



**Skate Country
After School Skate Program**

Parents' Handbook

PREFACE

This handbook is made available to parents of children attending the Skate Country After School Skate program. We are excited that you want your child to experience the joy of roller skating. For some, roller skating has provided a window into many adventures taking them all over the world. We hope that you will find all the information needed to have a great experience in our program. We ask that you read it carefully and refer to it often.

WEBSITE: www.SkateWaco.com (Also skatecountrywaco.com)

CONTACT INFORMATION:

Program Director:	Barbara Lucas	Barbara.skatewaco@gmail.com	254-722-7500
Asst Director:	Brent Davis	Brent.skatewaco@gmail.com	254-799-8899
Facility:	Skate Country	country.skatewaco@gmail.com	254-799-8899
			FAX 254-799-4233

MISSION STATEMENT:

Our mission is to introduce new generations of children to the joy of recreational and competitive roller skating. Instruction will include an introduction to a number of different aspects of roller skating including: speed skating, artistic skating, roller hockey, slalom skating, and roller derby. Our program focus is on being safe, having fun, and staying fit through roller skating.

The program is designed to teach basic rollerskating skills to beginner skaters, introduce skaters to the different roller skating disciplines (speed, art, roller hockey, slalom, and roller derby). Students can then decide if they want to pursue competitive skating or continue to enjoy recreational skating. For those pursuing competitive skating, further advanced instruction will be provided. We believe in a learn at your own pace environment. No prior skating ability is required.

This program is NOT a licensed day care or licensed after school program. This program is designed to encourage and teach the single skill of roller skating.

ADMISSION POLICY:

When enrolling for the after school skate program, a non-refundable one-time registration fee is required. A new registration fee may be required when there is an extended lapse in enrollment.

Prior to admission, parent or guardian must provide us:

- A statement of good health and your child's current school enrollment location (for verification of immunization)
- A completed enrollment/agreement form
- Registration fee and the first week program fee
- Participation Waiver and proof of medical coverage

Children are admitted on a space available basis. Skate Country may maintain a waiting list if necessary.

SPECIAL NEEDS:

If a child has special needs of any kind, we must be informed before enrollment. Due to the physical nature of our program, some children may not be able to be accommodated. Children will be considered on a case by case basis.

POLICY CHANGE NOTIFICATION:

We reserve the right to make policy changes as necessary. Notification of changes will be made via email or in a take home handout.

HOURS OF OPERATION:

The after school program operation is from 2:30pm to 6:00pm Monday through Friday and will have extended hours to include early release days, conference days and holidays that we are open for operation. An additional fee for all day program will apply. Check in for full days is between 7:45 and 8:45am to ensure that the child is present in time for instruction.

We reserve the right to close if written notice is given two weeks in advance.

HOLIDAYS:

We will be closed on the following holidays.

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving and the Day after
- Christmas Eve
- Christmas Day

We will be open for all day programs during the following Holidays:

- Martin Luther King Jr.
- Good Friday

Instruction will be provided in the morning and program participants will join in the afternoon public skating session from 1-5pm. Pickup will be by 5:30 on these days. Additional fee for full day program will apply on these days.

INCLEMENT WEATHER POLICY:

We generally follow LaVega ISD inclement weather policy. We understand that is important to be open on regular work days. We may have to close early due to weather. If it is necessary, we will post closures on KWTX.com, KXXV.com, and KCEN.com as soon as the decision is made. Fortunately, in Texas, this does not occur very often.

PARTICIPANT CHANGE INFORMATION:

We must have a current phone number on file for you at all times. If you change your address or phone number, be sure to notify us immediately. Much of our communication will be by email, so please also provide us with a current email address also.

PROGRAM FEES:

- One-time registration fee of \$75 per child will be charged for program t-shirt, USA Roller sports developmental program registration, and administrative setup fee.
- \$55 per week program fee
- Plus \$15 per day additional for all day program during teacher in-service, school holidays, spring break, etc. (During school holidays, program instruction will be completed in the mornings and program participants will join in the afternoon public skating sessions from 1:00pm-5pm.)

