

Chang's Tae Kwon Do America

After School Martial Arts Program

2011 – 2012
AFTER SCHOOL PROGRAM



PARENT INFORMATION BOOKLET

Chang's Tae Kwon Do America
140 South Main St.
Bradford, MA 01835

Phone: (978) 556-1616

www.changstkdamerica.net

Transportation provided/contracted per family need.

WELCOME

Welcome to Chang's Tae Kwon Do America Martial Arts Education Center. Our staff is looking forward to an action-packed, fun-filled school year. This handbook has been designed to answer the many questions parents or participants may have. Please read this Information Packet carefully. If you have any questions and/or concerns, feel free to contact us at 978-556-1616.

Chang's Tae Kwon Do America is committed to teaching the highest quality Martial Arts Instruction to our children. Our staff is chosen carefully and trained to provide our participants with a fun and supportive atmosphere where everyone can learn new skills, make friends, and most importantly, develop self-confidence. Attending our program is a growing experience that children will never forget their experiences with us. We truly want them to become the best!

GOALS

The goal of our Martial Arts Program is to assist the child in developing the best possible mind, body and Spirit. Through martial arts training we will improve each participants physical skills, appearance and teach them about good nutrition. Our goal is to create an atmosphere of discipline that encourages positive behavior here in the program but more importantly at home and in school. Every child no matter what level can be challenged. We will look at each participant's capabilities and challenge them beyond what they think they can do. We will complete summer reading assignments and participate in community programs.

Five Tenets Of Tae Kwon Do:

Courtesy
Integrity
Perseverance
Self-Control
Indomitable Spirit

Student Creed:

“We commit ourselves to mental and physical discipline, to be friends with one another and to develop strength with in our group. We shall never fight to achieve selfish goals, but to develop wisdom and character are our ultimate commitments.” “UNITE FOR RIGHT, SIR!”

Tae Kwon Do will help your child:

- Increase academic performance in school
- Improve personal and family relationships
- Become better leaders and supporters
- Meet new friends
- Appreciate diversity
- Reinforce Character Development (Caring, Honesty, Respect, Responsibility)

- Achieve physical fitness
- Gain confidence and self-respect
- Have Fun

FACILITIES

Chang's Tae Kwon Do America is located at 140 S. Main Street in Bradford, MA. Training and indoor activities will take place in our main dojang. Outside activities will take at local Parks, which is equipped with a basketball court, many ball fields, open fields and plenty of trees for shade. We will also have access to the Library.

PROGRAM STAFF

Our after school program is only as good as the people who staff it. Our team members are teachers, college students and Tae Kwon Do students who have extensive knowledge in recreational programming for children. The entire staff participates in a week - long training session, which includes certification in CPR and Standard First Aid.

Background checks are conducted on all members of the staff. Our goal is to serve as role models and to help each child gain skills and enhance his or her self-esteem.

2011 - 2012 AFTER SCHOOL PROGRAM CALENDAR (Aligns with the Haverill schools; dates may vary. See www.haverhill-ps.org for the current calendar)

September 2nd:	Schools begin (1-12)
September 8th:	Kindergarten begins
October 10th:	Schools close – Columbus Day
November 11th:	Schools close – Veterans' Day
November 24th:	Schools close for Thanksgiving vacation
November 28th:	Schools reopen
December 26th:	Schools close for holiday vacation
January 3rd:	Schools reopen
January 16th:	Schools closed – Martin Luther King Jr.'s Birthday
February 20th-24th:	Schools Close for Mid-Winter vacation
	Tae Kwon Do America Winter Program (9:00 am – 3:00 pm)
February 27th:	Schools reopen
April 6th:	Schools closed – Good Friday
April 16th-20th:	Schools close for Spring vacation
	Tae Kwon Do America Spring Program (9:00 am – 3:00 pm)
April 23rd:	Schools reopen
May 28th:	Schools closed – Memorial Day
June 28th:	Summer Camp begins

2011 - 2012 AFTER SCHOOL PROGRAM CLOSING POLICIES

There will be no after school program on major holidays when school is not in session. There will be a full day program during winter, spring and summer vacations, as well as days off during Christmas and New Years breaks. If school is closed for a holiday, there will be no after school program on that day. We follow the schedule for the Haverhill School Department; if you are in a different school system, please see our staff to let them know if you have any days that the schools will not be in session so that we may make the proper arrangements. Students are still encouraged to attend evening classes if school is not in session (especially over holiday vacations).

