



Song's Elite New Member Packet and Policies

Notice to Parents

1. Transportation will be provided from your child's school to our facility. Please ensure that your child understands the regulations concerning safe vehicle conduct, including remaining seated on the bus/van at all times.
2. Please make payments on time to ensure your child's participation in the After School Program. Monthly payments may be made at Song's Elite or automatically through our billing service.
3. There will be no refund of any payment for a student who misses portions of the program.
4. Promotional tests, tournaments, retail items, overnight camps, and day camps are available at an additional cost.
5. Students must bring a clean uniform and their belt every day. Parents, please check to ensure that your child leaves with everything they came with when you pick them up.
6. Pick up time for the After School Program is 6:00pm. However, we will give you a grace period of 30 minutes. Pick up after 6:30 pm will be charged an additional fee.

Parent's Responsibility Checklist

1. Notify the teacher that your child will be using our transportation service.
2. Notify the school office that your child is to be in the line for the After School Martial Arts Program.
3. Call Song's Elite if your child will not be picked up that day.
4. Return the completed Emergency Card on the first day.
5. Return signed portion of the Policies and Procedures and the Sunblock Authorization Form.
6. Provide us with a copy of your child's immunization record.

We try very hard to accommodate your needs, but we must have guidelines to make everything run smoothly. Please help us to better serve all of our members.

Agreement change or cancellation

***Consumer's Rights for Cancellation:** You may cancel this agreement penalty free within 3 days of execution date of the agreement, exclusive of holidays and weekends upon mailing or delivering written notice of cancellation to Song's Elite. * Should you (the buyer) choose to pay for more than 1 billing cycle in advance, be aware that you are paying for future services and may be risking the loss of your money in

the event this business ceases to operate. * Tuition may be deferred with prior notice when students are having a vacation of more than 1 month with a signed agreement change form.

* Members with a Short-Term Course (semester or Camp only) payment plans have no penalty fee to cancel this contract (minimum 2 weeks prior notice is required before payment due date along with a completed agreement change form). Members in the Year-Round Program (12-month payment plan) are required to pay 10% of the pay off balance to terminate the contract or to change the agreement along with a completed agreement change form. * Absence or quitting without notification will not be considered a cancellation or waiver of payments for any reason. Students or their guardians are still responsible to pay the balance.

Thank you for choosing Song's Elite Martial Arts Academy's after school program.

We understand that finding a quality child care program can be a challenge for many working parents. Most programs are a little limited and have no structured plan to improve your child's health, self-esteem, confidence, behavior, focus, manners, leadership skills, and/or self-discipline.

We hope that this welcome packet will explain why our program is unique in the world of after school care and camp choices for your family and that it will act as an essential guide for you and your child.

After School Program

Program Philosophy

Song's Elite Martial Arts Academy provides an afterschool program with transportation from most local schools. 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, motivation, and other important skills. We use Tae Kwon Do to teach these things and more. Martial arts instruction is provided on a daily basis. We feel it is important to know that we advocate structure as a main theme of our program. We also want our students to have fun and have a program that offers a 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 to succeed in life. Our program is designed to provide optimal benefits for school aged children.

Eligibility

Students in kindergarten through 8th grade (5-16) are eligible to participate in our program.

Admission

Admission and registration begin with an interview with the parent and child. During the interview, Song's Elite staff will explain the program and note any specific needs. If the

program is a fit for everyone, then tuition and payment options will be discussed. Parents will need to fill out an application form/contract and an emergency contact form, provide immunization records and any other forms needed.

Pick up Policy

After school program participants must be picked up by 6:00 pm. We ask that you call or text us if you are going to be late picking up your child. There will be a 30-minute grace period after which you will be charged \$15 per half hour you are late. If we have not heard from you by 6:45 we will attempt to call 1 of the emergency numbers you have provided. If we do not get a response by 7:00 pm, we must contact the police or social services (whichever is available).

Children will only be released from the academy to a parent or guardian on file, or by a person authorized by you. Do not be surprised if the staff ask to see I.D. for the first few weeks until we get to know you and your child. These procedures are important in protecting the safety of your children, something we feel strongly about.

Visitor Policy

All visitors to the facility during After School hours must check in at the front desk.

