



# Parent Handbook

## Ft Bliss, Texas

2009



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## Welcome to SKIESUnlimited

Welcome to Fort Bliss SKIESUnlimited Instructional Programs. The name SKIESUnlimited combines the acronym for “Schools of Knowledge, Inspiration, Exploration & Skills” with the word “Unlimited” for the unlimited learning possibilities this exciting initiative offers Army children and youth. SKIESUnlimited is a part of the Army’s Division of Child, Youth and School Services (CYSS), under the Directorate of Family, Morale, Welfare and Recreation (FMWR).

SKIESUnlimited provides a four-school framework:

- School of Academic Skills, Mentoring & Intervention
- School of Arts, Recreation & Leisure
- School of Life Skills, Citizenship & Leadership
- School of Sports, Fitness & Health

SKIESUnlimited encompasses instructional programs for children and youth from infancy to adolescence i.e., four weeks through the end of their senior year in high school. This Parent Handbook is designed to answer questions you may have concerning the classes your child/youth are attending. If you have questions or concerns not addressed in this handbook, please contact the Instructional Program Specialist (IPS) at 568-8336.

### SKIESUnlimited Mission Statement

To support Child, Youth & School Services’ mission and commitment to families by enhancing CYSS choices through quality learning opportunities for children and youth in a creative environment dedicated to excellence.

### SKIESUnlimited Vision

The Vision of Success for the SKIESUnlimited Program at Fort Bliss is to enhance and expand current CYSS programming through a variety of SKIESUnlimited instructional offerings:

- With a highly qualified faculty
- Who nurture and maximize the talents and potential of the children and youth
- Through affordable and accessible learning opportunities
- As they promote quality classes and programs
- In dedicated facilities
- resulting in a reputation for quality and innovation

### INSTRUCTORS

Each instructor for Fort Bliss’s SKIESUnlimited program is a highly qualified and experienced teacher. Evidence of credentials, certification, college level course work and/or degrees must be submitted at the time of application. In addition, all SKIESUnlimited instructors are required to complete training modules in CPR, First Aid, Child Abuse Reporting and Prevention, Safety and Guidelines of Child Development.

## PARENTS EXPECTATIONS FROM THE FACULTY

- Instructors will arrive to class on time and be prepared to teach the day's lesson.
- Instructors will maintain class discipline and order.
- Instructors will keep parents informed about their child's progress.
- Instructors will keep parents informed about any cancellations or unexpected changes to class.
- Instructors will answer parents questions or refer parents to the *SKIESUnlimited* administrative assistant or IPS, if necessary.
- Instructors will treat students with respect and provide quality instruction for each student.

## STAFF IDENTIFICATION

All staff employed by NAF will be required to wear a name tag when on duty at any CYSS operation.

Note: All facilities have camera systems installed.

## STUDENT/PARENT RESPONSIBILITIES

### **Student Responsibilities**

- Students will help their parents by being ready for class by the time parents are ready to leave home.
- Students will show respect for themselves by being dressed appropriately for class and giving their all during class.
- Students will show respect for others by keeping their hands to themselves during class, waiting quietly for others to have a turn, and talking only when appropriate.
- Students will show respect to the instructors by being ready for class on time, listening when the instructor speaks, and being prepared for their turn.
- Students will show respect for their classroom by not bringing gum or food, putting trash in the proper places, and bringing only water to the class.

### **Parent Responsibilities**

1. Children ages 10 and under are required to be accompanied by a parent or a designated parental representative while traveling to and from class. It is mandatory that children ages 10 and under NOT be allowed to walk to and from class alone and that parents make arrangements for their children accordingly. Parents must accompany their children to and from all classes held at a non-CYSS facility regardless of child's age. Instructors nor *SKIESUnlimited* staff will not be responsible for children at anytime.

- Children, who require emergency medications, **must** have parents present during the class times with the emergency medications on hand. Our instructors are not allowed to give medication.

2. Every effort should be made to pick up your child on time after the class is over. Instructors should not be expected to keep your child longer than the scheduled duration of the class.

3. If your child is sick, please do not bring him/her to class. Your child will not get much out of the class and may pass on the illness to others. A courtesy call to the class location would be appreciated.

4. It is important to provide your child's instructor with a cell or other phone number at which you can be reached and an emergency contact name and number in case you are not available.

