

CATCH Kids Club (CKC)

Welcome to the CATCH Kids Club (CKC) program coordinated by the Oklahoma State Department of Health (OSDH). We are thrilled to partner with your site in this nutrition and physical activity program to address the epidemic of childhood obesity in our state.

This document will summarize the purpose and intent of the CKC program; explain the responsibilities of each party involved with the program; and establish a commitment on how the CKC program will be implemented and evaluated at your site.

Please complete the attached Memorandum of Agreement (MOA) and Implementation Plan and return to your CATCH program representatives (listed below) by **September 1st** to enroll your after-school program in CKC.

This will allow the Oklahoma State Department of Health to monitor and evaluate the success and fidelity of the CKC program statewide. We want to ensure that this program is progressing to reach the ultimate goal of reducing the risk of obesity in participating students.

If you have any questions about enrolling in the CATCH Kids Club program, please do not hesitate to contact any of the CATCH program representatives listed below. Again, we are excited to have you on board with the CKC program for the upcoming school year!

CATCH Program Representatives:

County Health Educator:

Name: _____

Phone: _____

Email: _____

Oklahoma State Department of Health – CATCH Program:

405-271-6127 (phone)

405-271-1225 (fax)

1000 NE 10th Street, Room 508

Oklahoma City, OK 73117

<http://catch.health.ok.gov>

CATCH Kids Club (CKC) Memorandum of Agreement

1.0. Introduction

This Agreement between the Oklahoma State Department of Health (hereinafter "OSDH"), through the Administrator of the _____ County Health Department, and the _____ After-School program (hereinafter "ASP") in _____, Oklahoma, hereinafter referred to as the "Parties" or the "CATCH Team," for the implementation and evaluation of the CATCH (Coordinated Approach To Child Health) Kids Club (CKC) after-school program during the 20____ - 20____ school year.

This Agreement begins on September 1, 20____ and ends on June 30, 20____. Although the parties agree that it is their intent to implement and sustain the CKC program by formally renewing this agreement annually. It shall be the duty of OSDH to submit the renewal agreement for the upcoming year to the ASP by May 1st of each year. It shall be the duty of the ASP to return the completed renewal agreement to OSDH by September 1st of each year. This agreement must be formally renewed prior to September 1st of each school year.

The **Implementation Plan** and **Evaluation Consent** relating to this Agreement are incorporated within this agreement and attached.

2.0. Purpose

It is the intent and understanding of the parties, in executing this Agreement, that this evidence-based program is a nutrition and physical activity intervention program designed for elementary school-aged children (K-5) in an after school setting for the prevention of childhood obesity.

3.0. Responsibility of County Health Educator

County health educator, _____ (name) from the _____ County Health Department agrees to offer Technical Assistance (TA) in the following capacities:

- Co-teaching CATCH Kids-Club lessons as needed
- Implementation and booster trainings on request
- Support for After-School Program through observations as necessary
- Administering program evaluations

4.0. Agreement of the Parties

Pursuant to the Agreement between the parties, paragraphs 4.1 through 4.8 will be the responsibility of the ASP, and the duties and responsibilities provided for in paragraph 4.7 through 4.9 will be the responsibility of OSDH. The parties understand and agree:

4.1. That the seven (7) CATCH nutrition themes and multiple physical activity components that comprise the CATCH Kids Club Program will be taught by teams trained specifically to teach all components of the CATCH curriculum.

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- 4.2. That the ASP will provide healthy snacks as indicated in snack preparation lesson plans.
- 4.3. That the ASP provides documentation of any known food allergies of participating children to all CATCH team members.
- 4.4. That the person designated by the ASP agrees to attend the CATCH Kids Club trainings for successful implementation of the CATCH Kids-Club program.
- 4.5. That the ASP agrees to implement the curriculum with complete fidelity, only using the Copy Right CATCH Kids-Club name, teach all nutrition lessons and engage children in physical activity using CATCH equipment and/or activity cards for at least 20 minutes and preferably 30 minutes on most days of the week.
- 4.6. That the total number of participants for CATCH Kids-Club will be determined by the number of participants enrolled in the ASP
- 4.7. That the Health Educator and the After-School CATCH designee will submit evaluation data to the Oklahoma State Department of Health.
- 4.8. That the After-School program CATCH partner designee agrees to periodic observations/site visits by the County Health Educator or other OSDH staff that will occur for evaluation purposes.
- 4.9. That OSDH shall provide or arrange for the following services:
 - (1) Provide technical assistance and support
 - (2) Analyze data in confidential manner and explain how data will be used;
 - (3) Update after-school sites on current nutrition and physical activity research as it pertains to CATCH Kids-Club;
 - (4) Update after-school sites on revised CKC curricula and lesson enhancements;
 - (5) Provide booster training if necessary.

5.0. CATCH Kids Club Evaluation Consent

5.1. The After-School Program agrees to distribute the CKC Evaluation Consent Form (attached) to the parent(s) of all children who will be exposed to the evaluation component of the program **prior to the program initiation of each school year.**

5.2. If the form is not returned before the first day of data collection, the child is **automatically included in the evaluation.**

5.3. If the form is returned indicating that the **parent(s) objects to the child being included in the evaluation component,** the After-School Program shall maintain a copy of the form on file and submit the original form to the Oklahoma State Department of Health.

6.0. Limitation of Liability

Each party to this Agreement is responsible for the acts or omissions to act of its own employees. Any liability of OSDH or an employee of OSDH is limited as provided in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*

7.0. Cancellation Clause

A party to this Agreement may cancel this agreement by sending written notice of such cancellation to the person who signs this Agreement on behalf of the other party.

