

Inner Strength Martial Arts Academy, LLC

AFTER SCHOOL PROGRAM 2020-21

The perfect alternative to ordinary day care

Dear Parents,

I would like to introduce the Inner Strength Martial Arts Academy, LLC After-School Program to you and your family. I am a firm believer that learning does not have to stop when the school bell rings and am extremely proud of our after-school program which embraces this philosophy. The staff at **Inner Strength Martial Arts Academy, LLC** has helped to create an atmosphere where children not only enjoy learning, but also grants them the opportunity to learn to become leaders.

Unfortunately, today our society is flooded with followers, a learned characteristic usually picked up during the school age years. Children who do not possess a strong sense of self confidence will often allow dictating what they think, what they say, what they wear, and all too often, what their futures will become. My goal is to help your child obtain the confidence and skills to overcome peer pressure, ultimately helping them to become future leaders. We work with them to not only boost self-confidence through daily exercise and physical activities, but also by integrating the planning of future goals and teaching them how to obtain them.

Additionally, many of today's children seem to have a sense of self entitlement. We work diligently to teach them the work and reward system. This system, with effort, can become a positive work habit that will help them not only in their current schoolwork, but ultimately throughout the rest of their lives.

Courtesy and respect, among others, are basic elements in our philosophy at **Inner Strength Martial Arts Academy, LLC**, and something that is missing in many traditional settings. The adults at our facility practice common courtesies such as speaking to a child only while making eye contact, always using "Sir" or "Ma'am" when addressing others, in addition to implementing simple courtesies such as "please" and "thank you" when speaking. In return our instructors expect nothing less from our kids. This habit eventually filters its way into a child's daily life, which enhances their social interactions for a lifetime.

We can offer your family:

- Reliable pick up from your child's school
- A positive, disciplined, and controlled environment
- Regular exercise as a part of your child's day
- Children are continually trained under adult supervision
- A structured program to ensure goals are obtained
- Daily assistance with your child's homework

Just imagine picking up your child after a long day at work and:

- Study time has been addressed
- Folder and behavior sheets are checked
- Daily recommended physical activity is attained
- Nothing left to do but spend quality time with your child(ren)

I invite you to meet us and tour our facility. Please check out our website (ismartialarts.com) and Facebook (Inner Strength Martial Arts) for additional programs and training opportunities for the entire family. Feel free to contact me via e-mail (info@ismartialarts.com) if there are any questions that I may answer for you. I look forward to serving your family in the future.

God Bless,

Cassie D. Baker, Owner/Certified Instructor
Inner Strength Martial Arts Academy, LLC
9120 Airport Blvd, Ste H.
Mobile, AL 36608



Inner Strength Martial Arts After School Program (ASP)

Mission Statement

The mission of our after-school program is to provide quality care for your child(ren) in a safe, nurturing, and educational environment, utilizing psychological and physical activities, allowing children to be the best version of themselves.

Belief Statements

We believe that personal development is the most important quality in an individual. We believe children should treat others and be treated with courtesy and respect. We believe children should give their best effort toward their schoolwork to give them the best opportunities in life. We believe children need opportunities to develop physical, intellectual, social, emotional, and language skills. We believe children need guidelines for acceptable behavior and to know there are consequences for unacceptable behavior. We believe children should be taught the importance of having a positive attitude. This has been proven to raise self-esteem, boost grades in school and assist them in getting along with others.

After School Care Policies/Procedures/General Info/Tuition and Hours of Operation

- Program costs start at \$70 per week for the first child (sibling discounts available), plus an **enrollment fee of \$99**. Part-time attendance is accepted; *based on availability only! Part-time rates: \$55 for 3 days*
- A dobok (Korean uniform) is required for participation in taekwondo classes. In your enrollment fee, you will receive 1 uniform, 1 t-shirt (for class attendance), 1 drawstring bag for uniform keeping, and 1 snack container, ISMA school patch & CTF membership.
- Once your child is enrolled in our program, **you are reserving a space for your child for the school year. Tuition is expected regardless of attendance. The only time we prorate fees is for holidays/camp days or weeks as listed in this packet.** We do not prorate days that your child misses for illnesses or any other reason. The only exceptions are those stated in this handbook. (See Absences and Withdrawals)
- You will be asked to complete a form allowing ISMA to withdraw directly from your banking account by providing your checking or credit/debit card account information. Payment is due prior to the week of attendance. You may have money withdrawn weekly (\$70 on Friday the week prior) or monthly (\$280 on the 1st). You may also pre-pay at the front counter using with a bank card, check, cash, or money order!
- There will be a \$25 NSF (non-sufficient funds) charge for all returned checks. The first check may be re-deposited after approval by the parent. The second NSF check will be exchanged for cash and the account will become a "Cash or Credit Only" account.
- **Your child MUST be picked up no later than 6 p.m. We do have a late pick-up policy. The first five minutes are "free". At minute six, the time goes back to the first minute and it is \$1 per every minute that you are late.** We go by the time on cell phones. (The time is same regardless of your carrier.) This fee will be added to the account and will be deducted from the card on file.
- On the weeks when schools are closing early or have a closing, and you would like for us to keep your child:

An **additional** \$15 per day, per child, fee will be charged in addition to the weekly payment.

