

# After School Taekwondo Program



Elite Martial Arts  
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# **GENERAL INFORMATION**

Dear Parents and Students,

Thank you for choosing Elite Martial Arts. We offer unique and traditional martial arts program and we think you will be pleased with your experience with us.

Our After School Taekwondo program is an exciting, challenging and well-structured martial arts class, coupled with a safe, nurturing and positive learning environment. While your child spends his or her afternoons with us, you can expect them to learn self-confidence, focus, respect for self and others, commitment, concentration, perseverance and good manners. These skills are not only important in the martial arts studio, but also valuable tools for other areas of their lives. At Elite Martial Arts, we like to work in cooperation with parents to strengthen and nourish each child so that they are happy, healthy and successful individuals.

This handbook contains important information about our policies and will answer many of your questions about our After School Taekwondo program. Please call us if you have any additional questions. You can reach us at (210) 481-5466. We believe that ongoing communication with each child's parents is necessary for both the growth of your child and the success of this program.

## **Highlights of Our After School Taekwondo Program**

- Daily martial arts training
- Two Taekwondo Classes each week
- Advancement in color belt ranks
- Structured environment
- Free Daily Transportation\*
- \*Early Release day pick up available

Thank you again for choosing Elite Martial Arts! We look forward to working with your child.

Regards,

Raymond Hsu  
Master Instructor

## **What Makes Us Unique?**

At Elite Martial Arts, we teach kids about discipline, respect and focus, but we also show them how to have fun. Our instructors teach by example and each child gets lots of individual one-on-one attention. Your child will not get lost in the crowd, like they might in any other after school setting. Each child matters to us and we aim to ensure that each child learns martial arts, gets some fun exercise, and has a great experience every day with us.

Master Hsu and his staff are passionate about teaching young students, and it shows. We don't spend all of our time on mastering Taekwondo. We also spend a lot of our time together learning about self-confidence and self-esteem. Our After School Taekwondo program is not just another martial arts program. We provide creative and fun exercise, active time with friends, and the opportunity for each child to excel physically and mentally.

## **Hours of Operation**

- AST begins at release from school at 2:30/2:45pm and ends at 6:00pm **sharp**
- First day of AST for 2023-2024 school year is 8/14/23 - NEISD
- First day of AST for 2023-2024 school year is 8/21/23 - Comal
- Last day of AST for 2023-2024 School year is 5/31/24 - NEISD
- Last day of AST for 2023-2024 School year is 5/22/24 - Comal
- If NEISD schools are closed for inclement weather, we will also be closed.

### **AST provides full-day care\* on the following holidays:**

**Labor Day 9/4/23**

**Columbus Day 10/9/23**

**Thanksgiving Week 11/20/23 – 11/22/23**

(closed Thanksgiving and Friday after)

**Winter Holidays 12/18/23-12/22/23, 12/26/22-12/29/23**

(closed Christmas Eve and New Year's Eve)

**Martin Luther King Day 1/15/24**

**President's Day 2/19/24**

**Spring Break 3/11/24 – 3/15/24** (additional information will be posted)

**Battle of the Flowers 4/29/24**

*\*Additional charge of \$50/per day and child must bring a sack lunch*

## **Holidays – We are Closed**

**Thanksgiving Day**

**Christmas Eve & Christmas Day**

**New Year's Eve & New Year's Day**

**Good Friday**

**Memorial Day**

**Independence Day**

## **Nondiscrimination Policy**

Applications for enrollment are accepted regardless of race, religion, color, sex or national origin.

## **Forms and Paperwork**

Elite Martial Art must have the After School Taekwondo Application form on file before a student can be admitted into the program. It is important that you keep all of the information that you give us current and up-to-date. We must be able to reach you by phone quickly and it is imperative that we have accurate contact numbers for you.

## **Registration Fee**

A \$100 registration fee is due at the beginning of each school year. It is important that you pay your registration fee in order to secure your child's placement in the AST program. We cannot hold any positions without completed paperwork and paid registration fees. Registration fees are non-refundable. Registration fees apply to all students, both new and returning, enrolling in the AST program.

We expect the After School Taekwondo program to fill up quickly. You should, therefore, register as soon as possible. Once we have filled up for the current year AST program, we would be happy to place your child's name on our waiting list for any available openings that may occur.

