

Skate Odyssey
Afterschool/Summer Camp
Parent Handbook

THE PLACE TO BE
AFTER-SCHOOL
SKATE ODYSSEY



Dear Skate Odyssey Afterschool/Summer Camp Families,

Welcome to the 2019-2020 Afterschool/Summer Camp program! We are honored and privileged to be entrusted with the care of your children. We look forward to working with you and your family.

Our goal for the Skate Odyssey Afterschool/Summer Camp program is to provide children with a safe, fun, stimulating, and structured environment to spend their afterschool and Summer Camp hours. We strive to provide an environment that meets the needs of all children and the expectations of parents/guardians.

Please take a moment to read and become acquainted with the policies and procedures contained in the family handbook before your child begins afterschool. The handbook will answer many commonly asked questions and information about our payment process. We encourage you to keep your handbook in a safe place and use it as a reference throughout the year.

If at anytime you should have any questions about Skate Odyssey Afterschool/Summer Camp Program, please feel free to contact me at 662-420-0648 Cell, or via e-mail at skateodyssey.nancyjustice@gmail.com.

On behalf of the entire Skate Odyssey Afterschool staff, I thank you for choosing Skate Odyssey Afterschool/Summer Camp as your afterschool/summer camp care provider. We look forward to a fun filled year/summer working with you and your children!

Sincerely,

Nancy Justice
Afterschool Program Director

A. PURPOSE STATEMENT

The mission of Skate Odyssey Afterschool/Summer Camp Child Care is to provide quality afterschool/Camp childcare for all children to develop intellectually, socially, emotionally, and physically in a safe environment. The Skate Odyssey Afterschool/Summer Camp Program provides a safe and nurturing environment for children to grow and develop in, by exploring their interests, talents and developing life long skills.

B. CONTACT INFORMATION

Nancy Justice, Afterschool Program Director Cell 662-420-0648

C. PROGRAM SERVICES

We serve school age children 5-12 years old. We offer after school care, summer day camp, and full day school holiday care.

D. HOURS OF OPERATION/ HOLIDAYS

During the school year we are open from 2 pm- 6 pm. During the summer and on school holidays we are open 6:00 am-6pm. The center will be closed on these days: New Year's Eve and Day, Good Friday Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve/ Christmas Day and the day after Christmas. ALL OTHER DAYS AFTER-SCHOOL CARE WILL BE OPEN. Unless otherwise noted by facility.

E. ADMISSION PROCEDURES

To enroll, fill out the childcare enrollment packet, pay registration and first week of care. Submit copies of court custody documents if necessary.

SPECIAL NEEDS

We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Children with special needs must be able to function in a 1:20 staff to child ratio. In order to best meet the needs of your child, we ask that you set-up a meeting with the Afterschool Director before enrolling your child. It is very important that parents inform us of ANY and ALL special accommodations that your child may require (i.e. dietary, medical, physical, mental, etc.).

UPDATED ENROLLMENT INFORMATION

Parent/guardians are required to update all information on your child's enrollment form when changes occur. This includes changes in authorized pick-ups, parent/guardian employer, addresses, phone numbers, special needs, allergies, etc.

F. TUITION AND FEES POLICIES

Check, cash, money orders, credit and debit cards are accepted for enrollment and other charges. Late fees and return check fees, are automatically added to your account and will need to be paid with your next payment. All questions and concerns about payment should be directed to Nancy Justice, 662-420-0648.

Tuition

Afterschool care is \$65 per week per child. Full day care upcharge when normal tuition has been paid \$15. Full week scheduled school closings such as Thanksgiving, Christmas break, Spring Break and Summer Camp is \$30 a day for 2-3 days, \$125 per week for 4-5 days and does include activity fee. There are no refunds or pro-rating for absences, partial weeks or emergency closings. Please note that there will be an upcharge for full day care during these weeks. By paying on time, you assist us in keeping the cost of afterschool care reasonable for you and your family. This requires all payments be made prior to services rendered. Afterschool payments are due the **Friday prior to service** for the upcoming week. If full payment is not received **on Friday your account will be considered past due and will incur an additional \$10.00 late fee. UNLESS prior arrangements have been made with management. All accounts more than 2 weeks (14 days) past due will automatically result in a suspension of care and will be forwarded to a collection agency.**

Fees

Registration fee \$50 per child \$75 for family
Summer Camp T-shirt \$10 (T-shirt optional for afterschool students)
Late pick up fee \$10 from 6:05-6:15, \$1 for each additional minute late
Late payment fee \$10
Return check fee \$20

Returned Check Fees

If a check is returned for insufficient funds, the Skate Odyssey Afterschool Director will notify you. There is a \$20 returned check fee. After two returned checks, we will only accept payment in the form of cash, money order or credit card.

