

Rae's Academy of Tae Kwon Do

After School Program – *Handbook 2009*

Welcome to the 2008-2009 Rae's Academy of Tae Kwon Do-After School Care program.

We all share a common goal; To create a relaxed, intimate, trusting atmosphere where our children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others, all while learning. We are glad that you and your family are interested in being partners in our continuing efforts to meet the needs and concerns of the children and families in our community.

At our After-School Program your child will get into great shape physically and learn valuable self-defense skills. But that's just the beginning.

Your child will also develop:

- **Better manners**
- **Goal-setting skills**
- **Leadership skills**
- **Improved behavior**
- **More respect**
- **Self-discipline**
- **Time-management skills**
- **Study skills**
- **Concentration and focus**
- **Reduced Stress and Anxiety**

Many of our children even enjoy better grades and academic success at school as a result of their improved self-discipline, concentration and study skills.

We look forward to your children being successful at school and in life, as we work together with you as partners on behalf of your children.

When teachers, caregivers, and parents work together - children are the real winners.

This informational handbook outlines what you may expect from Rae's and what Rae's expects from you in return. We hope it will be helpful, however we always like to know what you think. If you have a question, concern, or suggestion please feel free to leave a note, talk to the staff, or call the director at any time. We will send out evaluation surveys from time to time to get feedback on how we are doing.

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GENERAL INFORMATION

Eligible Students: Boys and girls in kindergarten through 5th grade. This exclusive program is limited to 25 children.

Hours: The After-School Martial Arts Program runs from 2:30pm (or whatever time the school bus drops off your child) until parent pick-up (no later than 6:00pm).

Teacher workdays and Winter and Spring vacations are all included for an additional charge of \$25 per day, with drop-off and pick-up hours from 7:30am to 6:30pm.

**Note Pickup time is 6:00pm. No Exceptions! A 10.00 late pickup fee is applicable every time!

OUR INSTRUCTOR PROMISE

To empower students in becoming well rounded, versatile, open-minded and excellent martial arts technicians in the most efficient way possible. We will provide you with a safe and positive training environment. Our classes will be fun, exciting, educational and empowering.

All of our instructors are Kukkiwon Certified Black Belts

OPEN DOOR POLICY

Here at RAE'S-After School care we practice an "Open Door Policy". This means our door is always open to parents/guardians. If you ever feel the need to come to us with any questions or concerns please feel free to do so. The children will always come first and if we keep up good communication with parents it will only work to improve the child's well being. This "Open Door Policy" will also allow parents to watch daily activities as a fly on the wall. We will also have a suggestion box near the sign-out table for constructive suggestions.

WE ALL LOOK FORWARD TO A GREAT YEAR!!!

ACADEMY RULES

To provide a safe and healthy environment we ask that all children must abide by the following basic academy rules:

- **ALWAYS say “Yes Ma’am or Yes Sir”**
- **No physically harmful behavior toward another student or teacher**
- **No verbally harmful behavior toward another student or teacher**
- **No chewing Gum**

EXPULSION POLICY

To ensure the safety of all children at all times we must enforce an expulsion policy. The policy is as follows:

If a student does not follow our specific safety rules (both verbal and physical), they will be given a written warning which will be signed by a parent and teacher then put into our files.

After 3 written and signed infractions an immediate conference between the parent, teacher, and student will take place and expulsion may occur.

ABSENCES

We must have a 24-hour written notice if your child will be absent or if they will not be at school for dismissal and to be picked up by our vans. Our policy is as follows:

- You will receive up to 2 verbal warnings if you fail to notify a teacher or director of your child's absence.
- If it continues to be a problem a conference with a director is mandatory.

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If you pick up your child from school to go to a doctor's appointment and he/she will not be at the school for dismissal, it is still imperative for you to give us 24 hour notice that your child is not going to be there. It is acceptable though for you to drop off your child during program hours after the doctor's appointment.

*If you are unable to give 24-hour notice, please call as soon as you can. 561-735-0306.

When you sign up for this program you are signing up for a school calendar year. If at any time you wish to remove your child from the program a 30-day written notice is mandatory. We ask that you give notice so we may have ample time to fill the space your child was in.

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

SNACKS & LUNCH

Your child must have a snack, extra lunch, juice, and/or water in the evenings. We also have snacks for sale; your child may bring money daily. For full days, students must bring lunch and snack, please label lunch box. Snacks are parent's responsibility. No refrigeration or microwave is available for safety purposes.