Transportation Policy

Any child being transported by our staff must obey the driver at all times, remain seated, wear a seat belt, and remain quiet. By enrolling your child in the After School Program, you are expressly giving us permission to transport your child to and/or from school and on any fieldtrips (advanced notice will be given for any field trips). We ask that that you notify the school and teacher that Song's Elite has permission to transport your child.

Hours of Operation and Holiday Schedule

We are open Monday through Friday from 7 am until 6 pm.

We are closed on the following days: Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day, and the day after, New Year's Eve, New Year's Day, and the day after, Memorial Day, Fourth of July, and the week of July 4th for staff vacation. Please consult our annual calendar for details.

Regularly scheduled school days off and early release days are a part of our After School Program at no additional cost. Parents Are asked to pack a sack lunch and 2 snacks (nothing that needs heating) for their child when they are attending full days.

We offer full day camps for extended breaks, such as Summer, Winter, and Spring Break camps at an additional charge. Parents have the option of paying for full day camp services

on a daily or weekly rate. Students enrolled in our year- round (12 months) program receive the benefit of these camps at no additional cost.

Lunch and Snacks

Song's Elite staff will not prepare food for your child. Students who will be at Song's Elite during lunchtime must have a sack lunch that does not need to be heated or cooked. They must also bring 2 snacks and a water bottle every day. If a child does not have a lunch, or their lunch is found to be inadequate, an extra charge will be billed to the parent for a staff member to buy a lunch for your child from a local restaurant.

After school students will have an opportunity to eat a snack after they arrive at our facility. We encourage students to re- energize themselves with a health snack prior to engaging in physical activity. We ask that parents refrain from packing candy for their child's snack, as this may negatively affect their performance in class.

Medication Policy

We request that parents administer medications at home whenever possible. We can only give medication to your child with a signed authorization, doctor's prescription and the original packaging. We will only administer your child's medication according to the prescription label.

We cannot provide your child with any over the counter medication at all. During summer camp however, we will apply sunblock to all children prior to and during field trips where the child will be exposed to sunlight for more than 20 minutes. All children must have a signed sunblock authorization form on file at Song's Elite prior to participating in any field trip. Parents are responsible for providing sunblock for their child. Continuous spray type is recommended.

Field Trip Policy

During our camps, our students will enjoy at least weekly field trips to local attractions, such as parks, skating rinks, and pools.

All field trips are at the expense, if any is incurred. Field trip authorization must be obtained in advance if your child is to participate in activities outside of our facility. All field trip dates will be provided in advance. If your child is not able to participate in a field trip involving all students (meaning that no staff will remain at the facility), you will be required to pick them up for the duration of the field trip.

All students are counted on a field trip form prior to leaving the facility which is then used to account for each student prior the trip and prior to re-boarding the bus/van to return to the facility. This is to ensure that every student is accounted for when being transported to and from all field trips. In the event of a lost or missing child, we will actively search for and

enlist the help of the staff where we are in trying to find the child. If necessary, the police will be called in to help.

Policy regarding Inclement Weather

If a field trip or outdoor activity is scheduled and the weather is bad or too hot (above 92 degrees) the activity will be cancelled.

Emergency Information

Emergency Contact Cards are kept on file at Song's Elite and with the staff while driving or on field trips. It is the responsibility of the parents to keep us informed of any changes to these. Remember, this is our resource to contact you in case of an emergency with your child. It is imperative that we have your current information.

Mandatory Reporting Requirements

If a staff member suspects or observes evidence of child abuse or neglect of a minor children, they must report it to the program director and the authorities. The program director is required to report this to the local authorities, child services and our state licensing specialist. This is required by Colorado state law and is for the protection of your children.

Payment Policy

Song's Elite accepts payment in cash, check, and credit/debit cards. Your tuition payments are our only source of income to operate and improve our program for the benefit of your children. We need your cooperation to keep the program running effectively. Your timely payments are appreciated.

Personal Belongings Policy

Please label your children's belongings as we do not take responsibility for lost, broken, or stolen items.

Homework Policy

Your child's academic success is an important part of our program. Song's Elite provides an environment where children can complete their homework within a reasonable amount of time. Our staff provides limited assistance for students needing help on some assignments. If a student does not have homework, we will provide worksheets or reading material. For the students attending camps, we ask parents to provide workbooks and reading books. This will ensure that your child retains more of what they learned during the school year.

