



## 2014-2015 After School Program

Please read through the following information to be fully informed of our policies, procedures and After School Program benefits. All parents/guardians will be asked to sign a document indicating that they have indeed read and are aware of these procedures. For any questions please contact **239-822-6544** or email **train@tkdunited.com**.

### After School Policies

**After School Program Hours:** Our program runs from 2pm-6pm Monday through Friday. Extended hours from 2-7pm. Staff will sign in after school students at the back door. Bus stop name: **Alico Commons Access Rd. Behind Shopping Center**. We also will be picking up students in our MFSAB rated bus from select schools. Please see our Holiday & Teacher Workday sections for specifics.

**Transportation:** Lee County School Bus Transportation, pick up from local schools by Taekwondo United or walk from Rayma C. Page may be available. Please talk to your child about safe vehicle conduct, which includes remaining seated, buckling up, sitting quietly, etc.

**Martial Art Classes:** Our school teaches the art of Taekwondo, an ancient Korean style of martial arts rich in the history, traditions, philosophies and practices of self-defense. All "After School" participants will receive instruction in taekwondo 2/3 days per week. Every student is eligible for testing/belt advancement opportunities. **(Testing fees are an additional fee and are not included in the "After School" tuition).**

**Homework:** There will be time scheduled **every day** for homework and studies. Every child is expected to sit and either complete their homework during this time or read. Taekwondo United has multiple rooms dedicated to the After School Students, this includes AR books for all levels and ages, team building games, desk areas and tables available to all students. While all students are expected to participate in the taekwondo class 2/3x's per week, they do not have to participate in the Free Time or Movie time, if they'd rather finish up homework, read, draw, etc. they may feel free to do so. Assisted homework staff will check school agendas to make sure they are on task with homework.

\*Snacks will be available for purchase by Taekwondo United for your child. Students are welcome to bring their own snacks in. Sharing is not allowed.

\*If your child suffers from any allergies please be sure to let the school know immediately. **We are not a peanut/tree nut free facility.**

**Discipline & Safety:** Good discipline and respect is a major part of any taekwondo school and is absolutely necessary as well in an After School setting. Students are expected to treat each other and their instructor(s) kindly and with respect. We will be discussing our **6 Tenets of**

**Taekwondo** on a weekly basis, throughout the calendar year (Integrity, Self Control, Humility, Indomitable Spirit, Courtesy, Perseverance) as well as learning our **Student Creed** (listed below). All of which we believe not only helps to make a better student inside the studio, but a better citizen and individual outside the studio.

At no time will any verbal or physical abuse be tolerated against a peer or an Instructor. Any such behavior will be immediately addressed and brought to the attention of the parent/guardian. Please understand that in order to provide a safe and healthy environment we ask that all children abide by the following rules:

- No cursing/swearing or verbally harmful behavior toward another student or teacher
- No physically harmful behavior toward another student or teacher

### **The Student Creed:**

To build true confidence through  
knowledge in the mind,  
honesty in the heart, and  
strength in the body.  
To keep friendship with one another, and  
to build a strong and happy community.  
To never fight to achieve selfish ends, but to develop might for right.

### **TAEKWONDO CODE:**

RESPECT EACH OTHER  
HELP EACH OTHER  
BE HONEST  
ALWAYS STAND BY THE WEAK

**Safety:** Your child's safety is of the utmost importance to us and you can rest assured that "safety" is top priority in our minds as we care for your child. We may choose to remove a child from interacting with other children if we feel that his/her behavior could be harmful to themselves or others.

As well, when traveling to or from our school we have safety at the forefront of our minds.

**Health and Wellness Issues:** In an effort to provide a safe and healthy environment for all our children and staff we must strictly enforce our health policies.

**The following concerns when NOT to have your child attend After School care:**

1. If a child is so sick that they did not attend school due to illness, they are absolutely not permitted to attend After School care.
2. If your child has a temperature over 100°, a severe cold, sneezing, coughing, runny nose, vomiting.
3. If your child has any of the following; Strep Throat, Bronchitis, Pink Eye, Ear Infections, Stomach Viruses, Rashes, or any other contagious illnesses or symptoms not listed above.

**"When in doubt - Stay Home"** Please consider this before sending your child in, as you may avoid infecting others.

**Important:** If a child displays any of these symptoms the After School care will call the parent/guardian listed for immediate pick up. For this reason, please make sure all numbers/emergency or otherwise are kept updated with our office.

**Medications:** Taekwondo United and its instructors are absolutely not permitted to administer ANY type of medications, prescriptive or over-the counter. If your child is on ANY medications, please make sure their needs are taken care of before their pending arrival at After School Care.

**Inclement Weather:** When there is no school due to any type of inclement weather then there is no After School care. If school is closed mid-day due to inclement weather or any other type of emergency- then there is no After School care and parents are expected to make their own arrangements to pick up their children from the public school.

\*If school is on a delay due to weather, there **will be** After Care provided unless the situation changes for the worse (parents would then be notified by the After School care).

