

# AMA-AFTER SCHOOL CARE LLC. PARENT HANDBOOK

Welcome to the AMA-After School Care LLC program. We all share a common goal; To create a relaxed, intimate, trusting atmosphere where our children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others, all while learning. We are glad that you and your family are interested in being partners in our continuing efforts to meet the needs and concerns of the children and families in our community. When teachers, caregivers, and parents work together, children are the real winners. We look forward to your children being successful at school and in life, as we work together with you as partners on behalf of your children. This informational handbook outlines what you may expect from AMA and what AMA expects from you in return. We hope it will be helpful, however we always like to know what you think. If you have a question, concern, or suggestion please feel free to leave a note, talk to the staff, or call the director at any time. We will send out evaluation surveys from time to time to get feedback on how we are doing.

## **PERSONNEL LIST**

### ***Owners***

Mr. Jeremy Kempka, V Dan Black Belt, began TaeKwon-Do training in 1982. Graduated from UNCC in 1997 with a BA degree in Elementary Education. Opened the first Academy of Martial Arts in Mooresville in 1995. Has helped over 185 students reach their Black Belt goal. Coach of the USA TaeKwon-Do junior team in 2002 in Puerto Rico. Mrs. Amber Kempka helped create the first After School Program in 2003 at the Academy. Her extensive experiences as Head Swim Instructor and Lifeguard, as well as gymnastics coach are only a few reasons she is ideal for the demanding position. Her beaming personality and positive reinforcement make the time the children spend with her outstanding. Her specialty is English and Language Arts.

### ***Director***

Mr. David Crumbley, who casually goes by Mr. Davy, graduated from UNCC with a BA degree in Psychology and will start work on his masters degree this fall. During his quest to receive his masters he will also be taking numerous Education courses to further his knowledge in Early Childhood Education. This is his fourth year working with the Academy, so he is extremely experienced in After School Care. Mr. Davy is also certified in First AID and CPR.

### ***Teachers***

We have various teachers on staff that is selected from an extensive interview process. Each and every Teacher must pass a criminal background check and drug screening. Most of our Teachers are either working on their education degree or have completed a degree focused on early education.

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## OPEN DOOR POLICY

Here at AMA- After School care we practice an “Open Door Policy”. This means our door is always open to parents/guardians. If you ever feel the need to come to us with any questions or concerns please feel free to do so. The children will always come first and if we keep up good communication with parents it will only work to improve the child’s well being. This “Open Door Policy” will also allow parents to watch daily activities as a fly on the wall. We will also have a suggestion box near the sign-out table for constructive suggestions.

## RULES

To provide a safe and healthy environment we ask that all children must abide by the following rules:

- ALWAYS say “Yes Ma’am or Yes Sir”
- No electronic devices (cell phones, portable video games, MP3 players, etc.)
- No physically harmful behavior toward another student or teacher
- No verbally harmful behavior toward another student or teacher
- No chewing Gum
- No outside food

\*\*All teachers enforce these rules, but there may be additional rules from each teacher. Be sure to check the rules posted around the classroom in order to see all specific rules. Also see our “Discipline and Behavior Management Policy” in your Registration Packet.

## EXPULSION POLICY

To ensure the safety of all children at all times we must enforce an expulsion policy. The policy is as follows:

- If a student does not follow our specific safety rules (both verbal and physical), they will be given a written warning which will be signed by a parent and teacher then put into our files.
- After 3 written and signed infractions an immediate conference between the parent, teacher, and student will take place and expulsion may occur.

## TARDINESS

Students are to be picked up promptly at 6:00pm. If you foresee that you may be late a phone call is mandatory. It is considered to be late if you pick up your child anytime after 6:01 pm. Our policy is as follows:

- You will receive ONE verbal warning per week if you are late picking up your child.
- If during that week you are late again a \$10 fee will be charged for each occurrence.
- This policy will be enforced weekly.

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## ABSENT

We must have a 24-hour written notice if your child will be absent or if they will not be at school for dismissal and to be picked up by our vans. Our policy is as follows:

- You will receive up to 2 verbal warnings if you fail to notify a teacher or director of your child's absence.
- If it continues to be a problem a conference with the Director is mandatory.

If you pick up your child from school to go to a doctor's appointment and he/she will not be at the school for dismissal, it is still imperative for a 24-hour written notice that your child is not going to be there. It is acceptable though for you to drop off your child during program hours after the doctor's appointment. If your child is sick, a 24-hour written notice is not mandatory, but a phone call is. When you sign up for this program you are signing up for a school calendar year. If at any time you wish to remove your child from the program a 30-day written notice is mandatory. We ask that you give notice so we may have ample time to fill the space your child was in. Lack of attendance does not change the weekly amount you will be charged.

## FOOD AND PERSONAL ITEMS

Children will be given one snack during the time they are with us. This snack will consist of two food groups. On days that children are with us for a full day (Teacher work day or snow days) they will be given a morning snack and a late afternoon snack. On these days parents should pack a sack lunch that does not require refrigeration for storage or the use of a microwave for preparation. No soda for lunches, please pack juice, milk, or water. On special occasions, children or parents may wish to bring snacks to the center to share. In this case children should bring enough to share with everyone. In order to meet sanitation guidelines, these snacks should be STORE-BOUGHT and have the seal unbroken. Personal games and electronic devices (cell phones, MP3 players, etc.) can be disruptive to the staff and other children in the program. If a child needs to make a phone call, the staff will always have their phones available. Therefore, please do not allow children to bring any additional items to the program.

