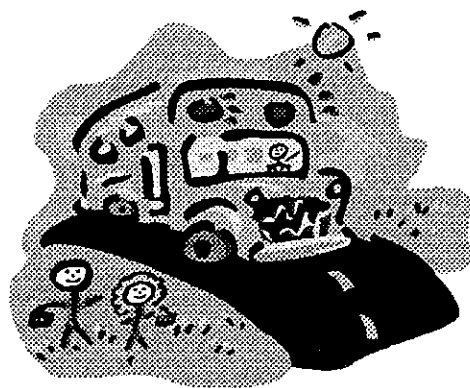


Kickin' Kids

After School Martial Arts Program

Parent Handbook



First Coast Taekwondo
8970 103rd Street, #4
Jacksonville, FL 32210
778-2348

Mission Statement

The mission of our after school program is to provide quality care for the total child in a safe, nurturing and educational environment utilizing appropriate martial arts activities to meet individual needs.

Belief Statements

We believe all children are individuals and are to be treated with respect.

We believe children learn through play, instruction and by asking and answering questions.

We believe children need a constant sense of safety and security.

We believe children need opportunities to develop physical, intellectual, social, emotional and language skills.

We believe children need guidelines for acceptable behavior.

We believe children should be taught the importance of having a positive attitude. This has been proven to raise self-esteem, boost grades in school and assist them in getting along with others.

Taking a Tour

Before enrolling your child, we encourage that your child come with you for a visit at least one time. This allows your child to see all the fun and exciting things he or she is about to experience.

After School Martial Arts Policies

Hours of Operation

The center is open from 3:00pm to 6:30pm for after-school programs. Students must be picked up sharply at 6:30pm. Please make every effort to be on time as there are late fees.

Late Fees

Late fees will be charged for children remaining after 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; however, your communication and cooperation are greatly appreciated.

Tuition

Tuition is due by Tuesday 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. For the benefit of your record keeping, an official numbered receipt or weekly statement will be

issued for each payment made to your account. End of year statements for tax purposes will be issued.

Returned Checks

A \$40 fee will be charged to the parent for any returned check. The first NSF check may be re-deposited after approval by the parent. The second NSF check will not be re-deposited, but will be exchanged for cash and the account will then become a "Cash Only" account. Failure to keep your child's account current will cause termination.

Absences and Withdraws

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. Parents must notify the center if their child did not go to their academic school or was picked up early. If our school provides transportation for your child, this information is required for the transportation vehicle attendance record.

If your child is to be withdrawn from our after-school program, a 2-week notice is needed and the account paid in full by the time of withdrawal.

Enrollment and Re-enrollment

Children enrolled in our after-school program must have the appropriate forms prior to the first day of attendance. State law requires these forms.

A non-refundable registration fee is due for all children. This fee is renewable each fall. The registration fee is used to cover administrative costs and supplies and, therefore, is not refundable. If your child drops and then re-enrolls, the registration fee may be charged again. Re-enrollment is automatic as long as your child continues to attend our center. A yearly emergency release form must be filled out or updated and a fall registration fee will be required each year.

Snacks

Our after school program provides a 10 to 15 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.

Holidays

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

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)

Free vacation weeks are only valid for a child's regularly scheduled program. Free vacation weeks cannot be combined with another child's absence days. Free vacation weeks must be used in the school year provided to you and cannot be "saved" and carried over to the following year. If you drop First Coast Taekwondo and re-enroll at a later date, your vacation weeks will start over.

This offer may not be available to some third-party recipients who are charged on a unique billing basis.

Christmas Break, Spring Break and Summer Break

We may open during the Christmas, Spring and Summer Break (Duval and Clay) if there is a high demand from the parents. For the students that attend these weeks full time at the center, the fee will be announced in advance.

It will be required that the parent brings the child into the center each morning and signs the child in. Lunch is to be provided by the parent for each day. The center will continue to provide snacks. In addition, the center may on an announced and scheduled basis, provide lunch for the students for a minimal fee. (Example: Pizza Day)

Behavior

At First Coast Taekwondo our goal is to promote behavior that is conducive to learning. We always take into consideration the age and individual needs of the child. We focus on the child's behavior, not the child's personality. We strive to communicate to the children that they are always accepted and cherished.

It is important to distinguish between what are acceptable or supportable and what are insupportable behaviors.