G. INSURANCE

Primary accident or hospitalization insurance on the students and the obtaining of such insurance protection, if desired, is the responsibility of the parent. Skate Odyssey Afterschool/Summer Camp **DOES NOT** carry insurance.

H. WITHDRAWAL PROCEDURES

A. BY FACILITY

A child may be withdrawn from care by the facility in the event that a child seeks to bring harm to himself/herself, another child, or staff member, seems that his/ her needs are beyond the reasonable amount of care deemed available by staff to care properly for the child, extreme or continual discipline or disrespect behavioral issues, or nonpayment of care. A one-week notice will be given in most cases but immediate withdrawal may be required in extreme cases.

B. BY PARENT

A parent may withdrawal at anytime with a two-week notice. **Payment is required for the two weeks whether or not the child attends.**

I. PROGRAM ACTIVITIES

We seek to provide a variety of games and activities for children to grow. Homework room and light homework help is available. STEM LESSONS, active play, games indoors and outdoors help children grow physically fit. Free skate and arcade games will be available to all students. Arts and crafts, card and board games, books, mind teasers help children grow mentally. Games, activities, and character lessons help children grow in character and relationships with others. A calendar of activities is available with information about field trip departure and return times. If your child arrives after the field trip has departed, we are unable to return for your child.

J. ARRIVAL AND DEPARTURE PROCEDURE

- Children must be signed in and out daily on the roll sheet. During afterschool care pickup, staff will take roll as children board bus. Roll is checked again upon arrival at the center and counselors will move around with children and maintain an active roll check.
- Parents must fill out an authorization form that gives persons other than the parent permission to pick up children. If the person picking up your child is not on the list, we will **NOT** release your child. A photo ID must be presented when picking up a child and the name must be on the authorized pick up list for the child to be released. Children cannot be released to siblings under 18 even if parents are in the car.
- If a biological/legal parent cannot pick up the child, a copy of the court document must be on file at the facility.
- Children must remain with their guardians when entering/ exiting the building and in the parking lot. Use extreme caution when driving through the parking lot.
- Late pick up fees are charged when children are picked up after 6:05. In the event children are not picked up by 7:00pm and no one can be reached on the pick up or emergency list, the police will be called.

K. PERSONAL BELONGINGS

The facility and staff are not responsible for lost, stolen, misplaced, or broken personal items of any kind at any time. Please label all items with your child's name. Expensive and bulky items may be received by the staff for safer keeping but do not guarantee in any way the item. Lost and found is available but items are eventually removed from the facility so if an item is missing notify staff as soon as possible.

ELECTRONICS

Electronics are not allowed. Children may not take photos/videos of other children or post child related items on any type of shared media. In order to avoid miscommunication and unnecessary problems, any communication between the parent and children while at childcare needs to be through the facility numbers. Children cannot make phone calls from cell phones during childcare. Please call staff about questions or concerns. Children may not access the Internet for any reason while at our facility. We may confiscate items to return to parents or revoke usage privileges for any reason.

L. TRANSPORTATION

Children are transported from school and on field trips by childcare licensed and insured bus. Transportation logs document afterschool child transportation.

PROCEDURES

1. Rolls for field trips are checked before exiting the facility, before departure, after arrival, during the excursion, before return departure, and on return to the facility.
2. Children are escorted to and from the vehicle by staff
3. **Children must remain seated**, keep hands and other personal items in the vehicle and cannot throw items from the window.
4. All rules, discipline, and teacher authority is in effect on a field trip and in transport as if at Afterschool facility.
5. In the event a parent accompanies us on a field trip, the parent and child must follow our rules and staff instruction. Parents must drive themselves.

M. DISCIPLINE

We are proactive in providing an active environment for children to expend energy and avoid behavior issues. We also redirect to disperse a problem and give rewards for positive behavior. When the need to discipline arises, we use acceptable forms of discipline such as talking about the issue, time out, loss of privileges, and parent conference. Unacceptable forms of discipline that we do not tolerate are any type of verbal abuse or yelling, physical force or corporal punishment, removal of food, or any other prohibited behavior as outlined in the MS childcare licensure regulations.

N. PHOTOGRAPHY/MEDIA RELEASE

We will not photograph your child without parental consent on the registration application. Permission to photograph or video your child is documented in the registration packet as well as usage for advertising and Media sharing.

