

**Parent
Handbook**
(Operational Policies)



8000 Research Forest Dr, Suite 165

The Woodlands, TX 77382

281-292-0225

Twmartialartsacademy@gmail.com

General Information

Dear Parents and Students,

Welcome to The Woodlands Martial Arts Academy. We are really excited about the unique programs we have available, and we feel you will be also. We offer an After School Program and a Summer Camp Program where our main purpose is to provide your child with Martial Arts training. We are not a day care. We would like to give you some information concerning our programs.

Our facility offers a program that is interesting, exciting, and fun for our students. We also incorporate activities that are as challenging mentally as they are physically. Martial Art activities offer a unique way to teach discipline, respect for others as well as self-respect, confidence, commitment, focus, concentration, ability to follow instruction, proper etiquette and above all, the tools necessary to cope with an ever changing world around them.

This handbook contains important information about our policies and will answer many of your questions. You will be informed in writing of any changes to the parent handbook. However, if you have additional questions, please feel free to contact us.

The Woodlands Martial Arts Academy
8000 Research Forest Dr, Suite 165
The Woodlands, TX 77382
282-292-0225
Www.TWMAA.com

Thank you,

Emily Bowman
Owner & Head Master Instructor

Hours of Operation

School Year	3:00pm – 6:30pm
School Holidays	7:00am – 6:30pm *Available at an additional cost
Summer Program	7:00am – 6:30pm

Holidays

The Woodlands Martial Arts Academy follows the Conroe ISD calendar and is subject to owner discretion on being closed when CISD is closed.

We will be closed for partial or full weeks the following weeks:

- Thanksgiving
- Christmas
- New Year's
- One or two weeks during the year for our annual Board of Director's meeting and National Championship Tournament (We will notify students & parents ahead of time)

We offer a Spring Break Camp and Winter Camp during the week of CISD Spring Break and Fall/Winter Breaks at additional drop in rates.

You do not have to pay After School or Summer tuition for the time The Woodlands Martial Arts Academy is closed.

On certain school holidays, The Woodlands Martial Arts Academy is open from 7:00am – 6:30pm for Day Camp. This includes martial arts training. Lunches and snacks must be brought.

A calendar is available for each school year, and monthly calendars are available for summer camp.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

Enrollment Forms & Paperwork

The school must have all necessary forms completed and on file before the child will be admitted. This will help us comply with all regulations and ensure the safety of your child. Please keep all information updated. The Woodlands Martial Arts Academy will occasionally have updates or policy changes. A notice will also be put on the white marker board.

Registration

Students must be registered at the beginning of each school year, and again before Summer Camp, depending on the martial arts programs your child participates in. Being enrolled in one program does not automatically enroll you for the other programs. It is vital you pay your registration fee and fill out the necessary paperwork to secure your child's placement in our martial arts programs. We cannot hold positions without paperwork and registration fees. Registration fees are non-refundable.

Arrival & Departure (Release Policy)

There is a Sign In & Out sheet in the front lobby. Our staff will sign each child in when they are picked up from their public school. Please sign your child out each day. Children will be released to people listed on the enrollment form only. The Woodlands Martial Arts Academy will not release a child to anyone not listed on the enrollment form without parent/guardian's permission. Please call ahead of time if someone else will be picking up your child. A picture ID will be required for pick up until we recognize that person. Children are not allowed to walk home from The Woodlands Martial Arts Academy. The Woodlands Martial Arts Academy does not provide bus transportation home.

Tuition & Fees

Like every other home and business, The Woodlands Martial Arts Academy operates on a budget. We count on receiving payments on time so that we can ensure that our school runs smoothly. For that reason, we have an established policy concerning payments of tuition and fees.

Tuition Policy & Late Fee

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

Tuition is set up to be paid automatically with a credit card. Please keep this information current. A \$10 fee will be charged if it is declined or returned.

WEEKLY tuition is charged the first day of the week and MONTHLY tuition is charged the first day of the month, unless your billing agreement states otherwise. If for any reason tuition is not paid, it will incur an additional \$10 a week late fee until paid.

There are no discounts for days, or weeks missed.

Evening Karate classes are not included in tuition for our After School or Summer Martial Arts Programs as students participating in these will receive all of the necessary martial arts program during those hours. Please ask for prices and availability if you are interested in attending evening classes.

