



After School Program Parent Handbook

2018-2019



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Where Education, Fitness & Good Nutrition Meet

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2018-2019 School Year

- August 23 – First Day of School
- September 3– Labor Day (Fitwize 4 Kids Closed)
- October 8 – Columbus Day (All Day Program available)
- October 22– Student Holiday (All Day Program available)
- November 5-6 – Student Holidays (All Day Program available)
- November 21 – Thanksgiving Holiday (All Day Program available)
- November 22-23 – Thanksgiving Holiday (Fitwize 4 Kids closed)
- December 24-January 1– Winter Break (Fitwize 4 Kids closed)
- January 18 – Student Holiday (All Day Program available)
- January 21 – Martin Luther King, Jr. Holiday (All Day Program available)
- February 18 – President’s Day Holiday (Fitwize 4 Kids closed)
- March 29-April 1 – Student Holiday (All Day Program available)
- April 15-19 – Spring Break (All Day Program available)
- May 27 – Memorial Day (Fitwize 4 Kids closed)
- June 7 – Last Day of School



NOTE: Please send your child to school wearing or packing sneakers. In order to participate on any of our fitness equipment, sneakers must be worn to ensure safety.

Thanks for your understanding.

WELCOME LETTER FROM THE OWNER

Dear Parents,

Welcome to the Fitwize 4 Kids After School Program (ASP) and Kindergarten Enrichment Program (KE). Our philosophy is centered around our 4 pillars of leading a healthy lifestyle: Fitness, Nutrition, Character Education and Community Service (INSPIRE Program). We include academic support and a technology center, indoor and outdoor activities, free time and Fun Fridays. Our program is designed to be safe, fun and to meet the needs and interests of our school-age children.

Our fitness program will focus on one-hour of fitness each day, to include a variety of activities incorporating circuit and strength training and cardiovascular games. Our hands-on nutrition program concentrates on the balance of good nutrition and fitness; this makes learning about nutrition simple and fun while children explore the importance of healthy eating habits.

We make homework a priority as we allocate 45-minutes towards it, Monday-Thursday. If homework is completed early, we offer our technology center, which includes internet access to county-approved educational websites and a STEM activity center. Open gym time is provided daily for indoor and outdoor activities. This helps to balance academic & non-academic opportunities as we do believe children need time to just be kids.

To add variety to our program, we offer Fun Fridays, includes fun activities related to our INSPIRE Community Service Program, as well as our new Life Skills Program. Please refer to #4 in our Handbook for details about these programs. Open Gym and other fun activities will also be offered on Fun Fridays.

Please don't hesitate to contact us if you have any questions about the program. The most important thing to ensure a successful program is the open communication between you, the parents, and our staff. You will always be welcome to visit the center and we welcome all feedback and suggestions. We look forward to our relationship with you and your children during the school year, and hope you consider other programs Fitwize 4 Kids has to offer your family.

Best regards,



Karen Mitchell

Owner/Operator, Fitwize 4 Kids Ashburn

BENEFITS OF OUR PROGRAM

- Instructed by an ACE certified personal trainer
- Fitness classes organized & taught by certified instructors
- Low-intensity, highly-achievable exercise experience
- Nutrition education teaches benefits of eating healthy
- INSPIRE community service & character education program
- Increased self-esteem
- Enhanced academic performance
- Homework is a priority
- 10% sibling discount (when siblings enrolled on the same form/same cart; cannot be combined with other offers)
- One-week vacation (see #17 below)

DETAILS OF OUR PROGRAM

1. Program Hours & Weeks of Provided Service
ASP begins at the school dismissal bell and runs until 6:30pm. KE runs from dismissal until 2:30pm, with option to extend until 6:30pm. Our program is offered from the first day of school to the last. Refer to the calendar for important dates (pg. 2).
2. Updating Information
Parents are responsible to inform Fitwize with any changes to their child's record (phone numbers, email, medical, authorized pick-ups and changes to other pertinent information). All changes must be submitted in writing or via the online database.
3. Sample Schedule, Events & Activities

<i>Elementary</i>	<i>Middle School Activity</i>
2:35 – 3:15pm	3:20 – 3:45pm Transportation/Attendance/Snack
3:15 – 4:00pm	3:45 – 4:30pm Homework/Technology Center
4:00 – 5:00pm	4:30 – 5:30pm Fitness Activities
5:00 – 6:30pm	5:30 – 6:30pm Free Time and Prepare for Pick-up

