



Stevens Family Tae Kwon Do



Jack Stevens Jr., Owner/Chief Instructor
805 Commercial Court
Murfreesboro, TN 37129
Phone (615) 893-5304 office (615) 406-3606
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PARENT HANDBOOK INFORMATION FOR SFTKD CAMP PROGRAMS 2013

MISSION STATEMENT

The mission of our after-school program is to provide quality care for your child(ren) in a safe, nurturing and educational environment, utilizing appropriate martial arts and tumbling/gymnastics activities to meet individual needs.

BELIEF STATEMENTS

We believe that personal development is the most important quality in an individual. We believe children should treat others, and be treated, with courtesy and respect. We believe children should give their best effort toward their schoolwork to give them the best opportunities in life. We believe children need opportunities to develop physical, intellectual, social, emotional and language skills. We believe children need guidelines for acceptable behavior and to know that there are consequences for unacceptable behavior. We believe children should be taught the importance of having a positive attitude. These beliefs have been proven to raise self-esteem, boost grades in school and assist them in getting along with others.

HOUR OF OPERATION

Drop off begins at 7:00AM and all students must be picked up no later than 6:00PM.

TUITION AND FEES

- Cost of the program is \$139.00 per week, plus an enrollment fee of \$55.00 which includes uniform, belt, t-shirt and school patch. Students transferring out of the current year ASP program or students in the traditional program have no registration fee. For previous students, there is a \$45.00 application fee due to renew their enrollment. Registration and the first week fees are due at the time of registration.
- Once your child is enrolled in our program you are reserving a space for your child for the school year program. Payment for the services you register for will be expected regardless of attendance.
- **Tuition is payable on the first day of a child's scheduled attendance for the week. If tuition is not paid by the end of the second day of your child's scheduled attendance, a \$5.00 per day charge will be applied.**
- Payment is accepted by check, credit/debit card (Visa, Mastercard or Discover only) or cash. Checks are payable to Stevens Family Taekwondo (SFTKD) and receipts will only be given for cash payments unless other wise requested.
- A full credit will be given for days absent due to a death in the immediate family – father, mother, brother, sister or grandparent. A maximum credit of three days will be allowed.
- We do not prorate days that your child misses for illness or any other reason. The only exceptions are those stated in this handbook. (See Absences and Withdrawals)

- Your child **MUST** be picked up no later than 6PM. We do have a late pick up policy. The first five minutes are "free" and at minute six the time goes back to the first minute and it is **\$1 per every minute** that you are late. We go by the time on cell phones. (The time is the same regardless of your carrier.) This fee is due at the time you pick up your child and is payable to the school upon arrival.
- The current bank rate for NSF (non-sufficient funds) checks will be charged to the parent for any returned checks. The first NSF check may be re-deposited after approval by the parent. The second NSF check will not be re-deposited, but will be exchanged for cash and the account will then become a "Cash Only" account.
- Failure to keep your child's account current will cause termination.
- **Seats are only guaranteed reserved for students that are pre-registered. We take responsibility for reserving your child a spot when you sign up for a week. Please note that you are responsible for paying for that week whether your child attends or not.**

RELEASE OF CHILDREN

Children will be released only to those individuals whose names are recorded on the enrollment forms. **All authorized persons must be 18 years of age or older.** Other persons not on the form must have a written authorization signed by the parent and followed up with a verbal authorization from the parent.

- All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released.
- Children **MUST** be signed out daily.

SNACKS

Our camp program includes 2 snack breaks in its schedule that are provided by the school. Your child is welcome to bring different or more snacks if you wish.

CHANGES

Our school needs to be immediately notified of changes in telephone numbers (home or work), job, family status, custody changes, doctors and authorized persons to pick up your child.

HOLIDAYS

Our school is closed for week of the 4th of July (July 1-5) For people who need child care during this time please see Master Stevens in person for an alternative.

ILLNESS

Children who become ill during the day may not remain at the school. Parents will be called to pick up the child as soon as possible. To prevent the spread of infections, please keep your child home when he/she has an elevated temperature, upset stomach, diarrhea, has a contagious condition such as pink eye, chicken pox, head lice, or has a skin infection or serious cold. Even when you feel your child "is not that sick" your child will need to be symptom free for 24 hours before returning to our school.

MEDICATION

Our school does not administer medication. Parents are welcome to come to the school during operating hours and give the needed medication(s) to their child. If there are very special circumstances they must be approved by Master Stevens.

INJURIES

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, band-aid(s) and TLC. Individual "accident and incident" reports are given to the parent to inform them of the injury. An injury that requires more than the basics previously listed will necessitate a parent coming to the center to determine if professional medical care is required in all non-emergency situations. ***A copy of your child's insurance card is required.*** **WE ARE NOT A DAYCARE NOR DO WE PROVIDE PRIMARY INSURANCE**

Children enrolled in our camp program must have the appropriate forms prepared prior to their first day of attendance.

