

## After School Program

### **Introduction**

Suncoast Martial Arts (SCMA) is pleased to offer After School Martial Arts, a constructive and educational alternative to traditional after school care. We have prepared this manual for your convenience and as a guide for you and your child. We welcome any comments or suggestions you may have for us.

### **Program Philosophy**

SCMA provides after school martial arts program with transportation. (check our list of school's available for pickup) Our program is designed to develop important life skills for our students. The very nature of martial arts training is to provide development in the areas of discipline, focus, respect, determination and other important skills. Martial Arts instruction is provided on a daily basis. We feel it is important to know that we advocate structure as a main theme in our program. We do want our students to have fun and believe our program offers the proper balance of structure, discipline and fun. Martial Arts training promotes gross motor skill development and fitness as well as the intellectual and social development needed. We believe our program provides optimal benefits for children.

### **Eligibility**

Student's ages K through 5th grade are eligible for participation in our program. Every child must have mandated forms completed on file at the center prior to their first day. No one will be permitted to attend without this information on file. Parents of 5 year old students must be aware of our program suitability to these youngsters. A 5 year old in our program must be independent enough to participate in our program. This means that they can pick up after themselves, and maintain some semblance of organizational skills. Our program requires all students to change into their uniforms and put their clothes and their belongs neatly away. As a precaution we advise parents to have another option available in the event your 5 year old does not make a smooth transition to our program.

### **Pick Up Policy**

Pick up time is by 6:15 PM sharp. This time is kept by the Instructor. A 6:15 pickup time means that the child has departed the school with their personal belongings. We strongly recommend that parents call in advance if they are going to be late. After 6:15 PM there will be a \$15.00 late pick up fee assessed that must be paid at the time of pickup. Children will only be allowed to leave our program with parents or those authorized by the parents to pickup. This information must be on file and our instructor will require photo identification if we are not familiar with the person picking up your child. We require that parents notify the school ahead of time if someone we are not familiar with will be picking up your child. Once again this person must be on file with our office. If this information is not on file your child will not be released. In the case of parents who have court awarded custody of their child – custody papers must be on file at our facility. SCMA staff must release a child to his/her natural parent unless custody papers are on file. This is important in protecting the safety of your children. Something we feel very strongly about.

### **Absentee and No Show Policy**

Parents who do not notify SCMA staff that their student is absent that day from school, or has departed school early (in both cases the child will not be attending the after school program) will be charged a "No Show or Absentee fee of \$10.00. Our voice mail operates on a 24 hour 7 day a week basis for messages. Please call the school to leave a message or relay any information by 12:00 PM on the day in question. Our transportation schedule is carefully planned out and times accordingly. We cannot spend critical minutes looking for students who have gone home early or are not in school. There are no exceptions or warnings to this policy. The deadline for notifying SCMA is 12:00 PM.

### **Transportation from Elementary School**

We ask parents to notify their children's teachers and office staff that SCMA has authorization to pickup their child for transportation to our program. It is important that teachers are aware that children being transported by our program must be dismissed on time and not held back for any reasons. We ask that parents explain to their children the importance of immediately departing to our vehicle at dismissal time. It is important to our staff to remain punctual. We must leave your child's school at scheduled times. Once our vehicle has departed any request to return and pick up your child will incur a charge of \$25.00. We do this to ensure that all children are picked up as scheduled and not required to wait. There are no exceptions to this policy.

### **Holiday Schedule – In Service Days**

In service days and half days will be a part of our After School Program at no additional cost. Parents are asked to pack a cold lunch for students, as well as a book that they will enjoy for a scheduled reading time. For extended breaks (i.e. Thanksgiving, Winter Break and Spring Break) SCMA may offer full day holiday camp programs. Parents will have the option to pay a daily rate for camp or a weekly rate for camp during these periods.

### **Martial Arts Program Information**

As part of our After School Program, students will participate in our martial arts instructional curriculum. This is the focus of our after school program. We are in the business of martial arts instruction and thus the reason for your child being a part of our program. The following information will help you to understand the martial arts aspects of our program, its progression, and supplemental fee structure.

### **Uniforms**

It is your responsibility to see that your child has his/her uniform here at the school. If your child does not have his/her uniform then they can not take part in class. We do have hooks available in the dressing rooms for children to neatly hang uniforms after class. Please make sure your child's name is on the inside waist band of pants and on the inside collar of jackets. Uniforms are to be taken home on Fridays for laundering. Students who have lost or misplaced their martial arts uniform will be required to purchase another in order to continue in the program. Our program is not designed to accommodate students who sit around and watch during class times. A complete uniform is required including belt and students should present themselves properly and neatly attired in their uniforms to class. This is a necessary part of the discipline of the program.

### **Martial Arts Instruction Schedule**

Martial Arts instruction begins every day at 3:30 PM and ends approximately at 4:30 PM. Please factor this in to consideration when picking up your child. Due to the nature of our program it will be necessary for your children to participate in the martial arts class to progress and continue in our program. If it is necessary to pick your child up early we prefer pickup occur prior to class time. If you arrive before the end of class, say at 4:15PM we ask that you kindly wait until class is over before leaving with your child. Times for instruction are subject to change.