**Holiday Closings & Teacher Workdays:** We follow the Lee County Public Schools calendar as far as workdays & Holidays. There is **NO** After School Care provided for the following dates:

- Thanksgiving Holiday - (Nov. 26<sup>th</sup> -Nov. 28<sup>th</sup>)
- Christmas - New Year Holiday (Dec. 22<sup>nd</sup>-Jan. 2<sup>nd</sup>)
- Spring Break - (Mar. 30<sup>th</sup>- Apr. 6<sup>th</sup>)

Day Camps may be available on National Holidays and School days off. Please check with the office to see if there will be a Day Camp for that day. Below is a list of tentative dates for day camps:

- Sept. 1st, 2014 (Labor Day)
- Sept. 25th, 2014 (Rosh Hashanah)
- Oct. 20th, 2014 (Professional Duty Day)
- Nov. 10th, 2014 (In-service Day)
- Nov. 11th, 2014 (Veterans Day)
- Dec. 19th, 2014 (Hurricane Make Up)
- Jan. 16th 2015 (Professional Duty Day)
- Jan. 19th, 2015 (MLK Day)
- Feb. 16th, 2015 (Presidents Day)

- Mar. 27th, 2015 (In-service Day)
- May. 25th, 2015 (Memorial Day)

**Absences and Tardies:** Students are expected to be picked up promptly at 6pm. If you foresee that you are going to be late a phone call is expected. Anyone arriving anytime after 6:05pm is considered to be late.

**Our policy is as follows:**

- You will receive **ONE** verbal warning per week if you are late picking up your child
- If during that week you are late again a \$10 fee will be charged for each occurrence.

**Our procedure is as follows:** If no contact by the parent(s)/guardian has been received by 6:15pm, the school will begin to call those listed on the emergency list for pick-up.

**Absences:** We must have notice if your child will be absent or if they will not be on the bus or at school for dismissal and are supposed to be picked up by our school vehicle.

**Our policy is as follows:**

- You will receive up to 2 verbal warnings if you fail to notify the school of your child's absence
- If it continues to be a problem a conference with the school is mandatory (we reserve the right to dismiss the child from attending the program after the 3rd instance)

\*We understand that life can be complicated, things happen. If your child is sent home ill from school or for any other type of unforeseen circumstances, a phone call is expected.

\*Lack of attendance does not change the weekly amount you will be charged.

**Parent Pick-Up Rules:** Please be sure to make a note of the following regarding our policies on who we can release the child(ren) to:

- Be sure to include all whom you authorize to pick up your child(ren) on your registration form (include their name)
- We will ask to see ID from **anyone** picking up your child who is **other than** the parent/guardian
- Be sure to inform these persons of the late pickup policy
- All children must be signed out by the authorized person or parent/guardian picking them up

**Billing Policies and Procedures:** The following is a price break down for the calendar school year. Tuition will be due the 1<sup>st</sup> of the month, payment will be pro-rated.

\$250 per month with auto pay  
\$265 per month to pay monthly by cash or check

**Material Fee/Registration Fee (Non-refundable):** \$50 per student (includes uniform and belt and more)

**Holiday Camps:** You will get a discount for Winter and Spring Break Camps:

- Winter Break Camp - \$65/week
- Spring Break Camp - \$65/week

**Day Camps:** All children are to bring a lunch that does not require refrigeration (there is no microwave available). Cost is \$20 and will require a minimum of 5 students to open.

**Half-Day Camps:** Are included in After School tuition. Transportation will drop off as usual 2 hours earlier.

**Activity Fees-** there may be additional activity fees if there is a scheduled field trip (such as but not limited to the Movies, Museums, etc.) parents will be notified of this at sign up.

**NSF (Non-Sufficient Funds):** Your account will be charged an additional \$25 fee for each NSF attempt to your account for payment.

**Open Door Policy:** We practice an "open door" policy, which means that we are always here to listen to you should you feel the need to come to us with your questions or concerns. Please do not hesitate to contact us if you ever wish to do so. The children will always come first for us and we wish to keep an open line of communication with the parents/care givers in order to provide the best care for every child. Scheduled conferences are also available.

**WE LOOK FOWARD TO AN AWESOME YEAR!**

**Take Credit for Your Kids** If you have kids under 17 and pay someone to watch them so you and your spouse can work or go to school, you could deduct up to \$1,000 (if you have one child) or \$2,000 (if you have more than one child) for those expenses. Costs for day camp count, too, but not sleep away camp. For more details, check out the IRS's Publication 503, Child and Dependent Care Expenses.

**2014-2015 After School Program**

**I HAVE READ AND UNDERSTAND AND AGREE WITH THE TERMS AND  
CONDITIONS OF THE TAEKWONDO UNITED AFTERSCHOOL PROGRAM  
AGREEMENT.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT/GAURDIAN NAME**

\_\_\_\_\_  
**STUDENT NAME**