



***DITCH THE TRAINING WHEELS  
PRESENTERS HANDBOOK & FAQ'S***



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Dear Presenters,

Welcome to the Pedal Kids USA Ditch the Training Wheels Traveling Camp! We are thrilled to have the opportunity to work with you and your Community, bringing our innovative and engaging biking curriculum to your families.

Enclosed you will find the Presenters' Handbook, designed to provide a comprehensive overview of our program and answer frequently asked questions. This handbook serves as a valuable resource to ensure a consistent and enriching experience for your community.

As presenters, you play a pivotal role in shaping the increased cycling activity in your community. Think of this handbook as a compass, guiding the path of our implementation and operational processes rather than a rigid road map. Your insights and support are what make each session special, creating an environment that nurtures community engagement and social-emotional development.

Should you have any questions or need clarification on any aspect of the handbook, please reach out to me directly at [simon@pedalkids.com](mailto:simon@pedalkids.com). I am here to support you and ensure you have the resources needed to deliver exceptional programming. If parents need to contact us and have questions, please direct them to our [Pedal Kids FAQ](#) webpage or ask them to email [programs@pedalkids.com](mailto:programs@pedalkids.com).

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Best,

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# Introduction to Pedal Kids USA

## Our Mission and Vision

We are in business to help save our home planet. Vision: We envision a world where all kids develop a love of family cycling at an early age, gaining tools to lead an adventurous life, building close relationships with adults through outdoor adventure, and becoming agents of positive change.

## The Importance of Early Bicycle Education

Early Bicycle Education delivers a childhood full of outdoor adventure, critical lifelong leadership skills, and a gateway to environmental stewardship. It develops personal connections to the broader community, appreciation for nature, confidence, and physical and emotional health.

## Our Program Structure

Our program is designed to be flexible and convenient, offering classes one or two days a week based on sign-up volume and student schedules. Classes run for 30 to 45 minutes, depending on class size. Students can be brought to class either by a designated assistant teacher or by our coaches, who will collect them from their classrooms. If our coaches are picking up students, we require a map of the building and room numbers for each student to ensure a smooth process. We also group students and their bikes by class time to maximize riding time. Bikes will have a designated parking zone outside the school for easy access.

## Curriculum Overview

Our Pedal Kids USA curriculum, **Bike Skills + Life Skills**, bridges essential biking skills with crucial social-emotional learning. Designed to provide a comprehensive and engaging experience, our curriculum helps participants develop confidence, resilience, and teamwork.

At Pedal Kids USA, we are committed to using the bike as a tool to foster **social-emotional learning (SEL)** in every lesson. Our curriculum integrates SEL principles like emotional regulation, empathy, and problem-solving into biking activities, helping children navigate challenges both on and off their bikes. Through teamwork and responsible decision-making, participants grow in self-awareness and develop a strong sense of community and cooperation.

Safety is a priority, and we provide a nurturing environment where participants can thrive. With activities ranging from simple bike safety checks to more complex steering challenges, our curriculum is designed to meet the needs of both beginners and more advanced riders. Join us and watch your child embark on an exciting journey of biking and personal growth!



## Sessions Offered

- **Balance Bike Playdate:** 2-3 year-olds learning all about their bike (1 hour Class)
- **Pre-K Learn to Pedal:** 3-5 year-olds (1-hour Class)
- **Elementary Learn to Pedal:** 5-12 year-olds - *we recommend breaking into 2 age groups: 5-7 and 8-12* (2-hour class)
- **Pedal Like a Champ:** 5-12 year-olds - *must have access to Greenway Trails from Base Camp* (2-hour class)

## The Benefits of Cycling Education

At Pedal Kids USA, we believe that cycling is a powerful tool for children's development, offering numerous benefits beyond physical activity. Our curriculum is designed to harness these benefits in three key areas: cognitive development, motor skills enhancement, and confidence building.

Cycling stimulates cognitive development by engaging children in navigation, decision-making, and problem-solving. Our activities require kids to think critically as they balance, steer, and follow instructions, which enhances their concentration and cognitive processing skills. Through our carefully structured lessons, children develop the mental agility necessary for academic and life success.

Motor skills are significantly enhanced through our cycling program. The coordination required to balance, pedal, and steer a bike refines both fine and gross motor skills. Our curriculum incorporates various exercises and obstacle courses that challenge and improve muscle control and hand-eye coordination. These skills are not only vital for cycling but also benefit overall physical development and performance in other sports and activities.