### **Personal Belongings**

SCMA is not responsible for student's personal belongs. Please adequately identify your student's personal effects. We cannot take responsibility for any lost or misplaced items.

### **Homework Assignments Policy**

We provide an environment where children can complete their homework assignments within a reasonable allotted time frame. SCMA does not engage in academic tutoring of children. As a normal part of our program students are given time to complete their homework assignments. The responsibility of homework lies with the parents. We do not accept any homework responsibility. Please do not ask us to engage in private tutoring or verification of homework assignments. Students who do not have homework assignments should bring a book or other quiet work to do during homework time.

### **Emergency Information**

It is essential that all emergency telephone numbers be kept current, as well as any changes of address. It is your responsibility to provide us with any changes in these numbers. Please provide all cell phones, pagers, and other numbers that we may need. In addition, other relatives and neighbors numbers will be helpful as well. If your child has not been picked up by 6:30 PM the Instructor will begin to call emergency numbers. Individuals listed as emergency contacts must be willing to pickup the child and be within 15 minutes of our facility.

### **Withdrawal From the Program**

Parents need to provide one week's written notice for withdrawing students from our program. Your security deposit can be used for the final week's tuition. There are no pro-rated refunds for short notice terminations.

### **Discipline Policy**

Our Instructors utilize Positive Behavior Modification Techniques to prevent potential behavior problems as early as possible. Under no circumstances should a parent attempt to discipline a child other than their own during the after school program. The SCMA Instructors will carry out all discipline and all concerns should be brought to the attention of the Instructor. Should a child experience difficulty with the established program rules, the procedures outlined below will be followed. Parents should be aware that the steps in the procedures might not occur in the sequence listed depending on the natures of the behavior problem.

- The Instructor will discuss the problem with the child and attempt to work out a solution.
- If the problem persists, an Incident Report will be completed and a conference will be scheduled between the child, then parents and the Instructor.
- If the problem has not been resolved following the conference, the child will be suspended from the program. A re-entry conference with the child, parents and instructor must take place prior to the child returning.
- If the problem persist following suspension, dismissal from the program my result.
- If in the opinion of the Instructor a child's behavior presents a physical danger to themselves or others, immediate suspension or dismissal from the program may result.
- Dismissal from the program may also result from:
  - Repeated late pickups.
  - Parents unreasonable treatment of the instructors or staff, including inappropriate airing of complaints
  - Delinquent payments.

### **Rules of Conduct**

Students shall not be permitted to engage in the following conduct.

- The use of obscene language or profanity, acts, gestures, or innuendo directed at another student or staff member.
- The use of derogatory language, referring to color, religion, ethnic origin or any aspects of a person's character or custom, and or heritage.
- Acts of dishonesty, deception, deceit and/or other related behavior.
- Failing to follow the Instructors instructions.
- Non-compliance of safety rules, (EX: unbuckling of seat belts, jumping or playing in unauthorized areas.)
- The possession of any firearms, weapons, or any item that resembles a weapon. (ZERO Tolerance)
- The possession of any narcotic, drugs, or other controlled substances. (ZERO Tolerance)
- Threatening another student, through intimidation, either verbal or non-verbal.
- Destruction or damage to SCMA property, or the property of another student or staff.
- Physical horseplay. Running, jumping or other reckless behavior, this type of behavior causes injury or may lead to physical confrontation.
- Borrow money from other students or lend money to other students.
- Any other conduct or acts which in the opinion of SCMA may cause harm to, or injury to other SCMA students. SCMA reserves the right to dismiss anyone for reasons which in the opinion of SCMA is necessary for the safety and well being of others. The Practice Room is for lessons and personal practice. Horseplay before, during or after the lesson will not be tolerated. If you step into the practice room you are there for purpose of learning to build a strong mind and body.

### **Injury**

The staff is required to complete an Accident Report in the event a child is injured. Parents will receive a copy of this report. You will be contacted by phone if your child sustains any type of injury requiring possible medical attention during the program. A parent must be available in the case of an emergency. In the event of a serious injury, 911 will be called. Please remember that a hospital will not begin treatment until a parent has been contacted.

### **Communication**

Communication between parents and SCMA staff is a key ingredient to the success of our program. We welcome visits to our program from parents and family members. When your child is testing for a belt promotion, it is vitally important that parents or family members try to be there. We will communicate a majority of our information to parents via e-mail. We will also provide telephone communication to those parents who do not have access to e-mail. You may also receive mail correspondence from us from time to time. Feel free to request a conference with the Instructor at anytime you feel necessary.

### **Important Information for your Records:**

**Suncoast Martial Arts  
3847 Central Avenue  
St. Petersburg, Florida 33707**

**Telephone: 727-327-9800  
HI Lesley Cell: 727-204-5419**

**E-Mail: [smarts@suncoastmartialarts.com](mailto:smarts@suncoastmartialarts.com)  
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