



Parent Handbook



Revised: November 2021

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Section 1a **About the KidFit Program**

KidFit Mission Statement:

At KidFit, our dedicated staff strives to ensure your child's safety, wellbeing, and good health, while giving them a fun and nurturing environment to play in.

After School Care

During our after-school care program, we provide your child with a variety of healthy snacks, and homework assistance with highly qualified staff, along with many fun programs to promote good health, such as, swimming, yoga, Zumba, dodge ball, volleyball, movie time, dance as well as outdoor play. We promote reading by providing your child with an AR reading library. We also provide opportunities to promote good behavior with our "Caught being good program, as well as "KF Bucks Program".

Summer Camp

During our summer camp program, we provide your child with a morning snack, as well as an afternoon snack. Your child will be bused to Quarles Elementary for a hot lunch. We go on numerous field trips, along with participating in several activities to promote health including but not limited to Swimming, Dodge ball, Kickball, Soccer, Zumba, Crafts, Yoga, PIYO, Reading program and much more. We have qualified counselors to guide through a summer filled with fun experiences that will make great memories for years to come.

Section 1b **Program Operations**

Physical Address:

2 Tower Plaza Pineville Rd. Long Beach, MS 39560.

Phone Numbers:

Director: Rachel Cotter

KidFit: (228) 868-1498

Owner: Frank Olaivar

The Energy Club (228) 868-3539

Email Address: KidFit@the-energy-club.com

Hours of Operation

KidFit: Summer Camp

7:00 a.m. – 6:00 p.m.

After School Care

2:30 p.m. – 6:00 p.m.

Administration Hours 12:00-6:00 pm

In case of Hurricane or other severe weather, our hours coincide with Long Beach School District.

Holidays

*KidFit **will not** be open on the following days:

- The day after school releases for summer and any other days needed for planning.
- New Year's Eve and New Year's Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas week
- Memorial Day
- Labor Day
- 4th of July
- Good Friday
- Mardi Gras Tuesday
- As well as, any other day Long Beach Schools close, due to bad weather.

Vacation Policy

- After school children will have 2 weeks of vacation time. Vacation forms must be completed and turned in to the Director **two weeks prior to your scheduled vacation**, to prevent being drafted.

Section 2 After School Care/Summer Camp Information

KidFit Goals:

- Provide children with a safe and healthy environment to learn and grow.
- Provide general health and fitness program to help child realize the importance of staying or getting fit
- Strengthen character development, as well as social development.
- Improve child communication skills with adults, parents, and peers.
- Developing confidence and leadership skills
- Strengthen academic excellence.
- Keeping children off the streets
- And most importantly, ensuring children have a fun place to go after school.

Daily Schedules

After School Care

- During after school care, each day begins when children arrive at KidFit, and the day ends at 6:00 pm.
- We provide homework assistance, and the specific time will be set by the Director, however, it is your responsibility as parent to impress upon your child the importance of taking advantage of the scheduled time. Please see the Homework Agreement form at the end of our Parent Handbook.

Summer Camp

- Summer camp begins at 7:00 a.m. Monday to Friday and ends at 6:00 p.m.
- Drop off time is 7am to 9am and Pick up time is 3pm to 6pm.
- Each day's schedule varies due to field trips and other planned events. These schedules will be posted, and you will be made aware of any changes.
- During summer camp we take part in the following activities: Zumba classes, volleyball, yoga, water games, dance off challenges, talent competitions, indoor and outdoor organized games, wall ball, soccer, football, arts & crafts, swimming in an indoor saltwater pool and clubs.

Cell Phones and another electronic device:

Cell Phones are not allowed at KidFit. If a child is found with a cell phone, the phone will be taken up until the parent arrives to sign their child out.

Field Trips

The following will be ensured during any/all trips:

- Parents will be given advance notice about any trips planned.
- Parents must sign a written permission slip before every trip.
- All bus drivers will have a CDL (Commercial Driver's License)

Absence/Illness

If your child is going to be absent, we ask that you call in advance to let us know. It is important that you call – for Summer Camp please call between 8:00 am and 10:00 pm the day of the absence and for After School Care please call before 2:00 pm. If your child goes home from school, please call the Director before 2pm to let them know of the absence. If a child has missed several days with no notice, the child may be dismissed from the program at the director's will.