PAYMENTS:

Payment is due weekly in advance. Payment is required to reserve your child's enrollment even if your child is absent for the entire week. If you have acquired a fee due to late pick-up, it must be taken care of before your child can return to the program. If payment is not made by Tuesday of the current week, a \$10 late fee will be charged to your account. Should your account fall two weeks behind, full payment will be required before the child can return to the program. At the end of the two weeks, your child may lose their place in the program.

Payment may be made in cash or with a credit card. Personal checks are not accepted.

LATE PICKUP PENALTY

The penalty for picking up children after 6pm is very strict according to the following schedule:

- A tardy fee of \$15 will be charged for any pickup after 6:15pm.
- An additional \$15 will be charged for pickup after 6:30pm.

The child may only return to the program once the tardy fee is paid. More than two times tardy and the child may be expelled from the program.

CONFIDENTIALITY

All information received by Skate Country After School Program is held in confidence and will not be released unless authorized. An exception will be made in the event of suspected child abuse. Any suspicion of abuse will be reported to the Program Director for immediate investigation and action if necessary.

ABSENCES

We miss your child when he/she is not here. Please call early if your child is going to be absent from the program. We **MUST** receive a call if your child is not going to be on the school bus. A phone call can save a lot of time and worry in trying to locate a missing child. If a child is absent more than two weeks (without prearrangement), his or her space may be filled by another child.

WITHDRAWAL

Withdrawal from the Skate Program must be made in writing (or via email) at least one week in advance in order to avoid being charged an extra week's enrollment fee. If you choose to withdraw your child without notice, a one week tuition fee will be charged.

PARENT PARTICIPATION/OPEN DOOR POLICY

Parent involvement in the program is very important. Periodically, we will host a demonstration of skills time where your child can show off what they have learned. Additionally, there will be opportunities for them to earn achievement pins for mastering certain skills in a skating discipline. We will inform you of these as they occur. Additional fees will apply for certification pins (optional).

We maintain an open door policy and welcome you to drop in anytime during the program. We do prefer that you not interrupt the scheduled class time from 4pm to 4:45pm Monday through Thursday if at all possible. Friday skate time will be used for review and practice of skills learned. Our experience is that children learn skills better without their parent present. Your presence can be a distraction to this challenging trial and error process of learning new skating skills.

CONFERENCES

Staff and volunteers will discuss your child's progress with you throughout the week, typically at pick-up time. We want to partner with you in your child's progress and there may be some at-home activities the child can do to accelerate their progress. We may request a conference with you from time to time. You are also welcome to request a conference at any time.

DISCIPLINE POLICY

The following items are guidelines, which we may use to assist in establishing self-discipline and control problem behavior:

- Praise – We will look for ways to reinforce good behavior and performance.
- Choices – Allowing children to make choices is very important to us and is a key part of growing up. We will do our best to help them see the consequences of actions and be aware of the choices that they have in a given situation.
- Communication – We will endeavor to make sure that children understand what is expected of them.
- Limits/Rules – We will clearly define the rules and maintain consistent limits.
- Consequences – The consequences of inappropriate behavior are related to the behavior.
- Redirection – We will redirect the child to an alternate activity where possible to prevent escalation of a problem.
- Time Out – If redirection is not sufficient, the child will be placed in a brief time out in order to take a break from the issue and regroup.

CHALLENGING BEHAVIOR

Respecting one another is one of our core values. We expect respect from your child and we will give your child respect. If there is an ongoing challenging behavior, we may request a conference to develop an approach to correct the behavior. Ongoing defiance will not be tolerated and may lead to the child's suspension from the program.

SUSPENSION

Some inappropriate behaviors may require us to ask the parent to pick up their child early. A suspension may be enacted until the problem is resolved. A child suspended two (2) times, may be subject to expulsion.

