

Martial Arts Requirements

All students are required to participate in martial arts instruction. All students will be required to belt test a minimum four (4) times during an academic year. A student may belt test during the Taekwondo After School program if they are unable to attend the scheduled belt test. Participants of the SMA Taekwondo After School program will be provided a single (one) Ssahng-Jeol-Bong (after the first belt test) and t-shirt (after the 4th belt test).

Absences

Parents should contact the program if a child will not attend the After School Program on a regularly scheduled day. Please contact the program coordinator or leave a message with the school office to be relayed to the program coordinator prior to After School hours. The program coordinator will check with the school office, the child's teacher, and, finally, attempt to call the parent in an effort to locate a child not in regular attendance. If your child attends clubs or other afternoon activities, please give your program coordinator written notification so the child will not be expected in After School on those days or so that additional pickups (for an additional fee) may be arranged.

Bathroom Accidents Policy

All children entering school and the After School Program are assumed to be "potty-trained" ..

If your child has a bathroom accident we will call you. You will be expected to pick up your child or arrange for pickup as soon as possible within one hour.

Behavior Management

Children are expected to comply with all regular school rules and regulations in addition to the Behavior Management Policy. Discipline will be handled by the program coordinator.

A parent is required to sign a copy of the Behavior Management Policy for each child at the time of enrollment. A parent is also required to sign the Behavior Notice, upon picking up the child, at the time a child's behavior is inappropriate. However, a parent's refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, exercise, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school / Songahm Martial Arts School property. Adults are expected to

Please initial to indicate you have read and understand this page _____

model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated. **A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.**

Breaks, Winter and Spring

Every effort will be made to offer care at selected sites during Spring and Winter Breaks via our Songahm Martial Arts Academy one week camp. Please check with your program coordinator for locations. Registration is required. If you register, but your child does not attend, you are financially responsible for the tuition unless you give timely advance notice to the program coordinator at the site your child was to attend by the date specified on the registration form. Field trips and extra activities are usually planned. Please check with the program coordinator to see if any activity fees apply or permission forms need to be completed. A minimum 10 participants are required to offer Taekwondo camps during school breaks. Please note that **Songahm Martial Arts Academy Taekwondo After School Program will be closed in observance federal holidays.**

Child Abuse, Reporting Suspected

After School Program staff will have in-service training on recognizing and reporting suspected child abuse as part of the orientation period. We are required by law to report suspected child abuse. If a staff member suspects child abuse, the program coordinator will be notified, the principal and counselor at the school and the appropriate After School Program Specialist will be informed, and a report will be made to the Department of Social Services.

Conferences

If you feel you need a conference, please talk with your program coordinator. If a resolution is not agreed upon, please call contact Dr. Hill or Mrs. Christina Hill MOT.

Emergency Drills

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held.

Evacuation: After School Program staff and students will follow evacuation map posted in each room to exit facility. Students are to line up quietly and follow the group leader. Once outside, leaders will call roll to account for all students in attendance. Everyone is to stay in the “safe area” until notified by the program coordinator to return to the building.

Fire Drill: Each site is required to conduct a monthly, unannounced fire drill. Each program coordinator will conduct the fire drill and record documentation.

Power Failure: The group leader should keep the students calm until the power is restored. The group may proceed to a lighted area if the move can be done in a safe, organized manner.

Enrollment

Please initial to indicate you have read and understand this page _____

Children must be enrolled in Songahm Martial Arts Academy, if they wish to attend the After School program.

Field Trips

Field trips may be planned by the program coordinator to offer extra learning and enrichment opportunities and to support weekly themes. If a field trip is scheduled, all children in attendance must participate; additional staff are not scheduled to remain on site during a field trip. Parents will be notified in advance of any field trips so permission forms can be completed. Parents are responsible for any additional costs related to a field trip (admission charges, lunch, etc.). Activity Fund payments are non-refundable.

High Risk Activities, Participation in

The After School Program does not offer activities that are classified as high risk. Planned activities are carefully monitored and supervised. At least two people at each site are required to CPR/First Aid. Participation in any activity that could be considered "high risk" (i.e. swimming, etc.) will require prior approval from Songahm Martial Arts administration.

Holidays

The After School Program will observe the following holidays: Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Easter, Memorial Day, and July 4th (Summer Camp). For specific dates, please refer to the current school calendar.

Homework

Opportunity is given for children to work on homework during after school time.

Hours/Days of Operation

The school calendar will be followed in all instances. There will be no After School Programs on holidays, snow days, or days when school is dismissed due to inclement weather. In the event of a makeup day on a Saturday, after school care will not be provided. The program will begin on the first day of school and end on the last day of school. The hours of operation are from the closing of school (which varies at each elementary school) until 7:00 p.m. The program will operate from 3:00 p.m.—7:00 p.m. on most teacher workdays, intersession (year-round), and summer camps. On certain holidays, with advance notice to parents, programs may close one hour earlier.