<i>Kindergarten Enrichment / Activity</i>	
10:50 – 11:00am	Transportation/Attendance
11:00 – 11:15pm	Group Meeting/Share Time
11:15 – 12:00pm	Center Time (language arts, math & gym)
12:00 – 12:30pm	Lunch
12:30 – 1:30pm	Circle Time, Story & Themed Lesson/Project
1:30 – 2:00pm	Various Games (math, word/coin Bingo, etc.)
2:00 – 2:30pm	Open Gym (parachute, hula hoop, jump rope, etc.)
2:30pm	KE dismissal for half-day; Fitness Activities, Snack & follow elementary sample
4. Friday Fun Day
Fridays we change it up by offering our INSPIRE Community Service and Life Skills Programs. Once activities are completed, a variety of fitness games will be offered in open gym format. We also provide board games, crafts and a movie.

Fitwize INSPIRE Program

INSPIRE provides opportunities for children to participate in a variety of community service projects during the school year. Monthly topics may include: Hunger & Homelessness, Gratitude, Love Thy Neighbor, Kids Helping Animals and others. We have discussions about each topic and either make or collect items to give back to others.



Fitwize Life Skills Program

This program provides opportunities for children to learn about a variety of life skills, like home economics (money/budgeting); time management, goal setting and making good decisions; manners and social skills (six pillars of character: respect, responsibility, trustworthiness, fairness, caring and citizenship); and cooking and food skills (conducted by our Nutritionist). We will have discussions about each topic, as well as hands-on activities.

5. Inclement Weather Policy

If inclement weather changes the LCPS regular operating hours, the following will be in effect (“like” us on Facebook to receive updates):

- If LCPSs remain open until the scheduled dismissal time, we will provide care as scheduled.
- If LCPSs have an early closure, we’ll pick-up students at the time of early dismissal and provide care. Your child MUST travel home according to the early dismissal instructions in their school file.
- KE students will be picked up at the time of school dismissal. For a 1-hour delay, we pick-up at 2:35pm; 2-hour delay, we pick-up at 11:50am.
- If LCPSs are closed and road conditions are not severe, we will provide care for an additional daily rate. Parents will be notified via email of our daily camp program, and registration must be completed online no later than 8am to ensure proper staffing. A minimum of 6 children must be enrolled in order for the program to be offered for an additional daily rate (see section #7).
- Fitwize follows the federal government closures.

6. Description of Activities

Snack: A healthy snack will be provided. Parents must inform staff of all food allergies in writing. If your child has special dietary requirements, you should provide an acceptable snack for your child. Parents may pack a drink or alternative healthy snack; please no soda, cookies or candy.

Homework: Staff will be available to assist with homework; however, we do not provide one-on-one tutoring during the 45-minute designated time. Please check with your child to ensure they have completed their homework.

Circuit Training: is designed to provide a low-intensity, highly-achievable experience and to allow for motor skill development. The training includes:

- Warm-up: exercises will include cardiovascular exercises, calisthenics & stretching.
- Circuit Training: benefits consists of strength, core/functional & cardio training.

Resistance/Strength Training

We help children develop strong, functional musculoskeletal systems in order to perform physical activities with increased level of success and lower risk of injury. The best way to build strength is through strength training. This is a planned and progressive system for exercising with appropriate resistance, which gradually

increases as the musculoskeletal system grows stronger. Benefits of strength training include:

- Improved body composition
- Increased self-esteem
- Improved academic performance
- Increased physical activity
- Psychological stability
- Overall health stabilization

Core/Functional Training

Core and dynamic movements result in agility–improved reactionary forces where your body can move quickly and efficiently. Exercises help to improve posture and alignment as well as challenging balance and equilibrium. Training combines strength, balance, agility and flexibility of muscles that control the entire trunk/spine. Regular conditioning prevents injuries, correcting posture and becoming more efficient. Core training is about QUALITY, not quantity.

Cardiovascular Training

This training is any activity that uses large muscle groups in a continuous, rhythmic fashion for sustained periods of time that will help to provide more energy and higher endurance. We provide running, walking, aerobics and cycling in our cardio training. Cardio training can help children lower the risk of becoming overweight and developing heart disease, Type II diabetes and hypertension.

