

# Absences

## Payment:

Since expenses continue whether or not your child is present, there are no deductions in weekly tuition fees for absences. Please notify the center if your child is ill and will not be attending. However, if your child is ill for a full week, a reduced fee will be due totaling one-half of the weekly tuition fee.

## Contact us:

Parents must notify the center if their child did not go to their academic school or was picked up early by 12pm. If you cannot speak with someone personally, please leave a message on the answering machine. This is extremely important, because it is difficult to obtain this information from the schools and this delay may cause us to be late picking up children from the other schools.

# Vacations

If a child is absent for a full week for vacation or extended illness, a reduced rate of one-half the weekly tuition will be charged. After two weeks, regular tuition will be charged. Your child will receive two free vacation weeks once he or she has been attending our after school program for six months (full time).

# Holidays

Our center is closed for all national holidays: New Year's Day, Memorial Day, Good Friday, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas Day. Tuition remains the same. Our center may also be closed on occasion for the day prior or day following a Holiday or a Taekwondo School Event. These closings will be posted in advance.

# School Closing

We may open during Christmas and Spring Break and other school closings if there is a high demand from the parents. For weeks where schools are closed one day, there is a \$10-20 additional tuition fee for the full day if your child attends.

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Tuition Policy

Tuition is due on Monday or the first day of a child's scheduled attendance for the week. Parents who receive any type of subsidized care are responsible for their portion of the weekly fee. Checks are to be made to First Coast Taekwondo. Tuition is late Wednesday morning and a \$5 delinquency fee will be charged per day until your account is current.

If there is a problem with tuition payment, please talk with your director. We will make every effort to accommodate special circumstances, but you may be asked not to bring your child until payment can be made.

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Pick-Up Policy

Children must be picked up by 6:30pm unless their class ends after 6:30pm. On days your child attends a class after 6:30pm, pick up time is extended until the ending time of his or her class. Last, on the days there are no Taekwondo classes, all children should be picked up by 6:30pm. Please make every effort to be on time, as there are late fees.

Late fees will be charged for children remaining after 6:30 pm or after their class that ends later than 6:30pm. The office clock is used to determine lateness. Parents who pick up their children after closing time will be charged \$10 for the first 5 minutes and \$1 for each additional minute per child. All monies are due and payable to the staff remaining with your child upon parent's arrival.

We realize there are emergencies and unexpected situations. If you are aware that your child will not be picked up on time, please contact so we can plan accordingly. Your communication and cooperation are greatly appreciated.

Last, at approximately 6:40pm, the Kickin' Kids' room will be closed. Children remaining after 6:40pm will be brought to the viewing room with their belongings. For children in class after 6:30pm, their belongings will also be brought to the viewing room. We will not be able to allow children back into the Kickin' Kids room after 6:40pm because there is no supervision. Again, your cooperation is greatly appreciated.

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Snacks**

Our after school program includes a 15 to 20 minute snack break in its schedule. We provide a snack and drink for each child. This snack is included in the weekly tuition fee. If you desire, you may send an additional snack with your child.

## **Dinner**

If your child takes a late class, you may send a meal with him/her that day to eat around 5:15pm. You may not send microwavable foods. We cannot store food for future use/consumption. Last, please do not send money for your child to purchase food from restaurants. We do not have the ability to pick-up the meals and cannot let your child go pick-up these items on his/her own.

## **Lunch**

During summer, early release days and the days children do not have school, please provide a bagged lunch (no microwavable or refrigerated items) unless otherwise advised (i.e. field trip includes a lunch).

If your child forgets a lunch, FCT will provide him/her with a lunch (e.g. Peanut Butter sandwich and chips) and a \$2 fee will be charged.

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Movie Agreement Sheet

During the summer, we watch movies daily and occasionally during the school year. We watch G and PG Movies.

I \_\_\_\_\_ give permission for my child  
\_\_\_\_\_ to watch G and PG movies shown at First Coast  
Taekwondo.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

## Photograph Release Form

I authorize First Coast Taekwondo to photograph and video my child,  
\_\_\_\_\_.

I understand that these photographs may be used for public/FCT Website display and/or advertising purposes.

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **OTHER INFORMATION**

## **Sign In and Out**

**You must sign your child out every evening when you pick him/her up. Also, if you drop your child off, you must sign your child in. This is very important because of regulations.**

## **Toy Policy**

Your child may bring his/her game boy, CD player, or other games to Kickin' Kids Extended Day. All we ask is that you please put their name on the items and remember we are not responsible for any lost items.

## **Uniforms and Gear**

Please make sure your child has his/her uniform and gear for class. Students cannot participate in class without a uniform and may not take sparring class without gear.

Every child has a cubby for his/her uniform and gear. On Fridays, please take your child's uniform home for cleaning. Occasionally, your child's gear should also be taken home for cleaning.

Last, please make sure your child's uniform, belt and gear has his/her name on it.

## **Lost & Found**

We will keep lost items in the lost and found bin for two weeks.

**Child's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Emergency Cards

Please fill out the following emergency card that are maintained in the vans and at the school. If your child's emergency contact information changes, please provide us with the updated information.

**Student's Name:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Cell # \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Cell # \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

Phone # \_\_\_\_\_