

COREY FAMILY MARTIAL ARTS



After School Program Policies & Procedures 2021-2022

Welcome to our 2021-2022 After School Program!

Please read through the following information so that you will fully understand our policies and procedures, and to ensure that your child will have a successful, enjoyable experience while in our care. Parents will be required to sign a document indicating that they have read and understand these policies.

If you have any concerns or questions please call us 704-620-2072 or email us at info@indiantrailkungfu.com

Sincerely,

Brian & Christine Corey
Corey Family Martial Arts

After School Program Hours

Our program runs from 2:00pm to 6:00pm, Monday-Friday. Teacher workdays and staffed holidays are also offered and will be offered by advance registration only, via online signup.

During **INCLEMENT WEATHER**, *we will follow Union County Public Schools for closings*. If UCPS does not operate that day, *we will NOT be able to provide services for that day*. If weather causes an early closing, we will pick up your child, unless you instruct us otherwise. **HOWEVER**, Parents are expected to make plans to pick up their child from our facility ASAP so that CFMA staff can safely get home also. We understand the inconvenience this may cause, however, **SAFETY** is always at the forefront of our mind when it comes to caring for your child. Your child is safest when following these procedures.

At times, we may use our discretion, and open the studio on a day that school has been cancelled for inclement weather. We will evaluate road conditions and safety concerns, and open for care to accommodate our clients when possible. However, this decision is entirely our own, and not something that is to be expected. If we open, we will send notifications via email and our facebook page.

Tuition

Corey Family Martial Arts provides two different ways to enroll in our After School Program. The programs vary in cost, according to level of commitment.

OPTION A: SEMESTER COMMITMENT

\$85 PER WEEK, SIBLINGS \$75 PER WEEK, BILLED EVERY MONDAY OF THE SEMESTER

(First Monday of School through Dec. 27 & Jan 3 - last Monday of school year)

ALL TEACHER WORKDAYS and HALF DAYS INCLUDED AT NO ADDITIONAL CHARGE

OPTIONAL WINTER BREAK/SPRING CAMPS offered at \$25 PER DAY (DISCOUNTED RATE, usually \$35 per day)

HOLD SPOT FEE: There is no hold spot fee for this enrollment option. Students in this enrollment program are committing to pay full tuition each week of the semester as outlined above.

EARLY WITHDRAWAL FROM SEMESTER: If a client withdraws from their semester commitment before it is completed, **CFMA will retroactively apply the MONTHLY COMMITMENT TUITION RATE to your account**, meaning that money still may be owed due to the higher rate for the monthly program in order to settle your balance. For example, a student that withdraws from the semester commitment in November, will have August, September, October and November recalculated using the \$100 per week tuition, and then will be charged for any money owed on those months before being released.

OPTION B: MONTHLY COMMITMENT

\$100 PER WEEK, SIBLINGS \$95 PER WEEK

MUST GIVE 2 WEEK NOTICE IF LEAVING PROGRAM

BILLED EVERY MONDAY, WITH EXCEPTION OF 12/20, 12/27, & 4/18

TEACHER WORKDAYS AN ADDITIONAL \$25 PER DAY (OPTIONAL)

WINTER BREAK/SPRING BREAK ADDITIONAL \$35 PER DAY (OPTIONAL)

HOLD SPOT FEE: In the event your child doesn't attend for an entire week, for any reason, a \$75 hold spot charge is assessed in place of regular tuition.

We **only** accept payment via autobilling, unless the entire month of tuition is paid in advance, in which case we can accept cash or check. Please understand, we wish to focus our energies on caring for your child and teaching a quality martial arts program, rather than on bill collecting.

Teacher Workdays & Holidays

Corey Family Martial Arts makes itself available to provide full day camps on Teacher Workdays and many Holidays during the school year. Please refer to our separate handout listing of school closings and holidays. There may be a small additional charge per day for workdays and individual holidays, depending on the tuition option selected at enrollment. Use of these services is optional.. The hours of availability for care on workdays and holidays is from 7:30am until 6:00pm.

Transportation

Corey Family Martial Arts offers free transportation from local elementary schools. Students should practice good conduct and safety measures including, but not limited to; staying seated, keeping seatbelt fastened until the vehicle stops, not distracting the driver, keeping hands to self, and remaining quiet. Students that repeatedly ignore these policies will not be allowed to use our transportation service and may be ejected from the program.

Martial Arts & Fitness Classes

At Corey Family Martial Arts, our students practice an age appropriate program of martial arts, based on Sifu Brian's expertise in Kung Fu, various other martial arts, and Parkour. Students of the After School program are required to participate in the classes. They will receive instruction approximately 4 times per week. Students in the After School Program tend to advance more rapidly in rank because of the repetition, however, students will not be tested for rank promotions unless the instructor has decided that they are ready and are showing proficiency in the curriculum that they have learned. In addition, their behavior and adherence to our studio rules will be considered before a promotion is given. Students are required to wear a uniform to their martial art/fitness class each day. Students that come to After School Care without a uniform will be allowed to participate in the class, but will not be permitted to participate in group play activities after the second day of being unprepared for class. We make

uniforms very affordable, so please consider purchasing an extra uniform to rotate out so that your child does not have to miss class. Send this uniform in their backpack every Monday. We will instruct your child to take it home every Thursday to be cleaned.

Homework

Homework time is set aside each day for students. During this time, your child is expected to complete their homework assignments. The homework time is supervised, and our staff will provide light assistance if a child is having trouble. **We will not give individual tutoring, we are not responsible for accuracy, or guarantee its completion. Your child is responsible for staying on task and completing their assignments. Parents are responsible for checking their child's homework each night for completion and accuracy.**

We must insist that students write their homework assignments in their school agenda each day. Parents, please let us know immediately if your child is coming home without homework being at least partially completed so we can address these issues. Communication as problems arise is the key to a good relationship with your care providers, rather than waiting until problems have reached a critical point.