Illness

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Social Services. Any contagious illness may require a doctor's note for re-admission. Staffs are expected to instruct children on State Regulations for washing hands as posted at each site in an effort to reduce contagious illness. A child who is absent from school during the school day or who has been picked up due to illness may not attend the After School Program that day.

Insurance

Please initial to indicate you have read and understand this page _____

The After School Program does not provide accident insurance. All students must be covered by a personal policy held by parents. An insurance waiver that is included on the application must be signed and returned to the program coordinator at the time of registration, along with a copy of the insurance card, before a child can attend the After School Program.

Medical Emergencies

In the event of a medical emergency that cannot be handled by the program coordinator, EMT personnel will be called. Physician and hospital preference will be taken directly from the application completed at time of enrollment. Then people will be contacted in the following order: Parent or Guardian or Emergency Contact Person; Songahm Martial Arts Academy Taekwondo After-School Program Administration. It is imperative that each parent provide to the program coordinator current contact numbers, physician and hospital preferences, and place of employment. An Emergency Medical Care Plan Sheet is posted on the Parents' News Board at each site.

Medication Administration

Should it be necessary for your child to receive medication at the After School Program, the procedure is as follows:

1. The parent must complete the Medication Administration Consent Form.
2. Medicine must be brought in the original container.
3. The child's name must be on the container.
4. The parent must provide clear and concise written directions for administration of medication to the program coordinator; directions should not be brought in by the child or given to any other SMA employee.
5. The After School staff will not administer medication without written authorization.

Newsletter/Parents' News Board

Each month a newsletter or event calendar is produced to keep families in each program informed about the events occurring in that program. Parents should check the Songahm Martial Arts Academy's website (<http://www.atasma.com>) for program updates, snack menus, activity information, weekly lesson plans and themes.

Orientation

Parents are requested to attend an Orientation Meeting or Open House that is generally scheduled prior to or during the first week of school at each site and prior to Summer Camp. This Orientation Meeting covers After School policies and procedures and gives parents an opportunity to ask any questions. Parents may also request a copy of the After School Program Parent Handbook at that time. Not attending an orientation session does not alleviate a parent's responsibility to follow all established policies and procedures.

Parent/Guardian Under the Influence of Drugs or Alcohol

After School Program staff cannot release a child to a person who is under the influence of drugs or alcohol. The group leader will contact the program coordinator if this occasion arises. The program coordinator will notify emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the after school staff will call proper authorities.

Please initial to indicate you have read and understand this page _____

Relationship with parents

Parents are welcome in our program at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. Arrangements can be made for lengthier discussion at a mutually agreeable time for parents and staff. Staff members are to handle problems or issues with parents in a courteous, professional manner. Parents are encouraged to offer constructive suggestions and ideas.

Songahm Martial Arts Academy Taekwondo After School (TAS) Program is not responsible for and discourages any private agreements between parents and staff members concerning rides home or after-hours child care arrangements.

Refunds

Refunds may be provided, in part, only to those that have paid prior to a week of attendance and they informed SMA TAS program in writing that they will not be attending the upcoming of week TAS. If a refund is to be issued it will only be provided to those Songahm Martial Arts Academy account's that are financially current.

Registration

All children—Kindergarten grade through the Twelfth Grade —attending the After School Program must be registered with the program coordinator. Care is not offered for preschool. The program is not designed to accommodate children on a “drop-in” or occasional basis. At some sites all available spaces are filled and a child may have to be placed on a waiting list until a space is available. All forms must be completed and returned to the program coordinator and registration fee must be paid before a child will be allowed to attend the After School Program.

Sign In/Out Procedure

Parents must sign out with the date and time for their child each day. On workdays and Summer Day Camps, parents are required to sign in their child in the morning and sign out in the afternoon. Children are not to be dropped off; a parent should accompany the child into the building.

A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. Once a child is signed out by a parent/guardian the After School Program is no longer responsible for that child.

If a child is to be released to someone not listed on the application, the program coordinator must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a child. A program coordinator may call the parent to verify any written or verbal authorizations to release a child to someone else.

Snacks/Lunch

A nutritious snack supplied each afternoon. A snack menu will be posted on the Songahm Martial Arts Academy site. If your child has a food allergy please advise the program coordinator of that fact in writing. If a food substitution is necessary, written documentation from a physician is required.

Please initial to indicate you have read and understand this page _____

During Summer Camp, morning and afternoon snacks will be provided by the program. Lunches will be provided on selected days during the week--parents will be provided a schedule and menu. Lunch will not be provided during the last week of Summer Camp due to the requirements of Child Nutrition.

If a child arrives after the scheduled snack or lunch times, the parent is responsible for providing snack/lunch for the child. If a parent elects to send lunch, each lunch must have the child's name written on it and should contain two of the five components recommended by DCD (fruit, vegetable, meat or meat alternate, bread, milk).

Staff

There is a program coordinator at each location. The duties of the program coordinator include managing the site, enrolling new children, purchasing supplies, collecting fees, and preparing bookkeeping information for Central Office. There is a group leader assigned to each group of children. The duties of the group leader are planning, supervising, and interacting with the group.