GROUP PLACEMENT

Chang's Tae Kwon Do Center places children in groups according to their age. Within the groups, each counselor has a smaller group (1:10 average ratio). We will place students in smaller groups to do homework, run age-appropriate games and activities, as well as larger group where everyone will participate in activities together. We will do our best to accommodate those children who wish to be placed together. Please let us know ahead of time if you have any special considerations regarding group placement.

WINTER & SPRING CAMPS

We will have a week long camp during each of the winter and spring vacations. If you are in the Year Round Program, there is no additional fee for camp other than some field trips and special activities. New England Farm Worker Vouchers/Child Care Circuit holders are responsible for their full day parent fee and must have a current full day voucher.

PROGRAM ACTIVITIES

Daily Activities include:

- Tae Kwon Do Training (Physical & Mental – including history & philosophy)
- Homework
- Reading
- Tutoring
- Snack
- Group Initiatives & Team Building Games
- Arts and Crafts
- Movies
- Leadership Training
- Traditional Tae Kwon Do Games
- Special Guests
- Music
- Fun for the whole year!

A TYPICAL WEEK

2:30 p.m. – 3:30 p.m.....Pick up from school
3:30 p.m. – 3:45 p.m.....Arrive at Taekwondo America and change uniforms
3:45 p.m. – 4:30 p.m.Taekwondo Class / Homework
4:30 pm. – 5:00 p.m.....Homework, Reading & Quiet Time
5:00 p.m – 5:30 p.m.....Snack & Clean Up
5:30 p.m. – 6:00 p.m.....Pick Up (Please Be On Time)
6:00 p.m – 7:00 pm.....Late Pick Up (Additional Fee)

A TYPICAL WEEK - VACATIONS

7:00 a.m. – 8:00 a.m.....Early Drop Off (Additional Fee)
8:00 a.m. – 9:00 a.m.....Arrive at Tae Kwon Do America
9:00 a.m. – 3:30 p.m.Structured Activities & Field Trips
3:30 pm. – 4:30 p.m.....Reading & Quiet Time
4:30 p.m – 5:00 p.m.....Pick Up (Please Be On Time)
5:00 p.m. – 6:00 p.m.....Late Pick Up (Additional Fee)

IMPORTANT NOTES FOR AFTER SCHOOL PROGRAM:

- All students must bring their taekwondo uniforms every day (Monday – Friday). There are no exceptions! If you do not have your uniform, you will not be allowed to participate in lessons or fun activities that day. Please be sure to send your child with their uniform each day. Much of the learning process takes place inside of the dojang (which is OUR classroom). If they do not participate in class they do not need to be in the program. Homework is not enough.
 - We have four rules to the program:
 1. Homework / Reading
 2. Taekwondo
 3. Snack
 4. Fun
- * If a child does not have homework and does not have their uniform, there is not much that we can do for them. Please make every effort to ensure they are fully participating in the program.
- Doing homework is up to the child. Our staff is here to help them with their schoolwork. We will not go through their backpacks to see if they have schoolwork. Please discuss the importance of completing homework assignments on a regular basis with your child.
 - Our staff is here for you and your children. In order to run a successful program, we need full cooperation from parents and children. We have an open door policy. Anytime you have a problem or would like to discuss any issue, please see are staff at any time.

