

# Dojoku Martial Arts AFTER SCHOOL



## DOJO KIDS Parent Handbook

### Mission Statement

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

## Policies

### Hours of Operation

The center is open from 2:00 p.m. to 6:00 p.m. for after-school programs. Students need to be picked up by 5:45 p.m. due to our evening schedule. Please make every effort to be on time as there are late fees.

### Late Pick Up Fee Policy

Time will be based on the school's computer clock. The late pick up fee will start after 6:00 p.m. and is due the same day as the occurrence to avoid late charge.

1-4 Minutes	\$2.00
5-9 Minutes	\$5.00
10+ Minutes	\$1.00 per minute

### Tuition

Tuition is payable on the Last day of the the week prior to or first day of a child's scheduled attendance for the week. If tuition is not paid when due there will be a \$10 per day late fee added. Checks are to be made out to Dojoku Martial Arts. End of year statements for tax purposes will be issued each year by Jan. 29th.

### Returned Checks

The current bank rate for NSF checks will be charged to the parent for any returned checks. The first NSF check may be redeposited after approval by the parent. The second NSF check will not be redeposited, 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 be cause for termination of services.

### Attendance

Regular attendance is important for the overall development of your child and the optimum benefit of our program and activities. Regular arrival times provide continuity of schedule. If your child will be late, please let the center know.

### **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 center if your child is ill and will not be attending. However, if your child is ill for a full week, please let us know. 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 prepared prior to their first day of attendance each year.

A non-refundable registration fee is due for all children. Re-enrollment is automatic as long as the child continues to attend our center. A yearly emergency release must be filled out or updated and a fall registration fee will be required.

### **Snacks**

Our after school program includes a snack break in its schedule. It is mandatory that the parents provide a nutritious snack and drink for their child(ren). Additional snacks are available at a rate of .75 cents for each item, and can be added to your weekly tuition.

### **Holidays**

Our center is closed for all national holidays: Near Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day Weekend and Christmas Day. Tuition will be pro-rated. Our center may also be closed on occasion for the day prior or day following a Holiday. These closings will be posted in advance.

### **Vacation**

If a child is absent for a full week for vacation or extended illness, all tuition rates will be pro-rated.

### **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 a 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 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 numbers (home 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 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, has a contagious condition such as pink eye, chicken pox, head lice, or has 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 school, the only treatment that is provided is cleansing with soap and water, ice, band-aid and TLC. Individual "accident and incident" reports are given to the parent to inform of the injury.

Any injury that requires more than the basics listed in the preceding paragraph, 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. To help support our Center we offer the following:

1. Make sure your child is well fed and well rested.
2. Drop off and pick up your child on time.
3. If your child must be absent, please contact our Center.
4. Treat your Center with respect and professionalism. 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 our Center is closed.
8. Appreciate that our Center cares for groups of children.
9. Share information that will assist us with caring for your child. (example, parent being out of town for an extended period of time, changes in home life, deaths in the 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.