

WEST HAVEN ACADEMY OF KARATE – GREATER HAYS

# Parent Handbook and Operational Policies

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Summer Camp - 2020

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### **Hours of Operation**

**2020 Summer Camp Dates:** Week days Monday through Friday from June 8 through August 19, except for dates falling from June 22 through July 3.

**Hours:** WHAK- Greater Hays Summer Camp is open from 7:00 a.m. until 6:30 p.m.

### **Holidays**

No holidays fall during Camp weeks this Summer.

### **Nondiscrimination Policy**

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

### **Enrollment Forms & Paperwork**

WHAK-Greater Hays must have all necessary paperwork completed and on file **before** a child will be admitted. This helps us comply with all regulations and ensures the safety of your child. Please keep all information updated.

### **Required Equipment**

New students attending more than one week of Summer Camp will need to purchase a uniform from the school's Pro Shop (\$35 + tax) or provide their own Tang Soo Do style uniform. A Camp t-shirt (\$15 + tax) is required for Field Trips. Uniforms and camp t-shirts should be kept in the student's assigned locker during the week, and taken home to be laundered over the weekend.

Sparring gear is required at the Orange Belt level. This is available for purchase through the school's Pro Shop.

### **Registration**

Summer Camp and the After School Program are two separate programs. Students wishing to take part in both programs must be registered at the beginning of each school year, and again before the beginning of Summer Camp. Being enrolled in one program does not automatically enroll you for the other. It is vital you pay the \$25/week camp deposit and complete all necessary paperwork to secure your child's placement in a program. Positions cannot be held without paperwork and deposit. Please note deposits will be applied to the weekly tuition, and are non-refundable.

## Tuition and Fees

Please realize WHAK-Greater Hays operates on a budget, just like every other business and home. We count on receiving payments in a timely manner so we may satisfy our obligations and ensure our services continue to be available for your family. For this reason it is necessary that we have an established policy concerning the payment of tuition and fees.

### Tuition Policy & Late Fee

Tuition may be paid automatically by either a credit or debit card on file with us. Please keep this information current.

Tuition payments must be made on/before the **Friday preceding each camp week**. A \$10 late fee will be charged at the close of business Monday for any accounts that are not current. If the account is not current by Tuesday morning of the current week, your place in the program will be in jeopardy.

Tuition will not be prorated. Full payment of published tuition is expected regardless of actual attendance and/or holidays. The cost structure of our program has been established based upon this assumption. We have structured our rates to be competitive with local childcare providers and at the same time offer an extremely high quality program at very reasonable rates. **Please consider that you are receiving martial arts instruction and summer camp activities in addition to childcare.**

### Late Pick-up Fee

We will strongly enforce a Late Pick-Up Fee. Parents who pick up their children after their specific program has ended will be charged a late fee of \$5 for the first 5 minutes, plus \$1 for each additional minute. Late fees will automatically be charged to the credit card on file.

### Other Fees

For your convenience many of the industry standard additional fees associated with a martial arts program are included in the After School Program's (9 month) Registration/Supply fee (\$150). **However, there is no Registration/Supply fee for Summer Camp. Summer Belt Tests will be subject to a \$35 test fee.** Examples of other expenses or costs which would be at your discretion include items such as: participation in tournaments or special clinics, additional uniforms, gear other than required sparring equipment, etc.

### Cancellation Fees

There is a \$25 cancellation fee per week for any registered week NOT attended or cancelled. Cancellation fees will be deducted from your deposit.

### Returned Check Fee

There will be a \$25 charge for all returned checks in addition to any bank fees charged to WHAK-GH.

## **Clothing and Personal Belongings**

We encourage the children to be responsible for their own belongings and respect those of others. Each student will have a karate uniform (dobok) that needs to be brought to the karate school (dojang) each Monday. The dobok should be taken home each Friday, washed and properly folded by the student. Please do not wash the student's belts. They may be hand washed and air-dried, if necessary. Students will have assigned cubicles/lockers for the storage of their uniforms, equipment and other personal belongings.

Students are allowed to bring personal items from home, however, we will not be responsible for lost items. WHAK has a **Lost & Found**. Please check it for missing items. Items left in the Lost & Found over a month will be donated to a local charity (Goodwill, etc.).

No personal cell phones, MP3s, CD players, or hand held game devices are to be used by students during Camp hours. These must remain out of sight in the student's backpack.

**WHAK-Greater Hays is not liable for the loss of items brought to the school.**

## **Arrival & Departure**

**Campers MUST be walked into the facility and signed in each day.** They CANNOT be dropped off outside (this is a violation of the DFPS guidelines for state licensed childcare facilities). Please sign your child out every day. 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 on the phone and we will try to accommodate you. Please let us know if you'll be picking your child up early so we can be sure to have them ready.