5. Please notify the instructor if your child has any special needs or issues. This will assist the instructor in providing the best possible learning experience for your child.
6. It will help greatly if your child takes care of restroom needs prior to the beginning of each class. Instruction time is limited.
7. Please emphasize good manners and consideration of others. If your child's behavior in class is a distraction to learning, the instructor will contact you for a conference. If the behavior continues to disrupt the class, we will follow the established and accepted procedure to remove your child from the class.
8. Make sure your child has the materials, clothing, shoes, or equipment required for his/her class.
9. If your child is unable to attend a class, please notify the instructor or a SKIES*Unlimited* staff member in advance.

## WAITING AREA

Each CYSS facility has a dedicated parent waiting area. If you are not a parent volunteer, you must remain in waiting area until class has been dismissed. Parents are to supervise siblings at all times.

## CYSS REGISTRATION

In order to enroll in SKIES*Unlimited* classes, parents/guardians must complete the Central Enrollment Registration process. This includes providing sponsor and spouse names, social security numbers, local address, telephone numbers, e-mail address, emergency contact information, immunization records and physicals (5<sup>th</sup> grade and younger), special needs information\*,

- ALL CYSS policies are observed by SKIES*Unlimited*.
- NOTE: If your child has been diagnosed with any special need, you will be scheduled for the next meeting of the Special Needs Accommodation Process Team (SNAP). This includes dietary restrictions, allergies, asthma, ADHD, ongoing prescriptions for medication, or any other conditions requiring your child to be on an Individual Educational Plan (IEP). In some cases, your child will not be permitted to enroll in a SKIES*Unlimited* class until the SNAP meeting has been attended and placement approved. Any accommodations necessary for your child's successful experience in his/her SKIES*Unlimited* class will be communicated to the instructor.
- Children, who require emergency medications, **must** have parents present during the class times with the emergency medications on hand. Our instructors are not allowed to give medication.

## ENROLLMENT

Once you are registered and in the Child and Youth Management System (CYMS), you may enroll for any available SKIES*Unlimited* class at the Central Enrollment & Registration, Child Development Centers, School Ages Services and Middle School and Teen Facilities. You must be officially enrolled in order to attend SKIES*Unlimited* classes. Registration for SKIES*Unlimited* classes starts on the 20th of the month prior to class. Registration ends on the 7th of the month the student will attend. Example: July class registration starts on June 20th and ends 7 July. Classes run on monthly basis and you must re-register and pay monthly.

## FEE PAYMENTS FOR **SKIESUnlimited**

Class fees range from \$20.00 to \$280.00, holidays and extra weeks within the month have been calculated into fees, therefore there will be **no prorated** fees except during months the months of: July, November and December. **Fees are due upon enrollment, no exceptions.** Unfortunately there is no multi-child discount available for instructional classes.

## ELIGIBLE PATRONS

Eligible patrons for Fort Bliss SKIESUnlimited class enrollment include children and youth from 12 months through 18 years whose sponsors fit into one or more of the following categories:

Active Duty Military  
Civilian Employees (GS, NAF, Contractor, USD 207)  
National Guard or Reservist

If you are not the parent, you must be the legal guardian, guardianship power of attorney will be required.



## CLASS SCHEDULES

Instruction will be conducted up to three times a week depending on the type of class. Specific dates, location and time for classes will be provided at time of enrollment. Instructional activities may vary depending on patron interest and availability of instructor. Most classes have a minimum number of 5 participants required in order for the class to take place. Some classes are set up according to age groups; however instructor may advance student based on skill performance and readiness.

## CLASS ATTIRE

Each instructor will give specific guidance on attire to be worn for their class. Attire varies depending on the type of program and instruction. Clothing will be purchased by the student/parent unless otherwise noted at time of enrollment.

## WITHDRAWAL PROCEDURE

All students who register for a class will be considered enrolled into the class and responsible for attending. Parents must notify the class instructor or IPS in writing at least two weeks in advance if student(s) will not be attending or will miss a class. Non-attendance is not considered as a form of withdrawal and fees will not be refunded due to non-attendance.

## HOLIDAYS

Unless otherwise informed by your instructor, SKIESUnlimited classes will not be held on federal holidays. Please check with the instructor for information on cancellations due to holidays. No proration's except for July ,November, and December.

