



PROGRAM GUIDE

ROCK SOLID AFTER - SCHOOL EXPERIENCE

ROCK SOLID SUMMER CAMP



6205 43rd Street #300

Lubbock, TX 79407

806-795-7625

www.rsa-gym.com

Guide Updated July 2018

MISSION STATEMENT:

RSA is engaged in the business of providing gymnastics and fitness instruction in a family friendly and Christian centered environment that promotes excellence in sports and in life. We believe that along with the physical, spiritual training has value in all things, for it promises rewards both in this life and in the life to come. 1 Timothy 4:8

LICENSED PROGRAM ENROLLMENT:

The Rock Solid Athletics (RSA) abides by all standards regulating childcare as prescribed by the Texas Department of Family and Protective Services. In order to obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year.

Parents are required to acknowledge the receipt of the Program Guide.

TEXAS CHILD CARE LICENSING & INSPECTION:

Parents are welcome to view the most recent licensing inspection or to review the Texas Minimum Standards. To report abuse, call the DFPS Hotline at 1-800-252-5400 or visit their website at www.txchildcaresearch.org.

Local Office: 5121 69th Street Suite A-4

Lubbock, TX 79424

Phone: 806-698-5510

Fax: 512-927-5717

REPORTING CHILD ABUSE & NEGLECT:

The Staff at RSA are trained annually on recognizing and reporting suspicion of abuse. RSA will post and update information regarding abuse & neglect. If you suspect abuse or neglect, it is your responsibility to report it. Parents of children who are victims of abuse/neglect must obtain assistance and intervention.

A Child's Safety is an Adult's Job

IT IS HIGHLY likely that you know a child who has been or is being abused.

Call the Texas Abuse Hotline at 1-800-252-5400

www.txabusehotline.org

DAYS & HOURS OF OPERATION:

The AFTER-SCHOOL Program operates Monday through Friday from **school dismissal until 6:15pm.**

ROCK SOLID SUMMER CAMP hours are from **7:30am-6:00pm**

***Camp pick up is anytime between 3:15 & 6:00pm. On field Trip Days, your child must be at RSA by 8:45am.**

The After-school Program coincides with your respective ISD calendar. Holiday Camps may be available on school holidays and require a separate sign up in order to attend. We must have a minimum of ten (10) children signed up and paid in order to run these Holiday Camps. Please remember to provide your child with a healthy sack lunch to Holiday Camps. RSA will provide a school year calendar to help you note holidays, early dismissals etc...

PURPOSE:

RSA is committed to providing an atmosphere of fun, fitness, faith and friendship while nurturing and educating your children to thrive in all aspects of their daily lives.

ACTIVITIES:

RSA will provide a variety of activities that are both structured and that allow for freedom. Daily activities may include *group games, sports games, art & crafts, fitness, gymnastics activities, water play, swimming and more!* Our After-school Program will also allow students to work on or complete homework. Refer to calendars for special activities. For outdoor activities, RSA may provide and assist children with the application of sunscreen and/or bug spray when necessary. RSA's After School program & Summer Camp Program will provide each child with a drink & snack. Please remember to provide your child with a healthy sack lunch to Camps.

POLICIES & PROCEDURES

ABSENCES:

RSA must be notified by 1:00pm if your child will not attend RSA After-school that day. Call the designated site phone, provided on first day of program. Please remember to provide the child's full name, as well as yours, when reporting an absence from the program.

ROCK SOLID SUMMER - There are no make-ups, refunds or exchanges for missed days for which you are enrolled.

CHECK IN/OUT

All RSA students are required to be signed in & out of our program each day. RSA Staff will only release children to authorized adults. Names of all authorized persons must be listed in the enrollment form and must carry photo ID OR KEYTAG. No child will be released to anyone who is not listed on the enrollment form unless RSA is notified by parent or guardian, and person picking up the child(ren) is able to provide an ID OR KEYTAG.

SCHOOL PICK UP PROCEDURES:

RSA's van will pick up at your schools dismissal time. When all of the kids on the roll are present, the van will bring them to RSA. In the event of a delay, a designated RSA staff member will be at your child's school to stay with the kids while they wait for the van.

Please understand how important it is for our drivers to have updated roll sheets. IF FOR ANY REASON your child does not need to be picked up at school. Call RSA by 1:00 795-7625.

ILLNESS & EXCLUSION:

If a child cannot go outside or participate in the program due to illness, the child must be kept at home. Children cannot attend the After-school Program if they have not attended school that day or if they have been sent home from school ill. If your child is sick, please keep them home from the AfterSchool Program. Children with fever over 100.4 degrees or experiencing vomiting, diarrhea or other infirmities are not allowed to attend until fully recovered. Please follow this policy. *A note on lice: Children must use a doctor-approved treatment and be free of nits (unhatched eggs) before returning to the Program.

