

## **After-School Program Operational Policies for Portland Martial Arts and Fitness Academy, Inc.**

Welcome to the Portland Martial Arts and Fitness After-School Program. Our program is a structured learning environment in partnership with martial arts training that will challenge your children both mentally and physically. You will find our rates comparable to other after-school programs and you receive martial arts training as well. Studies have shown that martial arts training can help your child improve confidence and develop leadership skills necessary to succeed in life. If you are like most parents, you are probably on a budget. Our program makes it easy to give your child TWO activities for the price of one.

We have outstanding staff at Portland Martial Arts and Fitness. Our staff is a combination of people who love working with children and who love martial arts. All our staff has current CPR and First Aid training as well as training specific to working with children.

This After-School Program Operational Policies document contains important information about our policies, registrations, forms, pricing, and calendar of operation. However, should any additional questions arise, please feel free to contact us at (361) 643-7853. We believe ongoing communication with parents is a key component to the success of this program and the growth of your child. We also welcome parents to visit our academy at any time to watch your child in class or to tour our facility.

### **Hours of Operation**

First Day of After-School pick up is:       ***Specific to school District Calendar***

Last Day of After-School pick up is:       ***Specific to school District Calendar***

Program hours are from the release of school until 6:30pm, *Monday-Friday*. On early release days the children are picked up according to the school release schedule.

Full One-Day Camps are available on the following days:  
(\$79 Non ASP/\$55 ASP/day additional charge)

Columbus Day  
Veteran's Day  
Thanksgiving Week (Mon-Wed)  
MLK Day  
President's Day  
Spring Break

Bad Weather Make Up Days (Full One-Day Camp)

Portland Martial Arts and Fitness After-School Program will not be available on the following holidays:

Labor Day  
Thanksgiving Holiday  
Christmas Holiday  
Good Friday  
Memorial Day

### **Nondiscrimination**

Applications for enrollment are accepted regardless of race, religion, color, sex or national origin.

## Registration Fee and Enrollment Paperwork

A non-refundable deposit is required to secure your enrollment in our After-School Program. In addition, Portland Martial Arts and Fitness must have enrollment paperwork completed and on file before the student will be admitted. This will help us comply with all licensing regulations and ensure the safety of your child. ***Please notify the office if any information changes.***

First time students are issued a uniform after the registration fees are paid and enrollment paperwork is complete.

**\$250 – New Student Enrollment Fee**

**New Students (Includes: Uniform starter packet.)**

**\$199 – Returning Student Enrollment Fee**

**All students (Includes: New Dri-fit shirt, \$35 Annual T/R Dues and snacks for school year.)**

All Returning Students must have all equipment required for current rank. All Returning students will be required to buy any items that they are missing, broken or have outgrown.

## Tuition and Fees

### Weekly Rates:

- \$90/Weekly per child (6pm)  
\$85/Weekly per child for each additional child in the same family (6pm.)
- \$100 Weekly per child (6:30pm)  
\$95/Weekly per child for each additional child in the same family (6:30pm)
- \$25 per child (Early Release Days)
- \$55 per child (1 Day Camps)

Additional fees can include sparring gear, uniforms, tournaments, etc. Please refer to our academy website for a full list of possible additional fees.

## Payments

Portland Martial Arts and Fitness only uses credit card auto-draft for tuition payments. All tuition payments are auto-drafted on Friday prior to the week of service.

Your weekly payment is for Martial Arts Classes and After School Pick Up. We take the total amount for the year divide it by the number of weeks in the school calendar Year and this includes all holiday periods. The payment bills every week and it will bill all school year including shorts weeks(school district holidays, teacher training days), holiday weeks (Thanksgiving, Christmas, Spring Break) etc. During most of the year,

except Christmas and National Holidays when we are closed, students can attend class. Even when your child's school is closed the Academy is opened for classes most days (except Christmas & National Holidays.)