If your child becomes ill during After School Care or Summer Camp hours and has any of the following conditions, you will be asked to pick your child up. Pick up will need to be made within 30 minutes after you have been informed of your child's illness.

- A temperature that is one (1) degree or more over normal
- Any infectious illness that the Ms. State Health Dept. has made mandatory that a child cannot attend childcare or one that the director feels may need attention at home.
- Is vomiting.
- Have Covid-19 symptoms
- Has diarrhea or shows any other signs of illness.

- **Head Lice**

We will do random lead checks for head lice and nits. If your child has head lice or nits, the parent will be called, and the child will need to be treated before returning. The Parent or Guardian will be asked to show a receipt for the purchase of the Head Lice treatment. The child will not be able to return until proof of treatment has been provided to the director. Or you may provide a Doctor's note stating that the child is free to return to Camp.

****If your child has any of these signs or symptoms before attending camp, please do not bring them. You will be asked to take them home.**

Medication

Any medication administered during program hours must:

- Be permitted by a doctor, and a doctor's note must be brought in with the medication.
- Be given directly to the director, not given to the child to bring to the program.
- Have the child's name on the prescription.
- Have written instructions for the amount, time, etc.
- ****No over the counter medication will be given to the child without a written permission slip and the medication must be provided.**
- ****Staff will not give any dosage to the child that is not specified.**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home. Once the child is symptom-free or has a health provider's note stating that the child is no longer poses a serious health risk to himself/herself or others, the child may return to the center.

- Severe pain
- Discomfort Red eyes with discharge
- Acute or bloody diarrhea
- Infected, untreated skin patches.
- Episodes of acute vomiting
- Difficult or rapid breathing
- Lethargy
- Skin lesions that are weeping or bleeding
- Severe coughing
- Mouth sores with drooling
- Yellow eyes or jaundice skin
- Stiff neck
- Ringworm
- Elevated oral temperature of 100 degrees Fahrenheit
- Skin rashes in conjunction with fever or behavior changes
- The child is looks or does not feeling well.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

- Respiratory Illnesses
- Gastrointestinal Illnesses

- Contact Illnesses
- CHICKENPOX**
- CAMPYLOBACTER*
- IMPETIGO GERMAN MEASLES*
- ESCHERICHIA COLI*
- LICE- Child may not return until nits are no longer present, and parent provides a current receipt for treatment.
- HEMOP
- MEASLES*
- HEPATITIS A
- SHINGLES MENINGOCOCCUS*
- SALMONELLA*
- MUMPS*
- SHINGELLA*
- STREP THROAT
- WHOOPING COUGH*

*Reportable diseases that must be reported to the health department by the health center. **Note: If a child has chickenpox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

Injuries

If your child is injured during camp hours the staff member in charge will take all legal steps that may be necessary to obtain emergency medical care. These steps include, but are not limited to the following:

- Providing immediate first aid
- Contacting a parent or guardian
- Contacting the child's physician
- Contacting any emergency contacts listed on your child's registration form and in case of a serious injury, contacting the appropriate emergency medical assistance.

Late Pick Up

All parents picking their child up late, beginning at 6:01pm will be charged a \$1 late fee for the 1st five minutes then \$5 per min thereafter. If no one has shown up to pick up your child by 6:15 pm, we will then call the parent and emergency contacts you have provided. At 6:30pm if we were unable to contact you or any of your emergency contacts, we will proceed to call the local authorities. After calling the authorities, we will have to give your child over to the authorities. You risk dismissal from the program if you fail to pay the late pickup fee and/ or you are late to pick up your child 3 (three) or more times within 30 (thirty) days. Parents must keep the KidFit Director informed of any change of contact phone numbers.