Each employee must pass a criminal records check before employment. At least two staff members are certified in First Aid and CPR at each site. Staff members will attend regularly scheduled staff meetings to review policies and procedures and to make lesson plans.

Staff Meetings, Weekly and Monthly

Each site will conduct weekly and monthly site meetings. Meetings may include items such as policies and procedures, state regulations, school age issues, staff concerns, program improvement and recommendations. Staff will be given opportunity to share and offer input on program issues. Meeting agenda and sign-in sheet for those attending will be submitted to ASP Central Office for verification.

Summer Day Camp

Registration is held in late February/early March for weekly Taekwondo Summer Camps held at various sites from June through August. Lunch will be provided weekly (provided we have at least 12 students per/ week); parents will be provided a schedule. Snacks will be available for purchase. Summer Camps will be closed one week before the beginning of school so that maintenance work can be done in the buildings prior to the new school year.

Teacher Workdays

The program will operate on teacher workdays (TWD) between the first day of school and the last day of school when there is sufficient interest. (Exception: those TWDs during Winter Break.) A non-refundable TWD Fee of \$20.00 per child will be charged to a parent's account to cover the additional seven hours of care and additional snack provided on a TWD.

Registration is required to attend a TWD so adequate staffing can be arranged based on the number of children who plan to attend. If a child is not registered by the deadline, the parent will incur an additional Late Registration Fee of \$10.00 per child.

Children must bring a bag lunch; morning and afternoon snacks will be provided.

Please initial to indicate you have read and understand this page _____

Parents are asked to register by the enrollment deadline for a teacher workday to avoid the Late Registration Fee.

****NOTE:** Care is not available on those teacher workdays prior to the first day of school or after the last day of school.

Toxic Materials

All toxic materials will be secured from children as mandated by State Regulations. Staff will check all space used by the After School Program to ensure that no toxic materials are present; if found, the program coordinator will be informed.

Transporting Children

In the event that children must be transported while in care of the After School Program, only certified drivers will operate approved activity vans. Approved staff-child ratio will be maintained. A first-aid kit and emergency information for each child will be available. Staff will have attendance sheets which will be checked at departure, during the trip, and when children board the bus for the return trip. Transportation from schools is contracted via Tours of Tyler.

Vacation Week--Summer Camp

A child enrolled in TAS Program for the entire school year, without a past due balance is entitled to one event-credit that will be applied to the first week of Summer Camp.

Requests for event credit should be made to the program coordinator two weeks prior to the vacation week to ensure that correct tuition is charged for the vacation week.

Volunteering in After School

A parent who wishes to volunteer in the After School Program must receive an approved criminal records check prior to volunteering.

Weather/Emergency Closings

The decision to close schools, calendar changes/make up or to delay opening will be made by Songahm Martial Arts Academy (SMA) Taekwondo After-School (TAS) Program personnel no later than 5:30 a.m. If possible, the decision will be made the evening before the closing or delay. Parents may also check the SMA Facebook (<http://www.facebook.com/SongahmMartialArtsAcademy>), or the Media Menu - Facebook Events section of the SMA website or you can receive a notification via text. We use the Remind Me App - **To join the Remind Me please text "@tylerson" to 81010.**

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, local radio and television stations will make the announcements. If school is closed or dismissed early because of weather conditions, the After School Program will not operate that day. If the school calendar changes, rates or credits will be adjusted to reflect changes.

If school is closed due to inclement weather, the After School Program will be closed. Fees will be prorated for any days missed due to inclement weather.

Please initial to indicate you have read and understand this page _____

If the weather becomes hazardous after 4:00 p.m., parents are encouraged to pick up children within one hour of notification.

Withdrawal from the Program

As a courtesy, the program coordinator should be notified ten school days in advance of the date a child is to be withdrawn. Failure to do so may result in additional tuition being charged. A child may withdraw and re-enroll only one time per school year (including Summer Camp) without incurring another registration fee. A child who withdraws and returns is not eligible for vacation credit during Summer Camp.

Year-End Tax Statements/Reimbursement Requests

As a courtesy to our parents, year-end tax statements will be produced by January 31 for all families with accounts in good standing. The statement will be in the name of the person who enrolls the child/ren. Statements for active families will be sent to the current site. Statements for past due accounts may be picked up once balance has been paid in full.

Comments or questions about After School Program should be directed to

Dr. Dometrius Hill Ed.D. , Songahm Martial Arts Academy Owner & Master Instructor

Christina Hill MOT & OTR Co-Owner and Specialty Instructor

Anti-Harassment Statement

Harassment and or bullying in any form by anyone will not be tolerated by Songahm Martial Arts Academy Staff or its students.

Songahm Martial Arts After School Program 3907 South Broadway Ave Tyler, TX 75701

Phone: 888-762-1110 Fax: 888-762-1110

Print Name of Parent & Signature of parent

Please initial to indicate you have read and understand this page _____