PAYMENT SCHEDULE

A one week, non-refundable, non-transferable, minimum deposit per participant is required upon registration. This deposit is applicable towards the balance. Payment in full is due on your regular payment date. All New England Farm Workers Voucher holders/Child care circuit must pay their parent fee at the end of each week. Payments should be made in person to Chang's Tae Kwon Do America. If you have any questions regarding your bill, please call us at (978) 556-1616. Payments may be made by cash, check, or credit card. Please make out all checks to Chang's Tae Kwon Do America.

FIELD TRIPS

Most Chang's Tae Kwon Do America field trips will take place on Fridays (After School Program) & daily during camps. The cost for most of these trips is included into your weekly fee (i.e. extra costs for bussing, admission fees, etc.) Only participants who bring in a parental consent form prior to the trip will be allowed to participate. Children who have discipline problems during the week or who have a history of behavioral issues may be held back from some trips. We will make every effort to meet with the parents and discuss these issues before a child is held back. You will get a detailed schedule of all of the trips at least a week in advance. During field trips, children may want to bring extra money to purchase snacks and souvenirs. Children who do not attend field trips will remain at Tae Kwon Do America for a regular day of programming. All trips will return before the end of the regularly scheduled program day unless otherwise noted.

INCLEMENT WEATHER POLICY

Chang's Tae Kwon Do America provides services on inclement weather days unless the city of Haverhill

Declares a state of emergency banning all non-essential traffic on the roads. Please listen To the radio or television if severe weather should arise. If a state of emergency is Declared, our After School Program will not be opened that day. In the event of an emergency closing, we will notify The New England Farm Workers Council immediately.

WHAT TO BRING TO OUR AFTER SCHOOL PROGRAM

Items that should be brought:

- Tae Kwon Do Uniform (Mandatory)
- Back Pack **with name on it**
- HOMEWORK every day
- Book for reading and quiet time
- Schools projects and mandatory assignments
- Pencils and/or pens

**PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING!!!
UNIFORMS, CLOTHES, ETC. ALL ITEMS LEFT AT HERE WILL GO IN THE
LOST & FOUND FOR TWO WEEKS AND WILL THEN BE DONATED TO THE
GOODWILL.**

Chang's Tae Kwon Do America is not responsible for lost or stolen items regardless of their worth or value.

Items that should not be brought to after school program:

- Yu-Gay Cards (*unless specified)
- Jewelry
- Glass bottles
- Radios /walkmans (*unless specified)
- Pocket knives
- Hand held video games (*unless specified)
- Expensive items
- CDs
- Anything they don't want to lose (because they will!)

LOST AND FOUND

We will try to return marked items, but we cannot guarantee the return of unidentified Articles. All unclaimed items will be kept for three days after the last day of the session. After that, all unclaimed items will be donated to a local shelter.

ATTENDANCE POLICY ***

Parents are required to call Chang's Tae Kwon Do America when their child is absent. **Please make every effort to call the Tae Kwon Do School in the morning if your child will not be picked up for the After School Program.** A child who is not in school often causes undo stress on our staff (and the school's) that is there to pick them up. Attendance will be taken at the beginning and end of each day. Attendance will also be taken on all field trips and activities during the week to ensure the safety of all participants. **No child may leave the site with out proper supervision and permission from the staff.**

REGISTRATION, CANCELLATIONS & REFUNDS

Any cancellation must be made in writing and sent to Chang's Tae Kwon Do America, 140 S. Main St. Haverhill, MA 01835. Please remember the deposit is non-refundable and non-transferable. The only exception is when there is a note from a doctor stating the child cannot attend the program for a medical reason.

HEALTH POLICY

Chang's Tae Kwon Do America certifies its entire staff in CPR and First Aid. Parents should not send children who are sick or infectious to the program. Any additional health information should be directed to the Director. If your child is ill or unable to attend the program, please call us ASAP.