WHAK is not responsible for custody arrangements but we certainly understand these situations can be very sensitive. We cannot release your child to anyone who is not listed on our "authorized pick-up" list. Please add anyone you even think you may ask to pick your child up at some time during the year. We will also request a driver's license validation for anyone on the list we do not know. If a family member will be picking up your child, even on an intermittent basis, please encourage them to stop by so we can meet them. 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.

## **Illness**

Your child's health is of great importance. If your child becomes ill while in our care, you will be notified to pick-up your child. Please ensure we have updated information on how to contact you at all times. We do not have the facilities to care for ill children, so please be as timely as possible when picking-up sick children. Your child will be kept as comfortable as possible until your arrival. If necessary, they will be separated from the other children.

This is defined by: 1) any illness that prevents the child from participating comfortably in our activities, including outdoor play 2) any illness that results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children 3) any

child with an oral temperature of 100 degrees or greater 4) any child with symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with a fever, or other signs that the child may be severely ill 5) any child that has been diagnosed with a communicable disease.

As an After School Program in the Hays CISD area, we follow the same guidelines as Hays CISD for returning to the Program after an illness: "Students should be fever free (temperature lower than 100) for 24 hours without fever reducing medication before returning to school."

### **Injuries & Medical Emergencies**

While we make every effort to prevent childhood accidents, they are a normal part of growth and development. We will notify you in the event of illness or accident. Please keep your contact information current. Incident reports will be kept on file anytime an injury occurs.

The staff at WHAK have received First Aid and CPR training as required by Texas Department of Family and Protective Services. If a medical emergency occurs, aid will be given as appropriate for the level of our training. All efforts will be made to immediately contact parents or guardians. Please keep your contact information current. Emergency 911 will be contacted if professional emergency services are required. Parents are responsible for medical bills that may arise from illnesses or accidents.

**You must give written authorization for emergency medical treatment in the event we are unable to reach you.**

### **Medication**

Medication will not be administered by employees of WHAK. 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.

### **Immunization & Testing**

All students attending WHAK must be current on all immunizations, have a Tuberculin testing and have Hearing and Vision screening. All of these records may be kept on file at the public school they attend.

### **Procedures for Parental Notifications**

Parents will be notified of medical issues immediately, either by phone or in person. Behavior concerns will be addressed with parents in person by staff member and in writing from the Director, if necessary.

Parent notifications of a more general information basis are often posted near the sign out log. We also like to send reminders and progress reports to the parents via e-mail, particularly those requiring a quicker delivery. Please keep us apprised of the best e-mail address at which to reach you.

### **Martial Arts Class Participation**

Each student is expected to participate in their scheduled martial arts class. If there is a restriction on their participation, a parent/guardian should contact the school. Please do NOT ask your child to convey this message.

### **Discipline & Guidance Policy**

Activities such as jumping jacks, pushups, and sit-ups are all a normal part of conditioning and discipline in a martial arts program. These activities will also be used as a consequence for not following directions or misbehaving during class. For example, if a child is jumping around in class and not paying attention they will be asked to follow directions. If the behavior continues, they will be asked to do 10 pushups (or jumping jacks, sit-ups, etc.). The child will then rejoin the class and continue the program.

Children are reminded before each class to get a drink of water and/or use the restroom. If a child must leave class to use the restroom, they are expected to wait at the edge of the mat upon their return, ask permission to rejoin class and may be asked to execute 10 pushups. While we want the children to be responsible for what they need to do and to prepare for class, WE DO REALIZE THAT EMERGENCIES CAN HAPPEN AND WANT THE CHILD TO HAVE ANOTHER OPTION.

Children are never forced to execute any physical activity. If a child refuses to participate, we will have them sit out and discuss the situation with their parents when they arrive. This type of consequence may also be used if a student does not follow guidelines concerning respect toward others or their own personal discipline. This is simply a part of their training in our martial arts skills program.

### **Emergency Drills and Procedures**

Emergency drills, to include, but not limited to "Fire Drills", "Severe Weather Drills", "Emergency Relocation Drills", are held periodically. These drills are tracked for audit purposes and parents are welcome to review this report (located in the DFPS Binder found at the Front Desk). For more information, see attached Emergency Preparedness Plan.

If our facility were to become unsafe, we would relocate the children to the following location:

EVO Entertainment, 3200 Kyle Crossing, Kyle, TX 78640, Office Phone: 512-523-9009

## Food and Snacks

WHAK provides the afternoon snack. **WHAK does not provide lunches or morning snacks.** It is the responsibility of the parents to provide a nutritional lunch and a healthy, non-sugary morning snack each day. Parents will be charged \$10 for each day their child does not bring a lunch and one must be provided from an outside source.

Please note:

- We are not able to heat food or provide refrigeration.
- WHAK is not responsible for meeting the nutritional needs of your child.
- **Food cannot be shared (except with siblings).**
- Anything left over will be immediately discarded.

While water is always available at the school and on field trips, Campers should bring a refillable water bottle daily to take on field trips and for outside play.

