



Parent Handbook

Our Goals and Mission Statement

Our goal & mission in the After-School/Summer-Camp program is to teach our children the application of self-control and discipline.

We are a Tae Kwon Do based program that teaches the children respect for authority and for themselves. A very important aspect of our program is to build the child's confidence through knowledge, honesty, and strength to a level that prepares for all walks of life.

Our objective is to create a community for the children to feel safe, loved and confident enough to go and face the challenges that life has to offer.

Operating Hours:

School hours of Operation: 4:30pm - 7:15pm, Monday through Friday

Summer hours of Operation: 7:00am - 7:15pm, Monday through Friday

Holidays:

The school is closed on the following holidays:

New Years Day	Labor Day
Independence Day	Thanksgiving Day & The Day After
Memorial Day	Christmas Eve & Christmas Day

We will however be open all day on any other holidays that your child's school may be out. On those days, we will be open from 7am to 7:15pm. We will also pick up your child on any early release days preceding School sponsored holidays.

Director & Owner:

Corey Krattli is the Program Director and also oversees/maintains AMP. He is responsible for all changes to Your child's enrollment, to their pickup from school, the care of your children and anything else that may directly or indirectly affect your children here at Icon Martial Arts. To contact Corey, use the following:

Email: afterschool.ma@gmail.com Cell: (281)660-5927

Kwanjanim John Cantu who will be on sight most afternoons and evenings, so if you have a question or comment that you feel is not being answered to satisfaction, feel free to ask for a meeting with Kwanjanim John Cantu. To contact Kwanjanim Cantu, use the following: **Email: Masterjohncantu@gmail.com**

Religious/Physical Discrimination:

Icon Martial Arts will never discriminate against you, your family, or your child due to: race, gender, religious belief, disability, or special needs. The program criteria requires that all students participate in the Daily Martial Arts Training unless they are medically unable to do so. If they cannot participate due to injury or illness, we will require a written letter from yourself or your child's physician.

We do not discriminate to any religious belief or preference, however we are a Christian owned & operated program. We feel by providing a Christian based environment that the children can feel guided in decision making when facing the roles of peer pressure, sensitivity to outside opinion, and self-esteem issues.

Drop-offs & Pick-up:

As the parent you are responsible for escorting your child in and out of the building upon drop-off and pick-up. Please make sure you sign your child in & out on the daily sign in sheet. If someone not on the pick-up list is to pick-up from AMP, we will require either a written letter signed from the parents or a phone call verbally authorizing that this person can pick up your child. Last pick-up is at 7:15pm. If you are late to pick up your child (with no prior warning) there will be a \$20.00 late fee assessed to your weekly bill.

Notice of Change in Transportation:

If your child has a change in transportation and you fail to inform us by 2:00pm of that same day you will be charged a flat fee of \$5.00 per late change of transportation. This makes us late to each subsequent school And causes the schools to be upset and our routes to fall behind. If this is a repeat issue, we reserve the right to terminate enrollment.

AMP General Class Schedule

Students will have martial arts class a minimum of 2 times a week. Also they will have 2 kick fit classes a week.

Monday/Wednesday (4:30-5:30pm)

-Traditional Taekwondo Martial Arts Classes (Uniforms are required)

Tuesday/Thursday/Friday (4:30-5:00pm)

-Kick Fit (Uniforms are NOT required)

Curriculum, Uniforms & Equipment:

Our focus is to teach children self-discipline and respect for authority. We use Taekwondo as a base to build Your child's physical fitness, confidence, discipline and respect. On top of traditional classes we also supplement this with non-traditional martial arts training and fieldtrip activities such as hiking & swimming.

If there are any changes to your child's TKD schedule, upgrade in belt or program, competition, etc... you must inform the AMP director so the schedule change can be made to your child's information. All students must have their uniforms on Monday, Wednesday and some Fridays (For Make Up classes). Some classes require a weapon or equipment, if your child does not have their weapon or equipment they will not be allowed to attend that class.