MINOR INJURIES/MEDICAL EMERGENCIES:

Our CPR/First Aid certified staff using standard first aid procedures will treat small cuts and scrapes. In the event of a medical emergency, the parent will be notified and a certified person will administer First Aid immediately. In the event that the parent cannot be reached, we will contact any or all "emergency contacts". RSA will contact emergency services at any time it believes is necessary for the safety of a child. This could involve EMS and/or transportation to an emergency medical facility.

EMERGENCY PREPAREDNESS PLAN:

Staff are trained in basic emergency procedures. Issues regarding natural disasters (floods, tornados, etc.) and fire escape routes are covered in staff training. Monthly fire drills are conducted and periodic tornado drills are conducted. In the event of a gas leak your child will be relocated and you will be notified immediately to come pick him/her up. In the case of inclement weather the RSA program follows the school district recommendations. If the school is closed or all after-school extracurricular activities are cancelled due to weather, the RSA After-school program is closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff may get home safely.

MEDICATION POLICY:

RSA prefers not to administer medication. However, if necessary, medication will only be given if we have a written, dated and signed request from a parent or physician. Prescription medications must be in the original container, labeled

with the child's name, date, instructions & physician name. Non-Prescription medication must be labeled & dated and the directions must be on the container.

FOOD ALLERGY PROCEDURES:

All vital allergy information including specific physician recommendations and emergency procedures is clearly posted in the snack/lunch area. Students that may require special medication are required to provide the RSA staff with access to the medication at all times.

IMMUNIZATIONS:

Your child's immunization record, including TB test and vision and hearing screening (if required by school district), must be current and on file with the school nurse.

ITEMS NOT TO BRING TO RSA:

These items are not to be brought to the program: gum, toys, jewelry, video games, DS Players, cell phones, radios, money, knives, or any type of weapon. Firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the operation as are toys that explode or that shoot things, such as caps, BB guns, darts, fireworks or alcohol/drugs. RSA is not responsible for any lost, broken or stolen items. If these items are brought to the program, they will be confiscated and returned to the parent at the end of the day and disciplinary action may be taken.

RSA POLICY ON HOMEWORK:

The RSA policy on homework is to provide assistance and to remind and encourage, but not force children to do homework. We will provide approximately 30- 45 minutes Monday through Thursday for homework to be completed. If children do not complete their work in that time period, we must move on to the scheduled activities. At request from the child, the RSA staff will assist children with homework by explaining directions; giving examples and checking completed work. If your child needs more help with homework or needs one on one tutoring, we suggest you work directly with your child's school.

PARENTAL NOTIFICATION:

Parents will be notified either in person, over the phone, or in writing, of any special discipline problems as well as any communicable diseases occurring in the RSA Program. Any RSA policy changes will be notified in writing. Parents will be required to sign, date & return acknowledgement of the policy change.

FIELD TRIPS:

RSA requires written permission for field trips. You will be given advance notice and an outline of activities. Permission and any requested money will be required before a child may participate. RSA will provide transportation to and from field trips. All of our drivers have met the DFPS State Minimum Standards for safety and drivers training. ALL children under the age of 8 are required by law to be in a booster seat. RSA will provide booster seats for all children that require one.

INCLEMENT WEATHER PLAN:

If inclement weather changes the regular operating hours of school, the following will be in effect. If the school remains open until the scheduled dismissal time, RSA will provide care as scheduled. If the school closes before the scheduled dismissal time, RSA will not provide care. Parents will be notified that school will be closing early. Please be aware that you MUST pick up your child at the early dismissal time. There will no RSA staff at the site to supervise your child. *If the school does not open for class, RSA will not provide care.

OPEN VISITATION POLICY:

Parents are encouraged to visit the RSA After-school site at any time. Please notify staff at time of arrival.

Parent participation may be offered at designated times. *RSA is required to provide a comfortable seated space for a mother to breastfeed her child. Parents have the right to breastfeed or provide breast milk for their child at RSA.*

PAYMENT INFORMATION:

Tuition is totaled, divided, and paid in nine payments beginning in August or September and ending in May for After-School. Auto-draft is required for this program. Tuition is due by the 15th for the following month. Late payments will be assessed a late fee of \$35. If your account is past due by the last day of the month, our services will be terminated and your child will be cancelled from the program.

Summer Camp tuition follows a payment calendar. Auto-draft is recommended for this program. There are no refunds, exchanges or make-ups for Summer Camp. Full Payment is required for the days & weeks for which you are registered. Tuition may be paid by bank draft, credit card charge/debit, or cash . RSA online Parent Portals allow for tuition to be paid 24/7 at your convenience. *RSA no longer accepts checks.*

WITHDRAWAL FROM OUR PROGRAM:

Registration for AfterSchool is for the entire school year as you are reserving a van seat. A request for withdrawal from our After-school Program requires **30 Days WRITTEN NOTICE and may only be considered at semester!** Only with thirty days notice can we even consider terminating your monthly payment plan.