## Transportation

Campers will be transported by WHAK-GH for Summer Field Trips. The driver will take all precautions in transporting the children. Children will be informed of Bus/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 Summer Camp Program in the future. We will make every effort to work with you and your child on any issues that may arise, however, ultimately safety must be our top priority.

## Field Trips

Permission for field trips is included on the enrollment form. All parents must sign this in order for their child(ren) to participate in any field trips. Notice of field trips will be posted near the front desk and included on the monthly calendar. **Campers need to provide their own sunscreen (preferably spray-on, if not spray-on, child must be able to apply it themselves).**

**School t-shirts must be worn on Field Trips. If your child does not wear or bring their school t-shirt on a field trip day, another t-shirt will be supplied and your account charged the current t-shirt price.**

## Water Activities

Students will not participate in any **swimming** water activities. Water play activities including water balloons, sprinklers, water guns/soakers, molded plastic kiddie wading pool, etc. may be used.

## Free Time

During Free Time, students will participate in activities like: 4-Square, Dodgeball with foam Nerf

balls, board games, Legos, arts and crafts, reading, or watching movies. Only “G” Rated and “PG” Rated movies are shown. By signing this handbook, you are giving permission for your child to view “PG” Rated Movies. Please let us know if you do not wish for your child to view “PG” movies and an alternate activity can be planned for them.

No personal cell phones, MP3s, CD players, or hand held game devices are to be used by students during Camp hours. If brought to the school these must remain out of sight in the student’s backpack.

### **Animals**

Animals will not be allowed in the school. Please do not send your children to Camp with any pets or animals. If a “special event” were to be scheduled that included an animal, said animal(s) would meet all the necessary health and welfare requirements to be in a licensed daycare facility.

### **Open Door Policy for Parents**

Parents are encouraged to visit the school at any time during our hours of operation. Parents are welcome to observe classes and attend field trips. Parents attending activities on a frequent or regular basis must comply with the minimum standards that apply to employees.

### **Policy Changes**

Parents will be notified of minor changes to this document by a notice posted on the “Summer Camp Bulletin Board”. If significant changes are made, parents will be notified in writing and requested to sign a notification log.

### **Texas Department of Protective and Regulatory Services**

WHAK-GH is licensed as a child care provider by the Texas Department of Family Protective Services. A copy of the Licensing Minimum Standards is available for review at WHAK-GH. The most recent Licensing Inspection will be posted at WHAK-GH for review.

For information about local licensing offices, consult the Dept. of Family & Protective Services website at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local child care licensing office number is 512-834-3426 (Austin). State Law requires everyone, including day-care providers, to report suspected child abuse or neglect. The Child Abuse Hotline number is 800-252-5400.

# Emergency Preparedness Plan

## Prevention & Safety Equipment

WHAK-GH has:

- Automatic smoke detector...
- Fire Extinguishers placed throughout the facility
- Annual inspections by...Fire Marshal
- Emergency Evacuation Routes posted in each room of facility
- Monthly Fire Drills. Records kept in office.

## Emergency Evacuation

If Emergency Evacuation is necessary, students will be calmly and immediately evacuated from the building. Staff will relocate children to the predetermined location noted on the Relocation Diagram.

In the event we must relocate out of our immediate area, we will go to:

EVO Entertainment  
3200 Kyle Crossing  
Kyle, TX 78640  
Office Phone: 512-523-9009

If necessary, vans/buses will be used to transport children to the relocation area. Enrollment forms that include emergency contact telephone numbers and authorization for emergency care are kept in binders in each vehicle the children are transported in. We will use these to contact parents about any evacuation situation and let them know where their children will be. **(Parents: Please keep your contact information current.)** The person in charge will take the Attendance sheet upon evacuating.

## Severe Weather Relocation

In the event of Severe Weather or Tornado:

1. The radio is kept on for updates on the weather.
2. If severe weather is in the area, all children are relocated into the Boys & Girls Restrooms and Office areas. We remain in these areas until it has been determined that the threat of severe weather has passed.

Severe Weather Drills are performed every 3 months to practice for these situations.

## **Discipline and Guidance Policy for: The Dojangs, Inc.**

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) 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:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) 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:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) 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  
Note: Acknowledged by signature on Enrollment Application.

# **Gang Free Zone Information**

*(information required by Texas law)*

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

A gang free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities and day care centers.

The area that falls within a gang free zone can vary depending on the type of location. For example, certain gang related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

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

The gang free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

## **Why are gang free zones needed ?**

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

## **What does this mean for my day care center ?**

Child care providers are required to inform parents and guardians of children attending their center about the new gang free zone designation. This means that parents or guardians need to be informed that certain gang related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

For additional information, please contact the Texas Department of Family Protective Services.

## **Document Update Log:**

All content changes to this document will be logged/tracked in this section.

Original version of this document published on 2/13/20 as the Parent Handbook/Summer 2020 Camp Operational Policies Document for West Haven Academy of Karate – Greater Hays.