AMP students are allowed to leave their TKD bags in the dressing room, however their equipment must be taken home each Friday for cleaning and all bags and items must be labeled with your child's first name and last name initial. ICON Martial Arts and its AMP program, is not responsible for any lost, damaged or stolen equipment, however we will investigate thefts of items.

If you do not want your child to participate in class due to other scheduled events, please do your best to let us know, so that we may hold your child from class. We do not want any class disruption to occur. Also remember that all AMP students must be signed out of the AMP program class room before you go home.

Tuition, Fees & Refunds:

AMP After School (There is a \$10 discount for each additional student enrolled)

	Auto Pay Drafted on Fridays	Over the Counter Rates
Basic Program	\$69/wk	\$79/wk
Black Belt Club	\$76.50/wk	\$86.50/wk
Master Club	\$79/wk	\$89/wk
Leadership	\$81.50/wk	\$91.50/wk

AMP Summer Camp (There is a \$10 discount for each additional student enrolled)

	Auto Pay Drafted on Fridays	Over the Counter Rates
Basic Program	\$109/wk	\$119/wk
Black Belt Club	\$115/wk	\$125/wk
Master Club	\$119/wk	\$129/wk
Leadership	\$125/wk	\$135/wk

1. Payments are due or pulled directly from the account on **Friday**, for the next week.
2. There will be a \$10 per day late fee for any payments made after Friday.
3. After the 3rd day late, there will be a Loss of enrollment.
4. Re-enrollment after loss of enrollment will include the full Enrollment fee as well as all fees owed from previous weeks & late fees.
5. 1 Week of payment disruption for any reason, outside of notice, will cause a loss of membership
6. Refunds will not be given either as credit or as transfers to different programs or as other tuition Payments unless all guidelines are met.

Tuition stated is based on a weekly schedule. Tuition is due the Friday before the following week to be attended. A registration fee of \$60 is required upon enrollment, and will cover the cost of your child's uniform & attendance card. It is also your responsibility to inform us when your student will or will not be attending THREE weeks in advance: Refunds cannot be given otherwise.

Our late fees are assessed for the protection of your spot in the program. It is our wish to never charge any customer a late fee. However we need to protect the program and insure its overall success for your children. We have set fees in place to prevent the issue of non-payment and overstaffing when unnecessary. No late fees will apply as long as billing is current and the pick- up schedules set forth in this hand book are maintained.

Medications, Emergencies & Sickness:

The AMP Program has very specific guidelines for the parents to reference regarding Health. This policy is intended to be very clear on what issues make it necessary for your child to be sent home from the program. It is our goal to address all concerns to our parents and staff with these policies. Keeping these policies will help protect the best interest of all our children. In order to keep the children healthy and maintain a safe environment, we ask that you abide by these guidelines:

1. Please do not send a sick child to the camp. Small children are more prone to infection because their immune systems are not fully developed. One sick child places the rest of the children at risk.
2. A child with a fever of 100.4 degrees will be sent home. We ask that you keep the child out of the program until he/she is fever free for 24 hours.
3. A child showing signs of the following symptoms can and will be sent home:
 - Diarrhea or vomiting (twice in a 24 hour period)
 - Deep or hacking cough, or a sore throat
 - Continuous runny nose with a yellow or green color
 - Any suspicious rash that has not been diagnosed by a physician
 - Undiagnosed and untreated pink, swollen, matted, or runny eyes
4. A child may return to the camp when any of the following occur:
 - Temp has been normal for a 24 hour period
 - Active signs of illness (diarrhea or vomiting) have been gone for 24 hours
 - The child's physician releases the child to return to the camp
5. All over the counter medication must be in its original container with the child's name on it. The child's parents must send a note stating permission to administer the medication, as well as dosage.
6. All medication must have a medication form filled out with the dosage amounts, times to be given, and parents signature.
7. Medication will only be given in accordance with the times you have specified on the medication form.

Although our goal is to keep parents at work, state regulations do not permit us to keep sick children with these symptoms stated above. I am a parent and I truly do sympathize with the inconvenience of having a child home sick but we must follow the guidelines set by the State of Texas. Thank you for your understanding in this manner.