Late Pick-Up Fee

It is necessary for children to be picked up on time in order for our Night Program to run efficiently. Parents who pick up their children at 6:45 pm will be charged a late fee of \$5 for the first 15 minutes, then \$10 for each 15 minutes to follow, to cover the additional staff needed to watch these children. Late fees will automatically be charged to the credit card on file.

Clothing & 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 Woodlands Martial Arts Academy each Monday, and taken home each Friday or every other Friday to be washed. Students will have cubbies or lockers to keep their uniform in during the week. Students are allowed to bring personal items from home; however, we will not be responsible for lost articles. Please make sure your student's items are labeled. The Woodlands Martial Arts Academy has a Lost & Found. This is the best place to look for lost items.

Illness

The children's health is of great importance. If your child becomes ill while at the school, you will be notified to pick up your child. Please make sure we have updated information on how to get in touch with you. The Woodlands Martial Arts Academy is not a day care and cannot care for children that are ill. 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 101 degrees or greater 4) any child with symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill 5) any child that has been diagnosed with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Medication

All medication given to a child at the school must be authorized by a written statement from the parent and/or the physician. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, and amount of dosage. If over the counter medications must be given, it must be accompanied by a doctor's note and will be given according to the labeled directions/doctor's instructions only. We give medication that is time sensitive, all other medication will need to be given at home.

Injuries & Emergencies

While we make every effort to prevent childhood accidents, they are a normal part of growth and development. Parents are responsible for medical bills that may arise from accidents. We will notify you in the event of illness or accident. For this reason, it is important to

keep your records updated. All parents must give written authorization for emergency medical treatment in the event they cannot be reached.

Procedures for Parental Notifications

Notes of school and program happenings, closings, policy changes, etc... will be posted on the white marker board in the lobby. We also post to our Facebook page as well as our website. We will also notify parents via email of any urgent communication. We have also recently added text Reminds as another form of communication. Standard messaging rates will apply.

Discipline & Guidance Policy

At The Woodlands Martial Arts Academy, discipline is part of our martial arts curriculum. We stress self-discipline and respect of others. Our discipline is directed toward teaching the student acceptable behavior and self-control in class and life. To reinforce good behavior, we use strength or endurance exercises such as push-ups, superman squats (the child performs a squat and then jumps completely off the ground with body and hands extended, then back to the squat) and hop kicks (the child hops on one foot continually while kicking with the other) no more than 2 minutes at a time, or we hold certain privileges during rest time. In all cases, children will be treated with respect and dignity.

*Parents are required to sign a Statement of Understanding of The Woodlands Martial Arts Academy's Discipline and Guidance Policy. **Form is attached.**

Skills Training

Karate and martial arts training instills discipline. Practicing karate techniques over and over in order to perfect the moves gives you the discipline to keep on practicing a skill until it is mastered, no matter what it takes. Training in the martial arts such as karate supply you with the skills you need in life. The Woodlands Martial Arts Academy uses karate skills as a routine activity. Weapons are used in forms or structured defense training only. We do not spar with weapons. During Skills training only eligible children will be able to participate in weapon skills. Skills level is determined by Instructors. Only qualified instructors based on their martial arts rank will lead skills training activities.

Food

The Woodlands Martial Arts Academy does not provide lunches or snacks. It is the responsibility of the parents to provide a nutritional lunch and snack. We do have a snack bar available with prepackaged snacks and canned/boxed drinks for purchase. During all day activities, each student needs to bring a sack lunch and snacks, or money to purchase these items (only on days we are attending a facility that sells food). Parents will be charged \$10 for each day their child does not bring a lunch as The Woodlands Martial Arts Academy has to provide one.

Immunization & Testing

All students attending The Woodlands Martial Arts Academy must be current on all immunizations, have a Tuberculin testing and have a Hearing and Vision screening. All of these records can be kept on file at the public school they attend. The Woodlands Martial Arts Academy does not require employees to provide their immunization records to be kept on file at the school. All employees take necessary precautions when working with children (eg: hand washing/sanitizing) to prevent the spread of disease.