If we offer a camp (during school year/not summer) and you do not attend, you still have the option to drop off from 3-6/6:30pm during those days or just show up for class. The weekly fees that you pay, covers this service.

The weekly billing will not just stop because your child is sick, takes the week off or goes on vacation. The spot you have in the program is reserved for your child, until you leave the program. If you attend any camp during the school year or summer months, it will cost extra. The price of the camp is specific to what you sign up for. If you attend early release days and we pick you up early, this is \$25 extra. We also have other charges for late pick up and late payment etc. Please view the policies for further details.

Option 1: Pay weekly

***Please notify the office if any payment information changes.***

## **Declined Credit Cards**

In the event we attempt to auto-draft your credit card and the card is declined, you will be charged a \$20 declined card fee. We will contact you for a new card number within two business days of the failed transaction. If we are unable to collect the tuition within those two business days, your account will be considered delinquent and your membership will either be frozen or cancelled. The student will not be allowed to participate in the After-School Program until your account balance is resolved.

**NOTE: Declined Credit Card Policy acknowledged by signature on enrollment application.**

## **Cancellations**

### Program Cancellations

We have a 60 day advance notice cancellation policy. You may cancel your enrollment in the After-School Program by notifying our office in writing 60 days prior to your child's last day in care. Once you notify our office in writing, your credit card will be auto-drafted as usual for 60 Business Days from that date. During that time your child may remain in the After-School Program until the 60 days is up.

### Full One-Day Camp Cancellations

We must staff our one day camps according to the number of children who have signed up to attend. If you sign up to attend a full one-day camp then we expect your child to show up. If you need to cancel the one-day camp, you must do so 2 days prior to the camp. If you do not cancel at least 2 days prior to the start of the one-day camp we will still charge you for attendance.

**NOTE: Cancellation Policy acknowledged by signature on enrollment application.**

### **Late Pick Up**

It is necessary for children to be picked up on time. Parents who pick up their children after 6pm/6:30pm will be charged a late fee of \$1/minute for the first 30 minutes and \$5/minute thereafter. The late fee will be auto-drafted from the credit card on the day of occurrence. Calling ahead that you are going to be late is appreciated, however you will still be billed per minute per child for as long as the staff member is required by state law to look after your child(ren).

**NOTE: Late Pick Up Policy acknowledged by signature on enrollment application.**

### **After-School Pick-Up**

The children are picked up at their school according to each school's release schedule and policies. The driver will wait a reasonable amount of time for the children to arrive at the van. Because we are picking up from multiple schools, we cannot wait an excessive amount of time. If a child is delayed in getting to the van on time they will need to wait in the school's office until the van can return to the school and pick them up. There is a \$50/child fee if we have to make an extra trip to pick up your child. Please explain to your child the importance of getting to the van promptly.

Please notify the academy by 2:00pm if your child will not be picked up on a particular day. There is a \$25/child no show fee if we go to the school and the child is not there.

**NOTE: After-School Pick-Up Policy acknowledged by signature on enrollment application**

## **Transportation**

We will take every precaution in transporting your child. Each child will be informed of the Van Rules and will be expected to abide by them. Failure to comply with the rules may cause your child to be unable to attend the After-School Program in the future. We will make every effort to work with your child as well as you to address any issues that come up. However, ultimately we must consider safety as our top priority.

## **Bad Weather Make Up Days**

The After School Program will operate as usual on bad weather make up days picking up children at the normally scheduled times.

## **Unannounced School Closures**

In the event a school closes or evacuates due to a dangerous situation, parents may bring their child to our After-School Program beginning at 3:15pm if our academy remains open. We will make our own determination to remain open or close in the event of an unannounced situation (i.e. bad weather). If our academy must close we will notify all parents.