- Obstacle course: This includes running, weaving, jumping, tumbling and balancing elements with the aim of testing speed, agility and endurance.
- Cool-down: Once circuit training is complete, the child is guided to allow their heart rate and breathing to lower to a comfortable level. Light aerobic exercises are offered to cool-down.

Nutrition Education: A healthy lifestyle includes a balance of good nutrition and fitness. Our certified nutritionist will teach kids the life-long benefits of eating right and living a healthy lifestyle using hands-on activities.

Organized Indoor/Outdoor Activities: Includes non-competitive team sports, games, arts and crafts, and other projects that encourage children to use team skills, be creative and challenge themselves.

Free Time: A variety of board and card games, arts and crafts, books, group games, technology center and other activities will be available.

Fitness Classes and Clubs: Classes and clubs are run by certified instructors on an ongoing basis. Examples of classes include art, cheer, jumping fitness, etc.; while examples of clubs include garden, running, etc.

Fitwize Bucks: Students will earn 1 buck for attendance. Additional bucks will be awarded for exemplary behavior and deducted for inappropriate behavior and rule violations. Earned bucks are traded for prizes.

7. All Day Program

We offer care on Teacher Work Days, Columbus Day, day before Thanksgiving, MLK, Jr. Day and when LCPSs are closed due to inclement weather (see section 5). Tuition rate applies and \$35 is in addition to the weekly rate (\$20 for full-time KE students). Program runs 9am-4pm, with an option of after-hours from 4-6:30pm for \$30/day, and before hours from 8-9am for \$15/day. Any responses received after the deadline will be subject to late fees, no sibling discounts and care will only be provided if space permits. Late fees are: \$10/day for regular program, \$10/day for before- and \$10/day for after-care. A minimum of six students must be enrolled in the program in order for program to be offered, this includes before and after care. No registrations will be accepted the day of due to staffing requirements. If we do not reach the minimum, you will be notified ASAP. Send a nut-free lunch and drink with your child, afternoon snack will be provided.

8. Spring Breaks and Summer Camps

We offer a full-day Spring Break camp. Regular ASP/KE tuition will be collected for the week regardless of enrollment in the camp. Enrolled families may register at a discounted rate of \$135 (regular ASP tuition still applies). Camp runs from 9am-4pm, with an option of after-hours from 4-6:30pm for \$65/week and before-hours from 8-9am for \$45/week. There will be an option to register per day (rates TBD). Any enrollment received after the deadline will be subject to late fees and only accepted if space is available (due to staffing requirements), no sibling discount will be offered. Late fees are an additional \$10 for camp program, \$10 for before- and after-care. A minimum of six students must be enrolled in the program in order for program to be held; this includes before- and after-care. If we do not reach the minimum, you will be notified ASAP. Send a nut-free lunch and drink with your child, afternoon snack will be provided.

We offer a variety of summer camps, which is a separate program from ASP. Additional fees apply.

9. Absence Policy

If your child will be absent from our program, it is the responsibility of the parent to contact Fitwize no later than 10am on the day of the absence. Negligence in contacting us about an absence may result in a \$10 balance on your account.

10. Late Pick-Up Fees

Late Pick-Up Fees will be charged for children not picked up by 6:30pm as follows:

- Up to 10 minutes late: \$10.00 per child
- 10-30 minutes late or more: \$25.00 + \$2.00 per minute over 30 minutes per child until picked up.

11. School Dismissal Procedures

Please indicate that Fitwize will pick your child up on their school transportation form. Before departing your child's school, attendance will be taken by our staff and verified with school staff.

12. Medication

Medication to be administered to your child must:

- Be in the original container, with physician's name and phone number on the container.
- Medication Release Form (MAT) must be signed by a parent and accompany the medication. It must contain clear written instructions regarding dosage and time medication is to be given.
- If your child requires an Epi-pen or inhaler, one should be left at Fitwize at all times.

13. Immunizations

Your child's immunization record, including TB test, must be current and on file at Fitwize.

14. Illness/Injury

Small cuts and scrapes will be treated by certified CPR/First Aid staff using first aid procedures. In the event of serious illness or injury, we will contact the parent; if the parent cannot be reached, we will contact the emergency contact. Fitwize will contact emergency services if we believe it is necessary for the safety of a child, which could involve EMS or transportation to an emergency medical facility.

Please keep sick children home. A child with a fever over 100 degrees or experiencing vomiting, diarrhea or other infirmities are not allowed to attend until symptom-free for 24-hours without medication.