*We always have water available to students

MEDICATION POLICY

The following procedure will be followed should any medicine need to be given during program hours:

- The parent/ guardian must fill out a medical consent form (found in registration packet)
- Medicine must be in the original container and properly labeled with the child's name and dosages.
- Clear and concise written instructions for all medicine must be provided by the parent/guardian.
- Child Tylenol or similar must be kept in the office and a child will need to have permission to get it as per the parents request.

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SAFETY

It is our responsibility and goal to help ensure the safety of all children in our care. Safety is our most important goal and we will keep safety in mind in every aspect of our program.

We will strive to maintain safe classroom and playground environments.

When we travel off-campus, we will transport children as safely as possible-requiring one seat and seat belt per child in any vehicle used to transport children.

We may choose to remove a child from interaction with other children if we feel that his/her behavior could be harmful to himself/herself or others.

Our afternoon departure policies require that children in the program must be picked up and signed out by an authorized adult (authorized adults must be 16 years of age). Each parent/guardian must identify those authorized adults. Until the authorized adults are well know by the staff, they will be asked to provide a photo ID before the child is released.

We are required by law to report any suspected neglect or abuse (including physical and mental abuse) to the Department of Social Services.

WELLNESS AND HEALTH ISSUES

In an effort to provide a safe and healthy environment for our children and staff, we must strictly enforce our health policies. If a child is so sick that you did not have them attend school because of an illness, they are not permitted to attend After-school care.

If a child appears to have a temperature over 100, severe cold, sneezing, coughing, runny nose, vomiting, or any occurrence in the middle of program, a parent or listed contact will be called to pick up the child as soon as possible.

If your child/children are absent from school because of the following, they will be allowed to return only when approved by the director: Strep throat, Bronchitis, Pink Eye, Ear Infections, Stomach Viruses, Rashes, or other contagious symptoms.

We sincerely appreciate your cooperation in helping keep our students healthy!

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For younger children (age 5) it is mandatory that parents leave a clean change of weather appropriate clothing in a bag in their cubby for emergencies. Parents will be notified at time of pickup of the need to use the change of clothing.

A WEEK AT GLANCE

For each hour your child is with us we will organize a specific activity. Times and durations will vary. Below is a tentative schedule of what to expect.

Monday	Tuesday	Wednesday	Thursday	Friday
TKD Class Core Techniques	TKD Class Sparring Drills	TKD Class Forms & Philosophy	TKD Class Sparring	TKD Class – Fun Friday: Jump Kicks & Nunchuckas
Snack	Snack	Snack	Snack	Snack
TKD Drill Focus	TKD Drill Speed	TKD Drill Perseverance	TKD Drill Power	TKD Mat-Chat Honesty
Homework	Homework	Homework	Homework	Homework

INCLEMENT WEATHER, TEACHER WORKDAYS & HOLIDAYS

On days that public schools are closed due to inclement weather, we will be closed. If public schools closed mid-day we will not be able to transport them nor care for them. It is the parent's responsibility to retrieve their children and care for them.

On Teacher Workdays we will have a full day of program. Parents may drop their children off at 7:30 am and pick them up at 6:00 pm. During full days please send a sack lunch & snacks with your child.

If you look at the "After School Fee Structure" page you will see that we charge an additional \$25 fee for full days. Please keep this in mind when dropping your child off.

* We often attend field trips on full days. Parents are responsible for field trip fees (generally \$5-7 per student). Field trip permission slips will be provided.

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Pricing & Payment Options

The table below demonstrates our program fees based on month. Discounts are available for families. Call or stop by our office to discuss additional payment details. We accept personal Checks, Cash, Visa, Master Card and AMEX.

Payment option A: 9 monthly payments of 270.00

Payment option B: 18 semi-monthly payments of 135.00

*Payment options A & B do not include full day prices

Month	After Care Price	Full Day Price	Details
August	\$150		10 After Care Days
September	\$300	\$50	20 After Care Days 2 Full Care Days
October	\$315	\$25	21 After Care Days 1 Full Care Day
November	\$255	\$100	17 After Care Days 4 Full Care Days
December	\$210	\$175	14 After Care Days 7 Full Care Days
January	\$270	\$75	18 After Care Days 3 Full Care Days
February	\$270	\$50	18 After Care Days 2 Full Care Days
March	\$285	\$100	19 After Care Days 4 Full Care Days
April	\$300	\$50	20 After Care Days 2 Full Care Days
May	\$300	\$25	20 After Care Days 1 Full Care Day
June	\$45		3 After Care Days