Discipline & Safety

In keeping with the tradition of the martial arts, we will promote and enforce good discipline, conduct, and respect. **We are a martial arts studio with an afterschool program**, not the other way around. As such, we hold high standards for conduct, integrity, and achievement. In managing behavior, we use a balance of reward/praise for desired behaviors and consequences for negative behaviors, and make great efforts to do so *consistently*. Students are expected to follow the rules of the studio, and especially to treat each other and the instructors kindly and with respect. We will not tolerate abuse of any kind against a fellow student or instructor. Students may not engage in any type of bullying, aggressive or passive aggressive behavior, including but not limited to; cursing at other students, pushing, shoving, purposeful exclusion, intimidation, stealing, hitting, kicking, or refusing to follow instructions from a staff member.

Students are expected to address instructors and staff by “ma’am” or “sir” or “sifu”

Failure to follow the above mentioned expectations will result in disciplinary action. Students can expect the following disciplinary measures to be used for dealing with offenses:

- Verbal warnings
- Physical encouragement (jumping jacks, push ups)
- Removal from the situation/time-out
- Parent contact (phone call)
- Parent required to pick up from the program
- Expulsion from the Program

We will attempt to use the measures in this order of escalation, however, we reserve the right to “skip” the escalation and use a higher impact measure based on the severity of the problem. We also reserve the right to expel a student from the program if the student presents a constant disruption to the program.

We also utilize best practices from Positive Behavior Discipline – making students aware of good behaviors, offering praise and rewards for their good attitudes and best efforts. We believe in utilizing a balanced approach to behavior, student motivation, and discipline.

Sick Children

Our staff will follow good practices in preventing the transmission of contagious illness and disease. **DO NOT SEND YOUR CHILD** to After School Care if they are showing any of the below symptoms:

- Fever over 99.1 degrees (**must be clear for 48 hrs, WITHOUT FEVER REDUCING MEDICATION before returning**)
- Vomiting
- Severe Cold
- Coughing and/or runny nose that kept child from attending school that day
- Has Pink Eye, Strep Throat, Bronchitis, Stomach Virus, or any other contagious illness not listed above

**** SPECIAL NOTE**** CFMA may, and will adjust these parameters as necessary per CDC and local health official recommendations, especially in consideration of the COVID-19 pandemic.

PLEASE NOTE: Corey Family Martial Arts, and its staff are *absolutely prohibited* from administering any medications, whether they be prescription or over-the-counter. Life saving medications, such as asthma inhalers or epipens are the only exception to this rule. Please **DO NOT** ask for any others. If your child is on any medications, please make sure their needs are taken care of before their arrival to After School Care.

Attendance

We require at least a 2 hour advance notice from pickup time if your child will be absent or not attending the After School Program. If an agent of Corey Family Martial Arts arrives to pick up your child from school and has not been notified, we will assess a \$10 “**locate your child fee**”. Please be considerate and remember that when we have to spend time trying to account for your child, we are delaying the pickup of other children and/or prolonging their time in transit. You must notify us **EACH DAY** that your child is absent from school to avoid this fee.

Parents should pick up their child by 6:00pm from the After School Program. If you anticipate being late, please make alternate pickup arrangements for your child. If we have not received contact from a parent by 6:10pm, we will begin calling those listed on the Emergency contact list, as well as start imposing a \$1 per minute late pickup fee. **If we are unable to reach you by 6:30pm, the POLICE WILL BE NOTIFIED AND CALLED ON SITE FOR AN ABANDONED CHILD.** Repeated abuse of this policy will result in the student being dismissed from the After School Program.

We do not allow pickup from anyone other than the parent unless prior arrangements have been made in writing. We make accommodations for this through the use of our “Pre-Approved Pick Up” form. You will have the opportunity to sign off on names of additional people that you give prior permission to pick up your child. We ask that you still give us prior notice before they arrive. In such an instance, we will require a picture ID from the person picking up your child.

REGARDING CUSTODY ORDERS & ARRANGEMENTS – At times, the courts may restrict or deny custody to a biological parent. If you or your child are involved in this type of situation, we **REQUIRE A COPY OF THE CUSTODY ORDER** to have on file. We cannot withhold a child from their biological parent without having a copy of a court order on file.

Parent Conduct & Expectations

Parents are **REQUIRED** to purchase safety/protective equipment for their child. This includes sparring gear, a **mouth guard, and groin protector** (for boys). Sparring gear must be purchased through Corey Family Martial Arts. ***We do not permit sparring gear from other martial arts schools or vendors*** at CFMA so that we can ensure consistency in product quality and safety.

Students are **REQUIRED** to have a uniform that **FITS**. At times throughout the year, we might reach out to you to inform that your child's uniform has been outgrown. In the event that your child no longer fits into their uniform, we will charge the price of the uniform piece (pants, shirt, or both) and give them one that fits. Please get rid of the old, ill fitting uniform rather than let your child continue to bring it to the program.

We must insist that visiting parents, grandparents, etc remain in the waiting area during the lesson. Do not step on the training floor to correct your child or "coach". This creates a distraction and affects the quality of the lesson for the other students, as well as undermines the authority of the instructor on the floor. The students' attention is supposed to be focused on the instructor and the lesson objective. Occasionally, parents may be invited to enter the training floor to assist or participate. If a parent is invited to come out on the training floor, they are expected to adhere to the same rules as the students.