15. Open Visitation Policy:

Parents are encouraged to visit Fitwize at any time.

16. Vacation Policy

We offer a one-week vacation within a school year, with a two-week written notice given via our vacation form, after a child has been enrolled for six months in our ASP. A form must be submitted as we cannot accept a verbal or written request. Forms are available from our office staff and/or can be accessed via our website under the ASP menu.

17. Personal Items Left at Fitwize/What Not to Bring

Jackets, backpacks, lunchboxes and other items left at Fitwize will be placed in the lost and found. Children are asked not to bring personal possessions as Fitwize is not responsible for lost or stolen items. Please do not bring any of the following: electronic devices such as DSi, phones, iPods, bikes or other personal items; toy guns or weapons of any kind; money. Items left longer than 30 days will be donated.

18. Payment and Account Information

A deposit payment, equal to one-week tuition, per child, is due at registration. Deposits will be applied toward student's last week attended, per withdrawal policy (see section #20). Deposits for the 2018-19 school year will be forfeited if registration is canceled prior to 8/23/18.

Weekly tuition payments are: \$155/week for ASP; \$189/week for KE full-day program; \$149/week for KE half-day program. Weekly tuition payments are due the Wednesday prior to the upcoming week attended. Tuition may be paid via cash, check, credit card or EFT. It is highly recommended to use our

automatic EFT system. If for any reason your payment is not received on Wednesday, a check is returned, and/or your credit card/EFT is declined, a \$25 late fee will be added to your account. If paying by cash or check, we must have a credit card on file. If payment has not been received by the Friday following the Wednesday payment due date, the credit card on file will be charged on that Friday. All money paid to Fitwize is non-refundable, non-transferable and un-assignable, regardless of reason. On a case-by-case basis, there may be an allowance to this policy with a \$25 fee applied.

If a child(ren) is removed or dismissed from our program, all money paid to Fitwize will be forfeited. There will be no refunds or prorates in the event that your child(ren) is removed. Removal from our program will result from your account not remaining in a current status and/or due to excessively poor behavior of a child(ren). All accounts must be kept current in order to keep an active status at Fitwize. If your account becomes past due, Fitwize has the right to withhold any and all services pertaining to our program until your account is paid in full.

19. Receipts

Parents may log into our secure database, free of charge, to download payment receipts and year-to-date statements to include a summary of childcare expenses related to the ASP/KE and summer camps. If requesting a statement directly from Fitwize, there will be \$10 charge per statement, per child.

Fitwize Tax Identification Number: 27-2623796.

20. Withdrawal of Child from Program

If you decide to withdraw your child from our program, you must provide Fitwize with a **30-DAY WRITTEN notice**. Your monthly automatic payment will not be terminated without this notice. Fitwize will continue to collect weekly tuition during the 30-days, which shall not include any week(s) Fitwize is closed when tuition is not collected. Ex.: if a 30-day notice is presented on Dec. 1, Fitwize will collect for four paid weeks of tuition, not to include the week of the holiday break when Fitwize is closed. Accrued vacation may not be used as payment as part of the 30-day notice period.

21. Behavior Expectations

We expect children to display respect and cooperation with staff, instructors and each other, as well as to respect each other's property and personal space. When a child fails to work within the stated rules and policies, he/she will receive a warning. If the behavior continues after three warnings, we will contact the parents. If behavior continues after parent meeting, it may result in suspension or withdrawal from the program (see section #20).

23. Children's Code of Conduct

The following outlines the Children's Code of Conduct to be signed when enrolling in our program.

Fitwize takes seriously the importance of the protection and safety of each child enrolled in our program. As a participant in the Fitwize After School Program, I agree to:

- Check into the Fitwize After School Program immediately after school each day.
- Keep my personal belongings in my storage area.
- Remain seated and quiet during roll call, homework, announcements and snack.
- Follow all rules and instructions given by the After School Program staff.
- Tell the staff counselors if I am sick or hurt.
- Respect all other children and the After School Program staff members at all times. There will be no bullying at any time, this will not be tolerated.
- Respect all supplies, equipment and property.
- Respect all personal belongings of other children.
- Help clean up after myself following all activities.
- When on the van, remain seated, seat-belted, quiet and keep body parts inside the van and to myself. Obey all instructions of the van driver.