SUMMER CAMP - There are no refunds, exchanges or make-ups for Summer Camp. Full Payment is required for the days & weeks for which you are registered.

TERMINATION POLICY:

Participants will be withdrawn from the program for the following reasons:

- Inappropriate behavior of child or parent that endangers the participant, other children or RSA staff;
- Failure to pay program fees;
- Consistently late in picking-up child.

GRIEVANCES: Parents may contact the Director at anytime to review or discuss the policies and procedures of the programs at Rock Solid.

DISCIPLINE & GUIDANCE POLICIES:

The Texas Department of Family and Protective Services (TDFPS) require all licensed childcare providers present the policies that govern the care of children enrolled TDFPS licensed childcare. To that end, RSA adheres to the following guidelines:

Parents are required to acknowledge the receipt of this Program Guide.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

- (1) Using praise and encouragement of good behavior.
- (2) Reminding a child of behavior expectations.
- (3) Redirecting behavior using positive statements.
- (4) Using brief supervised separation or time out from the group, limited to no more than one minute per age of child.

There must be no harsh, cruel or unusual treatment of any child.

The following types of punishment are prohibited:

- (1) Corporal Punishment or threat of corporal punishment;
- (2) Punishment associated with food, naps, or using the restroom;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Requiring a child to remain silent or inactive for inappropriately long period of time.

GANG-FREE ZONE & DRUG-FREE ZONE:

According to TDFPS guidelines, we are required to inform parents that under the Texas Penal Code, any area within 100 feet of a child-care center is considered a drug/gang-free zone. RSA adheres to and endorses these guidelines.

CONSUMER PRODUCT SAFETY COMMISSION NOTICE:

According to TDFPS guidelines, RSA will post and notify parents and employees of the Consumer Product Safety Commission (CSPC) recall list. RSA is also required to certify in writing annually that there are no unsafe products in the center

DISCIPLINE & GUIDANCE POLICY

To ensure a cooperative, safe and caring environment, as well as, guarantee that ALL students enjoy their day, the following policies will be enforced by the staff of Rock Solid Athletics. Please read, and with acknowledgement that you understand and agree to comply with all that is listed below, **sign at the bottom of the page.**

RULES:

- *Directions are followed the first time they are given.
- *We keep our hands, feet, mouths, and objects to ourselves.
- *We stay with our group/instructors at all times.
- *We make proper use of all the facilities including the restrooms.
- *We use materials, supplies, and indoor and outdoor equipment properly and as instructed.
- *We always treat others, students and staff, with respect and never use foul language, call names, tease or bully others.

Appropriate Behavior:

The RSA staff use a wide variety of rewards and privileges to recognize, acknowledge, and support the students' use of "good behavior".

Inappropriate Behavior:

Examples of inappropriate and unacceptable behaviors include: not following directions the first time they are given, leaving assigned areas without permission, use of foul language, threatening the health or safety of others, hitting/ kicking/ scratching/ biting/choking others, throwing rocks, dirt, sticks, etc. at others, stealing, damaging or destroying property, general disrespect or defiance, non-cooperation. If a child is deemed to be out of control, the parent/guardian will be called to immediately come to pick up the child for the remainder of the day. Children who have repeated difficulty behaving appropriately will be temporarily suspended or permanently dismissed from the program. Children who are permanently dismissed will receive a prorated refund of appropriate fees.

The following steps may be applied for inappropriate behavior:

- **Step One:** Child is given a verbal warning and instructed to correct his/her behavior.
- **Step Two:** Child is given a set "time-out" from the current or a future activity, away from the others.
- **Step Three:** The Camp Director/General Manager will be informed and the child will be required to talk to the director/manager about the situation and the parents/guardian will be told at pick-up. Parents are expected to discuss the inappropriate behavior with their child and to work with the RSA staff to stop the misbehaviors. Depending on the seriousness of the behavior, time-outs may be given immediately as determined by the staff.

**Additional monitoring, documentation and guardian communication processed may be necessary with some students. Close communication with students and their families will become a priority when necessary. If the director/manager decides it is necessary to remove a child from the program, the above steps may be bi-passed and his/her parent will be called to pick up their child immediately.*

Suspension or Termination

In addition to the situations listed above, students may also be suspended or terminated based on parents/guardians:

- *Repeatedly being late in picking up children from the camp.
- *Repeatedly being late and/or for non-payment of fees.
- *Inappropriate behavior towards RSA staff or employees, use of inappropriate language, being verbally or physically threatening or intimidating, any physical aggression and/or damage to property.
- *Disregard for or the refusal to follow the Rock Solid procedures and guidelines.