EMERGENCY PROCEDURES

Our trained first aid personnel will respond to minor illnesses or injuries that arise during the day. For any injury or illness that requires additional medical treatment, parents will be notified immediately to pick up their child. If parent / guardian cannot be reached,

The person listed, as the emergency contact will be called. In an emergency when a Guardian cannot be contacted and further medical attention is necessary, the camper will be transported to Merrimack Valley Hospital by an authorized Chang's Tae Kwon Do America vehicle. In the case of

An injury, which requires immediate medical treatment, the following steps will be taken:

1. An ambulance will be called.
2. Parent / Guardian will be notified.
3. The Program supervisor will accompany the child to the hospital.
4. Chang's Tae Kwon Do America staff will remain with the child until a parent / guardian arrives.

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications will only be administered under the following guidelines:

*Prescription medication must be in its original container with the child's name, address and dosage instructions listed.

*An Authorized Medication Form will be provided for the parent to fill out. Each form must be completely filled out including signature and date.

* Non-prescription medication will not be administered under any circumstances.

* Medications are to be given to a staff member upon the child's arrival at the program.

* All medication is secured within a locked area. Medication that requires refrigeration is placed on a labeled shelf in the refrigerator.

TRANSPORTATION / BUS SAFETY(Transportation is contracted according to need. Safety transportation.

* All participants and staff must remain seated while the bus is in motion.

* No gum, food, or drink will be consumed on the bus. Also, pens and pencils should not be used during any bus ride.

- All participants must follow the directions of the bus driver and monitor.

EARLY PICK UP

The Program Director should have written notice of any children that will be picked up early. Parents/ Guardians must come directly to the Office to sign out and pick up their children. Chang’s Tae Kwon Do will release a child only to parents, legal guardians or to persons authorized and identified on the Registration Form. Please have your identification ready, as staff members will ask for it.

AUTHORIZED RELEASES

Chang’s Tae Kwon Do America will release a child only to persons authorized and identified on the child's registration form. Staff members will ask for identification, please have your ID ready. In the event a relative or friend not identified on the registration form needs to pick up a child, parents should provide, if possible, advance written notification. If an emergency or unexpected need should arise for an unauthorized person to pick up the child, precluding advance written notification, a telephone call from the parents or legal guardian must precede the arrival of the unauthorized person. Identification from this person is required. No child will be released to any individual without proper identification.

POST CARE (FULL DAY PROGRAM ONLY)

To accommodate the needs of working parents, pre and post camp hours will be made available for an additional fee. Early Drop Off operates from 7:00 – 8:00 am and Late Pick Up runs from 5:00 - 6:00 pm. Games, sports, crafts, movies, and more will be offered during these times. Parents/Guardians are responsible for transportation to and from the early day and late day programs. The cost for early and late pick up and drop off is \$5 per child per hour. Please make every effort possible to pick your child up on time. If you are going to be late, please call and let us know. A late fee will be charged if you are continuously late picking up your child.

LATE FEE POLICY

A \$5.00 fee for each child picked up after 6:00 p.m. will be charged for every **fifteen minute that you are late!** Late fees are to be paid the same day. Please make every effort to be prompt at pick up time. Late pick-ups cause undo stress to a child who may be hungry and tired at the end of a long day. If, in an emergency, you know that you are going to be late please call Chang’s Tae Kwon Do. These fees will be used to compensate the employees who have to remain on site to supervise the children after their scheduled workday.

