

WEST HAVEN ACADEMY OF KARATE – GREATER HAYS

Parent Handbook and Operational Policies

After School Program

2019 - 2020

Table of Contents

Hours of Operation 2

Public School Student Holidays..... 2

Nondiscrimination Policy 2

Enrollment Forms & Paperwork 2

Required Equipment 2

Registration..... 3

Tuition and Fees..... 3

Clothing and Personal Belongings..... 4

Arrival & Departure..... 4

Unaccounted for/Missing Child 5

Illness 5

Injuries & Medical Emergencies..... 6

Medication 6

Immunization & Testing..... 6

Procedures for Parental Notifications 7

Martial Arts Class Participation..... 7

Discipline & Guidance Policy..... 7

Emergency Drills and Procedures 7

Food and Snacks..... 8

Transportation 8

Field Trips..... 8

Water Activities..... 9

Free Time 9

Homework Policy 9

Animals..... 9

Open Door Policy for Parents 9

Policy Changes 10

Texas Department of Protective and Regulatory Services 10

 Emergency Preparedness Plan..... 11

 Discipline and Guidance Policy for: The Dojangs, Inc. 12

 Gang Free Zone Information..... 13

 Changes Log 14

Hours of Operation

After School Program, Dates of Operation: Follows the current year calendar for Hays Consolidated School District

Regular Hours: from school release – 6:30 p.m. (includes “Early Release Days”)

If HCISD closes schools due to inclement weather, we will also be closed.

Public School Student Holidays

As an After School Program we follow the calendar of Hays CISD. Please refer to this calendar for official school closings (calendar available through the Hays CISD website or our office).

Day Camp will be offered on Public School Holidays based upon demand. The Day Camp Registration Notebook is available at the beginning of the school year. Please see this Notebook for full information and rates on specific Camp Days. Express your interest early as these Camp Days will be held based upon the need and demand of our families!

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

Each child will be issued a uniform at the time of registration. Their uniform must be kept in their locker during the week or brought every day. Replacement and/or additional uniforms are available for purchase at the school’s Pro Shop.

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 your registration/supply fee and complete all necessary paperwork to secure your child's placement in a program. Positions cannot be held without paperwork and registration/supply fees. Please note registration/supply fees are non-refundable.

Martial arts uniforms will be issued to new students on their first day of attendance.

Tuition and Fees

See Tuition & Rate Sheet for the current year 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

Depending on the program, you have the choice of paying on a BI-WEEKLY or MONTHLY basis. Once you have established your method of payment, it needs to be maintained.

We do not accept checks. Tuition may be paid automatically either by a credit or debit card on file with us. Please keep this information current. A handling fee will be assessed on declined or returned payments. If for any reason tuition is not paid on time, it will incur a late fee. If your account is over 15 days delinquent, your place in the program will be in jeopardy.

Unless your billing agreement states otherwise, BI-WEEKLY tuition is processed on the 1st & 15th day of the month, and MONTHLY tuition is processed on the first day of the month.

Tuition will not be prorated. Full tuition payments are expected regardless of actual attendance, holidays and/or school closures. The cost structure of our program has been established based upon this assumption.

There is **no** additional charge for "Early Release" days.

A 2 week notice of intent to withdraw is required. If this is not provided and you leave the program, your account will be charged for 2 weeks.

Late Pick-up Fee

We will strongly enforce a Late Pick-Up Fee. Parents who pick up their children after 6:00 p.m. (6:30 p.m. for "extended care") will be charged a late fee. 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 per semester Registration/Supply fee. This includes Gup Belt Test fees (levels up to, but not including Black Belt) and the annual membership fee to the Tang Soo Do Mi Guk Kwan Association. Examples of 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.

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 ASP 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

We will transport your child from designated schools on our pick-up route and check them in at the school. If you transport them yourself, please escort them into our facility and sign them in. You must sign your child out every day. 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 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.

We do not provide bus transportation home.

Unaccounted for/Missing Child

If we expect a child to be in our care, whether arriving in our van OR on the public school bus, and they do not appear, **WE MUST ASSUME THEY HAVE BEEN ABDUCTED OR OTHERWISE GONE MISSING** until this is proven otherwise. Until that situation is resolved, the staff's ability to do their regular responsibilities (i.e. caring for the other students, keeping them on schedule, and teaching class) is affected.

We've consulted with our licensing body, the Child Care Licensing division of Texas Department of Families & Protective Services and have developed the following procedure for when a child does not arrive at our van pickup location, or arrive by school bus at the karate school:

- 1) **Contact the parent & the child's public school.** (*Be aware elementary school offices close at 3:30. If the public school bus arrives after this time and without your child, we are unable to contact the school attendance office.*)

If there is no satisfactory answer to the child's location from the school and the parent can't be reached,

- 2) **Contact those listed on the child's registration form in the following order:**

- Emergency Contacts
- Authorized to Pick-up.