Emergency Preparedness

The Woodlands Martial Arts Academy understands that emergencies can happen anytime and anywhere, despite our best efforts to reduce risks. The Woodlands Martial Arts Academy ensures the safety of children in case of fire or emergency, and will be ensured by routine fire drill practice, emergency evacuation and relocation diagrams are posted in each room. We also have proper emergency lighting and smoke detectors, and extensive training of our instructors in a crisis situation. Designated relocation areas are as follows: Inside of the operation we will relocate to the back hallway. Outside of the operation we will relocate to the northwest end of the parking lot at least 50ft away. In the case of a tornado or hurricane we will relocate to the designated area inside of the center. If the emergency requires for the center to be evacuated, we will relocate to **Barbara Bush Elementary School to 7420 Crown Ridge Dr, The Woodlands, TX**. In preparation for an emergency/disaster, the regular practice of emergency/disaster drills is important for both the adults and the children participating in the program. Because children become fearful of chance emergencies, we strive to encourage calm procedures during our fire drill. The Woodlands Martial Arts Academy will always ensure that we are up to date with current emergency procedures. In the case where a child is physically incapable of evacuating on their own, a designated staff will assist the child to safety (eg: child in wheelchair or cast, special needs, etc). A designated staff will ensure student information binder and student medication box are taken.

Intruder Alert Procedure

The Woodlands Martial Arts Academy will take the necessary procedures to ensure that the children are safe from any intruders. If a suspected intruder is not yet in our building, an announcement will be made (or a bell sounded) to alert the staff of potential danger. The announcement will be **"This is a Code Red Emergency,"** we will repeat, this is a code red emergency. If the intruder is already inside our building, a hand signal (which we have predetermined and is known to all staff) will be visible to staff members. The Woodlands Martial Arts Academy staff member will pass on the hand signal to others throughout the building and will call 911.

Transportation

Transportation is included in our After School Martial Arts Program, and is included with our Off-Site Martial Arts Activities during the summer program. The Woodlands Martial Arts Academy driver will take all precautions in transporting the children. Children will be informed of Bus Rules and will be expected to abide by them. If your child does not attend school, you must notify The Woodlands Martial Arts Academy by 1:00pm of that day. If we are not notified, it slows our bus route down while we are looking for your child. The Woodlands Martial Arts Academy does not provide bus transportation home. **YOU ARE RESPONSIBLE FOR TRANSPORTING YOUR CHILD TO AND FROM THE CENTER.** All school children are picked up and dropped off at the center by The Woodlands Martial Arts Academy. The children are escorted to and from the bus at the designated unloading area. The parent is required to notify the school that their child is enrolled in the center. Please record your child's school bus number on the enrollment form. We will maintain all safety equipment as required. Staff that transports children will be required to have additional training in a Driver's Safety Course. All children's emergency information is located inside the transportation binder inside the bus. A cellular phone is located on the bus for emergency reasons. A space is provided in your packet for your permission for your child to be transported to and from the center via The Woodlands Martial Arts Academy.

SEE: Loading and Unloading Procedures

SEE: Transportation Emergency Procedures

Loading and Unloading Procedures

Loading

1. The Bus Driver will check each child in by putting the name to face using the attendance log carried on bus.
2. The Bus Driver will verify and record the number of children on the bus by counting each child and making sure it matches with the number of children on the attendance log.
3. The Bus Driver will record the exact time each child enters the bus on the attendance log.
4. The Bus Driver will walk to back of the bus to change the display sign to "occupied" on the exterior of the bus.

Unloading

1. The Bus Driver will verify the number of children on bus by counting each child and making sure it matches with the number of children listed on the attendance log.
2. The Bus Driver will check each child off by calling their name and identifying their face using the attendance log.
3. The Bus Driver will record the exact time each child exits the bus on the attendance log.
4. The Bus Driver will walk to the back of the bus, checking each seat for children, and then change the display sign to "not occupied" on the exterior of the bus.
5. A staff member will check each child into The Woodlands Martial Arts Academy and escort them to their classroom.
6. A staff member will check each child into the classroom, identifying each child by name and face, on the classroom attendance log.
7. An additional staff member will walk through the bus and initial the bus attendance log noting that the bus has been cleared after all children have been checked into their classroom.

Transportation Emergency Procedures

THE BUS EVACUATION PLAN:

Unload at curbside or protected parking area

Children must not cross the street unless accompanied by an adult.

The Woodlands Martial Arts Academy will account for all the children exiting the vehicle by verifying the attendance log before leaving the vehicle unattended

This encompasses the off-loading of the pupils so that they will know exactly what to do in the event of a real emergency.

THE BUS ROUTE:

The driver must know the location of fire stations, police stations and hospitals in the area. Most emergencies the bus driver faces entail the immobilization of the bus and the determination of evacuating or not.