O. WATER AND SUN SAFETY

When participating in water or pool activities, all girls must wear a one-piece swimsuit or wear a t-shirt over it. Bring a towel, change of clothes, water shoes, earplugs, etc. properly labeled. We swim only at locations with certified lifeguards. **ALL CHILDREN MUST PASS A SWIM TEST BEFORE BEING ALLOWED IN THE DEEP END OF THE POOL NO EXCEPTIONS.** Children must follow all pool rules or loose privileges. If a child is unable to participate in the water activity for any reason, he/she will still accompany the group but may bring something else to do. We avoid taking the kids outside during the hottest part of the day. **Permission to apply sunscreen is required as it is considered a medication and parent needs to supply sunscreen.**

P. INCLEMENT WEATHER

If the school closes at any time due to bad weather, (snow, ice, tornado, etc.) the Skate Odyssey Afterschool Program will not be provided that day. Please listen to local TV and radio stations or log onto your school website for closing announcements. If school is out and the roads are dangerous so that we cannot get to work to watch your children, the center will not be open. The news networks will give notification. We will follow DeSoto County school closure policies.

Q. HEALTH AND EMERGENCY PROCEDURES

We are not equipped to care for sick children. If your child is sick while in our care, you will be called to pick up your child. **Children with fever, vomiting, diarrhea, stomach virus, or flu cannot return to childcare until symptom free for 24 hours without fever medication.** In the event that the child has a contagious illness, the parent will notify the center; the child will not be allowed to return until all danger of contagion is past.

Allergy Warning - We serve peanut products, milk, soy, eggs, wheat, chocolate, and other tree nuts. Children may also bring in these products in lunches from home. If your child has a significant allergy to any of these products, we **CANNOT** guarantee that your child will not be exposed to these substances in our facility.

MEDICATION

If a child needs a prescribed medication during the day, it must be sent in a bottle containing only the prescribed dosage, labeled with the child's name. A form with specific instructions for administering must be filled out and signed by the parent. Medicine should be given to the afterschool office, not left in a child's belongings. Staff will document the time of dosage and parents sign off on the medication.

R. EMERGENCY EVACUATION AND PROCEDURE

The center will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. In case of an accident or illness to the child, the staff will promptly take such reasonable measures as are, in his or her judgment, in the best interest of the child and will notify the parent as soon as possible.

In the event of an emergency of any kind we will secure the safety of the child(ren) and then notify officials and parents of the situation. If parents cannot be reached, we will notify the emergency contact. If we must evacuate the center, we will notify parents of the relocation by phone, email, text, or media outlet. Procedures for handling dangerous situations, including but not limited to, dealing with violent individuals, individuals entering facility with weapons, bomb threats, or conditions posing an immediate threat to children are posted in the facility and a copy may be requested.

S. STATE REGULATIONS

- A summary of the licensing regulations and any appendices provided by the Mississippi Department of Health is available on site or on the Health Department website for parents to review.
- The facility license, inspection, and summary of licensing standards are posted on our message board near the front exit and a personal copy may be requested for your records.
- The toll free phone number (1-866-489-8734) of the Child Care Facility Complaint Hot Line.
- As advocates of the safety of all children, we report suspected child abuse to the proper authority according to the guidelines of the Mississippi Health Department and are bound by law to do so.

Skate Odyssey Afterschool/Summer Camp Code of Conduct

Positive attitudes keep the Afterschool Program fun. Below are some guidelines children are expected to follow:

1. Respect yourself and the Skate Odyssey Afterschool Staff.
2. Play fairly and be honest.
3. Avoid inappropriate language.
4. Eat and drink in designated area only. **NO THROWING FOOD! NO RUNNING IN THE CONCESSION STAND AREA!** The concession stand area is an **ABSOLUTE NO RUN ZONE.**
5. Say only good things about others.
6. Follow the instructions of the Skate Odyssey Afterschool Staff.
7. Resolve disagreements in a positive manner.
8. Be respectful of other children and their property.
9. There is a **ZERO** tolerance for putting your hands on anyone! If you hit someone you will be automatically suspended for a week. The second time you will be asked to leave the After-School program. **SO DO NOT PLAY FIGHT, PUSH, OR HIT ANYONE!**
10. Take care of the Skate Odyssey facility, grounds, and equipment.
11. "IF YOU MAKE A MESS, YOU CLEAN IT UP!"

CONSEQUENCES:

- * The first time you get in trouble will result in student placed in time-out and a note will go home to parents!
- * The second time you get in trouble will result in student placed in time-out, write-up and parent conference!
- * **STRIKE THREE, YOUR'RE OUT!** A third incident will result in a 3-day suspension!
- * **PLEASE SIGN AND RETURN THIS SHEET TO CENTER.**

Parent Signature

Date