- Registration fees are non-refundable.

Snacks

ISMA allows afternoon snack time once the children arrive to the taekwondo school. Because of the many food allergies, ISMA does not furnish snacks. Water will be provided to each child; however, please plan to provide snacks for your child. Each student is issued a snack box that will be kept in their cubbie during the school year. They are a small plastic container the size of a shoebox. You may send enough snacks for a week or two at a time for your child and they will be stored in their box. Snacks and drinks are also available for purchase and range from \$.75 to \$1.00. You will need to notify ISMA of any food allergies.

Absences and Withdrawals

- We do not prorate days that your child misses for illnesses or any other reason. Tuition is not based on attendance but as a “reserved” spot in the ASP.
- Please notify ISMA if your child is ill and will not be attending. Parents must notify ISMA if their child did not go to their academic school or was picked up early. THIS IS IMPERATIVE SINCE OUR VANS DO NOT LEAVE THE SCHOOLS UNTIL EVERY CHILD HAS BEEN ACCOUNTED. A \$5 inconvenience fee will be charged to your account for each incident a parent fails to notify us. If ISMA provides transportation for your child, this information is required for the transportation vehicle attendance record.
- If your child is to be withdrawn from our after-school program, a two-week, written notice is required. The account must be paid in full by the time of withdrawal.
- Children enrolled in our after-school program must have the appropriate forms prepared prior to their first day of attendance. Re-enrollment is automatic as long as the child continues to attend our ASP.

****** PRORATIONS ARE ALLOWED ONLY DURING THE SCHOOL BREAKS AS LISTED BELOW—NO EXCEPTIONS. YOU WILL NOT BE CHARGED IF YOUR CHILD DOES NOT ATTEND DURING THIS TIME. PLEASE UNDERSTAND WEEKLY AFTER SCHOOL FEES OF \$70 WILL BE APPLIED, UNLESS THERE ARE ABSENCES ON OR DURING THE FOLLOWING DATES:***

2020-2021 PRORATION DATES FOR AFTER SCHOOL PROGRAM*

November 23, 2020 - November 27, 2020 (*Thanksgiving Break*)

December 21, 2020 - January 1, 2021 (*Winter Break*)

February 15, 2021 – February 19, 2021 (*Mardi Gras Break*)

March 29, 2021 – April 2, 2021 (*Spring Break*)

Summer break dates for 2021 to be determined by Mobile County Public School System and will post upon release

****Dates subject to change should the Mobile County Public School System adjust calendar for the 2020-21 school year.***

If your child participates in the taekwondo program, we highly recommend they be enrolled in traditional evening classes while they are not attending the after-school program. The kiddos work hard during the

school year, and the continuation of their practice enables them to stay on top of their game! Evening class rates are \$99 per month.

Camps are provided to children who are out of school for spring, fall, winter, and summer breaks. Field trips are taken on an average of 2 times per week (Most at no extra cost). The child(ren) will need to bring their lunch/drinks/snacks each day.

Price: \$125 per week for one child; \$75 for the second child, and \$50 for three (add'l) or more siblings

Daily drop-in rates are available @ \$35 per day, per child (you name the days)

Registration fee of \$75 is required for each child

If already part of the After-School Program, the registration for summer camp is \$50 per child.

Inclement Weather

- In the event of inclement weather, we will do our best to be open. The only reason we would not be is if the roads are unsafe to travel. We are open when other extended-care facilities are closed. An e-mail AND/OR Facebook and REMIND post will be sent if ISMA will be closed. You will be billed for weather days IF our office is open since weather days are not regularly scheduled "breaks" for the school year.
- If school closes early, we will make our best effort to pick up your child at their school in a timely fashion. **Be sure to call if you do not want us to pick up your child on these days.** There is an **additional** \$15 per day, per child for these days.

Release of Children

Children will be released only to those individuals whose names are recorded on the enrollment information. **All authorized persons must be 18 years of age or older unless a signed statement is in your child's file.** Other persons not on the forms must have a written authorization signed by the parent and followed up with verbal authorization from the parent. All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released.

Changes

ISMA needs to be immediately notified of changes in telephone numbers (home or work), job, family status, custody changes, doctors, and authorized persons to pick up your child.

Holidays

ISMA is closed for the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. We may also be closed on occasion for the day prior to or day following a holiday. Minor holiday closings will be at the discretion of ISMA and will be based on need. All closings will be posted in advance. With that said, we understand parents do not get weather days so the staff at ISMA will do our very best to be open for drop-in days when schools are canceled/close early due to bad weather. On such days, please pack a lunch for your child and send with them. Charges (camp day fees) will be billed to the account, as applicable.

Illness

Children who become ill during the day may not remain at the studio. Parents will be called to pick up the child as soon as possible. To prevent the spread of infections, please keep your child home when he/she has an elevated temperature, upset stomach, diarrhea, has a contagious condition such as pink

eye, chickenpox, head lice, or has a skin infection or serious cold. Your child will need to be fever-free for 24 hours before returning to school. Please notify the school if your child will be absent from their academic school and our facility as well as report all illnesses immediately.

