

TAEKWONDO FAMILY FITNESS

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PARENT HANDBOOK INFORMATION

MISSION STATEMENT

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

BELIEF STATEMENTS

We believe that personal development is the most important quality in an individual. We believe children should treat others, and be treated, with courtesy and respect. We believe children should give their best effort toward their schoolwork to give them the best opportunities in life. We believe children need opportunities to develop physical, intellectual, social, emotional and language skills. We believe children need guidelines for acceptable behavior and to know that there are consequences for unacceptable 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.

CHILDCARE POLICIES, HOURS OF OPERATION AND TUITION

Tennessee law states that children may not exceed 15 hours per week at our facility. Therefore, we require all students be signed out and picked up from the school no later than 2 hours and 50 minutes from the time a student is picked up from school or dropped off by bus or parents. (5:30pm) Cost of the program varies depending on which program you sign up for and the number of family members joining the program. Pick – up will be provided for students outside the city of Lafayette, but within the Macon County School District (R.B.S. and Westside) if the number of students justifies that service. There will be an additional charge for pick-ups. Each new member will have to pay an enrollment fee. For previous students, there is an application fee due to renew their enrollment for the new school year. Part time after-school is available at an increased rate.

TUITION IS PAYABLE ON THE FIRST DAY OF A CHILD'S SCHEDULED ATTENDANCE FOR THE WEEK. IF TUITION IS NOT PAID BY THE END OF THE SECOND DAY OF YOUR CHILD'S SCHEDULED

ATTENDANCE, A \$5.00 PER DAY CHARGE WILL BE APPLIED. Checks are payable to Taekwondo Family Fitness and receipts will be given for cash payments only. The current bank rate for NSF (non-sufficient funds) checks will be charged to the parent for any returned checks. 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 WITHDRAWALS

Since expenses continue whether or not your child is present, there are no deductions in weekly tuition fees for absences. Please notify the school if your child is ill and will not be attending. However, if your child is absent over ½ week, a reduced fee will be due totaling one-half of the weekly tuition fee. **Parents must notify the school 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 two-week notice is required and the account paid in full by the time of withdrawal.

Children enrolled in our after-school program must have the appropriate forms prepared prior to their first day of attendance. Re-enrollment is automatic as long as the child continues to attend our school. The emergency release must be updated annually each fall.

SNACKS

Our after-school program includes a 15 to 20 minute snack break in its schedule. We are not a daycare center, so we do not supply snacks. Drinks are available for purchase at the school or they may be brought from home. We recommend that parents provide a nutritious snack and drink for their children. Here are a few examples of nutritious snack combinations:

- Apple slices and soft pretzels -Bananas and graham crackers
- Orange juice and raisin bread -Apple juice and bagel
- Milk and vanilla wafers -Seedless grapes and cheese crackers
- Fruit and cheese kabobs -Peanut butter on crackers
- Snack mix with wheat chex, cheerios, peanuts and raisins

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 have written authorization signed by the parent and followed up with a verbal authorization from the parent. All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released.

CHANGES

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

HOLIDAYS

Our school is closed for all National holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Our school may also be closed on occasion for the day prior to, or day following a holiday. These closings will be posted in advance. The school will also be closed pertaining to any Macon County school closings for snow days or half days.

VACATIONS

If your child is absent one or two days during the week, full payment for the week is still due. If your child is absent over half the week, that week's payment is prorated. Payment for the after-school program is not due if school is not in session. For all children who do not attend our school for the two weeks of Christmas vacation or the week of spring or fall breaks, there will be NO charge. For the students that attend evening classes these weeks, the fee will be ½ the regular weekly after-school program fee.

ILLNESSES

Children who become ill during the day may not remain at the school. Parents will be called to pick up the 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, has a contagious condition such as pink eye, chicken pox, head lice or has a skin infection or serious cold. Your child will need to be fever free for 24 hours before returning to our school. **Please notify the school if your child will be absent from their academic school and our facility as well as reporting all illnesses immediately.**

MEDICATION

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

INJURIES

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, band-aid(s) and TLC. Individual "accident and incident reports are given to the parent to inform them of the injury. An injury that requires more than the basics previously

listed will necessitate a parent coming to the center to determine if professional medical care is required in all non-emergency situations.

SCHOOL RULES

- Students are required to attend class daily
- No running or horse playing
- Items should be placed in designated areas
- Uniforms are to be worn in class each day
- No items should be left in the dressing rooms
- Uniforms should be kept neat and clean and hung up after class each day
- Keep your hands and feet to yourself
- Students are responsible to clean up after themselves
- All students are expected to work towards the completion of their homework each day
- No arguing with each other or any adult
- Knock on the door before entering the office
- You are responsible for your own items
- The school is not responsible or lost items
- Eat only in designated areas
- Do not leave food and/or drink unattended
- Socks should be put in shoes and placed in the designated area

VAN RULES

- No yelling at any time! Use our inside voice while inside the van
- Stay seated and buckled up with your seatbelt
- Any child 8 years of age or under is required to be in a booster seat
- Do not turn around in your seat
- No food, drink, or gum inside the van
- Keep your feet off the seat in front of you

NOTE TO PARENTS

- Please call Taekwondo Family Fitness at 688-8888 as early as possible if your child will be Absent from after-school pick-up
- If your child is absent one or two days during the week, full payment for the week is still due
- If your child is absent over half the week (due to illness which prevents them from attending their academic school and our school) we will prorate the payments for that week
- Payment for the after-school program is not due if school is not in session
- We reserve the right to dismiss anyone from our program for not following rules -CTF membership includes student accident insurance

SOME FINAL SUGGESTIONS FOR PARENTS

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

- Please pick up your child on time
- If your child must be absent, please contact our school
- Treat your school respectfully and professionally
- Be prompt with payments and considerate of non-working hours
- Adhere to all policies and read any and all information sent home
- Participate in school activities when at all possible
- Arrange a back -up plan for when your child is sick or our school is closed
- Appreciate that our school cares for groups of children
- Share information that will assist us in caring for your child (example being out of town for an extended period of time.