Emergency and Disaster Preparedness Policy

1. In the event of a fire, the staff members will direct the children out of the center through the nearest exit. We will then meet in the field next to the building.
2. In the event of an evacuation, we will follow the fire escape plan.
3. If we need to shelter in place due to a tornado or other disaster the staff will direct the students to the bathrooms and/or hallways until the all clear is given.
4. In the event of a lock down, part of the staff will lock all doors while the other staff moves the students or back office and lock the doors until the all clear is given.
5. In the event of an Active Shooter Scenario, staff members will move the students to the bathrooms and/or back office, lock the doors, and call 911.
6. In the event of any emergency the staff will contact the parents by landline or cell phone at the earliest possible time.

Policy concerning peoples with disabilities

The staff of Song's Elite will make all reasonable effort needed to accommodate peoples with disabilities according to ADA standards. We also will not tolerate of any person at our facility.

Policy concerning TV/Video Viewing

Song's Elite does have several movie days each year. Sometimes at our facility or the theater. These movies are rated G or PG depending on the student body and/or parent approval.

Policy concerning the Reporting of Communicable Diseases

Our staff has a legal responsibility to report any outbreak of communicable diseases to the health department and to all the parents of students in the program. Some such diseases are: Covid-19, measles, mumps, rubella and shigella. In the event that we cannot serve children or has to close for any reason, we will contact the parents as well as post a notice on the front door of the facility.

Policy for handling sickness, accidents, and injuries

If a child becomes ill, they will be evaluated by a staff member. If needed, they will be separated from the rest of the students for observation and their parents will be called. If a child has an accident or is injured, they will be evaluated and the appropriate action will be taken i.e., noting it in the incident report book, transporting to a medical facility, and/r contacting their parents.

Policy for late arrivals

If a child arrives to the facility after we have left for before school bus transport or for a field trip, the phones are forwarded to a staff member who will return their call when it is safe to do so. It will be determined if it is feasible for a staff member to return to pick up

the child. If it is not feasible it is then the parents' responsibility to transport the child to school or to the staff on the field trip.

Policy for identifying where children are at all times

The staff at Song's Elite want to ensure that all children enrolled in the program have a safe environment at all times. In order for that to happen the following must take place:

- 1.Children will be observed at all times.
- 2.We will be monitoring the different rooms in the facility at all times.
3. When a child needs/wants to leave a room for any reason, they must get permission to do so from a staff member.

Reporting of licensing complaints

If a parent of a student in our program thinks or suspects the staff are in violation of any rule from the state of Colorado, they are encouraged to report this to:

Colorado Dept. of Human Services

Division of Child Care

303-866-5958

www.colorado.gov/CDHS/children

Healthcare and Mental Health Care Referrals

If a child needs free or low cost physical or mental healthcare they can look into the services at Salud. 303-697-2583

Behavior Policy

Due to the nature of the martial arts instruction that is the foundation of our school, students' behavior will be closely monitored by the staff to ensure that the values of courtesy and integrity are being instilled and for the safety of everyone in the program. Positive behavior reinforcements techniques such as recognition rewards and awards will be used for modeling good behavior. Other parts of our behavior plan include: time outs, parent conferences, sentence writing are used also. Serious offenses such as fighting or drug use can result in suspension or expulsion

We firmly believe that children who learn respect, honesty, and motivation through the influence of positive role modeling in martial arts instruction will behave better in school and at home, and hopefully they will retain it throughout their lives. We are here not only to teach Tae Kwon Do, but more importantly what it means to be a martial artist. As a

parent, you will find this to be the most valuable part of your child's involvement in the After School Program.

We strive to use guidance with positive instruction and supportive behavior. We want to have a good relationship with our children, staff, and families. We use positive reinforcement to promote the actions that we want the children to model.

Tae Kwon Do Class Schedule

Please factor your child's class time into consideration when picking up your child. Due to the nature of our program, it will be necessary for your child to participate in their TKD classes in order to progress and succeed in our program. If you must pick up your child early, please let us know. If you arrive and your child is in class, we ask that you kindly wait until class is over before leaving with your child. Please bear in mind that our class times are subject to change.

Uniform Policy

All students, upon registration, will be provided a new TKD uniform and a white belt.

Extra uniforms are available for purchase. Please mark your child's uniform. We require that each student have a clean uniform and their belt at Song's Elite every day. Because some of the life skills taught in the program deal with responsibility and self-organization, we will not allow students to use their parents as an excuse for not having the needed equipment to take class. It is important to remind your child to be prepared for class, but in the interest of what we are trying to teach them, we ask that you refrain from doing for them that they can do for themselves.