SCHOOL RULES

- Students are required to attend class daily.
- Camp shirts must be worn daily by all students. This is a safety measure. Additional shirts may be purchased at a discounted rate if needed.
- No running or horse playing
- All personal items should be placed in designated areas
- Keep your hands and feet to yourself
- Students are responsible for cleaning up after themselves
- No arguing with each other or any adult
- Knock on the door before entering the office
- Students are responsible for their own items (Parents: It is always a great idea to mark the child's name on toys, electronics, etc. that your child brings to camp)
- The school is not responsible for lost, stolen or broken items
- Eat only in designated area
- Do not leave food unattended
- Socks should be put in shoes and placed in the designated area
- NO gum

VAN RULES

- No yelling at any time! Use your inside voice while inside the van
- Stay seated and buckled up with your seatbelt until instructed otherwise
- Any child under the age of 9 is required to be in a booster seat according to TN State Law. (These are provided by the school)
- Do not turn around in your seat
- No food, drink or gum inside van
- Keep your feet off the seat in front of you

NOTE TO PARENTS

- Please program Master Stevens cell phone number into your phone (615-406-3606). It will be your direct line to him during camp hours. It will also be the number he calls you from if there is an emergency situation with your child.
- If your child is absent full payment for the week is still due
- During pick up and drop off times please do not just walk through the building. A staff member will be on hand at the front desk to assist with getting your child. At no time is a parent allowed to be in the locker room area when a staff member is not present and other children are.
- We reserve the right to dismiss anyone from our program for not following rules
- Please pick up your child on time
- Treat your school respectfully and professionally
- Be prompt with payments and considerate of non-working hours
- Adhere to all policies and read any and all information sent home
- Participate in school activities when at all possible
- Arrange a backup plan for when your child is sick or our school is closed
- Appreciate that our school cares for a group of children
- Share information that will assist us in caring for your child (example being out of town for an extended period of time, changes in home life, deaths in family or death of friend.) Any of these and more can affect your child and his/her development
- Communicate early to our school with any concerns you may have



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SUMMER CAMP PERMISSION TO RIDE FORM

Martial Arts School Name: STEVENS FAMILY TAEKWONDO

THIS FORM COVERS ALL TRIPS TAKEN DURING THE SUMMER OF 2013

Academic School: _____ Grade: _____

I (We) hereby grant permission for _____ to ride to the SFTKD van on the following days

Monday Tuesday Wednesday Thursday Friday

Students will be traveling in the following manner:

15 Passenger Van School Bus
 Private Passenger Vehicle Other _____

- 1) I authorize camp program representatives to obtain medical treatment for my child in case of serious illness or injury and agree to pay for such treatment
- 2) I have documented below all precautions and instructions regarding my child's medication. I have noted any special health-related conditions or allergies regarding my child.

Date

_____ Signature of Parent/Guardian	_____ Home Phone	_____ Work Phone	_____ Cell Phone
_____ Alternate Emergency Contact	_____ Home Phone	_____ Work Phone	_____ Cell Phone



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AGREEMENT OF RULES FOR SUMMER CAMP 2013

This Agreement of Rules (Agreement) is between the person or persons signing this Agreement ("You" or "Your") and Stevens Family Taekwondo. You agree to all the terms and conditions, both written and printed, of this Agreement.

WE ARE NOT A DAYCARE NOR DO WE PROVIDE PRIMARY INSURANCE

SCHOOL RULES

- Students are required to attend class daily unless there is a medical reason.
- No running or horse playing
- All personal items should be placed in designated areas
- Uniforms are to be worn to class each day
- Keep your hands and feet to yourself
- Students are responsible for cleaning up after themselves
- No arguing with each other or any adult
- Knock on the door before entering the office
- Students are responsible for their own items
- The school is not responsible for lost, stolen or broken items
- Eat only in designated area
- Do not leave food unattended
- Under no circumstance is food to be shared or swapped
- Socks should be put in shoes and placed in the designated area
- NO gum

VAN RULES

- No yelling at any time! Use your inside voice while inside the van
- Stay seated and buckled up with your seatbelt until instructed otherwise
- Any child under the age of 9 is required to be in a booster seat according to TN State Law. (These are provided by the school)
- Do not turn around in your seat
- No food, drink or gum inside van
- Keep your feet off the seat in front of you

NOTE TO PARENTS

- Please program Master Stevens cell phone number into your phone (615-406-3606). It will be your direct line to him during camp hours. It will also be the number he calls you from if there is an emergency situation with your child.
- If your child is absent full payment for the week is still due
- To keep traffic and study areas open, we ask that all parents wait in the front area of the school after signing your child out and making a staff member aware of your child(s) pick-up
- We reserve the right to dismiss anyone from our program for not following rules
- Please pick up your child on time
- If your child must be absent, please contact our school
- Treat your school respectfully and professionally
- Be prompt with payments and considerate of non-working hours
- Adhere to all policies and read any and all information sent home
- Participate in school activities when at all possible
- Arrange a backup plan for when your child is sick or our school is closed
- Appreciate that our school cares for a group of children
- Share information that will assist us in caring for your child (example being out of town for an extended period of time, changes in home life, deaths in family or death of friend.) Any of these and more can affect your child and his/her development
- Communicate early to our school with any concerns you may have

A copy of your child's insurance card is required. We do not provide insurance for your child.