## **Tuition and Fees**

Elite Martial Arts operates on a budget, just like every other business. We count on receiving your payment on time in order to satisfy our own obligations. We have, therefore established a policy concerning payment and tuition fees.

After School Taekwondo tuition will be paid on a monthly basis. All tuition payments are due on the first of the month (September – June). Full month payments are expected, regardless of scheduled holidays and closures. *Our tuition rates are set on a school year enrollment.* We do not accept payment for partial months or weeks based on student attendance. Tuition payments are considered late if they are received later than the 5th of each month. A late fee charge of \$25 will be added to your account. If your account is not current by the 10<sup>th</sup> of the month, it will jeopardize your child's attendance in our program.

**Three month commitment is required to avoid a \$100 cancellation fee.**

### **Monthly Tuition – five days a week pickup**

1<sup>st</sup> Child - \$350    2<sup>nd</sup> Child - \$325    3<sup>rd</sup> Child - \$300

### **Monthly Tuition – three days a week pickup**

1<sup>st</sup> Child - \$325    2<sup>nd</sup> Child - \$300    3<sup>rd</sup> Child - \$275

### **Belt Test: prices vary**

An important part of classic Taekwondo training is sparring. Sparring equipment includes head gear, shin, arm and instep guards, chest protector, a mouth guard and an equipment bag. Each child will have a shelf at Elite Karate where they can leave their sparring gear, eliminating any need to take it home. Please ask the office for the current cost of the sparring gear.

- There is an additional charge of **\$50/day** for full-day care on certain holidays.
- There is an additional charge of **\$25** for early release day pick up.

Elite Martial Arts After School Taekwondo Program is offered on a semester basis only, with the semesters corresponding to NEISD calendar. We ask that you make a semester-long commitment to AST.

Our rates are designed to be competitive with other after-school providers, but at the same time offer an extremely high-quality program. Please consider that you are receiving after school care, as well as daily Taekwondo instruction.

We expect ALL students to participate in the martial arts program on a regular basis. Please contact Master Hsu if there is a physical reason why your child should not participate on any given day. Our program is fun and exciting, but it does require a lot of physical activity. *Please do not ask our child to convey messages to Master Hsu regarding class participation.*

### **Late Pick Up Fee**

Please pick up your child no later than 6:00pm. We have evening classes beginning at that time and we need the space. There will be an additional charge of \$10 added to your account for the first 15 minutes that you are late **AFTER** 6:00 pm, plus \$10 for each additional 15 minutes thereafter. Please be prompt!

### **Additional Taekwondo Classes**

Students may take additional classes beyond the included After School Taekwondo classes for an additional charge.

### **Returned Checks**

There will be a \$25 charge for all returned checks, in addition to any fees charged to Elite Martial Arts by the bank.

### **Clothing and Personal Belongings**

Each student will have a karate uniform. This uniform should be brought each Monday and taken home each Friday to be washed. Please do not machine wash the uniform belt. They should be hand-washed and air-dried, only when necessary. Care of their uniform is an important responsibility for each child. Students will have a cubicle to use for the storage of their school backpack and personal belongings. Elite Martial Arts is

not responsible for any lost or stolen personal items that the child may bring to class. Students may keep a cell phone in their backpacks, but they must be turned off and are not to be used except with Master Hsu or another instructor's permission.

## **Arrival and Departure**

There is a sign-out sheet for the AST program. Please sign your child out each and every day. We will not allow students to walk out alone to your vehicle at the end of the day. This is for your child's safety and is one of our rules. Please let us know if you will be picking up your child early so that we can be sure to have them ready.

Elite Martial Arts is not responsible for implementing custody arrangements. We will not release your child to anyone who is not listed on our Authorized Pick Up list. We will also request a driver's license validation from anyone who we do not know. If a family member or friend will be picking up your child, even on an intermittent basis, please ask them to stop by so we can meet them.

*We will not allow your child to leave in the company of a minor (brother, sister, etc) unless you have given us written consent for special cases. Please plan ahead and accordingly.*

## **Illness and Exclusion**

If your child becomes ill while at the AST program, you will be notified to pick up your child as soon as possible. Please make sure we have updated information on how to get in touch with you at all times. We do not have special facilities for sick children, but we will keep them as comfortable as possible until you arrive. If necessary, we will separate them from the other children. Please do not let your child come to and participate in the AST program if they are ill or exhibiting any symptoms of illness, including fever, diarrhea, or vomiting.

