



**FAYETTEVILLE  
ATHLETIC CLUB**

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# **Parent Handbook**

**Fayetteville Athletic Club  
Kids Fit Fun FACTory  
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Fayetteville, Arkansas 72703  
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[www.fayac.com](http://www.fayac.com)**

## KIDS FIT FUN FACTORY PARENT HANDBOOK

### Mission Statement

On behalf of the Fayetteville Athletic Club (FAC), we would like to welcome you to the Kid's Fit Fun FACTory. Our goal is to nurture the development and growth of healthy children and families. We seek to offer young children a developmentally appropriate curriculum that focuses on each child's unique development while considering the needs and dynamics of the entire group. Experiences and activities will contribute to each child's age appropriate development. We strive to enrich children's lives through fitness concepts, positive social engagement, community service and educational concepts all while preparing them for a happy, healthy future. The following policies and procedures are designed to help your family become more familiar with our program. Please read these guidelines and return the attached form.

### Admission Policies

Kid's Fit Fun FACTory admits children of any race, religion or national origin. To ensure the most supportive setting possible, children with special needs and children with physical handicaps will be considered on an individual basis. Prior to enrollment, parents should meet with the Director and provide the staff with the results of any developmental or educational assessments.

### *Arrival & Pick-up:*

- All children must be signed out by a designated parent or guardian each day. Please notify the Director in writing if someone other than a previously authorized adult will be picking up your child. We ask that every adult authorized to pick up a child bring a photo I.D. If your child is to be absent, please call and notify the Director.
- If your child remains at FAC longer than 10 min past their scheduled pick up without prior arrangements a \$5.00 charge followed by a \$25/15min charge will be applied and payment is expected at pick up. If a child remains at FAC for over 1 hour past their scheduled time without notifying the Director, or we are unable to contact the parent or other authorized adult, we are required to notify Social Services. Remember that your child, as well as our staff, worries about you when you are late.

### *Meals & Snacks:*

- Snacks will be provided by FAC in accordance with USDA and DHS guidelines.
- If your child has allergies to specific foods, we will work with you to provide appropriate snacks
- You are required to provide a nutritious lunch that includes all food groups. Preschool students are required to have a liquid milk or milk substitute available every day.
- **FAC is a PEANUT FREE FACILITY.** Please double check pre-packaged lunches (Lunchables) for peanut products. Peanut items will be thrown away, and if a replacement item is necessary you will be charged for any item provided by FAC.
- For sanitary purposes, please pack all lunches in an insulated lunch box and a refillable drink container labeled with your child's name.

### ***Medications and illness:***

- If your child has prescribed medication that must be administered during the hours of their program, please arrange with the Program Director prior to the beginning of camp. Only non-temporary medications will be administered.
- Medication must be kept in locked box at FAC and taken home at end of each day. Medications will only be accepted if accompanied by doctor detailed instructions, and medication release form signed by parent/guardian.
- Sunscreen is considered a medication. Please apply sunscreen to your child before s/he comes to FAC. If you wish to have sunscreen reapplied to your child, a permission slip must be signed (attached), the aerosol sunscreen must be labeled with child's name. We are outside often, so expect to provide 1 aerosol can per week, per child.
- For the safety of all campers, we require all children to be fever free for at least 24 hours prior to returning to camp.

### ***Accidents & Incidents:***

- We classify our communication with parents as an incident or accident. Accidents are considered unintentional events requiring first aid. Incidents may be classified when one child hurts another child or when a child's behavior is in violation of our policy. We will **not** provide the name of any other child(ren) involved in an accident or incident on the form(s) that we ask you to sign.
- If the injury is serious in nature requiring more than basic first aid, we will call emergency medical services.

### ***Behavior Guidance Policy:***

- Discipline shall be individualized and consistent for each child. It shall be appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.
- Physical Punishment SHALL NOT be administered to children, by staff or parents.
- The length of time a child is placed in Time-Out shall not exceed one minute per year of child's age. Children under the age of 2 will be re-directed.
- The following methods of behavior guidance are practiced:
  - Praise
  - Clear Guidance
  - Redirection
  - Time-Out
- For the well-being and safety of ALL children there will be ZERO tolerance for physical violence or bullying (verbal or physical). Biting is unfortunately, common for children under the age of 3. If biting becomes an issue with your child (as the biter), we will document up to 3 incidents and then schedule a conference.
- If a child does not respond to redirection or clear guidance, the child behavior will be documented.
- If the behavior does not improve the parent will be contacted. Then the following procedure will be followed.
  - 1<sup>st</sup>—Written Warning (Incident Form)
  - 2<sup>nd</sup>—Parent/Guardian Conference, Loss of Special Event Privilege
  - 3<sup>rd</sup>—Suspension for up to 1 week to be determined by Director – a refund will not be given if your child is involved in physical violence or if your child uses inappropriate language.
  - 4<sup>th</sup>—Expulsion from FAC Camp

Please review this policy with your child. Thank you in advance for supporting our program in ensuring we put the safety and welfare of the children first and foremost.

***Arkansas Department of Human Services (DHS):***

- FAC’s Kids Fit Fun FACTory Summer Camps, After School, & Jump Start Programs are licensed by DHS, and adhere strictly to all licensing requirements.
- Mandated Reporter—It is a requirement of DHS that any signs of suspected child abuse be reported to the Division of Children and Family Services (DCFS). If an employee suspects any child abuse or neglect he/she is required to file a report and call the Crimes Against Children Hotline at 1-800-482-5964. The proper authorities will then intervene and conduct an investigation. Our licensing also stipulates that any staff member or child enrolled in the licensed program may be subject to an interview by DHS officials.
- All children who enter the program are subject to backpack searches per DHS regulations.
- FAC hires only qualified staff over the age of 18, drivers are required to be 25 or older. We perform background checks on all employees working in licensed programs. Staff members will be certified in CPR and First Aid and must complete 15 hours of professional development annually.

***Swimming***

State ratios are extremely low for any pool activities for 1-4 year old campers. Therefore, we will not take this age group swimming. We will use water toys in our playground at least once per week. Your teacher will let you know each week which day water day(s) will be. All school age summer campers will be swimming every day (weather permitting). If your child is a non-swimmer they may bring a floatation device (life jacket) to use while in the pool. We do not permit “water wings” in lieu of a life jacket. We encourage non-swimmers to participate in our swim lesson program. We provide towels for campers each day. Please apply sunscreen to your camper prior to leaving your home each morning. Please, pack sunscreen for your child to apply prior to swim time each day.

***Swim Lessons***

Your campers do have the option of attending swim lessons during the camp day. Our swim instructors will come to your camper’s class/team and escort them to their swim lesson. As you know, we have a very robust field trip schedule. We will most often, return from field trips after 4 PM. For this reason, we have established optional group swim lessons at 5:00 and 5:45 PM for campers.