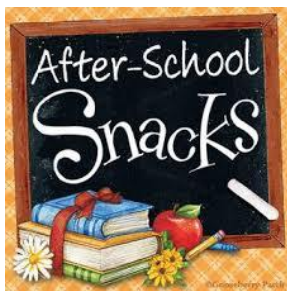


Skate Odyssey
Afterschool/Summer Camp
Parent Handbook

THE PLACE TO BE
AFTER-SCHOOL
SKATE ODYSSEY



Dear Skate Odyssey Afterschool/Summer Camp Families,

Welcome to the 2022-2023 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 any time you should have any questions about Skate Odyssey Afterschool/Summer Camp Program, please feel free to contact me at 662.253.0061 office, message on Brightwheel, or via e-mail at skateodyssey.lemishawalker@hotmail.com or skateodyssey@hotmail.com.

On behalf of the entire Skate Odyssey Afterschool/Camp 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,

Lemisha Walker
After-school Director
Office: 662-253.0061 ext. 7
Email: skateodyssey.lemishawalker@hotmail.com
After hours emergency number ONLY: 662.436.3303

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 lifelong skills.

B. CONTACT INFORMATION

- Lemisha Walker, Afterschool Program Director office: 662.253.0061 email: skateodyssey.lemishawalker@hotmail.com Cell 662-436-3303 (after hour's/emergency number only)
- Shemekia Gilliam, Assistant Director 662-253-0061 ext. 7
- Bradley McDaniel, Director Designee Cell 662.253.0061

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.

C. HOURS OF OPERATION/ HOLIDAYS

Normal after-school hours are from 2 pm- 6 pm and summer/school holidays 6:30am-6pm. The center will be closed on these days: New Year's Eve/Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Should any of these holidays fall on a weekend, we will be closed the following Monday or Friday prior. ALL OTHER DAY'S AFTER-SCHOOLCARE WILL BE OPEN. Unless otherwise noted by facility.

D. ADMISSION PROCEDURES

To enroll, fill out the childcare enrollment packet, pay registration and first week of care. Submit copies of necessary paperwork, such as shot record on MS 121 form, court custody documents (if arrangement is made), and insurance card.

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. Changes must be made in person by parents/guardians.

E. 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 Lemisha Walker.

Tuition

Afterschool care is \$70 weekly, per child. Full day service charge, when normal tuition has been paid \$15 for enrolled children or \$35 for non-enrolled, drop in. Full week scheduled school closings, such as Thanksgiving, Christmas break, Spring Break and Summer Camp is \$35 a day for drop in, \$90 for 3day or \$120 per week for 4-5 days. There are no refunds or pro-rating for absences, partial weeks or emergency closings. 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 **by the grace period of the following Tuesday, your account will be considered past due and will incur an additional \$15.00 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.**

Tuition is due should your child attends or not, as long as he/she is enrolled in the program, unless arrangements have been made with management, this does include holiday/school closing. However, you will receive a week of vacation to use at your leisure after your child has been enrolled in the program for a calendar year. When using vacation time, you must give a two week prior notice in writing and the days will not be split. You must take a full week to receive vacation time.

Other Fees

- Registration fee \$50 per child \$75 for family
- Late pick up fee \$10 from 6:05-6:10, \$1 for each additional minute late
- Late payment fee \$15 (added on Tuesday's if tuition is not paid)
- Return check fee \$20
- Field Trips: most trips will be included in tuition; however, some trip may require payment from parents or guardian. Should you need to pay for a trip it will be added to your child's account, and you will be notified in advance.

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.

Absents inconvenience fee:

If you child will be absent from after school, you must call or send a message via Brightwheel to notify us immediately. We have serval school that we pick up from so, we must know where the children are to continue a timely schedule. We call before leaving the school to insure he/she is with you or that you know of their whereabouts. Should we have to call you continuously, there will be a \$30 inconvenience fee added to your account for each time after the third call.

Discounts

We offer several discounts for our parents; however, each family is only eligible for one discount. To be approved for discount parent/guardian must provide us with appropriate documentation.

- **Multiple children:** 10% off second child and up
- **Educator:** 10%
- **First responder/Military:** 10%
- **Payment assistance:** We except payment assistance (voucher) from the state. Amount of discount is depending on state.

F. 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.

G. WITHDRAWL 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.**

H. 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.

I. ARRIVAL AND DEPARTURE PROCEDURE

- Children must be signed in and out daily, by a parent/guardian or approval pick up. 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 guardian 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 pickup or emergency list, the police will be called.