***For the protection of your child, only authorized people put in writing by you in your child's registration info will be allowed to be your child up. Anyone new picking your child up must present a photo I.D. that will be verified with the child's information before being allowed to take the child. **No phone call permission will be allowed.**

Child Custody Issues

KidFit will not be a place for custody drop off or pick up. For Example: If you are divorced and your spouse is supposed to pick your child/children up for the weekend, they cannot be transferred to them through us. You must sign your child out then have the transfer done on another property. Please provide a place for this transition to take place other than our facility. **If you have custody of your child and you do not want the other parent to pick your child up from KidFit: Legally, KidFit staff cannot hold a legal parent from picking up their child.** However, if you have given the Director a legal document stating that the parent has no legal right to the child, we then will not allow that individual to pick up the child. We will not be keeping up with your visitation schedule. For Example: "Jane will be picked up by her daddy every other Thursday." Our staff will not be responsible for who has visitation and when.

In situations such as divorce, parents must provide the facility with court documents stating each parent's custody rights. We as a childcare facility will go by the guidelines set by the court order documents. We will not allow children to be called for "conservation purposes", while a child is at KidFit. Meaning, if the parents are divorced or separated, and is not living together or does not have sole custody of the child registered; we will not be the "communication center" for that parent to call their child. The Parent will be asked to communicate with their child through the other parent and not while attending KidFit.

Section 3 **Staff Qualifications**

All our staff are highly educated and dedicated to your children and their safety. All our staff must have experience with working with children and must possess certain qualities in order to be good role models for your children. All staff members receive background checks to ensure they have no criminal background of any sort.

All our staff must receive certain trainings and certifications in order to care for your children. Such training includes, health seminars, after school care and summer camp training, homework assistance training, etc. All staff members are CPR and first aid certified to always ensure your child's safety.

Section 4a **Admissions**

We are licensed for 80 children through MS Dept. of Health. We are licensed for 80 children. This means parents must pay their registration fee and first week's payment at the time of registration to insure a spot. Parents must fill out all registration paperwork entirely before the child can begin.

We only accept school age children, which means children must be between the ages of five (5) and twelve (12) years of age in order to attend.

The Summer Camp discounted rate is provided for all children who are registered for every week of camp or up to two (2) weeks only off. If you register your child for set weeks and decide to send your child for less than planned, you will no longer be qualified for the discounted rate; and your account will be drafted the discount amount for the weeks attended. Please note the Registration Fee is non-refundable; if you change your mind and decide your child will not attend, the registration fee will not be refunded.

Section 4b **Tuition**

All tuition is set up to draft weekly from your Checking or Savings account. You may use a Credit Card, however there will be an additional charge of **\$5.00** per week for the transaction fees.

After School Care

\$70 per week

**A \$10 multi child discount is offered.

Return/declined tuition payments will be charged \$15 on the next draft date.

Summer Camp

Full time \$135 per week

Multi Child discount \$20 is offered.

Part Time \$150 per week (a few chosen weeks)

Return/declined tuition payments will be charged \$15.

Section 5 Policies and Procedures

Discipline Policy and Philosophy

We would like to take the opportunity to share with you our policy on discipline. We will inform you on the difference between discipline and punishment, how we will communicate with you, the parent, about your child's behavior, appropriate techniques for discipline, types of punishments that we do not allow at KidFit, and our staff training. Our mission here at KidFit is to put in place policies which will help your child learn self-control, they will be taught the appropriate behavior, the reasons the behavior is appropriate, and how to behave in everyday situations. This process of learning self-control takes time, just as learning ABC's and counting to 100.

The difference between discipline and punishment

Punishment refers to inflicting negative consequences to control behavior through fear and intimidation. Spanking, yelling, and humiliation are all forms of physical and emotional abuse. These punishments will cause a child to have poor self-esteem, and it does not teach Self-control.