## SEVERE WEATHER SNOW/ICE

All SKIESUnlimited classes will be cancelled in the event of the following weather issues:

- tornado watch or warning
- Post closure due to rain, snow and icy conditions
- On-Post school closure due to rain, snow and ice

## ARMY FAMILY COVENANT (AFC) Effective 10 December 2007

- For family members of deployed sponsors (considered Mission Level 1) serving in a war zone or in support of the Global War on Terrorism, you can receive *SKIESUnlimited* instructional classes free while soldier is deployed, up to 8 classes per child per deployment. Limit is one class per month.
- For family members of sponsors who are on an unaccompanied PCS, a TCS or a TDY for 90-179 days (considered Mission Level 2), you can receive *SKIESUnlimited* instructional classes free while soldier is deployed, up to 4 classes per child per deployment. Limit is one class per month.
- For family members of sponsors who are part of the Rear Detachment (as identified on Rear D/Personnel Availability Report) (considered Mission Level 3), you can receive *SKIESUnlimited* instructional classes free while soldier is deployed, up to 4 classes per child per deployment. Limit is one class per month.
- Family members of Wounded Warriors will receive *SKIESUnlimited* instructional classes free up to 8 classes per child. Limit is one class per month.
- Family members of Fallen Warriors will receive *SKIESUnlimited* instructional classes free up to 8 classes per child per year. Starting over every January. Limit is one class per month.

### INSTRUCTOR LIABILITY

*SKIESUnlimited* programs are designed to be instructional and developmental and are not intended to be related in any way to hourly care. Instructors are responsible for children participating in their program only during the time they are in actual attendance of class. It is the responsibility of parents to care for children before and after class.

Students are advised not to arrive earlier than 10 minutes before class time. Students are expected to depart the facility immediately following class. Instructors are not responsible for children before or after classes and cannot be held liable for children during this time. It is the parent's responsibility to be present or have another adult be responsible for the child/children at anytime before and after classes.

### INJURIES & MEDICATIONS

#### Injuries

In case of accidental injuries, faculty members will perform minimum first aid treatment. The faculty member will complete an incident form and present it to the parent to sign, indicating acknowledgement of the incident. In all cases of serious or severe injury, the child/youth will be transported by ambulance to William Beaumont Army Medical Center. Parents will be notified immediately to go to the hospital. Any cost incurred for emergency transit of injured child/youth is the sole responsibility of the sponsor.

#### Medications

Faculty members are not authorized to administer any over-the-counter or prescribed medications.

### SUGGESTIONS & COMMENTS

Your satisfaction is our reward for providing excellent service. However, even in the best of programs mistakes can happen. If you encounter any difficulties as we serve you, please contact IPS at 569-7732.

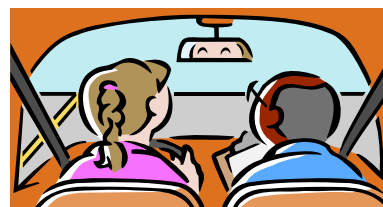
## IMPORTANT PHONE NUMBERS

SKIES Instructional Program Office 568-8336

Central Enrollment & Registration 568-4374

Youth Sports BLDG 195 568-5437

SKIES BLDG 3508, Logan 568-8336



# Character Counts

## Six Pillars of Character

### Trustworthiness

Be honest  
Don't deceive, cheat or steal  
Be reliable-do what you say you'll do  
Have the courage to do the right thing  
Build a good reputation  
Be loyal-stand by your family and friends

### Respect

Treat others with respect; follow the golden rule  
Be tolerant of differences  
Use good manners, not bad language  
Be considerate of the feelings of others  
Don't threaten, hit or hurt anyone  
Deal peacefully with anger insults and disagreements

### Responsibility

Do what you are supposed to do  
Persevere: keep on trying!  
Always do your best  
Use self-control: be self-disciplined  
Think before you act-consider the consequences  
Be accountable for your choices

### Fairness

Play by the rules  
Take turns and share  
Be open-minded; listen to others  
Don't take advantage of others  
Don't blame others carelessly

### Caring

Be kind  
Be compassionate and show you care  
Express gratitude  
Forgive others  
Help people in need

### Citizenship

Do your share to make your school and community better  
Cooperate  
Stay informed; vote  
Be a good neighbor  
Obey laws and rules  
Respect authority  
Protect the environment