In the event of an emergency you will be contacted immediately. If you are unable to be reached, your emergency contact will be notified. If all contacts are unreachable then we will notify emergency help (911), and will have your child transported to the nearest emergency medical facility. All of the AMP program staff will be trained in emergency First Aid / CPR. This is a Director standard and not a minimum standard. All parents must fill out the emergency medical information and child's medication and/or special needs requirements so we may better serve your child in the event of an emergency. If your child has any allergies, his/her picture will be posted on the wall with the list of allergy he/she has.

Inclement Weather or Fire Safety:

We will run a fire drill every quarter, to make sure the students know how to act and where to go in the case of a fire or inclement weather. IN THE EVENT of a fire in the building you will be contacted by call list, to inform you of your child's safety and condition. We also train the children in the event of a severe weather storm or tornado. We run drills on this event every six months. In the event of a suspected severe storm, (HURRICANE, or THUNDERSTORM posted severe by news stations) you may be required to return and pick up children so the staff may attend to their families. In the event that you cannot return to the school during an inclement weather closure the police will be notified and we will do all we can in collaboration with the police to get your child to you or to a safer environment.

Bus Safety Rules:

1. No standing while the bus is in motion.
2. No screaming on the bus.
3. Place all items in my backpack and do not remove them until you are inside the class room.
4. No eating, drinking or chewing gum on the bus.
5. Obey the Driver at ALL TIMES!
6. No throwing any items on the bus at any time.
7. No climbing on or under the seats.
8. No hanging out belongings or arms and hands from the bus windows.

Dress Code:

We do have a dress code here at ICON Martial Arts, and we do enforce it. The clothes must be appropriate for the weather, and the kids are not allowed to wear any revealing clothing. Our policy is as followed:

1. All students must have closed toe shoes available on Field Trip Days (No Sandals or Crocs)
2. Children should be dressed in clothes that they can run, jump, kick and sweat in!
3. All clothing must not have obscene material written on it.
5. For water activities swimwear will be required. Boys should wear swim trunks and a swim shirt if wanted, no tight shorts. Girls should have a one piece swimsuit or tankini, no stomachs, midribs or shoulders showing. A Swim Shirt will be required for both boys and girls. This is not ONLY for modesty reasons, but also for protection from the Sun. No matter what SPF rating you use, any and all exposed skin can and WILL burn. This makes for sad students and difficult Martial Arts training.

Behavior & Corrections Policy:

Here at Icon Martial Arts, we strive to encourage the kids with positive reinforcement, and redirection. We maintain an atmosphere that allows the child too confidently overcome struggles with authority and self-discipline.

Being that all of our children are enrolled in the Tae Kwon Do program we try to mirror the attitude and behavior your child will receive in that program. Our extension of the Tae Kwon Do Program is used to assist your child in reaching that level of confidence and self-discipline. Your child will fall under the same guide lines that they will see being part of the Tae Kwon Do Program. While under the care of the ICON Martial Arts AMP program we will not belittle, condemn your child and above all we will never harm your child.

He/ She's Behavior will be required to but not limited to:

1. Address each authority figure as Sir or Ma'am.
2. Abide by all the policies that pertain to being a member of the program.
3. There will be no fighting of any sort within the class room or while under the care of the AMP program
4. They will not be permitted to argue with the staff.
5. They are not to use profanity or foul language of any kind.
6. There will be no horse play or rough housing while in the dressing rooms, the AMP rooms or the Main floor.
7. Must abide by all the bus rules and field trip guide lines while away from the facility.
8. Must stick to the dress code set forth in the programs policies.
9. Must maintain all Tae Kwon Do behavior while present in the AMP program.
10. Above all keep a positive and motivated mentality.

Our discipline practices may include but are not limited to:

- Positive redirection and reinforcement.
- Praise, Correct, and Praise (PCP)
- He/ She may be required to do push-ups, sit-ups, squats, jump-n-jacks etc. (age appropriate)
- They may write Positive sentences to redirect the child's attitude.
- A child write up and parent information sheet.
- Parent and child conference with the director.
- One day suspension from the after school program.
- Three day suspension from the after school program.
- Expulsion from the program for the year.