Communication between our facility and parents on discipline issues

Each parent will be given our policy, which will be signed on enrollment day. A behavior report will be completed if a child demonstrates inappropriate/unacceptable behavior occurs. The parent will sign and return it to the director, and it will be put into the child's file for future reference. If behavior is not corrected, a conference will be scheduled with the parents. After the child has been disciplined and written up three (3) times, the child may be expelled from the program. If a child causes harm to himself or other children, a parent conference will be conducted. If there is no improvement in his/her behavior the child will be expelled from the program. If the child's behavior is not corrected by our techniques of discipline, (listed below) the child may be suspended. If a child has inappropriate/unacceptable behavior that cannot conform to the program and has been given 3 three behavior reports, the child may be expelled from the program. If at any time, a child's behavior becomes uncontrollable and is a threat to staff or other children, the parent will be called to pick the child up and he/she will be expelled from the Program.

Our techniques for discipline:

1. Separate the child from the behavior.

2. Redirect the behavior.
3. Give the child acceptable choices.
4. Use positive language.
5. Give natural or logical consequences.
6. Refuse to argue on nonnegotiable issues.
7. Time out

Punishments not allowed at Kid Fit:

- Corporal punishment, including hitting of any kind, shaking, pinching, biting back, or other measures that produce physical pain
- Withdrawal the threat of withdrawal of food, rest, or bathroom opportunities.
- Abusive or profane languages
- Any form of emotional abuse, including threats of physical punishment.
- Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child using any food product or medication in any manner or any purpose other than that of which it was intended Inappropriate discipline behavior, which includes but is not limited to, putting soap or pepper in a child's mouth. Isolation out of the view of a caregiver Staff training on discipline issues is an ongoing process here at KidFit, we also believe in positive reinforcement.
- All staff members will be trained periodically on how to handle discipline issues in their classrooms. As situations arise and new information becomes available our staff will be required to attend training sessions to keep them informed on skills and knowledge to be an effective caregiver. New staff members will be required to attend a new employee orientation and discipline workshop. We will hold ongoing training which will keep our staff trained by way of brainstorming, biweekly meetings, roleplay, workshops, and professional literature. We currently have in place several reward programs to help keep the kids on track, with hopes they will be encouraged to have good behavior.

Positive Reinforcement

1. Children also could receive " KidFit Bucks". I personally enjoy seeing the children respond to getting a KF Buck! They save their KF Bucks, and they can go into the KF Buck store to purchase prizes!
2. Each Counselor will choose one "Camper of the Week". The Camper of the week will receive a certificate and a treat.
3. Caught Being Good - Where the child receives a "ticket" for being good, which they put into "Marvin the monster's mouth" until a drawing is held for several rewards; such as: Receiving candy, other small treats, and or being able to sit on the couches or bean bag chairs during our "Fun Day Friday".
4. Each Friday, we have a "KidFit Rewards Roundup", at this time we have popcorn and movie, and the children will be recognized for their good behavior.

Emergency Procedures

Emergency Evacuation Route

In case of emergency, we will relocate the children to one of the two places listed below.

Long Beach Civic Center 20257 Daugherty Road, (228) 868-7517
West Harrison High 10399 County Farm Road, (228) 539-8900

Sunscreen

During the summer and spring vacation breaks, each family must provide sunscreen for their child. All bottles must be labeled with the child's name. Staff will supervise the application of sunscreen. If your child burns easily, we ask that you apply sunblock prior to coming to camp.

Social Media, Website, Text Notifications

- Our website is <https://the-energy-club.com/kidfit>.
- We are on Facebook <https://www.facebook.com/Kidfitafterschoolandsummercamp>) and enjoy putting your child's pictures up for you to see!
- Updates and notifications will be sent via text to the cell phone number provided at Registration. Please update any cell phone number changes with the Director.

Withdrawal from Program

Parents are required to **give 2 weeks' notice** before removing their child from the facility. If the parent decides to withdraw a child and they have not given us a two week notice we will continue to draft your account.

Child Pick Up

All summer camp children must be signed in and out of the facility by an authorized individual, children will not be released to anyone not on the list. Strictly enforced. **Pick up time is 4:00-6:00 pm**. If your child will need an earlier pick up, please send a note in, or call the office at least **24 hours prior** to pick up time needs. We will arrange someone to be available to bring your child to your car.

