



# **School Age Childcare Handbook 2021-2022**

**TNT Kid's Fitness & Gymnastics Mission**

*Unlocking potential through movement*

# **Table of Contents**

**SECTION 1: TNT Kid's Fitness Overview**

**SECTION 2: Student & Parent Responsibilities**

**SECTION 3: Policies & Procedures**

**SECTION 4: Health & Safety**

**SECTION 5: Registration & Payment**

# **SECTION 1: TNT KID'S FITNESS OVERVIEW**

## **TNT KID'S FITNESS & GYMNASTICS**

TNT is a 501(c)(3) non-profit organization established in 2005 working to unlock potential through movement for individuals of all abilities. TNT offers a variety of programs including: gymnastics, ninja classes, special needs programming, cheer, Occupational Therapy, birthdays, special events, Parkinson's Performance Boxing, and a licensed school age childcare program

## **NORTH DAKOTA CHILDCARE LICENSE**

As of January 2021, TNT Kid's Fitness is a licensed school-age program childcare. School age programs are licensed for at least 19 children in a facility, with the actual license capacity determined by available space, staff to child ratios, and sometimes local ordinances. School-age programs offer services before and after school, and sometimes on school holidays and through the summer months.

## **FITCARE PROGRAMS & GOALS**

TNT has three school age programs that fall under the North Dakota Childcare License:

- SOAR (Students of All Abilities Respected): is an after school program that promotes physical activity in a learning environment. Students are transported from select West Fargo Public Schools to TNT.
- School's Out Day Camps:
- No Bummer Summer:

## **TERMS**

The following terms will be used in this document to describe the following

- TNT: refers to TNT Kid's Fitness & Gymnastics
- FitCare: refers to all programs at TNT that fall under the childcare license
- Camper: refers to a child kindergarten to grade 5 participating in a FitCare program Used in place of child(ren), student(s), athlete(s), etc
- Coach: refers to an employee at TNT that works with campers. Used in place of employee, motivator, educator, etc
- Parent: refers to the parent and/ or guardian of a camper
- Full Day Program: refers to School's Out Day Camp or No Bummer Summer
- After School Program: refers to SOAR

## **TNT CONTACT INFORMATION**

- 2800 Main Ave. Fargo, ND 58103
- Customer Service Phone: 701-365-8868
- Website: [tntkidsfitness.org](http://tntkidsfitness.org)
- Customer service email: [kidscomefirst@tntkidsfitness.org](mailto:kidscomefirst@tntkidsfitness.org)
- Student Absence Form:
  - [www.tntkidsfitness.org](http://www.tntkidsfitness.org)
  - Click connect – Quick links
  - Find FitCare – Student Absence Form

## **SECTION 2: STUDENT & PARENT RESPONSIBILITIES**

### **BE SOMEONE POLICY/ BEHAVIOR GUIDANCE / DISCIPLINE**

We expect all students and parents to follow our "Be Someone" policy. Please see the Be Someone contract for more details.

When discipline for actions is required, it must be constructive or educational in nature and may include: diversion, separation from the problem, talking with the child about the situation, praising appropriate behavior, or gentle physical restraint, such as holding. A child will not be subjected to physical harm, fear, or humiliation.

Separation, when used as discipline, must be appropriate to the child's development and circumstances. The child must be in a safe, lighted, well-ventilated room within sight or hearing range of a staff member responsible for caring for or teaching children. A staff member may not isolate a child in a locked room or closet.

### **COMMUNICATING WITH FITCARE LEAD & COACHES**

Sharing information between home and TNT enhances your child's experience and success. If significant changes or events in your child's life cause extreme excitement or stress, please let the TNT coaches know so they respond appropriately.

If you have any concerns or complaints about TNT's program, please discuss them with the FitCare team as soon as possible. If you have a serious complaint, that you feel TNT is not addressing, you may contact TNT's licensor, Coreen Ruona at 701.630.8935.

Parents of each child must be notified of the process for reporting a complaint of suspected licensing violation. Coaches must know the process for reporting a complaint of suspected licensing violation. Upon request, the provider shall make available to the parent receiving care a list of names, telephone numbers, and addresses of the parents of children whom early childhood services are provided. Permission to disclose this information must be granted by the parent.

### **CALLING PARENT/ GUARDIAN**

Coaches and employees reserve the right to call a parent/ guardian for any of the following reasons:

- Informing about injuries
- Informing about items a child forgot (lunch, leotard, swimsuit, etc)
- Questions about behavior strategies
- To pick up your child for the day due to injury, illness, or behavior

### **ACCOUNTABILITY PROCEDURES:**

When your child does not arrive at expected time please fill our the "FitCare Absence Sheet" form in accordance with the following information:

- SOAR: notify TNT by 1:30pm if your child does not need transportation from their school. If your child does not arrive to the bus as expected, we call you. If no answer, we call the school's administration office.

- School's Out Day Camps & No Bummer Summer: Notify TNT by 9:00am if your child will not be attending that day or if there is an alternative drop-off time. If your child does not arrive we call you.

## **SECTION 3: POLICIES & PROCEDURES**

### **AGES SERVED**

Elementary school age children (Kindergarten – 5<sup>th</sup> grade)

### **HOURS**

- SOAR: afterschool – 5:30pm
- School's Out Day Camps & No Bummer Summer: 7:30am-5:30pm

### **DAILY SCHEDULE AND ACTIVITIES**

No Bummer Summer

<b>7:30–8:30</b>	Creative Play/Arrival
<b>8:30–9:00</b>	Gym Orientation
<b>9:00–9:30</b>	Morning Snack
<b>9:30–10:00</b>	Arts & Crafts/Education
<b>10:00–10:30</b>	Gym Stations
<b>10:30–11:30</b>	Themed Activities
<b>11:30–12:30</b>	Lunch
<b>12:30–1:00</b>	Quiet Reading
<b>1:00–3:00</b>	Park/Pool/Fieldtrips
<b>3:00–3:30</b>	Afternoon Snack
<b>3:30–5:30</b>	End-of-day Wind Down

School's Out Day Camp

<b>7:30–8:30</b>	Creative Play/Arrival
<b>8:30–9:00</b>	Gym Orientation
<b>9:00–9:30</b>	Morning Snack
<b>9:30–10:00</b>	Arts & Crafts/Education
<b>10:00–10:30</b>	Gym Stations
<b>10:30–11:30</b>	Themed Activities
<b>11:30–12:30</b>	Lunch
<b>12:30–1:00</b>	Quiet Reading
<b>1:00–3:00</b>	Park/Pool/Fieldtrips
<b>3:00–3:30</b>	Afternoon Snack
<b>3:30–5:30</b>	End-of-day Wind Down

### **ATTENDANCE**

Attendance is not mandatory. However, no part time tuition or credits for missed days offered. Please see "Accountability Procedures" for how to report an absence.

### **DROP-OFF & PICK-UP**

Drop off for full day programs begins at 7:30am and pick-up for all programs ends at 5:30pm. Drop-off or pick-up any time during camp hours. Parents sign their camper in and out with the customer service team.

- **DROP-OFF:** After check in, students place their items in their bin, take shoes and socks off, and find their coach. To limit foot traffic in the gym, we ask parents to stay in the lobby area unless your child needs assistance.
- **PICK-UP:** Campers released only to individuals listed as a parent, guardian, emergency contact, or authorized pick-up person on the registration form. To add pick-up persons, please contact the customer service team. A photo ID required at time of pick-up for new pick-up persons.

### **CURRICULUM, GROUPS, & ACTIVITIES**

TNT uses ages and developmental guidelines to create activities and groups. Students play individually and in different group settings to apply and gain the following skills:

- **Physical:** fitness, movement skills and concepts

- Cognitive: learning new things and applying to various activities
- Social: recognition of self and others
- Emotional: recognition, understanding, and communicating

We use the following to help students apply and gain skills: (outdoor relates to No Bummer Summer only)

- Indoor:
  - Trampolines
  - Obstacle courses
  - Ninja course & ninja rig
  - Team Games
- Outdoor:
  - Pool
  - Parks
  - Field Trips

## **ATTIRE**

TNT recommends active wear and limiting baggy clothing or jewelry of any kind. Campers remove their socks and shoes while at TNT. No Bummer Summer campers need appropriate shoes for field trips and parks.

## **BINS**

Each camper receives a bin with their name on it to keep their personal belongings while at TNT. Campers should bring home all items in their bin at the end of each week (SOAR, NO Bummer Summer) or daily (School's Out Day Camps). For SOAR and No Bummer Summer feel free to leave a change of clothes or extra snacks in their bin during the week.

TNT is not responsible for any stolen, lost, or damaged personal property.

## **LOST & FOUND**

Customer service houses the lost and found. Items found in the bin area at the end of the week go in the lost and found. Please leave toys, electronics, or other personal items home.

## **SNACK & LUNCH**

TNT follows the USDA My Plate Guidelines. During full day programs, students bring their own cold lunch. TNT provides a morning and afternoon snack. For SOAR TNT provides an afternoon snack.

TNT serves everything on the menu and encourages campers to try it. However, campers ultimately choose if they want to try the food. No substitutes offered to those who choose not to eat the planned snack. Students may bring their own snacks, in addition or in place of the snacks provided, if the snack follows the USDA My Plate Guidelines.

## **FOOD ALLERGIES**

For students with food allergies, please document on the registration form. If needed, pack a snack and/or lunch tailored to your child's nutritional needs.

## **TRANSPORTATION**

TNT provides transportation for the following programs:

- SOAR: from camper's school to TNT
- No Bummer Summer: to and from field trips, pools, and parks.

TNT provides transportation in a TNT bus or van and not in person vehicles. Transportation is only provided after written permission found in the registration packet.

When TNT transports campers, we secure them in age appropriate child passenger safety seats as required by state law and carry automobile insurance.

- North Dakota Booster Seat Laws:
  - Children ages 8-17 must be in an approved child restraint system or in a seat belt.
  - Children under age 8 and less than 4 feet 9 inches tall, must be properly secured in a child restraint system.
  - Violation of the child restraint law is a standard offense.

You may need to leave an age appropriate child passenger safety seat with TNT to use during transportation. The seat should be labeled with camper's name, parent's names, and emergency contact numbers.

#### FIELD TRIPS – NO BUMMER SUMMER ONLY

Campers attend many different field trips. TNT informs parents of where the trip is, departure and arrival time, and if the campers need to bring anything.

#### SWIMMING POOLS & PARKS – NO BUMMER SUMMER ONLY

No Bummer Summer visits parks and pool on a weekly basis. TNT pays pool admission fee. On days that TNT attends the pool, campers should bring their swimsuit and towel.

### **WATER HAZARDS**

There is no swimming / wadding pool at TNT's Facility. TNT transports your child to various pools for field trips during No Bummer Summer. TNT must have your permission and description of your child's swimming ability in writing before TNT allows your child to use the swimming / wadding pool during field trips.

TNT coaches will not be involved in any activity other than directly supervising your camper during water play; campers remain in sight at all times during water play.

### **SUNSCREEN & BUG REPELLENT**

TNT provides SPF 50 sunscreen and bug repellent for all field trips, parks, and pools.



## **SECTION 4: HEALTH & SAFETY**

### **Liability Coverage & Insurance**

TNT holds liability & accident medical coverage through Snyder Insurance. If an injury occurs, a TNT employee fills out an accident report, provides one copy to the parent, and keeps the original for TNT's records. Any medical expenses first process through the individual insurance company. Any remaining expenses for the claim, the individual pays up to a \$100 deductible and the remainder processes through TNT's insurance.

### **ACCIDENTS, INJURIES, & EMERGENCY CARE**

TNT requires coaches to be certified in CDC's HEADS UP to Youth Sports Concussion training and First-Aid/CPR training and renew every two years. In an event of an injury, coaches provide immediate care. In the event an injury supersedes coach's training, the parent and/or 91 is called. If the parent does not answer, TNT calls the emergency contact listed on the registration form. TNT coaches do not transport injured individual to obtain care at another facility.

Parents will be informed in writing of any first aid administered to their child within 24 hours of the accident, and immediately notified of any injury that requires emergency care beyond first aid. A copy of the report will be provided to you.

- The death of a child at the facility or a child involved in a serious accident or illness requiring hospitalization while in the care of the facility or attributable to the care received in the facility must be reported within 24 hours to the county social services director.

### **ILL CAMPER**

Illness policy strictly enforced

Children with a fever of 100.4 or above are required to stay home from TNT until fever free (without medication) for 72 hours.

If your camper becomes ill or displays flu like symptoms while at TNT, we call and ask for the child to be picked up. If when are unable to reach you, TNT tries to contact your emergency contact or other authorized persons to pick up the child. If you do not comply with TNT's illness policy, TNT may terminate your enrollment.

If your camper becomes ill during the day, TNT calls you to notify you of their symptoms and if they need to be picked up based on those symptoms. Common symptoms your camper may be sent home for include but are not limited to: fever, nauseated/vomiting, other illnesses that limit their ability to participate in our activities, and when illness results in great need of care than coaches can provide.

See "Accountability Procedures" regarding when to notify TNT of your camper's absence due to illness.

### **ADMINISTERING MEDICATION**

TNT administers medication for campers for whom have a plan made and approved by the FitCare Lead. Because medication poses an extra burden on coaches and having medication being in the facility is a safety hazard, parents should first check with the child's healthcare provider to see if a dose schedule can be arranged that does not involve the hours the child is in the care by this facility.