I have read the Discipline Contract and agree to discuss the policies with my child. I agree to abide by this contract and to support the Rock Solid staff as it may pertain to these rules and expectations.

Parent/Guardian Signature _____ **Date** _____



After School Experience & Summer Camp

Acknowledgements Updated March 2018

Please initial that you have read and understood the following:

LICENSED PROGRAM ENROLLMENT:

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ABSENCES:

Please understand how important it is for our drivers to have updated roll sheets. IF FOR ANY REASON your child does not need to be picked up at school, Call RSA by 1:00.

We will periodically cancel Friday 4:30 gym classes for special events. This is a free class included with monthly tuition. We will NOT offer make-ups for missed or cancelled classes.

SUMMER CAMP: There are NO Make-Ups, Refunds or Student "exchanges" for missed Summer Camp Days.

PAYMENT INFORMATION:

After School Tuition is totaled, divided, and paid in nine payments beginning in August or September and ending in May. Auto-draft is required for this program. Tuition is due by the 15th for the following month. Late payments will be assessed a late fee of \$35. If your account is past due by the last day of the month, our services will be terminated and your child will be cancelled from the program.

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SUMMER CAMP: There are NO Make-Ups, Refunds or Student "exchanges" for missed Summer Camp Days. Once Camp begins, you are responsible for the **FULL BALANCE** of the days & weeks for which you are enrolled.

WITHDRAWAL FROM OUR PROGRAM:

Registration for AfterSchool is for the entire school year as you are reserving a van seat. A request for withdrawal from our After-school Program requires **30 Days WRITTEN NOTICE** and may only be considered at **semester!** You may email this information. Only with thirty days notice can we even consider terminating your monthly payment plan.

EXCLUDES SUMMER CAMP.

Parent/Guardian Signature _____

Date _____



WAIVER AND RELEASE FORM

6205 43rd Street, Lubbock, Texas 79407

As legal guardian of



(the "athlete(s)"), I hereby consent to the athlete participating in Rock Solid Athletics classes and activities.

WAIVER OF LIABILITY

In consideration for allowing my child(ren) to use Rock Solid Athletics' facilities and to participate, I PROMISE NOT TO SUE and FOREVER RELEASE Rock Solid Athletics, their members, employees, teachers, coaches, contractors and volunteers from all liability for any and all damages or injuries suffered by the athlete while under the instruction, supervision, or control of Rock Solid Athletics, including those resulting from acts of negligence.

INITIALS: _____

ACKNOWLEDGMENT OF RISKS

I recognize that severe injuries, including permanent paralysis or death can occur in any activity involving height or motion, those activities including but not limited to gymnastics, tumbling, trampoline, martial arts, dance, cheerleading, ball sports, and climbing. I also understand that participation in activities including but not limited to after school programs and day camps involving transportation to and from the Rock Solid Athletics facility could cause injury or death in an automobile accident. Being fully aware of these dangers, I give consent for the athlete to participate in any and all Rock Solid Athletics programs and activities and I ACCEPT ALL RISKS associated with such participation.

INITIALS: _____

MEDICAL AUTHORIZATION

In the event of an accident or emergency, I authorize the athlete to be transported to a hospital for medical treatment and I hold Rock Solid Athletics and their representatives harmless in doing so. I agree to individually provide for the possible future medical expenses which may be incurred by the athlete or myself as a result of any injury sustained while participating at, or performing for, Rock Solid Athletics.

INITIALS: _____

PHOTO RELEASE

I am aware that individual and group publicity photos and videos are taken from time to time and in consideration for the athlete's participation, I give my permission for the athlete's likeness to be used in Rock Solid Athletics publicity or advertising.

INITIALS: _____

I have read this waiver of liability, acknowledgement of risk, medical authorization, and photo release thoroughly and understood it completely. I sign it voluntarily as to its content and intent.

SIGNATURE

DATE

PRINTED NAME



AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I give my permission for Rock Solid Athletics Staff to take my child (or children) to receive EMERGENCY MEDICAL CARE in the event that I am unavailable.



Child's Name: _____ Date of Birth: _____

Parent's Name(s): _____ Child's School: _____

Known Allergies/Illnesses for this child: _____

Child's Name: _____ Date of Birth: _____

Child's School: _____

Known Allergies/Illnesses for this child: _____

Family Physician's Name: _____

Physician Address: _____

Physician Telephone: _____

Preferred Hospital/Clinic: _____

Hospital/Clinic Address: _____

Hospital/Clinic Telephone: _____

to take my child (or children): **AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

ADDITIONAL Emergency Contact Name: _____

Emergency Address/Telephone: _____

I give consent for necessary emergency treatment when my child is in care of this physician, hospital or clinic.

_____ signature _____ date