## **Transportation and Failure to Notify**

We will transport your child on a daily basis from their school to our facility. We will take every precaution in transporting your child. Each child will be informed of the Elite Martial Arts van rules and will be expected to abide by them. If they do not comply with these rules, they may not be able to attend the AST program. Safety is our top priority. We have a carefully planned route to all the area schools and your child will be picked up from their school as quickly as possible. We will make arrangements at each school in advance in the event that there is a slight delay in your child's pick up. It is your responsibility to make sure that your child is at the assigned pick-up point at their school. We cannot wait for any child, so they must be prompt and ready to go at the end of their school day.

\*\*\*If your child is ill or will not be coming to the AST program on any given day, it is imperative that you notify us **by 2:00 pm** that day via **text, phone or email** our main number or to the camp director/manager. It is the parents responsibility to notify Elite Karate if their child is **not to be picked up** on any given day. In some cases, your child might be the only student for pickup at a school, and out of courtesy for our drivers we need to have routes reviewed and in place daily. *Failure to notify us of a pickup cancellation will result in a \$20.00 fee each time.*

Please inform your child's school that we are authorized to pick up your child.

## **Medication**

Elite Martial Arts staff will administer medication to your child, only with written consent. This includes asthma inhalers and non-prescription medication as well.

## **Medical Emergencies**

The staff at Elite Martial Arts has received First Aid and CPR training. If a medical emergency occurs, aid will be given as appropriate for our level of training. All efforts will be made to immediately contact parent or guardians. Emergency 911 will be contacted if professional emergency services are required. We will notify parents of medical issues immediately by either phone or in person.

## **Parent Communication**

Parent notifications will be posted near the sign out sheet, as well as on the After School Taekwondo bulletin board. We will also send out periodic email bulletins, so please be sure that we have your email address.

## **Emergency Drills**

Emergency drills are held monthly to familiarize your child with emergency evacuation procedures.

## **Emergency Preparedness Plan**

In the event of an extreme emergency requiring an evacuation, all children will be moved to a safe location. Children will be accounted for via the check in log. Children will be walked at least 50 feet away without crossing streets, by four caregivers.

Monthly fire drills are practiced to ensure children can exit the building within 3 minutes.

## **Health Checks**

Elite Karate completes annual fire and sanitation inspections by local officials.

## **Injuries**

Elite Martial Arts makes every effort to prevent accidents, but they are a normal part of childhood development and growth and happen occasionally in any martial arts program. Parents are responsible for any medical bills that arise from accidents. We will notify you as quickly as possible in the event of illness or injury. Incident reports will be kept on file anytime an injury occurs that requires professional medical care.

## **Required Equipment**

Each child will be issued a uniform at the time of registration. Their uniform must be brought to the AST program every day. Replacement or additional uniforms can be purchased from Elite Martial Arts. Uniforms should be taken home on Fridays to be washed and returned each Monday. Sparring equipment is also necessary and must be purchased separately.

## **Discipline**

Each child enrolled in the After School Taekwondo program will participate in our martial arts class. As a part of this program, the children will be expected to do physical activities such as jumping jacks, push-ups and sit-ups as part of their conditioning and training. These activities will also be used as a consequence for not following directions or misbehaving during class. Each child will receive an explicit warning before a consequence, such as 10 pushups, is given. The child will then rejoin the class and continue the program. This type of consequence is only used when the children are participating in a martial arts class.

The child is never forced to perform a physical activity. If the child refuses to participate, we ask them to sit out and we will discuss the situation with their parents when they arrive. If they're not in class, we use a time-out policy to discipline the children. These types of consequences are used for all children in our classes. This is simply a part of their training in our martial arts program. We do give the children water and restroom breaks before and after every class, so there is no reason to interrupt a class. If your child needs to use the restroom or to get a drink, they must ask the instructor's permission to do so.