Confidence building and self-esteem are core outcomes of our program. As children progress from balance bikes to pedaling independently, they experience a profound sense of achievement. Each milestone they reach boosts their confidence and fosters a sense of independence. Our supportive and nurturing environment encourages children to take on new challenges, building a positive self-image and a resilient mindset.

Through our comprehensive curriculum, Pedal Kids USA ensures that children enjoy the joys of cycling while reaping its developmental benefits. Join us and watch your child grow in confidence, skill, and cognitive ability, all while having a fantastic time on their bike!



## Our Teaching Methodology

At Pedal Kids USA, our teaching methodology is centered on creating a playful, interactive, and fun learning environment that promotes biking skills and social-emotional development. Our approach is holistic, focusing on the whole child and integrating various elements to ensure a well-rounded experience.

We prioritize age-appropriate instruction, tailoring our lessons to match the developmental stages of the children we work with. By using activities and language suitable for their age group, we ensure that each child can engage fully and learn effectively. Our expert coaches provide individualized attention, allowing children to progress at their own pace and build confidence in their abilities.

Positive reinforcement techniques are a cornerstone of our methodology. We celebrate every achievement, no matter how small, to encourage children and boost their self-esteem. Through praise, rewards, and supportive feedback, we create a positive and motivating atmosphere where children feel valued and eager to learn.

We also use adaptive strategies to cater to different learning styles. Whether a child learns best through visual aids, hands-on activities, or verbal instructions, our coaches employ a variety of teaching methods to meet each child's unique needs. This flexibility ensures that all children can participate and succeed, regardless of their preferred learning style.

Safety is a top priority in our classes. Each session begins with a quick ABC bike safety check, and all activities are conducted in a secure environment. Our curriculum includes cooperative games and teamwork exercises that emphasize communication, cooperation, and responsible decision-making, helping children develop important social-emotional skills alongside their biking abilities.

Finally, we incorporate regular feedback and reflection. Each class ends with a circle time where children can share their experiences and reflect on their achievements. This practice reinforces learning, builds a sense of community, and helps children appreciate their progress.

In summary, our teaching methodology at Pedal Kids USA combines age-appropriate instruction, positive reinforcement, adaptive strategies, safety, and regular reflection to create a nurturing and effective learning environment. Our playful and interactive classes ensure that children not only learn to ride a bike but also grow in confidence, resilience, and social-emotional skills. Join us and watch your child thrive both on and off the bike!



## **What outdoor learning opportunities does Pedal Kids USA provide?**

We make the most of outdoor learning environments by conducting our sessions in dynamic, open spaces. Our program includes various biking courses, obstacle challenges, and interactive games set outdoors. This approach not only makes the learning experience more engaging and enjoyable but also helps children connect with nature while developing their biking skills in a safe and stimulating environment.

## **Equipment and Safety Measures**

### **Our Bike Fleet and Maintenance**

We take great pride in our bike fleet, ensuring each bike is well-maintained and ready for action. Regular checks and maintenance are carried out to keep everything in top shape. If you ever have questions about the condition of your child's rental bike or if something seems off, don't hesitate to let us know. We're committed to making sure your child's ride is smooth and safe!

### **Safety Gear and Its Proper Use**

Safety is a top priority for us, and we want to make sure your child is fully protected while having fun. We encourage the use of properly fitted helmets, as they are crucial for keeping your little one safe. If you're unsure about how to fit a helmet correctly or have questions about other safety gear, we're here to help. Just ask! We want to make sure every ride is enjoyable and secure.

### **Risk Management Protocols**

We are dedicated to ensuring a safe and enjoyable experience for all our students. Our risk management protocols are designed to proactively address and manage potential risks. This includes thorough bike inspections, strict adherence to safety guidelines, and clear communication with parents and staff. If you ever have any concerns or need more information about our safety practices, we're always happy to discuss them with you. Your child's safety and enjoyment are our top priorities.



## **Instructor Qualifications and Training**

### **What is the certification process for Pedal Kids USA coaches?**

Pedal Kids USA requires all coaches to complete essential certifications to ensure they provide safe and effective instruction. Coaches must obtain CPR/First Aid certification, which is mandatory for lead coaches. They also need to complete the CDC Heads Up Concussion Training and SafeSport Core Training to ensure they are well-prepared to work with young children.