Medication

ISMA will administer medication, provided the meds be placed in the original prescription bottle with the correct administering of the medication on the front label.

Injuries

If your child is injured at our facility, the only treatment provided is cleansing with soap and water, ice, Band-Aid(s), and TLC. Individual "accident and incident" reports are given to the parent to inform parents/guardians of the injury. An injury that requires more than the basis previously listed will necessitate a parent coming to the center to determine if professional medical care is required in all non-emergency situations.

We are not a daycare, nor do we provide primary insurance!

ISMA'S General Rules

Please discuss the following with your child so they are aware of our practices:

- * Students are required to attend the program in which they are assigned.
- * No running or horseplay
- * All personal items should be placed in designated areas, assigned by staff
- * No loose items should be left in the dressing rooms
- * Uniforms are required to be worn to the TKD class. They will remain at the tkd location and will be sent home to be laundered accordingly. Uniforms will be kept in school provided drawstring bag.
- * Keep your hands and feet to yourself
- * Students will be asked and are responsible for cleaning up after themselves
- * No arguing with each other or any adult
- * Knock on the door before entering the office
- * Students are responsible for their own items
- * The school is not responsible for lost items
- * Eat only in designated areas
- * Do not leave food and/or drink unattended
- * Street clothing/shoes are to be placed in designated areas

Van/Bus transportation behavior

- * So the driver is not distracted or startled, there is no yelling at any time! Use an inside voice while riding the van.
- * Stay seated and buckled with your seatbelt until instructed.

- * Do not turn around in the seat--face forward only.
- * Objects should never be thrown/tossed across the van.
- * No food, drink, or gum inside the van.
- * Remain in personal space. Feet should be kept on the floor and not placed on seat in front.
- * All personal items should remain in backpacks, so other students are not distracted.
- * ISMA will provide booster seats to any child as required by the State

NOTE TO PARENTS

* Please use the ISMA Spark app to notify us if your child will be absent from after school pick up. Using the app is our preferred method of communication and is privately received by senior management. You may also call us at 251-776-1978 and follow the prompts.

- Please call ISMA at 251-776-1978 as at least one hour before school dismissal if your child will be absent from after school pick up. You may send us an email, but due to the risk of error with technology, please give us a follow up call if you do not receive an email response.
- Please remember the no call/no show policy. Your account will be charged \$5.00 for each occurrence.
- Tuition fees are not pro-rated for illness or other absence.
- We will prorate fees when school is not in session due to holidays or school breaks.
- Our goal at ISMA is to have your child complete their homework before they are picked up in the evening. Sometimes, this is not always possible due to the amount of work sent home. It is the responsibility of your child to inform us of their homework assignments and bring home any needed material. We encourage you to check websites and agendas to reaffirm that all homework is completed to your satisfaction.
- To keep traffic and study areas open, we ask that all parents wait in the front area of the school after signing your child out and making a staff member aware of your child's pick up.
- Please be on time to pick up your child.
- Please be prompt with your payments and considerate of non-working hours.
- Please keep in mind that our school cares for a group of children.
- We encourage you to participate in ISMA activities when at all possible.
- We ask that you share any information that will assist us in caring for your child (i.e., parent out of town for an extended period of time, changes in home life, death in the family or death of a friend). Any of these and more can affect your child and his/her development.
- Communicate early to ISMA with any concerns you may have.

Waiver

AGREEMENT/ACKNOWLEDGEMENT OF RULES & REGULATIONS

The Parent Waiver/Rules & Regulations (Agreement) is between the authorized person or persons signing this Agreement (“You” and “Your”) and Inner Strength Martial Arts Academy, LLC. You agree to all the terms and conditions, in this Agreement.

We are not a daycare, nor do we provide primary insurance

I (We) have read and agree to the Terms and Conditions of this Agreement, provided digitally. I further agree and understand my child(ren) can and will be removed from the program if any of the rules are not complied with. You further agree to hold Inner Strength Martial Arts Academy, LLC. (herein called “school”) and/or any of its nominees, harmless from and against any and all liability as to any problems that could arise. Regardless of fault, the school is not responsible for loss of or damage to any property left behind by your child. You hereby assume all risks of such loss or damage and agree to defend, indemnify, and hold the school harmless of all claims. You understand and agree that you will pay for any and all costs and/or expenses of any kind of damages, if any that may be caused by your child (ren).

You agree that your insurance coverage, if valid and collectable, will be primary and responsible for handling, defending, and paying all third-party claims, if any, should they arise. The school does not provide you or your child primary insurance coverage.

I (We) am/are aware of and agree to:

- *SMA drop-off & pick up times
- *Sick Child Policy
- *Program Attendance Policy
- *Lunch/Snack Policy
- *Transportation Policy
- *Fees/Tuitions/Refund Policy
- *Emergency Care Policy
- *Photo Waiver Policy
- *Permission to Ride Policy

X

Parent/Guardian

Date: _____