The Woodlands Martial Arts Academy staff is trained on all routes, even for the substitute driver. This ensures the responding emergency personnel get to the bus faster. Whether the driver has a radio contact with dispatcher or must ask the assistance of other to telephone the request for emergency aid is of little good if the exact location is not given. All transportation and bus safety will apply on field trips as well.

Off-Site Martial Arts Activities

In addition to our regular program, off-site martial arts activities will be planned. We will inform you of these activities. All off-site martial arts activities are posted in the front lobby of The Woodlands Martial Arts Academy. During the summer, off-site martial arts activities include swimming. Permission for off-site martial arts activity transportation is included on the enrollment form. All parents must sign this for their child to be transported to any off-site martial arts activities. Permission slips must also be signed in order for your child to participate in any off-site martial arts activities.

Procedures for Going Outside

The Woodlands Martial Arts Academy will escort the children outside from the front entrance or back entrance and provide a safe walk to the play area. The staff will be trained to be observant and aware of all children in his/her care at all times. Extra observation will be enforced and the children will be trained to follow these procedures as well.

Water Activities Policy

Written signed permission from parents for all children participating in swimming activities must be on file at The Woodlands Martial Arts Academy. Children will be supervised by qualified adults (completed first aid and CPR training), and staff-child ratios will be met. The Woodlands Martial Arts Academy staff will review all swimming safety rules with children and staff to ensure the safety of the children. Parents should apply sunscreen beforehand or send their student with SPRAY sunscreen only. The Woodlands Martial Arts Academy staff will not apply lotion sunscreen to any student.

Rest/Free Time

During Rest/Free Time, students will participate in strategy, brain exercising, self-discipline, or physical activities ; such as: puzzles, board games, 4-Square, Dodge ball with foam Nerf balls, sports games, playing with cards and blocks, and will seldomly watch martial arts related movies. Only "G" rated and "PG" rated movies are shown. Please let us know if you do not want your child to watch "PG" movies. An alternate activity can be planned. By signing this handbook, you are giving permission for them to watch "PG" rated movies.

Open Door Policy for Parents

The Woodlands Martial Arts Academy has an open door policy for all parents to come by and visit the school any time during our hours of operation. Parents are welcome to observe classes, and attend off-site martial arts activities. Parents attending activities on a frequent or regular basis must comply with minimum standards that apply to employees.

Reporting Child Abuse

Safety of the children is our number one priority. Evidence or witness of child abuse will be reported to the DFPS by the staff who witnesses the incident.

Expulsion Policy

There are sometimes reasons we have to expel a child from our program either on short term or permanent basis. We will do everything possible to work with the family of the student in order to prevent this policy from being enforced. The following are examples of reasons we may have to execute this policy:

- Child is at risk of causing injury to other students or him/herself and/or the staff
- Ongoing physical or verbal abuse to other students and/or staff
- Uncontrollable tantrums/angry outbursts or complete disrespect to students and/or staff
- Failure of student to adjust after a reasonable amount of time
- Parent threatens physical, verbal or intimidating actions towards staff and/or students
- Failure to pay/habitual lateness in payments

Parent Handbook Acknowledgment

I have read the following Parent Handbook and I understand that I have to follow all aspects of the manual.

Student's Name:

Topic	Initial each line
General Information	_____
Hours of Operation	_____
Holidays	_____
Nondiscrimination Policy	_____
Enrollment Forms & Paperwork	_____
Registration Fee	_____
Arrival & Departure (Release Policy)	_____
Tuition & Fees	_____
Late Pick Up	_____
Clothing & Personal Belongings	_____
Illness	_____
Medication	_____
Injuries & Emergencies	_____
Parental Notifications	_____
Discipline & Guidance Policy	_____
Food	_____
Immunization & Testing	_____
Emergency Preparedness	_____
Transportation	_____
Off-Site Martial Arts Activities	_____
Water Activities Policy	_____
Rest/Free Time	_____
Open Door Policy	_____
Reporting Child Abuse	_____
Expulsion Policy	_____

Signature-Parent/Guardian

Date

Sign & Return this page to The Woodlands Martial Arts Academy

The Woodlands Martial Arts Academy

Statement of Understanding Discipline and Guidance Policy

I, _____ understand that The Woodlands Martial Arts Academy's discipline and guidance includes strength exercise, pushups, physical exercise and superman squats (the child performs a squat and then jumps completely off the ground with body and hands extended, then back to the squat). **Failure to follow instructions will result in no more than 2 minutes of any physical discipline techniques.**

Parent Signature

Date

*Parents may request further information on the above discipline and guidance techniques.