## **Rank Testing Requirement**

All students are required to test as long as they have the correct amount of class credits and skills stripes and can demonstrate the required curriculum. Testing is important because children get bored staying at the same rank for an extended period of time and begin to lose interest in coming. The curriculum becomes more challenging as the ranks progress and the children are ready for the challenge as their skills improve. They also see their friends moving up in rank and this tends to encourage them to want to move up in rank as well.

## **Sign In/Sign Out**

Your child will be checked in with a caregiver upon arrival at the academy.

Sign your child out every day at the Parent Notification Board. Please do not ask your child to walk out to your vehicle at the end of the day. This is for your child's safety and we are not flexible on this request. Should there be extenuating circumstances please call us and we will try to accommodate you.

It is a **state law requirement** for a parent/guardian to sign out your child. If you do not sign out your child, you will be charged \$5 for the first occurrence and \$10 for the second occurrence. Additional occurrences may result in your family being asked to leave the program. The fee will be auto-drafted from the credit card on the day of the occurrence.

A parent/guardian must notify us if your child will be picked up before their martial arts class. We will not send them to class if you are picking them up before the class is over. We will send your child to class if we have not been notified prior to the start of class. If the child is already in class when you arrive, we request that you allow them to finish the class before taking them home. Removing children from a class that is already in progress is disruptive to the class and disrespectful to the instructor.

Portland Martial Arts and Fitness is sensitive to child custody arrangements. We will not release your child to anyone that is not listed on our "authorized pick-up" list. If changes need to be made to that list, we must have them in writing. An email is sufficient to notify us of changes to the authorized pick-up list. We will also request a photo ID for everyone who will be picking up your child. We will not allow your child to leave in the company of a minor (even brother, sister, etc.). This is all for the safety of your child.

**NOTE: Sign in/Sign out Policy acknowledged by signature on enrollment application**

### **Clothing/Uniforms and Changing**

All students are expected to wear the proper uniform during class. Each child will have a labeled cubby to store their uniforms through the week. Uniforms are to be taken home on Friday for washing and brought back on Monday. All clothing, uniforms, gear and personal items should be labeled. If your child fails to bring their uniform to class by Tuesday, we will charge your credit card on file for a new uniform.

Changing clothes takes place in one of the two changing rooms or two bathrooms. Children change alone. They are not permitted to share the changing space. Academy employees are not permitted to help children change their clothes. If the child is unable to change their clothes alone they will remain in their current clothes. It is then

necessary for the child to practice changing at home so they can learn how to do it on their own.

All martial arts uniforms, training equipment and sparring gear must be purchased from North Austin Martial Arts & Fitness Pro Shop. Students will not be permitted to wear or use uniforms, training equipment and sparring gear from other academies.

**NOTE: Clothing/Uniform Policy acknowledged by signature on enrollment application**

## **Illness**

The health of all the children in our facility is of great importance. If your child is too sick to attend school, they may not attend the After-School Program on that day. If we become aware that your child did not attend school due to illness, you will be notified to pick up your child.

If your child becomes ill while in the After-School Program you will be notified to pick up your child. We do not have the facilities to aid ill children, so please be as timely as possible when picking up ill children. Your child will be kept as comfortable as possible until you arrive. If necessary, they will be separated from the other children. Illness reports are kept on file anytime a situation occurs. ***Please make sure your contact information is current. Notify the office if any contact information changes.***

**NOTE: Illness Policy acknowledged by signature on enrollment application**

## **Medication**

Medication will not be administered by employees of Portland Martial Arts and Fitness. If your child requires medication during the time they are in our care, parents will have to make arrangements to dispense the medication. This includes non-prescription medications.

If your child is currently taking medication on a regular basis, please notify the program director if you plan to discontinue the medication. Discontinuing certain medications can adversely affect behavior. It is important for our staff to understand the changes your child is experiencing so we can best care for them.



