

AMA-AFTER SCHOOL CARE WELCOME PACKET

Welcome to the 2008-2009 AMA-After School Care 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

Owner

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. Coached USA TaeKwon-Do junior team in 2002 in Puerto Rico.

Owner

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.

Co-Director/ Lead Teacher

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.

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Co-Director/ Lead Teacher

Ms. Tracy Bolger, who goes by Ms. Tracy, is finishing up her Elementary Education degree at UNCC. With her extensive experiences with After School at Eastway Middle School and her counseling experiences she is a great addition. Ms. Tracy is First AID and CPR certified. She will also be taking a Basic School-age Care (BSAC) workshop to better serve the children in our center. Also as an added bonus she will be our Playground safety expert after attending a workshop designed to keep children safe outdoors.

Assistant Teacher

Ms. Shannon Pharr, who goes by Ms. Shannon, went to Thomson High School and is finishing her degree in Psychology at the University of Phoenix. During high school she worked with child care resources and earned credits toward Elementary Education. She will also be First AID and CPR certified before the start of the school year.

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.

WE ALL LOOK FORWARD TO A GREAT YEAR!!!

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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**

**These rules are enforced by all teachers, 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. If you pick up your child anytime after 6:01 pm, that is considered to be late. 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 a 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.

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MEDICATIONS

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

1. The parent/ guardian must fill out a medical consent form (found in registration packet)
2. Medicine must be in the original container and properly labeled with the child's name and dosages.
3. Clear and concise written instructions for all medicine must be provided by the parent/guardian.
4. 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.

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.

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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 WEEK 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.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Homework	Homework	Homework	Homework	Homework
Outdoor Sport	TaeKwon-Do	Reading Enrichment	TaeKwon-Do	Reading Enrichment
Free Choice	Reading Enrichment	Arts & Crafts	Reading Enrichment	Educational Movie
Reading Enrichment	Outside Free Choice	Indoor Sport	Inside Free Choice	Outside Free Choice

SNACK LIST

Apple Sauce	Milk	Apple Juice	Milk	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.

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TAEKWON-DO CLASS

TaeKwon-Do class will be held on Tuesdays and Thursdays and will be taught by a Black Belt. Included in your \$50 registration fee is the cost of a new TaeKwon-Do uniform. Each student will be given one and will be able 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 that is in your registration packet. TaeKwon-Do is an optional event that parents may decide to not have their child participate in. In addition a student may be removed from the TaeKwon-Do classes due to their attitude or behavior.

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 end of packet). Our first day of program will be August 25, 2008. On Teacher Workdays we will have a full day of 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. 26-28)
- Christmas (Dec. 22-Jan 2)
- Spring Break (April 6-10)

PAYMENT OPTIONS

On the next page you will see an overview of our fees and payment options. You will need to speak with Mr. Jeremy Kempka to set up your specific payments. We accept VISA.

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Academy of Martial Arts & Fitness After School Fee Structure

1 Day a week	\$25
2-3 Days a week	\$55
4-5 Days a week	\$80

CMS School Calendar

Week 1	25-Aug	80	
Week 2	1-Sep	80	Labor Day, 4 day week
Week 3	8-Sep	80	
Week 4	15-Sep	80	
Week 5	22-Sep	80	
Week 6	29-Sep	80	
Week 7	6-Oct	80	
Week 8	13-Oct	80	
Week 9	20-Oct	80	
Week 10	27-Oct	80	
Week 11	3-Nov	80	
Week 12	10-Nov	80	Veretans Day, 4 day week
Week 13	17-Nov	55	Thanksgiving, 2 day week
Week 14	24-Nov	80	
Week 15	1-Dec	80	
Week 16	8-Dec	80	
Week 17	15-Dec	80	
Week 18	22-Dec	0	Christmas Week, Closed
Week 19	29-Dec	0	New Years Day, Closed
Week 20	5-Jan	80	
Week 21	12-Jan	80	
Week 22	19-Jan	80	Martin Luther King Day, 3 day week
Week 23	26-Jan	80	
Week 24	2-Feb	80	
Week 25	9-Feb	80	
Week 26	16-Feb	80	Presidents Day, 4 day week
Week 27	23-Feb	80	
Week 28	2-Mar	80	
Week 29	9-Mar	80	
Week 30	16-Mar	80	
Week 31	23-Mar	80	Spring Holiday, 4 day week
Week 32	30-Mar	80	
Week 33	6-Apr	0	Sping Break, Closed
Week 34	13-Apr	80	
Week 35	20-Apr	80	
Week 36	27-Apr	80	
Week 37	4-May	80	
Week 38	11-May	80	
Week 39	18-May	80	
Week 40	25-May	80	Memorial Day, 4 day week
Week 41	1-Jun	80	
Week 42	8-Jun	55	End of School, 3 day week

Total Annual Cost **\$3,070**

Payment Option A
9 Monthly
Automatic Payments
 September-May 341.11

Payment Option B
18 Semi-Monthly
Automatic Payments
 September-May 170.56

Payment Option C
20 Bi-Weekly
Automatic Payments
 September-May 153.50

Teacher Work Days are
 \$25 Additional for each day
 Paid on the day of use at drop off

A \$25 fee will be added to your
 annual total for each NSF attempt
 to your account.

A written 30-day notice is required
 To change any automatic payments

Signature of agreement with above
 above terms:
