



School Age Childcare Handbook

TNT Kid's Fitness & Gymnastics Mission

Unlocking potential through movement

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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, birthday parties, special events, Parkinson's Performance Boxing, and a licensed school age childcare program.

NORTH DAKOTA CHILDCARE LICENSE

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. **TNT's childcare license number is #09-85-8171-K**

CHILDCARE 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: is an all day program on select days off from school. Students experience a wide variety of movement activities. Open to students for all school districts.
- Summer SOAR: is an all day, week long program that promotes physical activity in a learning environment. Students utilize both TNT and TNT Kid's Fitness South. Students experience a wide variety of field trips including going to the pool, parks, and touring local businesses.

TERMS

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

- TNT: refers to TNT Kid's Fitness & Gymnastics located at 2800 Main Ave. Fargo, ND 58103
- Student: refers to a child kindergarten to grade 5 participating in a childcare program Used in place of child(ren), athlete(s), etc
- Coach: refers to an employee at TNT that works children in the childcare program.
- Parent: refers to the parent and/ or guardian of a camper
- Full Day Program: refers to School's Out Day Camp or Summer SOAR
- After School Program: refers to SOAR

TNT CONTACT INFORMATION

- Noah Ferry, School Age Childcare Department Manager
 - o Email: noah@tntkidsfitness.org o Phone: 701-551-5028
- 2800 Main Ave. Fargo, ND 58103
- Customer Service Phone: 701-365-8868
- Website: tntkidsfitness.org

- Customer service email: kidscomefirst@tntkidsfitness.org
- Student Absence Form: www.tntkidsfitness.org > About Us > Forms & Links > SOAR Absence Form

SECTION 2: CHILD, PARENT, & EMPLOYEE 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 CHILDCARE 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 Childcare team as soon as possible. If you have a serious complaint, that you feel TNT is not addressing, you may contact TNT's licensor, Susan Clancy 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:

On days where your child will not be attending their program please fill out the "SOAR Absence Sheet " located at tntkidsfitness.org > About Us > Forms & links > absence form in accordance with the following information:

- SOAR: notify 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 the school's administration office and / or you.
- School's Out Day Camps & Summer SOAR: Notify TNT by 9:00am if your child will not be attending that day or if there is an alternative drop-off time.

EMPLOYEE RIGHTS AND RESPONSIBILITIES:

Employees have the right to work in a safe and supportive environment. They have the right to receive training, resources, and guidance necessary to meet expectations. They have the right to enforce safety policies.

Employees have the right to communicate with families about their child(ren)'s progress, concerns, or incidents respectfully and in a timely manner. As well as the right to maintain appropriate boundaries and be treated with respect by families.

Employees are responsible to provide attentive, developmentally appropriate supervision to every child. They are responsible to know and follow all organizational policies, procedures, and licensing rules, as well as ensure proper documentation of all incidents, injuries, or behavioral concerns. Employees are responsible to respectfully and clearly communicate with families. Employees must model active inclusion, respect, responsibility, and safety. Employees are responsible to report any safety hazards or concern promptly.

PARENT / GUARDIAN RIGHTS AND RESPONSIBILITIES:

Parents have the right to have their child cared for by staff who prioritize safety and well being and who are competently trained. Parents have the right to clear and prompt communication policies, schedules, fees, and expectations. They have the right to access records of child(ren)'s progress and participation. Parents have the right to be informed of any injury, incident, or behavioral concern within a timely manner. Parents reserve the right to be communicated to with respect.

Parents are responsible to read and follow all policies and procedures within the handbook. They are responsible for communication of medical, behavioral, social, and developmental information regarding their child(ren)'s needs. Parents are responsible to ensure their child arrives on time and appropriately equipped for daily activities. Parents are responsible to maintain updated emergency contact and medical information. Parents are responsible to treat staff with respect and work with staff members to support the child.

GRIEVANCE POLICY

Concerns need to be brought to the following people in this order.

- Coach
- Childcare Director
- Operations Manager

We understand that issues come up and we are very willing to work with you to come to a common result.

SECTION 3: POLICIES & PROCEDURES

AGES SERVED

Elementary school age children (Kindergarten – 5th grade). For Summer SOAR need to have completed Kindergarten

HOURS

- SOAR: afterschool – 5:30pm
- School's Out Day Camps & Summer SOAR: 7:30am-5:30pm

DAILY SCHEDULE AND ACTIVITIES

Varies depending on the program. All programs include creative play, gym stations, and a healthy snack. Day long programs include an additional snack, lunch, quiet reading time, and fieldtrips (Summer SOAR)

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 childcare hours. Parents sign their child in and out with the customer service team.

- DROP-OFF: After check in, children place their items in their bin / hook, 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: Children are released only to individuals listed as a parent, guardian, emergency contact, or authorized pick-up person on the registration form. To add pick-up person(s), please contact the customer service team. A photo ID required at time of pick-up for new pick-up person(s).

CHILD PICKUP & LATE PICKUP POLICY

When picking up your child(ren), parents/guardians are required to:

- Sign your child out before leaving the facility
- Check your child's cubby/hook for any personal belongings that need to be taken home

Pickup Time Expectations

All children must be picked up by **5:30 p.m.**

If a child has not been picked up by **5:30 p.m.**, the following late fee structure will apply:

- **1st offense:** Verbal and/or written reminder of the late pickup policy
- **2nd offense:** \$2.00 per minute past 5:30 p.m.

- **3rd offense:** \$3.00 per minute past 5:30 p.m.

Excessive Late Pickups

- After **4 late pickup offenses**, the child will be suspended for **one week (5 program days)**
- Families remain responsible for payment during the suspension period
- Continued late pickups after suspension may jeopardize the child’s enrollment

Failure to Pick Up

If a child has not been picked up by **5:35 p.m.**, the following steps will be taken:

1. Attempt to contact parents/guardians

If a child has not been picked up by **6:00 p.m.**, the following steps will be taken:

1. Additional attempt to contact parents/guardians
2. Contact emergency contacts listed on the child’s account
3. If a child remains unclaimed **30 minutes after closing**, law enforcement will be contacted

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 executive team.

In the event the West Fargo School District cancels school, before the start of the day or during the day, there will be no SOAR.

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
- Sensory: Understanding their own sense and how they effect them and others, special awareness, and balance skills

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

- | | |
|--|--|
| <ul style="list-style-type: none"> • <u>Indoor</u> <ul style="list-style-type: none"> ○ Trampolines ○ Obstacle Courses ○ Ninja Course & Ninja Rig ○ Team Games | <ul style="list-style-type: none"> • <u>Outdoor</u> <ul style="list-style-type: none"> ○ Pool* ○ Parks* ○ Field Trips |
|--|--|

ATTIRE

TNT recommends active wear and limiting baggy clothing or jewelry of any kind. Children remove their socks and shoes while at TNT. Summer SOAR attendees need appropriate shoes for field trips and parks.

BINS

Each student receives a bin with their name on it to keep their personal belongings. Children should bring home all items in their bin at the end of each week (SOAR, Summer SOAR) or daily (School's Out Day Camps). For SOAR and Summer SOAR 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

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 has a weekly snack menu. We encourage students to try what is on the menu but will offer an alternative. Children 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 and contact the director prior to attending any school age childcare program to ensure coaches are aware. If needed, pack a snack and/or lunch tailored to your child's nutritional needs. For severe allergies snacks can be adjusted to ensure children's safety.

TRANSPORTATION

TNT provides transportation for the following programs:

- SOAR: from students' school to TNT
- Summer SOAR: to and from field trips, pools, and parks.

TNT provides transportation in a TNT bus or van and not staff's personal vehicles. Transportation is only provided after written permission found on the waiver form.

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.

FIELD TRIPS – SUMMER SOAR 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 – SUMMER SOAR ONLY

Summer SOAR visits parks and pool on a weekly basis. TNT pays pool admission fee. On days that TNT attends the pool, children should bring their swimsuit and towel.

WATER HAZARDS

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

Parents can provide sunscreen for their children if they want to use their own.

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 the event of an injury, coaches provide immediate care. In the event an injury supersedes coach's training, the parent and/or 911 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 ND Dept. of Health and Human Services

ILL CAMPER

Our illness policy is strictly enforced. Children with a fever of 100.4 or above are require to stay home from TNT until fever free (without medication) for 24 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 we 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 greater 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 Childcare Director. 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

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 child's program that works with them on a regular basis. Occasionally, TNT schedules substitute childcare providers because of: appointments, trainings, illness, emergencies, etc. These coach 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).

HIRING POLICY & STAFF CERTIFICATIONS

Upon hire, employees must complete a fingerprint background check. All childcare employees are required to complete continuing education units based on their years of service and number of hours worked. The requirements are communicated to staff by TNT's Childcare Director.

All employees are required to be adult and pediatric First Aid/ CPR / AED certified within 90 days of hire and renew every other year. All employees must complete the mandated reporter training yearly.

Upon applying, TNT's HR department uses an applicant tracking system "Hire Click" which requires an application and resume, including employment history, for each applicant.

Formal performance evaluations are conducted for full time employees each calendar year with quarterly check-ins. Part time employees are evaluated annually by their hire date anniversary.

SECTION 5: REGISTRATION & PAYMENT

REGISTRATION PROCESS / FORMS & WAIVER

Below is the registration process for our childcare programs:

- SOAR: Fill out and return registration packet
- School's Out Day Camp & Summer SOAR: Register for selected dates on TNT's website and return paperwork prior to camp

How to register for School's Out Day Camps or Summer SOAR online

- www.tntkidsfitness.org
- Click the Register button

Prior to attending a childcare program, families complete the registration packet, waiver, auto-payment form, handbook acknowledgement, and childcare assistance policies (if applicable) 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 a childcare program. 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 1st (or the following business day if the 1st 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 1st for tuition.

Summer SOAR & Schools Out Day Camps: A \$25 **non-refundable deposit** is due at the time of registration. The remaining payments are auto-withdrawn **7 days** prior to the camp. No credits or refunds will be given after this date. Tuition must be paid by the day of the camp.

TAX INFORMATION:

You will receive a receipt after auto payment. TNT will not 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> About Us > Forms & 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.

Summer SOAR & School's Out Day Camps: Please notify customer service 14 days prior to camp that your child will not be attending to have your deposit credited to your iClassPro account. No refunds or credits given after that time unless we are able to fill the spot from the waitlist.