## MEDICATIONS

The following procedure will be followed should any medicine need to be given during program hours:

- The parent/ guardian must fill out a medical consent form.
- Medicine must be in the original container and properly labeled with the child's name and dosages.
- Clear and concise written instructions for all medicine must be provided by the parent/guardian.
- Child Tylenol or similar must be kept in the office and a child will need to have permission to get it as per the parents request.

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## SAFETY

It is our responsibility and goal to help ensure the safety of all children in our care. Safety is our most important goal and we will keep safety in mind in every aspect of our program.

- We will strive to maintain safe classroom and playground environments.
- When we travel off-campus, we will transport children as safely as possible requiring one seat and seat belt per child in any vehicle used to transport children.
- We may choose to remove a child from interaction with other children if we feel that his/her behavior could be harmful to himself/herself or others.
- Our afternoon departure policies require that children in the program must be picked up and signed out by an authorized adult (authorized adults must be 16 years of age). Each parent/guardian must identify those authorized adults. Until the authorized adults are well know by the staff, they will be asked to provide a photo ID before the child is released.

We are required by law to report any suspected neglect or abuse (including physical and mental abuse) to the Department of Social Services.

## WELLNESS AND HEALTH ISSUES

In an effort to provide a safe and healthy environment for our children and staff, we must strictly enforce our health policies.

- If a child is so sick that you did not have them attend school because of an illness, they are not permitted to attend After-school care.
- If a child appears to have a temperature over 100, severe cold, sneezing, coughing, runny nose, vomiting, or any occurrence in the middle of program, a parent or listed contact will be called to pick up the child as soon as possible.
- If your child/children are absent from school because of the following, they will be allowed to return only when approved by the director: Strep throat, Bronchitis, Pink Eye, Ear Infections, Stomach Viruses, Rashes, or other contagious symptoms.

We sincerely appreciate your cooperation in helping keep our students healthy! For younger children (age 5) it is mandatory that parents leave a clean change of weather appropriate clothing in a bag in their cubby for emergencies. Parents will be notified at time of pickup of the need to use the change of clothing.

## A DAY AT GLANCE

For each hour your child is with us we will organize a specific activity. Times and durations will vary. Below is a tentative schedule of what to expect.

2:00 pm	Children Arrive by Bus or Van
2:00-2:15 pm	Children have snack
2:15-3:00 pm	Children have 1 <sup>st</sup> free choice activities
3:00-3:30 pm	Children have organized activities
3:30-4:30 pm	Children have homework and reading time
4:30-5:15 pm	Children have TaeKwon-Do lessons or 2 <sup>nd</sup> free choice
5:15-6:00 pm	Children have quiet free choice and are picked up

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## SNACK LIST

Apple Sauce  
Milk  
Apple Juice

Assorted Fruit Cup  
Graham Crackers  
Wheat Gold Fish

Pudding  
Ritz Crackers  
Club Crackers

\*\* We are required by law to give your child a choice of two snacks from two different food groups. This list is not all of what we will offer them but a short overview of the potential choices they will have. ALSO we must know of any allergies before serving your child.

## TAEKWON-DO CLASS

TaeKwon-Do classes will be held twice during the week and will be taught by a Black Belt. Each student will be required to purchase and wear a TaeKwon-Do uniform to attend class. These classes are a great opportunity for your child to learn about respect and self-defense while having loads of fun. We will always be held accountable for the safety of your child but we ask that you sign the liability form for TaeKwon-Do. TaeKwon-Do is an optional event that parents may decide to not have their child participate in. Cost for this additional class is \$20.00 monthly.

## INCLEMENT WEATHER AND TEACHER WORKDAYS

On days that CMS schools are closed due to inclement weather, we will be closed. If CMS schools closed mid-day we will not be able to transport them nor care for them. It is the parent's responsibility to retrieve their children and care for them. We serve primarily CMS so we will follow their schedule ALWAYS (schedule is located at the end of packet). On Teacher Workdays we will have a full day program. Parents may drop their children off at 7:30 am and pick them up at 6:00 pm. During full days please send a sack lunch with your child. We will provide a morning snack and an afternoon snack. If you look at the "After School Fee Structure" page you will see that we charge an additional \$25 fee for full days. Please keep this in mind when dropping your child off.

## HOLIDAYS

We will be closed on the following holidays:

- Thanksgiving (Nov. 25-27)
- Christmas (Dec. 21-Jan 1)
- Spring Break (April 5-9)

## PAYMENT OPTIONS

You will need to speak with our Director to set up your specific payments. We accept VISA, Master Card for automatic payments. Direct payments will require a \$10.00 processing fee at time of payment.

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## DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

- Do praise, reward, and encourage the children.
- Do reason with and set limits for the children.
- Do model appropriate behavior for the children.
- Do modify the classroom environment at attempt to prevent problems before they occur.
- Do listen to the children.
- Do provide alternatives for inappropriate behavior to the children.
- Do provide the children with natural and logical consequences of their behaviors.
- Do treat the children as people and respect their needs, desires, and feelings.
- Do ignore minor misbehaviors.
- Do explain things to children on their levels.
- Do use short supervised Periods of “time-outs”.
- Do use punishment appropriate to the violation.
- Do stay consistent in our behavior management program.

We:

- Do NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Do NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Do NOT shame or punish the children when bathroom accidents occur.
- Do NOT deny food or rest as punishment.
- Do NOT relate discipline to eating, resting, or sleeping.
- Do NOT leave children alone, unattended, or without supervision.
- Do NOT place children in locked rooms, closets, or boxes as punishment.
- Do NOT allow discipline of children by children.
- Do NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.