If there is still no satisfactory answer to the child's location and the parent can't be reached,

- 3) **Contact Law Enforcement.**

We do not want to move to step 3 too soon, but we also do not want to move there too late. To avoid implementing step 3 in an unnecessary situation, we will all need to work together.

What you can do:

- 1) If you know about an absence in advance, **complete an absence/no pick-up form** located on the front counter. Tell a staff member and leave the form in the designated space.
- 2) For shorter notice absences, **call 512-754-9600 or email whakgh@gmail.com** before our vans depart for pick-up at 2:15. You WILL receive a confirmation email from us. If you do not get this email, we DID NOT get your message. PLEASE TRY AGAIN until you know we have received the message. If you are not able to contact us prior to 2:15, please call the dojang anyway. If you do not make voice contact with a staff member, leave a message, look for our van at the school and tell the driver, and be prepared to answer your phone as we will be calling.
- 3) Ask your child to help by reminding you to notify us when they will be absent. This will also help them in developing responsibility.

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 F 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. Additionally, they may be placed in student folders by the front counter. 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 use the restroom during class, they are expected to ask permission to rejoin class and will execute 10 pushups. We want the children to be responsible for what they need to do and to prepare for class, BUT 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:

Food and Snacks

The WHAK After School Program provides an afternoon snack. For full day camps **WHAK does not provide lunches or morning snacks**. It is the parent's responsibility to provide a nutritional lunch and morning snack for full day camp. 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.

Transportation

Transportation is included in our After School Program (from select Elementary Schools) and Summer Field Trips. We do not provide transportation home. 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 After School 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.

If WHAK normally picks your child up at their elementary school and they are absent, please **notify WHAK (512-754-9600) as soon as possible**, preferably **prior** to 12:00 p.m. (Noon). **Please call and speak directly to a WHAK staff member for confirmation**. Emails and voice messages are not a guaranteed method of communication. These types of messages can be lost or overlooked. If you choose to communicate with us in this manner, you must receive confirmation from a WHAK staff member prior to 12:00 pm (Noon). **If you do not receive a confirmation, it was not received**. Our bus/van cannot leave a pick-up location until all students are accounted for. Looking for a child who is actually not there makes us late at our next pick-up location. Failure to notify WHAK in a timely manner may result in a "non-notification of student absence" fee (this includes your email or voicemail notifications for which you received no confirmation).

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 After School Program front counter and included on the monthly calendar.

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.

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

Homework Policy

We have designated times during the ASP for homework. We provide pencils and paper as needed. This is a structured time for the students to either work on homework or read (the only allowed activities at this time). We will also provide assistance with understanding directions and "getting started" help, however, we cannot provide tutoring. Some parents may wish their children to complete homework at home since they want to be involved in the student's education. Those students will not be doing homework, but will be reading quietly. While some reading material may be available, students should bring their own books to read.

We provide the opportunity for students to complete homework, but excessive homework is not a reason for missing martial arts class. Please do not ask your child to sit out of karate class in order to complete homework.

Animals

Animals will not be allowed in the school. Please do not send your children to the ASP 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 “After School 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. 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-

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.

Changes Log

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

- 1) Updated and renamed 2018 version as: Parent Handbook and Operational Policies, After School Program, 2019 - 2020. The 2019 version was published on 4/7/19 and reflects the following changes under each heading listed:

Clothing and Personal Belongings

Changed the sentence: Students will have assigned ~~cubicles/baskets~~ for the storage of their uniforms, equipment and other personal belongings.

To: Students will have assigned **lockers** for the storage of their uniforms, equipment and other personal belongings.

Illness

Changed the sentence: Please ~~make sure~~ we have updated information on how to ~~get in touch with~~ you at all times.

To: Please **ensure** we have updated information on how to **contact** you at all times.

Changed item #3: This is defined by: ...3) any child with an oral temperature of ~~100.4~~ degrees or greater...

To: This is defined by: ...3) any child with an oral temperature of **100** degrees F or greater...

And added: ~~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."~~

Emergency Drills and Procedures

Changed emergency relocation site from: ~~Boys and Girls Club of South Central Texas, 400 Uhland Rd., San Marcos, TX 78666; telephone: 512-805-3000~~

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

Food and Snacks

Removed: ~~However, for your convenience we do have a snack bar available with prepackaged snacks and drinks. You may pre-pay for snack bar items and limit choices and/or daily quantities.~~