8.0. Authority and Effective Date

The persons below have the authority to sign this agreement on behalf of the party he or she represents. This Agreement is effective on the latter date of signature of the representative of the After-School Program and the Administrator for the County Health Department.

County Health Department Administrator

Date

County Health Department Educator

Date

Name and Title of After-School Director

Date

CATCH Kids Club (CKC) Implementation Plan

After School Program:

Name: _____

Phone: _____

Physical address: _____

Mailing address: _____

County: _____

After School Program Director:

Name: _____

Phone: _____

Email: _____

Additional After School Program Teachers:

Name: _____

Name: _____

Name: _____

Additional Program Partners (i.e. nutritionist, nurse, grocer, farmer, etc.):

Name/Organization: _____

Name/Organization: _____

Name/Organization: _____

County Health Educator:

Name: _____

Phone: _____

Email: _____

County Administrator:

Name: _____

Phone: _____

Email: _____

Type of site (please circle):

21st Century Learning Center

YMCA

Boys and Girls Club

Other

Anticipated total number of children enrolled in the program: _____

Date that CKC Evaluation Consent Forms distributed: _____

CKC Evaluation Pre-test date: _____

CKC Evaluation Mid-test date: _____

CKC Evaluation Post-test date: _____

County Health Department Educator

Date

After-School Director

Date

CATCH Kids Club (CKC) Evaluation Consent Instructions

It is the responsibility of the after-school program (ASP) to adhere to the following guidelines regarding the CKC Program Evaluation Consent:

1. Please fill in the after school program site and school year on the attached evaluation consent form **prior to distribution**.
2. Please distribute the Informed Consent to the parent(s) of all children who will be exposed to the evaluation component of the CATCH Kids Club Program **prior to the program initiation of each school year**.
3. The ASP shall allow at least **one week** for the parents to return the consent form.
4. Any forms that are not returned before the first day of data collection will result in those children being **automatically included** in the evaluation component.
5. If the form is returned indicating that the **parent(s) objects to the child being included in the evaluation component**, the After-School Program shall maintain a copy of the form on file and submit the original form to the Oklahoma State Department of Health.
6. The ASP shall keep records of all consent forms returned (including copies of the forms indicating non-consent) for **three years**.
7. Any questions regarding the informed consent process or forms should be directed to the CATCH program representatives listed below.

CATCH Program Representatives:

County Health Educator:

Name: _____

Phone: _____

Email: _____

Oklahoma State Department of Health – CATCH Program:

405-271-6127 (phone)

405-271-1225 (fax)

1000 NE 10th Street, Room 508

Oklahoma City, OK 73117

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CATCH Kids Club (CKC) Evaluation Consent

After School Program Site: _____

School year: _____

Dear Parents:

Our after-school program is taking part in the Coordinated Approach to Child Health (CATCH) Kids Club (CKC) program sponsored by the Oklahoma State Department of Health (OSDH). The curriculum uses a variety of education strategies, including large group discussions, educational games and activities, goal setting, hands-on snack preparation, and taste-testing. Parental involvement is encouraged and appreciated.

Evaluating the effects of this program is very important. OSDH will monitor and evaluate the success and fidelity of the program statewide to ensure that this program is progressing to reach the ultimate goal of reducing the risk of obesity in participating students.

A student survey, which takes about 30 minutes to complete, will be administered to Kindergarten through 5th grade students who are enrolled in our after school program. The survey consists of the following:

- Your child's name, age, date of birth, and gender. However, ID numbers will be assigned to keep student identification confidential.
- Questions about the nutrition and physical activity behaviors, knowledge, and attitudes of the students
- Height & Weight collection to determine if any changes are occurring throughout the program. These measurements will be collected in centimeters (height) and kilograms (weight) and will not be disclosed to anyone other than the person(s) collecting the data and the evaluator at OSDH.

Participating in the evaluation component of the CATCH Kids Club (CKC) program will cause little or no risk to your child. The evaluation components have been designed to protect your child's privacy. No student will ever be mentioned by name in a report of the results. There is no cost to you or your child for participating in the evaluation. Your child will receive no financial benefit from taking part in the evaluation. The CKC program will help your child to identify and understand the benefits of lower-fat, higher fiber foods as the most healthful foods to eat and regular active exercise as the most healthful physical activity. Additionally, the results of the evaluation of this program will help children in the future as more grant funding may be acquired. We would like all students in Kindergarten through 5th grades to take part in the evaluation of the program, **but the CKC evaluation component is voluntary.**

No action will be taken against the after-school program, you, or your child, if your child does not take part in the evaluation component. Your child can skip any questions or measurements that they do not wish to answer or participate in. If you wish to withdraw your child from the CKC evaluation component at any time, please notify your child's after-school program directly.

Please read the section below. If you do **not** want your child to take part in the evaluation component, check the corresponding box below and return this form to the after-school program no later than **one week from receiving this notice**. If your child is enrolled in the after-school program after this date, this form must be signed and returned before your child's first day in the after-school program if you do **not** want them to participate in the CKC evaluation component. If your child's after-school program teacher or director cannot answer your questions about the evaluation, contact the Oklahoma State Department of Health (OSDH) at (405) 271-6127.

After School Program Site: _____

School year: _____

Child's name: _____ Grade: _____

Please Check One Option:

My child **may** take part in the evaluation component of the CKC program.

My child **may not** take part in the evaluation component of the CKC program

Note: If this form is not returned before the first day of data collection, your child will be **automatically included** in the evaluation component of the CATCH Kids Club program.

Please list any food allergies your child has: _____

Parent's signature: _____

Parent's printed name: _____

Date: _____

Phone number: _____