## **Injuries**

Portland Martial Arts and Fitness makes every effort to prevent accidents, but realizes that by the nature of our skills program and children in general, accidents can happen. Parents are required to sign a release waiver upon enrollment that outlines the risks associated with our program. We will notify you immediately in the event of an accident. If the accident requires emergency attention we will call 911 first and the parent immediately after. Incident reports are kept on file anytime a situation occurs.

## **Parental Notification**

A parent notification board is located near the entrance to the After-School room. Parents are notified immediately of any severe medical issues. If a minor issue occurred, a notation is made on the sign out sheet so parents know to check in with the caregiver for more information. School notifications will be posted on the parent board, emailed and/or texted (i.e. policy changes, announcements, etc.).

## **Discipline and Guidance in the After-School Classroom**

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;

- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **Discipline and Guidance in the Martial Arts Classroom**

All After-School children are expected to participate in our martial arts skills program. The tenets of our program are Honor, Courtesy, Integrity, Perseverance, Self-Control, Courage, Community, Strength, Humility and Knowledge. We expect each child to strive to uphold these tenets in all areas of their life. We are especially diligent in instilling these tenets in our students during their martial arts classes. For that reason, we may use different forms of discipline. As part of this program, the students will be expected to execute such activities as jumping jacks, pushups and sit ups as part of their conditioning and discipline. These activities will also be used as a consequence for not following directions or misbehaving during martial arts class. The children are never forced to execute any physical activity. If the child refuses to participate, we will have them sit out and notify the parents when they arrive. If the child does not correct his/her behavior with the above activities, they may lose their belt or one or more skills stripes. The child will be required to correct their behavior and demonstrate good behavior in order to earn back their belt or stripes.

If a behavioral incident occurs that we feel the parents should be made aware of, an incident report will be filed and a conference will be scheduled with the parent.

**NOTE: Discipline Policy acknowledged by signature on enrollment application**

## **Property Damage**

If a child damages any property belonging to Portland Martial Arts and Fitness, the parent will be expected to pay for the damages. An invoice of damages including costs for equipment, materials and labor for repairs will be issued to the parent and must be fulfilled within 15 business days of the date on the invoice.

**NOTE: Property Damage Policy acknowledged by signature on enrollment application**

## **Food and Snacks**

All students will be provided a snack when they arrive at the facility. We strive to keep the snacks within reason with regards to nutritional content. Water is available at all times. The weekly snack menu is posted on the Parent Notification Board.

If your child has food allergies we will make reasonable accommodations to meet their dietary needs. If we are unable then parents are required to provide their child's snacks for the day.

Portland Martial Arts and Fitness is not responsible for meeting the nutritional needs of your child. We offer a snack in the afternoon but this should not be considered a meal replacement.

**NOTE: Food and Snack Policy acknowledged by signature on enrollment application**

## **Immunization Requirements**

Portland Martial Arts and Fitness is a provider for school-aged children and therefore does not keep or require immunization records on file at our academy. We do not conduct any health checks or screenings as part of this program. Children are required to have a copy of all state required health documents on file at the public/private school they attend.

**NOTE: Acknowledged by signature on enrollment application**

## **Water Activities**

There are no water activities as part of the After-School Program curriculum.

## **Animals**

Animals are not allowed in the academy with the exception of service animals. Please do not send your child to the After-School Program with any pets or animals (i.e. class pet for the weekend).

## **Field Trips**

There are no field trips as part of the After-School Program curriculum.

## **Use of Martial Weapons**

The use of martial weapons is part of the skills curriculum at Portland Martial Arts and Fitness. These skills are fundamental to the goals of our program.

All martial weapons are used according to manufacturer's instructions and supervised by trained personnel. Protective helmets are worn during martial weapons classes.

Martial Weapons used in our facility may include but is not limited to sword, nun chucks, tactical knife, tactical stick, bow staff and sickle.

**NOTE: Martial Weapons Policy acknowledged by signature on enrollment application**

## **Gang-Free Zone Information** *(Required by Texas Law)*

### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include

day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.