I have read and agree to the Terms and Conditions of this Agreement and I further agree and understand that my child(ren) can and will be removed from the program if all of the above rules are not complied with. I further agree to hold Stevens Family Taekwondo (hereinafter called "SFTKD") and/or any of its nominees, harmless from and against any and all liability as to any problems that could arise. Regardless of fault, SFTKD is not responsible for loss of, or damage to, any property left behind by my child. You hereby assume all risk of such loss or damage and agree to defend, indemnify and hold SFTKD harmless from all claims. I understand and agree that I will pay for all costs and/or expenses of any kind for damages that may be caused by my child.

I agree that my insurance coverage, if valid and collectable, will be primary and responsible for handling, defending and paying all third-party claims, if any, should they arise. (SFTKD does not provide you or your child with any type of insurance coverage.)

I am aware of and agree to (please initial by each):

- | | |
|--|-------------------------|
| _____ SFTKD drop-off and pick-up times | _____ Sick child policy |
| _____ Program attendance policy | _____ Snack policy |
| _____ Student handbook | |

Signature of Parent or Guardian (circle one)

Child's Name

Date _____



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PARENT AND CHILD IDENTIFICATION RECORD SUMMER CAMP 2013

Child's full legal name: _____ D.O.B. _____

Child's preferred name: _____ Sex _____

Address _____ City _____ ZIP _____

Legal custody belongs to _____ Relationship _____

Address _____ City _____ ZIP _____

E-Mail _____ Cell Phone _____

Mother's Name _____ Telephone _____

Home address _____ ZIP _____

E-Mail _____ Cell Phone _____

Place of employment _____ Telephone _____

Address _____ ZIP _____

Father's name _____ Telephone _____

Home address _____ ZIP _____

E-Mail _____ Cell Phone _____

Place of employment _____ Telephone _____

Address _____ ZIP _____

Other household members:

Adults _____

Children and ages _____

The child will be released only to the person(s) authorized, or in the manner authorized, in writing, by the custodial parent(s) or legal guardian(s). The following people are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason the custodial parent(s) or legal guardian(s) cannot be reached. Please list below.

Name _____

Address _____
City State ZIP Phone

Name _____

Address _____
City State ZIP Phone

PHYSICIAN INFORMATION

Child's physician/health resource _____ Phone _____

Address _____

Has child had: Surgery _____ Serious Illness /Accident _____ Burns _____

Allergies _____ Convulsions _____ Other _____

List all identifying scars, birthmarks, skin discolorations:

Special needs of child:

Child's habits, fears, etc.:

Previous preschool or group experiences (include dates)

**I give permission to consult the child's physician resource listed above in case of emergency
If I/We cannot be reached**

Signature of Custodial Parent or Legal Guardian

Please remit a copy of the child's insurance card for our files



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PHOTO WAIVER FORM SUMMER CAMP 2013

Stevens Family Taekwondo has photographed different moments of training, testing, competition, school events, trips, etc. Stevens Family Taekwondo would like to post these pictures to a photo gallery on the school website at www.stevenstk.com. In order to post a child's picture on the website, we need a photo waiver signed by anyone over 18, or for those under 18, a parent/guardian needs to sign the form. If there is a group photo, a signed waiver for every child in the photo needs to be on file in order to post the picture. Photographs taken at Stevens Family Taekwondo events may be used in future public materials (including, but not limited to, posters, brochures, advertisements, videos, and the school's website.)

OVER 18 - PLEASE FILL THIS PORTION OUT

I hereby give permission to Stevens Family Taekwondo to use any photographs taken of me for posting to the website or on printed materials. I hereby waive any rights or interests that I might have in any or all images.

Name (please print) _____

Phone number _____

Signature _____

Date _____

Witness _____

UNDER 18 - PLEASE HAVE YOUR PARENTS/GUARDIAN FILL THIS OUT

As the parent/guardian of (please print) _____

I hereby give permission to Stevens Family Taekwondo to use any photographs taken of my child for posting to the website or on printed materials. I hereby waive any rights or interests that I might have in any or all images.

Name (please print) _____

Phone number _____

Signature of parent/guardian _____

Date _____

Witness _____



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STUDENT PROFILE SUMMER 2013

Name of Student: _____

Person filling out this profile _____

Date _____

Please Rate Your Child in the Following Areas:

	LOW	AVERAGE	HIGH
Self Esteem			
Aggressiveness			
Self-Discipline			
School Grades			
School Conduct			
Home Conduct			
Energy Level			