Sparring

All students are required to participate in sparring class. We teach Olympic style sparring and this is how we see them using the techniques that we are teaching. Sparring equipment is available from the Pro Shop. We recommend that all student have a full set of sparring gear by the time they are a high white belt. Students must follow the instructions of the staff at all times, especially when they are in sparring class.

Removal or Expulsion of a child

If a parent wants to remove their child from our program, they need to give us 2 weeks prior notice and fill out a change of agreement form. If a child is to be expelled from the program, multiple chances and warnings have been given and the parents are already been involved with trying to change the behavior of the child. This is only used as a last resort.

After School Rules of Conduct

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

1. The use of obscene language or profanity, acts, gestures, innuendo directed at another student or staff member.
2. The use of derogatory language referring to color, religion, ethnic origin, or gender.
3. Acts of dishonesty, deception, deceit and/or related behavior.
4. Failing to follow the instructions of the staff.
5. Non-compliance of safety rules.
6. Possession of firearms or weapons.
7. Possession of/or using of narcotics.
8. Verbal or physical threatening other students or staff.
9. Destruction of anyone's property.
10. Unsupervised horse play.
11. Borrowing or lending money to another student without parental permission.\
12. Sharing of food or drink with a non- sibling.
13. Any conduct that is harmful to another student.

Tae Kwon Do Student Rules

1. Maintain discipline and behave within the rules of conduct and etiquette.
2. Bow to the instructor when entering or leaving the dojang (training room).
3. Salute the flag s and bow when entering or leaving the dojang.
4. Never joke with or act in a disrespectful way toward your instructor.
5. Respect your instructor and refer to him or her as sir or ma'am or Sahbumnim.
6. Respect all seniors and adults.
7. Do not teach any techniques without your instructors' permission.
8. Do not face your instructor when tying your belt or fixing your uniform.
9. Be calm and practice TKD only in the dojang.
10. Do not try any technique until your instructor has shown it to you.
11. Report all injuries or blisters to the instructors.
12. No chewing gum is allowed in the building.
13. Keep the dojang clean and organized at all times.
14. Get permission from the instructor before participating in any tournament or event held by another club or school.
15. Never do anything to dishonor your school. Instructor, or parents.

Guidelines for Showing Respect

1. Bow as you enter or leave the building or dojang. Bowing is a part of our training and shows respect for the art and instructors. Another way to show respect is to refer to your parents and elders is to use ma'am or sir.
2. If you arrive to class after it has begun, enter the dojang and kneel at the back of the class until the instructor asks you to join in. Do not leave class without permission.
3. Whenever you approach your instructor, first bow then speak politely.
4. The following things are prohibited in the dojang: street shoes, smoking, eating, drinking (except water), intoxication, bad language, arguing, and horse play.
5. Always wear a clean uniform to class and remove any jewelry.
6. When sparring, gear should be worn and an instructor present.
7. Senior belts should set a good example by showing respect and helping junior students. Junior students should show respect to higher ranking students.

Procedure for not mixing child care and evening students

We have changed the layout of our facility to ensure that our after-school children and the evening class martial arts students do not mix. What we have done is to put in a parent viewing area in the martial arts training room and have the evening class parents and students enter through a separate door in front of the training room, the after-school parents and students enter through our main door to drop off and pick up their children. We block off entry to the child care area with child gates. We put up a gate between the two bathrooms that we have, one bathroom access for the child care students and one bathroom for the evening class students and parents. This way the evening class students and their parents are completely separated.

Song's Elite Martial Arts Academy

Policies & Procedures Acknowledgement

I, _____ hereby acknowledge that I have received a copy of Song's Elite Martial Arts Academy's Policies and Procedures, and that I have read and agree to follow all policies and procedures of the academy.

Signature: _____ Date: _____

Sun Screen Authorization

I, _____ hereby authorize Song's Elite Staff to apply sun screen to _____ in accordance with the Academy's policies and procedures. I understand that I am to provide the sun screen for my child.

Signature: _____ Date: _____

Field Trip Authorization

I, _____ do hereby give Song's Elite Staff permission to take my child/children on any field trip (planned or unplanned) by car, van, bus, or walking to the location/s of their choice.

Signature: _____ Date: _____