### **How does Pedal Kids USA support ongoing professional development for its coaches?**

We support ongoing professional development through regular monthly coach calls, also known as coach office hours. These sessions provide an opportunity for feedback, additional training, and discussion of best practices. This ongoing support helps our coaches stay current with the latest techniques and standards in early childhood education and biking instruction.

### **What background checks and safety screenings are required for Pedal Kids USA coaches?**

At Pedal Kids USA, we prioritize safety by conducting thorough background checks for all coaches over 18. This process ensures that all coaches have a clean record and are qualified to work with children, maintaining a secure and trustworthy environment for our students.

### **What space and facilities are required for Pedal Kids USA classes?**

We require a space approximately the size of a basketball court for our classes, which can be either indoors or outdoors. We particularly favor working in parking lots, provided they are as free of cars as possible, so we can set up our bicycle playground safely. The space needs to be secure and free from hazards, allowing for ample room to conduct biking activities and obstacle courses, and ensuring easy supervision by our coaches. We also need a designated area for students to park their bikes during the session.





## Pre-Residency Timeline

### ☐ 6 Months Prior

Confirm “Team Contact” is the same individual noted on the contract. If not, update Pedal Kids USA with

contact information – this individual coordinates specifics of the week and must be available every day during the residency week.

Review Bicycle Playground Location Space with Pedal Kids USA, Once confirmed, please reserve the space for duration of the residency week programs. Additional Parking Spot for Pedal Kids USA Van at the Playground Location must be secured as well.

### ☐ 3 Months Prior

Team Contact to meet with the Pedal Kids USA Marketing team in which team will provide additional marketing materials and review the Media Timeline Plan. Once the plan is confirmed, send the Pedal Kids flyer to interested parties.

Discuss and decide how participant registration will be handled.

### ☐ 2 Months Prior

Secure housing a total of six (6) nights for the two Pedal Kids Coaches, Sunday to Saturday, in *private* (one person per room), *clean, comfortable and safe accommodations either in a hotel/motel or private home(s)*. Providing meals is optional.

Prepare Press releases and proceed with marketing through location channels.

Promote the Pedal Kids residency as an “upcoming event” in school, on social media, in PTA and email newsletters, and in newspapers.

Complete PRE-RIDE CHECKLIST and review with Pedal Kids USA

Host will share Registration link and will go live via Pedal Kids USA Website for sign-ups..

Discuss Weather Policy for Rain/Heat/Cold.

### ☐ 2 Weeks Prior

Pedal Kids USA Team will call “Team Contact” (Tuesday) to go over PRE-RIDE CHECKLIST, including

meeting place, bicycle playground location, housing, weather forecast, conflicts, etc.

Pedal Kids USA will share the Biography and pictures of the Coaches attending.

Send out ‘2 Weeks Out’ Content via Marketing Channels - provided by Pedal Kids USA

### ☐ 1 Week Prior

Send out ‘1 Weeks Out’ Content via Marketing Channels - provided by Pedal Kids USA

Pedal Kids USA will send an email to all parents with a Pre-Ride Checklist

Continue running press releases through day of camp.

Pedal Kids USA Team will call “Team Contact” Tuesday to confirm any last-minute details on



PRE-RIDE CHECKLIST, including meeting place, playground location, housing, weather forecast, conflicts, etc.

## Pre-Ride Checklist

The Pedal Kids USA team will call you on the Tuesday two weeks prior to your residency week to go over the logistics of the week. They will follow up on the following Tuesday, one week before your camp date and additional information can be relayed at that time. Descriptions for each topic can be found following Checklist.

**1<sup>st</sup> MEETING TIME AND LOCATION:** \_\_\_\_\_  
**ACCESS TO BATHROOMS/SHELTER:** \_\_\_\_\_  
**WEATHER POLICY/SHELTER** \_\_\_\_\_  
**WHO WILL LOCK & UNLOCK THESE SPACES:** \_\_\_\_\_  
**SNACK SPACE:** \_\_\_\_\_  
**CONFLICTS:** \_\_\_\_\_  
**CONFIRMING CAMP DATE & TIME:** \_\_\_\_\_  
**HOW WILL INDIVIDUAL PARTICIPANT REGISTRATION BE HANDLED:** \_\_\_\_\_  
**MERCHANDISE POLICY:** \_\_\_\_\_  
**HOUSING:** \_\_\_\_\_  
**HOUSING ADDRESS:** \_\_\_\_\_

### 1<sup>st</sup> MEETING TIME AND LOCATION

Where and when you will meet the Coaches on the Sunday before Camp starts to show them the space they will be using. A minimum of 60'x60' flattish space is needed to activate a successful playground. Typically you will do a walkthrough at this time. Coaches will review the space.