Lost and Found

All lost and found will be kept in the lobby of the facility and should be checked daily. We will pass the lost and found bin around to the children's class to help with identifying lost articles. At the end of every month, any items left will be donated to charity.

Custody Issues

In situations such as divorce, parents must provide the facility with court documents stating each parent's custody rights. We as a childcare facility will go by the guidelines set on the court documents. We will not allow children to be called for "conservation purposes", while a child is at KidFit.

Meaning, if the parents are divorced or separated, and is not living with a particular parent/parent doesn't have sole custody of the child registered; we will not be the "communication center" for that parent to call their child. The Parent will be asked to communicate with their child through the other parent and not while attending KidFit.

Section 6 **Mississippi State Department of Health Child Care Regulations** **Summary for Parents**

The Regulations Governing Licensure of Child Care Facilities require that childcare providers supply you with a summary of the Child Care Regulations that govern the licensure of childcare facilities.

You will find that information below.

The Child Care Regulations are the rules and regulations that each childcare facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations Are:

- Licensing Requirements
- Diapering and Toileting
- Right of Entry and Violations
- Rest Periods
- Facility Policies and Procedures
- Personnel Requirements
- Records
- Reports
- Staff Requirements
- Summer Day Camp & School Age Programs
- Program of Activities
- Equipment, Toys and Materials
- Building and Grounds
- Health, Hygiene and Safety
- Nutrition and Meals
- Discipline and Guidance
- Feeding Infants and Toddlers
- Swimming and Water Activities
- Children with Special Needs
- Night Care
- School Age
- Care
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions and Penalties
- Release of Information
- Transportation

Appendices

- Appendix 1 Child Abuse and Neglect Reporting Statutes
- Appendix 2 Reportable Diseases
- Appendix C Nutritional Standards
- Appendix D Playground Safety Standards
- Appendix E Dishwashing Procedure
- Appendix F Handwashing Procedure
- Appendix G Diaper Changing Procedure
- Appendix H Cleaning and Disinfection Procedure
- Appendix I Communicable

Disease/Conditions and Return to Child Care Guidelines

A full copy of the Child Care Regulations should be in the Director's office of your childcare facility. It should be available for your examination upon request. You may also access the Regulations at www.msdh.state.ms.us (from the left menu, select Licensing, the

Child Care.) You may direct your questions to the local licensing official, Karen House, at (228) 867-6236, or you may contact the Child Care Licensure office in Jackson at (601) 576-7613. Should you have a complaint concerning a childcare facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at 1-866-489-873

Section 7 Acknowledgement Forms

Insurance Policy

As parent/guardian, I acknowledge and understand that KidFit is a fitness-based program, which is based on being physically active. While our staff will try to prevent injuries from happening, injuries may happen from time to time. I understand KidFit does not have liability insurance and that you as the parent are responsible for your child's insurance coverage.

Please put a check in each circle below that pertains to you.

- I have completed my child's enrollment application and signed it.
- I have completed the childcare billing form.
- I have read and signed The Energy Club Membership Agreement.

As the parent of _____, I hereby state that I have read and understand the rules, policies, and procedures written in the handbook.

Parent's Signature: _____ Date: _____

Vacation Policy

After school children will have 2 weeks of vacation time. Vacation forms must be completed and turned in to the Director **two weeks prior** to your scheduled vacation.

I have read and understand the Vacation Policy.

Parent's Signature: _____ Date: _____

KidFit Behavior Policy Acknowledgement

Parent's Name: _____ Child's Name: _____

All the children in the KidFit Program are entitled to a safe, supervised, and supportive environment while in our care. The KidFit Staff will use positive reinforcement, consistency in following routines, and enforcing reasonable limitations as tools to avoid unwanted behaviors. Our goal as a staff team is always to help children develop and maintain self-control in the group activities & settings with which they are presented. Staff members shall not: a) discipline children for failing to eat or for soiling themselves, b) use hitting, shaking, or any form of corporal punishment, c) use abusive language, ridicule, harsh, humiliating, or frightening treatment or other forms of emotional punishment, d) engage in or inflict any form of abuse and/or neglect, e) withhold food, emotional responses, stimulation, or the opportunities for rest or sleep, or f) require a child to remain silent/inactive for an inappropriately long period of time for the child's age. When a child does exhibit unwanted behavior, the child will be warned and explained why such behavior is unacceptable. Should the behavior persist, the child may be separated from his/her peers for a time