All unacceptable behavior will be reported daily on the AMP program Accident/Incident report sheet. Unacceptable behavior includes fighting, making threats to others, stealing, & telling lies. Each occurrence will be dealt with accordingly. If a child has more than three write ups for the same or similar incident, the child will not be allowed to take the next Tae Kwon Do belt test & could be suspended until after a parent director conference has been completed. If behavior is aggressive, then the child could be removed from the After School Program and/or the Tae Kwon Do program. If there is an accident that does not require emergency medical treatment then we will inform you upon pick -up.

If your child is unable to adjust or abide by the minimum requirements of the program, we reserve the right to withdraw him or her from the program. Parents are permitted access to the program at all times **IF** their child is present. Below are a few of our required behavior guidelines.

Late Pickup

Our operating hours in the After-School Martial-Arts Program and Summer Camp run until 7:15pm. We expect all children to be picked up by then. The only exception to this rule are for any older students who participate in the Adult classes that run until close to 8pm. If any child is not picked up by 7:15pm, they are subject to the late pickup fees. The Late fee is \$1 per minute, per student. All of our employees have assigned hours, and if any of them have to stay, it will be off the clock. This cuts into their family time, personal time as well as finances. If it becomes a common occurrences, a student may even be suspended or permanently removed from AMP/Summer Camp. Please note: **WE DO NOT WANT THE EXTRA MONEY! WE WANT OUR POLICIES AND PROCEDURES TO BE FOLLOWED AND FOR EVERYONES TIME TO BE RESPECTED!**

Nutrition and lunch Requirements:

While in attendance at ICON's Summer Camp program, we ask that you send your child not just with a lunch, but a NUTRICIOUS lunch every day. It has been confirmed by study that a child's diet plays an important role in the child's performance throughout the day. Lunches will be required for all Early Release, Holidays and Summer Training Camp days. During the Summer & School year, we will provide your child with an afternoon snack. During the summer a water bottle is a must because sometimes we will be out of the facility and water may not be readily available.

The lists of items you **are NOT allowed to send** to eat with your child are as followed:

1. No Sodas or unclose able drink containers
2. No Gum or Candy of any kind
4. No Donuts or sugar covered food of any kind
5. No RED KOOLAIDS! THEY NEVER GET OUT OF CLOTHING & CARPET!!!

No Nut Policy:

We are a nut free facility.

This means no peanut or peanut products, or peanut butter.

No tree nuts, including hazelnuts, almonds & cashews.

This also includes Nutella & Reeses.

Items from Home:

If your child wants to bring certain board games, personal toys or age appropriate books that is fine.

Handheld electronics may be brought and used during free time at the end of the day, but we will not be responsible for any lost, damaged or stolen electronics or personal items. All items that do come from home must be labeled with the child's name and must go home the same day that it was brought.

Our cell phone policy in the program is that, they may be brought, however they must be kept on silent and can only be used during free time at the end of the day. If you need to contact your child, you may either call the front desk or the AMP line.

Any items that are not authorized for the child to have while on the AMP program, either because it is NEVER allowed, or they were caught using it during a time when they are not supposed to, will be confiscated and returned to the parent upon the parent's arrival.

If there is evidence that an item has been stolen, we reserve the right to conduct a search of all bags or items in the children's possession for that day. **NOTE: If other items that are not allowed are found in a bag search your child WILL NOT be punished or reprimanded for such items.**

Thank you for your cooperation on this matter. All items must be taken home each day and all Tae Kwon Do bags must be taken home every Friday or the items could be thrown away. Clothing items such as jackets, shoes, or water attire will be placed in the lost in found box until the following Friday.

Lost And Found:

We will have a lost and found box located in the AMP room and it will be emptied before 9:00am Monday mornings. We do ask that if your child has possibly left something in the lost in found that you take the time to check for it to avoid any heart ache by the children and animosity from the parent. We just do not have the facility to maintain a lost in found for any longer than a week. Thank you for your cooperation in this matter.