### ACCESS TO BATHROOMS

Kids are Kids, they will need to use a bathroom, please ensure that bathrooms are nearby the playground location and there is a team member present to unlock (if needed). The Pedal Kids USA Team cannot be responsible for locking and unlocking.

### WEATHER POLICY

Review Weather Policies and what to do in an Emergency Weather Situation. Please provide access to a sheltered area (inside is best) in case of heat/cold/rain. Please also provide a map of a safe space inside your location in case of extreme weather. If it's a remote shelter space, again the Pedal Kids USA team cannot be responsible for locking and unlocking.

### SNACK SPACE

The location where the Campers will eat their snack, with access to trash cans.

### CONFLICTS

Please indicate if there is a need to alter the Camp times or move to a different location during the week.



### **CONFIRMING CAMP DATE & TIMES**

All Ditch The Training Wheel Camps are 2 hours long with a snack break in the middle and water breaks as needed. **Camps are usually better run in the afternoon after school has finished but can be adapted for the younger kiddos camps.**

### **PARTICIPANT REGISTRATION**

Pedal Kids can be in charge of registration. **If the presenter is handling registration, please provide the registration URL:**

### **MERCHANDISE POLICY**

Pedal Kids USA will have merchandise for sale during the week. This also helps if parents need to purchase something for the camp (water bottle etc.). If your organization has a policy on commission or limitations on when they can sell these items, please inform them in advance of the week.

### **HOUSING**

If your team is staying in a private home, please provide a telephone number so they may make arrangements for their arrival. If the team is staying at a hotel please provide the reservation information.

### **HOUSING ADDRESS**

Most of our tour teams use GPS systems to get from point A to B. Providing them with a specific address is helpful.

## **Housing Requirements**

**HOUSING REQUIREMENTS** Providing housing for the two Pedal Kids USA Coaches is your responsibility as the Presenting Organization. Housing must be provided a total of six (6) nights, Sunday to Saturday, regardless of schedule variations set by the Presenting Organization (Camp starts Monday and finishes Friday). Housing shall be private (one person per room), clean, comfortable, and safe accommodations, for the two coaches, either in a hotel/motel or private home(s).

Married teams will require only one room with one appropriately sized bed. Obtaining complimentary rooms for the two coaches is often a possibility if you ask a local motel or hotel well in advance. This enables you to keep your expenses low, and helps us keep our fees well below the level of most Bike Camp residency programs. You may also choose to house the team in a private home(s). For the Coaches, the host families often provide wonderful memories and may launch new friendships. This is a wonderful opportunity for cultural exchange and a “home away from home” experience for the team. The option of a homestay allows you to keep your costs down, but please take care to screen the hosts and accommodate any allergies the Pedal Kids Coaches may have. This is not only to ensure that the minimum requirements of clean, safe, and comfortable are being met, but to also ensure the health of the coaches. Providing a sofa bed in an open family room or asking the Coaches to share a room (unless married) is NOT acceptable.

In addition, please confirm that the lodging is equipped with a telephone land-line or adequate cell phone coverage. This is imperative to ensure the comfort and safety of the team. Please understand that the Coaches, like anyone else, need their privacy. If you are planning to arrange housing for the team at two separate homes, please keep in mind that the team has only one



vehicle. If you have any questions about this, please contact our office before arranging housing for the team. The Coaches are trained professionals who wish to do their best while in your community. Their comfort and health are important to the success of your residency week. A few weeks before the residency week, please pass along the HOMESTAY LETTER to the host family(ies) you have chosen. Also, please give the hosts a copy of your team's biography before the residency week, so that they may be fully prepared for the arrival of the team and aware of any important allergy information. Thank you!

***If the Accommodation provided is a private residence, a Homestay Letter will be sent to the Host House, if so, please provide the Hosts contact details***

## **Registration**

If presenter is taking registration (we can also take registrations via our platform as well) we ask that you share the links with Simon - [simon@pedalkids.com](mailto:simon@pedalkids.com) and Sandra - [sandra@pedalkids.com](mailto:sandra@pedalkids.com). We can upload the sessions into the Pedal Kids registration platform.

