

Hours of Operation

- Monday Friday
- 3:00pm 6:00pm
- Ages 5 years and up
- CLOSED HOLIDAYS

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Registration

All After School Program students are required to pre-register. Limited space is available. Parents/Guardians must complete all registration forms along with a \$50 registration fee.

Fees and Payment Schedule

**Tuition: \$65 per week (with a card on file if program is not paid in full). The first after-school payment will be drafted on Thursday, August 21st. **
You have two options:

OPTION 1: Pay for After-School Tuition in Full: \$2,535 or OPTION 2: Pay \$65/week for 39 weeks. **PLEASE NOTE: TUITION MUST BE PAID WHETHER OR NOT YOUR CHILD HAS ATTENDED!** This ensures that your child's slot is reserved for the school year.

Weekly payments are drafted from the card on file every Thursday morning!
Late Charges: If payment is made after Friday at 6:00pm, a fee of \$20 will be assessed.

Pick-Up

Pick-up time is at 6:00pm. Children will be released only to authorized persons as listed on the registration form by the parent/guardian. **Pick-up is always through the door to Suite 12**; this is to minimize difficulty during pick-up times. We will do everything possible to have your child ready upon your arrival. We ask that you wait for your child at the door as we get him/her ready for you. This will help a great deal! *Out of respect of our staff, please pick up by 6:00pm. Your card on file will be charged \$1/minute for pickups after 6:00pm.

Snacks

Please send your child with a snack and water bottle daily. All students will have the opportunity to eat a snack. If your child is celebrating a birthday and you would like to bring a cake or snacks to share with his/her friends, please let us know.

Storage/Personal Belongings

All students are limited to one book bag and one sparring bag. Please do not send your child with a plastic/grocery bag. Please do not allow for your child to bring stuffed animals and toys. We are not responsible for any personal belongings that are misplaced.

Medication

Medication (prescription or over-the-counter) will not be administered to any student by our staff. For the safety of our students, please do not send medication with your child.

Illness and Absences

If your child cannot attend the program because of illness, scheduled appointments, vacations, etc., please inform us. If any emergencies occur, we will attempt to contact the parent/guardian first. If he or she cannot be reached, we will contact the emergency contact person on the registration form. After School Program fees are non-refundable.

Insurance

Parents/Guardians are **required** to provide accident/health insurance coverage for their children in order to participate in the After School Program. Please provide a photo copy of insurance coverage.

Homework

Please note that we provide a space for all students to complete their homework. We do not guarantee homework completion. **We do not tutor**; although we do offer assistance at times with homework assignments whenever we are available to do so. We recommend always checking your child's homework assignments when they get home from our program; this helps cut down on missing homework assignments at school! We want to come alongside of our parents but do not replace you as a parent.

School Closures

We will pick up students from school on half-days or early dismissals. However, if weather conditions make it unsafe for students to remain at the karate school, we will contact you and ask that you pick up your child. Please note: If road conditions are unsafe for our buses to operate, we will not pick up students from school.



Extra Clothes Policy

All students enrolled in our After School Program should be fully potty-trained before attending. We understand that occasional accidents can happen, and that's completely understandable. To help us take care of your child quickly and keep everyone comfortable, we ask that each student have a complete change of clothes (including underwear and socks) in their backpack at all times.

Teacher Work Days & Holiday Break Day Camp

We run our day camp from 7:30am-5:30pm. All you would need to make sure to send your child with would be a lunch, 2 snacks, a water bottle, and tennis shoes. We will have lots of fun activities planned!

Teacher Work Days: Seven Teacher Work Days are covered under your After School Program tuition: **October 13th**, **November 10th**, **January 5th**, **February 13th**, **March 6th**, **April 1st**, **& April 2nd**. You will be charged the daily rate of \$30 if your child attends any remaining Teacher Work Days.

- Thanksgiving Break Dates: November 24th 28th 2 days will automatically be covered for your child through your After School Program weekly tuition.
- Christmas Break Dates: December 22nd January 2nd 2 days will automatically be covered for your child through your After School Program weekly tuition.
- **Spring Break Dates: March 9th March 13th -** 2 days will automatically be covered for your child through your After School Program weekly tuition.

If you need our services for the remaining days, you will be responsible for paying the difference for the week. This will occur during: Thanksgiving Break, Christmas Break, & Spring Break.

We generally close on all major holidays. However, we reserve the right to stay open on any of those days. These are not covered in your After School Program tuition, so if your child attends you will be charged the daily rate of \$30.

For questions, please reach out to the contact information below.