appropriate to the child's age, to cool down and have a more in-depth discussion with a staff member. The child so removed will either be under the supervision of another staff member or continuously visible to a staff member. If the behavior continues, a discipline report will be filled out, then reviewed with and signed by a parent upon pick-up. Serious behavior infractions may warrant an immediate report and even a phone call requesting pick-up. Ongoing inappropriate behavior, uncontrollable tantrums/angry outburst, chronic disrespect of other campers and/or staff, consistently not obeying camp rules, or any ongoing verbal or physical abuse of other students/staff will result in suspension from the program until a conference can be arranged with the Director to discuss an action plan. Immediate expulsion from the program would be necessary if: a) a child is deemed by program staff to be at risk of causing injury to him/herself, other children, or staff members b) if a parent exhibits verbal abuse to staff, especially in front of enrolled children, or c) if a parent threatens physical violence or shows intimidating actions toward staff members. Additional parental actions for temporary suspension or permanent expulsion could result from failure to complete required forms, falsifying information on required forms, failure to pay, habitual lateness in payments, and habitual tardiness when picking up child/children). There will be no credits/refunds for suspensions or expulsions.

Parent Signature: _____ Date: _____

HOMEWORK AGREEMENT

Among the many activities available to children in the KidFit Program, homework help/study time is typically provided from 3:30-4:00 pm, Monday-Thursday, where 1-2 staff will be available to provide children a quiet space away from the rest of the group to complete homework assignments. Rather than assigning your child to this time, we request that parents inform us if this is a priority for their child on this form. Discussion between the parent and child is encouraged so that there is an understanding of parents' expectations. KidFit staff do not have communication with your child's teacher and cannot know the assignments of every child. KidFit staff do not check folders or assignment books when a child says they have no homework. KidFit staff do their best to assist children with the completion of assignments, however, constant one-on-one help is not available, and it remains the responsibility of the child to take advantage of the time and support that is offered.

Please indicate your preference after discussion with your child:

Yes, I would like my child to participate in the designated time to do homework.

No, I prefer to have my child do their homework at home.

My child is in Kindergarten and therefore has no homework.

Child's Name: _____

Parent's Name: _____

Signature: _____ Date: _____

Covid-19 Guidelines

(Updated 11/2021)

Dear KidFit Parents,

We would like to update and remind parents of our policy on Drop off and Pick-up procedures and COVID-19 policy. We are taking the following precautions. This signed form needs to be turned in to KidFit at The Energy Club. Your child will not be admitted to camp without it.

Drop off and Pick-up Procedures are as follows:

Please sign your child in and out at the front desk.

KidFit will follow LBSD guidelines regarding face coverings.

DO NOT BRING YOUR CHILD IF:

1. They have a fever, symptoms of cold, cough, stomach issues, virus or have had these symptoms in the past 14 days.
2. If your child has been exposed to someone that tested positive to Covid-19. They will not be accepted to KidFit until 14 days of quarantine has passed, or ten days after negative results from COVID-19 test.
3. If your child has been in contact with anyone with a fever, symptoms of cold, stomach issues, coughing, flu, or virus or have had Covid-19. The child must test negative to COVID-19 test prior to returning.

No one will enter the building other than staff and registered children. All children and staff will have their temperature taken prior to entering the building and declined entry if they have fever above 98.6.

All children will wear mouth and nose coverings during their time at KidFit. Children will not be asked to wear face coverings during active indoor or outdoor play time or physical activities.

Please notify KidFit if your child will not be in attendance for any reason.

I (Full Name) _____ agree to all the above statements.

Signature: _____ Date: _____

Parent/Guardian of Child: _____

Thank you for supporting us, while we support you during these uncertain times.

Frank Olaivar, Owner
Rachel Cotter, KidFit Director