Parents are welcome to come to TNT to administer medication to their own child during the day.

If a liquid or oral medication needs to be administered at the facility, the guardian must provide the administration device with clearly marked measurements (medication sip-vial, medication-cup, dropper, or syringe).

### **MANDATED REPORTING (SUSPECTED ABUSE/NEGLECT POLICY)**

All TNT employees are mandated by the North Dakota Century Code 50-25 1-03 to report any suspected cases of physical or sexual abuse or neglect. If a TNT employee has a reasonable suspicion of abuse of a child, they make a good faith report and call Cass County Social Services Family Services Davison Intake Unit or complete the Child Abuse Neglect Form.

To report a suspected case of child abuse or neglect, call Cass County Social Services Division Intake Unit at this number 701.241.5765.

### **CHILD SUPERVISION**

TNT schedules permanent coaches for your camper's program that works with them on a daily basis. Occasionally, TNT schedules substitute childcare providers because of: appointments, trainings, illness, emergencies, etc. Both the permanent coach and the substitute coach passed a background check and meet all state licensing regulations. These coaches have the following childcare responsibilities: designing and facilitating age appropriate activities for your camper, providing snack and/or lunches, dismissing your child, providing any first-aid or CPR care if needed.

TNT does not employ anyone convicted of a direct bearing offense listed in ND Admin. Code 75-03-09-27(1)(a).

### **CLOSURES**

TNT reserves the right to reduce, suspend, or close programs due to weather concerns, facility damage, or other emergency conditions that prevent normal operations. The decision to reduce, suspend, or close programs for emergency reasons, disruptive actions, or health risks comes from TNT's Chief Operation Officer.

# **SECTION 5: REGISTRATION & PAYMENT**

## **REGISTRATION PROCESS / FORMS & WAIVER**

Below is the registration process for our FitCare programs:

- SOAR: Fill out and return registration packet
- School's Out Day Camp & No Bummer Summer: Register for selected dates on TNT's website and return paperwork prior to camp

How to register for School's Out Day Camps or No Bummer Summer online

- [www.tntkidsfitness.org](http://www.tntkidsfitness.org)
- Click the myTNT button

Prior to attending a FitCare program, families complete the registration packet, waiver, auto-payment form, and handbook acknowledgement and return documents to TNT. Updated paperwork is due annually. SOAR always requires a registration form.

## **UPDATING INFORMATION ON FILE**

TNT asks parents to notify customer service with any change of information such as address, phone number, email, payment information, etc.

## **FINANCIAL OBLIGATION**

All fees must be current. Parents set up auto payment with the business office before participating in camp. In the event an account becomes delinquent, a removal from the program until past due amount paid. Any account, more than 30 days overdue, with no payment or communication to the business office receives a collection notification. Subsequently, any account, which goes more than 60 days, with no payment or communication to the business office turns over to collection.

## **PAYMENT & TUITION**

**SOAR:** Monthly payments are withdrawn from either a checking account or credit/debit card each month on the 1<sup>st</sup> (or the following business day if the 1<sup>st</sup> falls on a weekend). Every family is required to have an account to be debited each month for tuition costs. The account holder shall provide written authorization to TNT Kid's Fitness to debit the account each month on the 1<sup>st</sup> for tuition.

**No Bummer Summer & Schools Out Day Camps:** Deposits are due at the time of registration. The remaining payments are auto-withdrawn 10 days prior to the camp. Tuition must be paid by the day of the camp.

## **TAX INFORMATION:**

You will receive a receipt after auto payment. TNT will note send statements. If you need a statement for tax purposes you are able to access them online in your iClassPro account. If you are unable to log into your account please contact customer service and they will assist you.

Our tax id number is 20-3459549

## **TERMINATION OF CONTRACT BY TNT**

Based on our behavior policy, TNT reserves the right to remove any camper from the program as it relates to the safety and success of the individual. See "Be Someone Policy".

## **TERMINATION OF CONTRACT BY PARENT**

SOAR: the parent must submit a drop from through the TNT website. Go to [tntkidsfitness.org](http://tntkidsfitness.org), "connect", "quick links", "membership drop form". Any tuition collected up to the point of notice will be forfeited, unless in the case of an injury, in which case a physician's note is required.

No Bummer Summer & School's Out Day Camps: Please notify customer service 10 days prior to camp that your child will not be attending to have your deposit credited to your myTNT account. No refunds or credits given for drops within the week of program.