

Log Cabin Ski Society

Ski Club

**Handbook and Policy Manual**

Post Office Box 636  
Skagway, Alaska 99840

# PROGRAM

The Log Cabin Ski Society (LCSS) Ski Club is made possible by a variety of grants, fundraisers, and donations from various organizations throughout Skagway and LCSS Volunteers. This is a non-profit 501c3 program insured and run by Log Cabin Ski Society.

The program was created for both children and adults who are interested in learning to cross country ski and/or want to develop their ski skills with other people in the community. Our goal is to get everyone registered for the annual Buckwheat International Ski Classic that takes place at Log Cabin, BC each year.

## PHILOSOPHY

LCSS Ski Club follows the philosophy of embracing the magic of winter by being as active as possible outdoors. Our goal is to provide fun and positive ski experiences so that everyone may cultivate a knowledge and appreciation for skiing through experience.

### **Program Objectives:**

- Provide positive experiences
- Promote learning through hands-on experience
- Develop self-confidence
- Allow for independence
- Offer opportunities for decision making
- Encourage self-expression
- Build relationships: healthy patterns of interaction and expressing thoughts and feelings
- Provide a warm and accepting atmosphere

## HOURS

January 8th - March 5th

- Saturdays: 11:30am-1:30pm. Klondike Tours Shuttle to West Creek from Rec Center departs promptly at 11am and returns at 2pm. Must reserve space with Activities Director Nicole Kovacs at 1-508-202-5455 via text message. LIMIT 7 INDIVIDUALS PER WEEK. Must arrive at Rec Center at 10:45am to secure spot. Nicole will transfer ski gear in her personal vehicle to ski location.
- Thursday's: 4th Grade and older: Skagway School THURSDAY early release days right after school until 4pm. Meet at Skagway School.
  - Thursdays: 1/20, 2/03, 2/17, 3/03, 3/17

## LOCATION

Ski club location will be announced each week. Main locations will be West Creek, Lower Lake, and Dyea.

## **ADULT SUPERVISION REQUIRED FOR 3<sup>RD</sup> GRADE AND YOUNGER**

**Parents or Guardians are encouraged to be involved. CHILDREN 3<sup>RD</sup> GRADE AND YOUNGER MUST BE ACCOMPANIED AND SUPERVISED BY AN ADULT. NO EXCEPTIONS.**

The purpose for parent involvement ensures us that:

- Children are making safe choices
- The environment is safe
- Behavior is managed positively and immediately
- Children are assisted with conflict resolution
- Participants are supported in the development of confidence, creativity, and communication skills
- A quality program is offered

### **STAFF QUALIFICATIONS**

- Extensive experience working with children, parents, and volunteers
- CPR and first aid certified
- Criminal background clearance
- Organized, positive, enthusiastic, energetic, and excellent with children
- On the job experience in developing and facilitating ski and winter recreational activities for all ages.
- Physical ability and stamina to facilitate all activities
- Strong customer service experience and professional communication skills

## **POLICIES**

### **ALLERGY POLICY**

It may become necessary to prohibit certain food from the program due to severe allergies. This ensures that those with allergies are safe and free from accidental ingestion. We appreciate your cooperation on this and will notify you if we have an allergy alert.

### **CHILDREN WITH SPECIAL NEEDS POLICY**

The Log Cabin Ski Society Ski Club Program strives to meet the needs of **ALL** children. If your child has special needs, we will collaborate on developing and implementing a detailed plan to meet your child's needs before enrollment, including discussing reasonable accommodations.

### **WEATHER POLICY**

All activities will be conducted outdoors. It is essential for your child to wear and/or bring layers of clothing, a raincoat, an extra pair of socks, a hat, and gloves daily. Please consider purchasing hand and feet warmers for your children.

## **GRIEVANCE POLICY**

It is important for the Log Cabin Ski Society staff to work with you on any concerns you may have. We have set up easy steps to follow when you have an issue to be sure it is addressed and resolved. Those who contend with the LCSS Ski Club policies or procedures must follow the grievance procedure below:

- **Step 1.** Discuss the matter causing concern with the Activities Director.
- **Step 2.** If this discussion does not resolve the problem, the parent shall report in writing to the Log Cabin Ski Society Board of Directors. The President must submit a written reply to the parent within five business days of receipt.
- **Step 3.** If the parent considers the response unsatisfactory, the grievance shall be referred to legal counsel.

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At each appeal level (steps 1, 2, & 3) the parent has the right to have witnesses and to have a third party to represent him/her.