We require that you follow the following guidelines to ensure a successful week for everyone involved and avoid situations that compromise the integrity of the camp and thereby lessen the effectiveness of your residency week.

Each Camp Session can utilize a maximum of 12 campers (3 x camps for a total of 36) ranging in age from 2-12 years old. For the Elementary Learn to Pedal Session. As a minimum grade range, we must have those younger campers together (5-7 year olds) and the older kiddos (8-12 year olds together).

Please note that we do this so we do not affect the confidence of each ride group by riding with a younger/older kiddo.

If numbers are a mixed bag for each camp. We can accommodate and run 2 mini playgrounds but with adequate space, coaching and equipment.

We do ask if you are taking registrations, that you share the rosters with Simon and Sandra weekly. Details to include:

- Participant Name
- Participant Age
- Parents Name
- Parents Email
- Parents Contact Number

***Session descriptions are available in the shared partner marketing folder***



## Frequently Asked Questions for Parents

### **What size bike does my child need, and how can I find out?**

We recommend sizing based on your child's age to ensure the perfect fit:

- 2 years old: 12" balance bike
- 3 years old: 14" wheel
- 4 years old: 16" wheel
- 5 years old: 20" wheel
- 7 years old: 24" wheel
- 9 years old: 26"+

### **Will I be notified if my child's bike is the incorrect size for lessons?**

Yes, we'll send home a "Me and My Bike" sticker with size recommendations. For accurate sizing, check out our [Parent Bike Guide](#) or visit [Buddy Pegs bike shop](#) for a proper fit. We're here to help your child ride comfortably and confidently!

### **What type of bike should we bring to the Session (balance bike or regular bike without training wheels)?**

For children over 3 years old, we recommend bringing a regular bike to start learning to pedal. Balance bikes are perfect for younger children. We can't wait to help your child transition to hand brakes and pedaling!

### **Do I need to send the bike with or without pedals, and what happens to the pedals during class?**

No need to worry about the pedals! If your child is learning to pedal, we'll handle it on the first day. We'll store the pedals safely onsite, labeled just for your child, and reattach them as they progress. We've got it covered!

### **Are bike rentals available?**

Our Pedal Kids Coaches travel to communities with a small fleet of demo bikes and helmets for children to share.

However, each child is encouraged to bring their bike and helmet as there may not be a demo bike available for your child to ride during the entire class.



## **How will parents receive progress updates and general feedback on their child's performance?**

Yes! We encourage you to share our Pedal Kids App download information with parents who have registered for camp. This way coaches can send important milestones and messages with Parents directly. We're here to keep you informed and excited about your child's journey!

## **Why do you take off the pedal and training wheels?**

At Pedal Kids, we believe that the first step to confident cycling is mastering balance. By removing the pedals and training wheels from our bikes, we help children focus on this crucial skill without the distraction of pedaling. Training wheels can give a false sense of security and often hinder the development of natural balance. Instead, we use a "glide first" approach.

Children learn to push their bikes along with their feet and gradually lift them off the ground to glide. This method not only improves their balance but also builds their confidence and prepares them for the next step—pedaling. Once they're comfortable balancing, we reintroduce the pedals, and they're able to ride more quickly and skillfully, having built a solid foundation first.

## **Why do you not allow more kids to participate?**

We limit the number of children in each class session to ensure high-quality instruction and optimal safety.

Bicycling is unique because children are literally riding on top of their equipment, which introduces specific risks and challenges not found in many other sports.

This reality necessitates a lower coach-to-student ratio, allowing our certified coaches to closely monitor each child's progress with their bike, provide immediate assistance, and tailor instruction to individual needs.

By keeping our groups small, we not only enhance safety by reducing the likelihood of accidents but also ensure that each participant receives personalized attention. This approach helps build confidence and skills more effectively, creating a safer and more supportive learning environment where each child can thrive and enjoy their journey to becoming a proficient cyclist.

## **Will my child be able to pedal a bike after class?**

Every child learns at their own pace, and our classes are designed to accommodate individual learning rates.

However, nearly all children successfully learn to pedal a bicycle without training wheels after participating in our classes. In fact, many children achieve this milestone within just two hours of instruction.



Our program is structured to ensure that each child receives the guidance and support they need to progress from balancing to pedaling confidently, setting them on the path to becoming skilled cyclists.

Once a child is pedaling, Coaches then focus on teaching the next milestones of safe bike riding including braking, steering, standing and pedaling and standing and costing.