup>th</sup> offense: if the child continues to put other participants at risk due to unsafe behavior, harassment, or bullying he or she will be dismissed from the KIN Kids program.

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 procedures will also be administered if participants do not respect this condition of KIN Kids.

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

## **Payment and Fees**

We strive to keep ISU KIN Kids affordable for families in Ames and the surrounding communities. 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 taken into consideration.

Payment is accepted in the form of check, money order, or cash. The Department of Kinesiology does not have a card reader and will not have one for the near future. If writing a check or creating a money order, please direct payment to Iowa State University.

## **Employees and Volunteers**

Students at Iowa State University that are enrolled for current or the upcoming semester may only staff the KIN Kids program. 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, 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 KIN Kids 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.

Email Address: [gavsmom@iastate.edu](mailto:gavsmom@iastate.edu)

Office Number: 515-294-1762

Office Location: 243 Forker Building



## **Content Related to KIN Kids Summer Programming Only**

*The following information pertains only to the summer session of KIN Kids.*

**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 gym floors 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.

**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



**Group Schedules for Summer:** 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 50-minute segments. The first structured experience starts at 1:20pm. If a time slot 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 (100 min) timeframe, they may walk to Central Campus or Brookside Park to use that greenspace. Pick-up takes place between 5:00 -5:30pm.

<b>PM</b>	<b>Monday</b>	<b>Tuesday</b>
1:10-1:15	Attendance and Introduction to the Day (Drop-Off)	Attendance and Introduction to the Day (Drop-Off)
1:20-2:10	Creative Movement Forker 196	
2:15-3:05		Creative Movement Forker 196
3:10-4:00	Snack (15-20 min)	
4:05-4:55		Snack (15-20 min)
5:00	Closure to the Day	Closure to the Day
5:00-5:30	Pick-Up West Lawn of Forker	Pick-Up West Lawn of Forker