



Parent Handbook

Fayetteville Athletic Club
Kids Fit Fun FACTory
2920 East Zion Road
Fayetteville, Arkansas 72703
Club Phone: (479) 587-0500 ext. 262
www.fayac.com

Location: Fayetteville Athletic Club, 2920 East Zion Rd., Fayetteville, AR 72703

Daily Activities

FAC'S Active Kids Afterschool Program is held at the Fayetteville Athletic Club, 2920 East Zion Road, Fayetteville, Arkansas 72703. Afterschool is a time for kids to get active! Our facilities provide kids with an opportunity to cut loose at the end of an academic day. Activities include sports, gym games, swimming, Nintendo Switch, youth fitness, arts & crafts, board games, homework help and so much more!

Hours of Operation

School Year Pick-up: Monday – Friday: 3:00 PM – 6:00 PM

School's Out Camp: 7:30 AM – 6:00 PM

Transportation

FAC owns three, 15 passenger vans and two 60-passenger school buses that we use to transport our kids from the following schools to the Fayetteville Athletic Club:

- Butterfield Trail Elementary
- Root Elementary
- Vandergriff Elementary
- Happy Hollow Elementary
- McNair Middle School
- Holcomb Elementary
- Holt Middle School

School Year Rates (please note - we offer only 5-day rates):

	RATE PER CHILD
Member	\$55 per week
Guests	\$65 per week

ENROLLMENT FEE \$50 per child/ paid once per school year

Students must have an active Jr. Membership to receive member pricing.

Payments

Tuition payments are drafted each Friday via auto payment for the upcoming week. Auto drafts are required for all participants and may be drafted on a credit card or debit card. You also have the option to auto draft a checking or savings account once per month. The monthly option is drafted at the beginning of each month on the 1st business day of the month. Due to our limited enrollment, we do require school year enrollment with a 14-day mandatory notice of cancellation. FAC member discounts will be voided, and additional charges will occur if the FAC Junior membership is canceled at any time during the program duration. A \$25 returned payment fee will be applied to any returned payments. Fayetteville Athletic Club accepts, Visa, Master Card, Discover, American Express, bank drafts and checks

School's Out Camps

We offer holiday camps during Thanksgiving, Christmas and Spring Break holidays as well as most days the Fayetteville Public Schools are out of school.

School Day Out Camp Fees:

Member: \$40 per day

Non-Member: \$48 per day

A la Carte Activities

Available at an additional fee during after school hours are:

- Swim Lessons
- FAC Sharks Swim Team
- Junior Tennis Lessons/ Drills
- Run Club

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.

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
- If your child is enrolled in Summer Camp or Jumpstart, 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, permission must be granted on the registration form, 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.
 - 1st—Written Warning (Incident Form)
 - 2nd—Parent/Guardian Conference, Loss of Special Event Privilege
 - 3rd—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.
 - 4th—Expulsion from Program

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 children. Therefore, we will not take this age group swimming. During the summer, 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.

Electronics Policy

All FACtory programs are electronics free! Children are not permitted to have cell phones, gaming devices, etc. while they are participating. We ask that you leave ALL valuables at home; FAC is not responsible for lost, damaged, or stolen items. There is a "Lost & Found" located in the Kids FACtory, in the main club and near the pool for your convenience in retrieving lost items. These items will be donated/discarded in a timely manner.