24. Parent's Statement of Understanding

The following outlines the Parent's Statement of Understanding to be signed when enrolling in our ASP.

- I understand that I am not to leave my child at Fitwize unless a staff member is present.
- Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place child in their custody. Please do not put staff in a position to make this judgment.
- I understand that I will be charged "late fees" if I fail to pick-up my child by 6:30pm.
- I understand there are additional fees for teacher work days, holidays, breaks and inclement weather.
- I understand staff is not permitted to babysit, transport or care for children outside of program hours.
- I understand my child and I will both sign a Children's Code of Conduct & Parent's Statement of Understanding. Repeated rule violations on the part of a child may generate a note or call to the parents and/or early dismissal for the day. Failure to correct inappropriate behavior may result in suspension or dismissal from the ASP.
- I will be notified of any future policy changes made by Fitwize via email and/or handout.
- I may request a meeting with the Program Director to ask questions about the center's policies and procedures. Contact us at any time if you have a concern or comment.
- Parents are encouraged to participate in the activities and special events at the center.

I understand that I must submit a 30-day written notice in advance to Fitwize when withdrawing my child(ren) from the After School Program. I am responsible for payment for the program during those 30 days; not to include any non-tuition paid weeks (ex. winter break), nor any accrued vacation may be used as payment as part of the 30-day period.

PLEASE RETURN THIS PAGE SIGNED AND DATED BY YOU AND YOUR CHILD

CHILDREN’S CODE OF CONDUCT—AFTER SCHOOL & KINDERGARTEN ENRICHMENT PROGRAM 2018-19

Name of Child (please print): _____ Date: _____

I have read the Children’s Code of Conduct as outlined in the After School Program Parent Handbook and understand the importance of the protection and safety of the children enrolled in this program. As a participant in the Fitwize 4 Kids After School Program, I agree to:

- Check into the Fitwize 4 Kids After School Program immediately after school each day.
- Keep my personal belongings in my storage area during the After School Program.
- Remain seated and quiet during roll call, homework, announcements and snack.
- Follow all After School Program rules and instructions given by the After School Program staff.
- Tell the After School Program staff counselors if I am sick or hurt.
- Respect all other children and the After School Program staff members at all times. There will be no bossing around or bullying at any time, this will not be tolerated.
- Respect all After School Program supplies, equipment and property.
- Respect all personal belongings of other children.
- Help clean up after myself following all activities.
- When on the van, remain seated, seat-belted, quiet and keep body parts inside the van and to yourself. Obey all instructions of the van driver.

Signature of child acknowledging the Children’s Code of Conduct: _____

PARENT’S STATEMENT OF UNDERSTANDING—AFTER SCHOOL & KINDERGARTEN ENICHMENT PROGRAM

Name of Child (please print): _____ Date: _____

I have read the Parent’s Statement of Understanding as outlined in the After School Program Parent Handbook, and understand the importance of the protection and safety of the children enrolled in this program. As a parent with a participant in this program, I agree to:

- I understand that I am not to leave my child at Fitwize 4 Kids unless a staff member is present.
- Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place child in their custody. Please do not put staff in a position to make this judgment.
- I understand that I will be charged “late fees” if I fail to pick-up my child by 6:30pm.
- I understand there are additional fees for teacher work days, holidays, inclement weather and school breaks.
- I understand that the staff is not allowed to babysit, transport or care for children outside of program hours.
- I understand that my child and I will both sign a Children’s Code of Conduct agreement and Parent’s Statement of Understanding. Repeated rule violations on the part of a child may generate a note or call to the parents and/or early dismissal for the day. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the After School program.
- I agree to keep my account in good-standing. Weekly tuition is due the prior Wednesday of an attended week.
- I will be notified of any future policy changes made by Fitwize 4 Kids via email and/or handout.
- I may request a meeting with the Program Director to ask questions about the center’s policies and procedures. I am encouraged to contact Fitwize at (703) 723-4176 at any time if I have a concern or comment.
- Parents are encouraged to participate in the activities and special events at the center.
- I understand that I must submit a 30-day written notice in advance to Fitwize when withdrawing my child(ren) from the After School Program. I am responsible for payment for the program during those 30 days; not to include any non-tuition paid weeks (ex. winter break). Accrued vacation may not be used as payment as part of the 30-day notice period.

Signature of parent acknowledging Parent’s Statement of Understanding: _____