J. 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.

TRANSPORTATION

Children are transported from school and on field trips by childcare licensed and insured bus. Transportation logs document afterschool and field 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 stop, sit at the first empty seat and remain seated;** keep hands, feet and other personal items in the vehicle. Child shall not hang out or 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 and if child rides with the parent, they must ride there and back. If the child rides the facility bus, they must ride there and back.

If a child cannot follow bus procedures, he/she will be given warning (on behavior form), after he/she will face more severe disciplinary action up to and including expelled from Skate Odyssey of Horn Lake.

Should behavior be extreme the child will face immediate expulsion from Skate Odyssey of Horn Lake.

K. 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.

L. 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.

M. 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 lose 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.**

N. 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 watch for messaging via Brightwheel and on our Facebook page 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. We try to follow DeSoto County school closure policies however they may differ if management deems necessary.

O. 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.

P. 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.

Q. 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.

R. Outside Food:

We do not allow any outside food, for snacks or meals, unless we have a doctor's note on file stating that your child's on a special diet that must be followed or allergies. However, we do substitute items for any allergies, but we must have a doctor's note. You must still follow state guidelines, no junk food.

Skate Odyssey Afterschool/Summer Camp Code of Conduct

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

- Respect yourself and the Skate Odyssey Afterschool Staff.
- Play fairly and be honest.
- Avoid inappropriate language.
- Eat and drink in designated area only. **NO THROWING FOOD! NO RUNNING IN THE CONCESSION STAND AREA!** The concession stand area is an **ABSOLUTELY NO RUN ZONE.**

- Say only good things about others.
- Follow the instructions of the Skate Odyssey Afterschool Staff.
- Resolve disagreements in a positive manner.
- Be respectful of other children and their property.
- There is a **ZERO** tolerance for putting your hands on anyone and **BULLYING!** If you hit or bully someone you will be automatically suspended or possible expulsion. **SO DO NOT PLAY FIGHT, PUSH, OR HIT ANYONE!**
- Take care of the Skate Odyssey facility, grounds, and equipment.

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

Withdrawal Policy: If you would like to withdraw from After-School or Summer Camp, a 2 weeks' notice is required on our form. If proper notice isn't given your child may face not being able to return to any of our programs. There are no credits given if your student does not attend after-school within that 2-week period.

Bounce House Wavier

A completed and signed wavier is required to participate on the bouncers.

In consideration of being allowed to enter into the bouncers, the undersigned on his/her own behalf and/or behalf of any other participants acknowledges, appreciates, and agrees to the following conditions:

1. I understand inflatable can be dangerous and hazardous. The activities can result in serious injury to the participants(s) and/or me. I assume any and all risk, damage or injury while on Skate Odyssey of Horn Lake premises. In addition, if I/we observe any hazardous/danger during our participation, I will bring it to the attention of the nearest Skate Odyssey of Horn Lake employee or official immediately.
2. I am aware that participation in this program or any other events at Skate Odyssey of Horn Lake creates risks, hazards and danger of personal injury, disability and/or death.
3. I, for myself and the participants named below, and our respective heirs, assigns, administrators, personal representatives, and next of kin, hereby release and forever discharge Skate Odyssey of Horn Lake and their owners, officers, members, agents, employees, directors, trustees, affiliates, other participants and all other persons and entities acting on their behalf, from any and all claims, actions, damages, injuries, liabilities, cost or expenses, including attorneys fees, which are related to or arise out of myself or the participants named below participation or use of the facility; and that I forever waive the right to sue or exercise any legal actions against Skate Odyssey of Horn Lake.
4. By execution of this agreement, it is my intention to assume all risk of injury and do hereby surrender and waive any rights to sue or exercise any legal right to seek damages against Skate Odyssey of Horn Lake, its owners, officers, member agents, employees, directors, trustees, affiliates, other persons or entities acting on their behalf.
5. I acknowledge that my and the participants named below, participation in activities at Skate Odyssey of Horn Lake is strictly voluntary. I hereby certify that I am over 21 years of age and voluntarily agree to all terms, conditions and responsibilities set forth in the above terms and conditions. Prior to signing this agreement, I have had ample opportunity to ask any and all questions. I am aware that by signing this agreement, I assume all risks and waive and release all substantial rights that I may have and possess.

Child's name: _____

Child's name: _____

Child's name: _____

Child's name: _____

Parents Name: _____ Signature: _____

Date: _____