ILLNESS

Your child will be sent home if he/she appears to have any of the following signs of illness during his/her hours in the program:

- A temperature above 101 taken orally.
- A constant untreated cough
- Sore throat or stiff neck
- A rash of any kind until diagnosed, treated, or declared harmless by a doctor.
- Drainage from ears or eyes
- Diarrhea or vomiting – child needs to be free from vomiting and diarrhea for 24 hours
- Signs of any communicable disease (Criteria for readmission vary depending on condition)

In the event your child becomes ill while in the program, you will be promptly notified. Your child should be picked up within 30 minutes after receiving phone call. **A child sent home for fever will NOT be allowed to return the following day.** A doctor's release may be required for them to return to the program. We reserve the right to use our own judgment. Please notify us if your child has a communicable disease or has been exposed to one.

MEDICATION RELEASE FORM

We cannot dispense any medication without written authorization. A Medication Release Form must be filled out before any medication can be administered to a child. Prescription medication must be in the original container and prescribed for that particular child. Over-the-counter medication must be in the original container labeled with the child's name and dispensed according to the label. Over-the-counter items, such as cough drops or Tylenol, may be administered with written permission. All medications will be kept beyond the reach of children. Children are not allowed to administer their own medicine. Only authorized staff is allowed to administer medicine.

INJURY

Roller skating is an athletic endeavor. Children fall down while learning and experience some bruising and sore muscles. Rarely, a child may break a wrist or arm. In most cases, there are only sprains, strains, or pulled muscles. In these cases we provide a bag of ice and encourage the child to take a break from activity. Most of the time they return to the class within a few minutes. Usually, some Tylenol administered before bed is sufficient to help the initial soreness. If an injury is deemed to be more severe, the parent/guardian will be contacted immediately.

Injury can be minimized with the optional use of helmet, knee and elbow guards which are available for use in the program. We find that most children don't want to wear them. Helmets will be required for all children during our speed skating classes. Helmets, knee and elbow pads will be required during any hockey or roller derby instruction.

A participation waiver will be required to be signed before a child is allowed to enroll in the program. The USA Roller Sports developmental program card provides some secondary health insurance coverage. The initial annual enrollment is included in your one-time registration fee. Each year, renewal will be \$10 unless they decide to compete in speed skating contests or artistic meets, which require an upgraded membership card: Limited \$45 or Full \$80 per year.

EMERGENCIES

An Authorization for Emergency Medical Treatment must be signed and on file in our office. Parent/Guardian will be notified of any medical emergency immediately. If a child requires immediate transportation to a medical facility, an ambulance will be called. One of our staff will ride in the ambulance with the child.

SMOKE FREE ENVIRONMENT

Skate Country is a smoke free environment. Smoking is prohibited inside the premises. A designated smoking area is located outside the front door. Please observe proper receptacles for disposing of cigarettes.

DROP OFF AND PICK UP PROCEDURES

Drive carefully and slowly when arriving and leaving our facility. **You must come inside and sign out your child.** We are not able to allow them to run out to your vehicle. Please make sure that they remain with you as you leave. No child will be released to a person not authorized by the parent/legal guardian. Staff may, at their discretion require a picture ID before releasing a child. You may designate the child to be released to a sibling under 18 if you so choose on the enrollment form.

SPECIAL CIRCUMSTANCES

Occasionally, we have parents who may be separating, or going through a divorce. Legally, we are required to release children to their parents. To do otherwise, we must have a court order that shows a restriction.

SNACKS/LUNCHES

We do not provide a “snack time” where everyone gathers for a planned snack. However, each child has included in their weekly program fee up to the equivalent of \$3 per day to spend at the snack bar. The snack bar will be open from arrival until 3:45 and again from 4:45 until pickup. This is sufficient for a number of items in the snack bar. Children may also bring a snack of their own to eat before or after the class time; the snack should not need to be refrigerated or be perishable.

During school holidays or other all day programs, an additional allocation will be made to purchase a snack in the morning and a combo meal or other hot food items for lunch. Children will not be allowed to spend their food allowance on another child. Food allowances do not carry over from day to day.

FOOD ALLERGY NOTIFICATION

If, for medical reasons, your child should require a special diet or has a food allergy, please discuss this with the Program Director and note it on the enrollment form. Parent should note specific banned items after reviewing items offered in the snack bar. Safety is very important to us. We will make every effort to maintain awareness about diet restrictions.