When insupportable behaviors surface, we offer alternate opportunities for activity or guidance to facilitate a redirection of the child's attention. This is a positive process to encourage children to relate effectively to others. Our goal is to give the child tools he/she needs to cope in any situation. Punishment is never used; it is ineffective and emphasized the negative aspects of changing a child's behavior.

Positive Behavior requires:

- Genuine love and respect for the child
- Active listening
- Control of your feelings

When dealing with a child's behavior, less guidance is better.

The best way to prevent inappropriate behavior in young children is to prevent problems before they begin.

1. Setting a good example. Young children learn by imitating adult behavior. Modeling the behavior you want gives clear expectations to the children.
2. Establishing clear and simple rules that are age appropriate. Children must know what is expected of them. These guidelines are established to protect the children's rights and well-being as well as to ensure that the equipment and materials are used properly. Use positive statements regarding the child's behavior.
3. Enforcing rules and limits consistently. Realize that children will often "forget" to follow rules. Consequences should fit the situation and should be fair, age appropriate and non-punitive.
4. Stating directions simply and positively. It is important to let children know what to do. Redirect them when necessary.
5. Praising appropriate behavior. Focus on what children are doing that is good and right. Reinforce positive actions. Praise must be sincere because young children recognize and reject false praise.
6. Always taking into consideration that these are children, not small adults.

We plan for meeting the needs of the children by arriving on time, planning small group activities, keeping equipment and materials in stock and in good repair, being aware of their attention span and encouraging cooperation.

Children's misbehavior can provide clues that may assist in reevaluating our environment and planning activities. We can learn as much from observing the children as they can from observing us.

Release of Children

Children will be released only to those individuals whose names are recorded on the enrollment forms. Other persons not on the form must be written authorization signed by the parent and followed up with a verbal authorization from the parent. All persons are subject to identification. If the center has not obtained a verbal follow-up authorization from the parent, the child will not be released.

Changes

Our center needs to be immediately notified of changes in telephone number (home, cell or work), job, family status, custody changes, doctors and authorized persons to pick up your child.

Illness

Children who become ill during the day may not remain at the center. Parents will be called to pick up their child as soon as possible. To prevent the spread of infections, please keep your child home when he/she has an elevated temperature, upset stomach, diarrhea, a contagious condition such as pink eye, chicken pox, head lice, or a skin infection or serious cold. Please notify the center if your child will be absent from school and our center, and report all illnesses immediately.

Injuries

If your child is injured at the school, the only treatment that is provided is cleansing with soap and water, ice, peroxide, band-aid and TLC. Individual "accident and incident" reports are given to the parent to inform he or she of the injury.

Any injury that requires more than the basics listed in the preceding paragraphs; will necessitate a parent coming to the Center to determine if professional medical care is needed.

Medication

Our center does not administer medication. Parents are welcome to come to the center during operating hours and give the needed medication to their child.

Some Final Suggestions for Parents

These policies may change from time to time due to regulation or center changes. To help support our center we offer the following:

1. Make sure your child is well fed and well rested.
2. Pick up your child on time.
3. If your child must be absent, please contact our center.
4. Treat your center with respect and professionally. Be prompt with payments and considerate of non-working hours.
5. Adhere to all policies and read any and all information sent home.
6. Participate in center activities when at all possible.
7. Arrange a backup plan for when your child is sick or the center is closed.
8. Appreciate that our center cares for groups of children.
9. Share information that will assist your provider in caring for your child (example, parent being out of town for an extended period of time, changes in home life, death in family or death of a friend). Any of these and more can affect your child and his/her development.
10. Communicate early to your center with any concerns you may have.

We are NOT a daycare!

We are NOT a daycare! Homework and games are incidental to our program. Your child will get physical exercise; learn discipline, manners, and respect for teachers, parents and other students as well as themselves. They will learn self-esteem through earning belt ranks and thus learn self-confidence and a "Yes, I can!" positive attitude that will carry over into school, work and sports. This is not a daycare – we make champions.

This is a martial arts school and not a daycare, as such; their stock in trade is not supervision and care. Their intent is to teach martial arts, and physical and philosophical character building skills. This is a martial arts school and a drop-in-facility. As such, your child(ren) is (are) free to come and go and if your child is to stay at our facility, it is because of your directions and not the schools.