## **HEALTH AND ILLNESS POLICY**

We are concerned with the health and well-being of all children and adults who have contact with your child throughout the day. We request you to keep children who are potentially infectious at home. If you have any doubts in the morning about your child's health, keep them home. Please call the Activities Director by 9:00 a.m. so your child can be accounted for.

## **COVID-19 POLICY**

- **Masking:** All participants using shuttle service must wear a mask in the vehicle. No exceptions.

## **COMMUNICABLE AND INFECTIOUS DISEASES WILL NOT BE ADMITTED TO PROGRAM**

- Vomiting and/or diarrhea in the 12 hours prior to scheduled time to attend the center
- Temperature of 100 degrees or greater
- Persistent yellow thick mucus
- An uncontrollable or persistent cough
- Pink eye that hasn't been treated
- Strep throat which has not been treated with an antibiotic for 24 hours
- Any rash of acute onset associated with fever or symptoms of illness
- Impetigo with less than 24 hours of treatment with an antibiotic
- Head lice or scabies that has not been treated

### **RETURNING AFTER AN ILLNESS**

A child who has had an infectious or communicable disease may return to the program in the following time period:

- Covid-19: Clearance from a medical professional
- Chicken pox: Five days after the last blister has scabbed
- Pinworm: After 48 hours of being on medication
- Strep throat: After 24 hours of being on an antibiotic
- Head lice: Signed release from a medical practitioner stating child is free of eggs, nits, and mature lice
- Any others: Must be discussed with the Administrator/Lead teacher
- Fever free for 24 hours
- We will not accept children on the same day they have undergone general anesthesia.

### **PARENT NOTIFICATION**

The Activities Director will notify all parents of enrolled children by email and handouts sent home with children when outbreaks of the following occur: covid-19, strep throat, impetigo; measles, mumps, rubella, chicken pox; pinworms; head lice, scabies, pink eye or any other highly contagious disease or virus.

### **Staff will call the parent immediately if their child:**

- Bites or is bitten with a skin break
- Falls and hits their head hard
- Has an obvious mark on their head or face
- Is lethargic or hurting
- Becomes sick or develops a fever
- Is involved in an injury needing to be assessed by the local clinic
- Is involved in an injury in which the Emergency Medical Service (EMS) are called

### **EMERGENCY INJURIES**

Every attempt will be made to ensure that your child will be in a safe environment, but no matter how much we monitor conditions, accidents do occur.

Staff is CPR and first aid certified. However, if your child requires more than basic first aid, the following steps will be taken:

1. Staff calls EMS
2. Parents or guardians are contacted
3. If parents or guardians are not available, then the emergency contact is called.

All incidents and accidents will be documented on a written report with staff and Parent/Guardian signature. Parents are responsible for cost of medical treatment due to accident or illness while at Program. The EMS ambulance response does not impose charges for responding and assessment, only for treatment and transport. Parents may pay a yearly fee for ambulance transport insurance at the Skagway Municipal Offices.

### **POLICY CHANGES**

If policy changes are made during the summer season, SRC Summer Youth Recreation Program will inform all Parents/Guardians by e-mail within 1-week. Parent input is always encouraged.

### **SUBSTITUTE AND VOLUNTEER POLICY**

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## **DAILY PROCEDURES**

### **SATURDAY ARRIVAL**

- Child must arrive at Skagway Recreation Center no later than 10:45am for 11am departure or be at designated ski area ready to go by 11:30am. Activities Director will announce ski location weekly.
- Child must arrive with the following gear inside their backpack:
  - **Backpack**
  - Water bottle
  - Snacks
  - Sweatshirt or Sweater
  - Hat
  - Gloves
  - Change of Socks
  - Hand and feet warmers

### **SATURDAY DEPARTURE**

- Pick up time is 2:00pm at Skagway Recreation Center.
- Children should make sure to bring home all the gear they came with.

## **BEHAVIOR & SAFETY MANAGEMENT**

### **BEHAVIOR GUIDANCE METHODS**

Behavior management is carried out in ways to help children develop self-control and assume responsibility for his/her actions. Appropriate behavior is positively encouraged and when children get “off track” they are redirected or are provided with positive behavior choices.

If a rule is not followed:

- 1- Verbal warning done in private with the child.
- 2- Schedule meeting with parent
- 3- Action plan and consequences which will be tailored to fit the circumstances and individual needs.  
(A behavioral plan will be created if necessary: addressing the specific inappropriate behaviors and providing examples of appropriate behaviors to be used in similar circumstances in the future).

## **ENROLLMENT**

All participants must complete an enrollment and waiver form prior to attending. Enrollment forms can be found at the Skagway Recreation Center.