After School

Early Drop (7:00A ~ 7:50A) Fee -----	\$10.00/Day
Late Pick up Fee 6:01P ~ 6:15P -----	\$5.00
6:16P ~ 6:30P -----	\$10.00
6:31P ~ 6:45P -----	\$15.00
6:46P ~ 7:00P -----	\$20.00

Half Day & Full Day

Extra -----\$10.00/Day

Half Day & Full Day Summer Camp

Late Pick up Fee 5:01P ~ 5:15P -----\$5.00
5:16P ~ 5:30P -----\$10.00
5:31P ~ 5:45P -----\$15.00
5:46P ~ 6:00P -----\$20.00

Transportation Fee ----- \$10.00/One Way

Chang's Tae Kwon Do America After School Martial Arts Program

PLAN FOR BEHAVIORAL MANAGEMENT

DISCIPLINE and GUIDANCE shall be (1) consistent and (2) based on an understanding of the individual needs and level of development of each child. The goal of all discipline is to maximize the growth and development of self-discipline, while insuring the safety of the group. Care will be taken that all rules and limits are clearly explained to the children frequently so that the children understand them and so that they feel secure that the adults in charge care enough to keep them safe. Developmentally appropriate methods of behavior management will be used in dealing with unacceptable behavior. These methods include use of some of the following techniques: distraction, redirection, gentle reminders, offering acceptable choices, natural consequences, and when absolutely necessary, "renewal time" (time away from the situation to relax and renew self-control). "Renewal time" needs to be used with much care and thoughtfulness to prevent it from becoming a punishment or form of reinforcing inappropriate behavior.

Behaviors, which might call for "renewal time" include:

- * Repeated defiance of rules set down for the children's safety (only after said rules are thoroughly established)
- * Repeated behavior which threatens the physical and/or emotional safety of the child, other children or staff (i.e.: hitting, biting, verbal assault, kicking, throwing objects, pushing, and temper tantrums) will result in the following:

First Occurrence - "In House" behavior management. The child will be asked to sit and discuss what unacceptable behavior they demonstrated and why it occurred. With the assistance of the staff person, they will list alternate appropriate behaviors for possible future situations.

Second Offense - The parent will be called in for a conference that same day. Previous documentation will be shared - - a plan of action with staff, parent, and child will be determined. Ex: Choices may include loss of privileges at home and at program.

Third Offense – Written documentation will be filed in the form of an incident report. Parent will be called in for a conference that same day and disciplinary action will be taken based on the severity of behavior. (Possible 1-3 days of suspension from the program).

Fourth Offense – Written documentation will be filed in the form of an incident report. Parent will be called in for a conference that same day and disciplinary action will be taken based on the severity of behavior. Mandatory one week suspension from the program.

Fifth Offense - TERMINATION from program!

NOTE: Extremely Violent / Threatening Behavior can result in an IMMEDIATE TERMINATION. Ex: Housing a weapon, a child is seriously injured, Chang's Tae Kwon Do America property is damaged, etc.

At no time will a behavior incident be dealt with in a demoralizing, humiliating, abusive manner. No child will be subject to neglect, cruel, unusual, severe, or corporal punishment including: punishment which subjects a child to verbal abuse, ridicule or humiliation, denial of food, rest, or use of bathroom facilities. Punishment for soiling or wetting and, relating to or not eating food is strictly prohibited. No staff member shall be subject to verbal or physical abuse by a child enrolled in the program. This includes humiliation, foul or abusive language or ridicule.

Critical Incident Sheets – All children will have a critical incident sheet on file at Chang's Tae Kwon Do America. This sheet will list all negative behaviors throughout the year. This is a written document that may be shared with parents any time during the program.

PARENT SUGGESTIONS

Your questions, suggestions and concerns are important to the success of the Chang's Tae Kwon Do America After School Program. If a staff member is not free to speak with you immediately, please leave your name and phone number, and someone will call you as soon as possible. Remember that you are your child's advocate. You should inform the staff if your child is having difficulty. If your child exhibits inappropriate behavior, the Director and staff need your input. Let them know if changes are occurring at home that are affecting your child's mood or behavior. Do not let a potential problem arise and grow. Also, if your child enjoyed a particular event or activity and you appreciate something special at Chang's Tae Kwon Do America, please tell the staff.

Parents / Guardians are welcome to visit the program at anytime during the session. Upon arrival, please sign in at the office.