## **Behavior**

It is very important to us and for the proper care of your child that we know of any behavioral issues, both medically diagnosed and/or observed by you, that may impact your child's behavior during their attendance in our After School Program. We ask that you be forthcoming and inform us of issues that we need to know about. If for any reason we believe that we are not qualified to care for your child because of his/her behavioral issues, or because their behavior is inappropriate and harmful to themselves and and/or others in our program, we will notify you that we are discontinuing care for your child the day after notification and that you need to seek alternative arrangements for the after school pick-up and care of your child.

Behavior issues will be addressed in person by a staff member or in writing by Master Hsu, if necessary.

## **Snacks**

Each child should bring a snack and a drink to the After School Taekwondo program. Healthy snacks help to re-energize children whose energy and focus begin to fade after a long school day. We do not have food preparation facilities, nor do we provide refrigeration or a microwave for any snacks. We do have water available anytime at the water fountain. Elite Karate is not responsible for meeting the nutritional needs of your child. Please be sure your child has a snack so that they stay energized and are able to focus on the



activities we have planned each day.

*If your child is NOT allowed to purchase snacks from our snack bar, it is your responsibility to notify us; otherwise snacks will be charged to your account on a regular basis.*

## **Waiting List**

We expect our AST to be full. We maintain a Waiting List for students wishing to enter the program. However, this list is not maintained purely on a first-come, first-serve basis. Rather, Master Hsu selects children from the waiting list based on time on the list, as well as which school the child attends (transportation considerations) and age (impact on current students).

## **Non-Traditional NEISD Schools**

Due to multiple school districts, private schools and other non-NEISD schools in our pickup routes, there will be days of non-overlapping calendars. Elite Karate will follow the traditional NEISD school calendar. To avoid confusion, as long as NEISD is in session, we are open, and will be conducting pickups from all school's open on a given day- regardless of regular or early dismissal. If you have any questions, please speak to us.

## **Policy Changes**

Parents will be notified of minor changes to this document by a notice posted on our After School Taekwondo bulletin board, and/or by email. If significant changes are made, parents will be notified in writing and requested to sign a notification log.

## **Questions or Concerns**

Parents are welcome to drop in and visit anytime during our After School Taekwondo program. If you wish to speak with Master Hsu, please contact him by phone or speak with him in person, if time permits. Master Hsu is always available to discuss the needs of the children attending the Elite Martial Arts After School Taekwondo program.

## Application and Agreement

### **Student Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: (M / F) Grade: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
How did you hear about Elite Karate? \_\_\_\_\_

### **Parent Information**

Primary Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Place of Work: \_\_\_\_\_  
Other Info: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Second Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Place of Work: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Emergency Contact Information**

Persons to call in case of emergencies, **if parents/guardians cannot** be reached:  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Authorization for Emergency Medical Care/Transportation**

I authorize Master Hsu or a person in charge to arrange emergency transportation and seek emergency medical attention for my child, in the event that I cannot be reached to make arrangements for emergency medical attention.

### **Authorized Pickup List**

I authorize the following persons, including siblings under 18 years old, to pick up my child:  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

### **Medical History**

Please list any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries in the past 12 months, any medications prescribed for long term use, please include a copy of any health-care professional recommendations or orders for providing specialized medical assistance to the child; and any other information you think is appropriate, including behavioral issues and allergies.

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### **Child's Physician or emergency-care facility**

By signing, I give my consent for necessary emergency medical treatment.

Name of Child's Physician: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

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### **Parent Signature**

### **Immunization Records**

My child's immunization record is on file at the school they are currently attending and all immunizations and tuberculosis tests are current. All vision and hearing screenings are current and on file at the school my child is attending.

Name of camper's

school: \_\_\_\_\_

Address of camper's school: \_\_\_\_\_

Telephone number of school: \_\_\_\_\_

### **Enrollment Agreement and Financial Obligations**

I acknowledge and agree to terms and conditions of Elite Karate's After School Taekwondo program and I have received the enrollment policies. I agree to pay the charges described in the 'Registration Fee', 'Tuition and Fees', 'Late Pick Up Fee', and 'Returned Check Fee' sections of the After School Taekwondo Program Policies document.

### **Consent to use photograph**

I agree that Elite Karate can photograph my child and use image or depiction of my child for commercial purposes of Elite Karate to promote and advertise Elite Karate on its website or in other media.

### **Liability Waiver**

I give permission for my child to attend the After School Program offered by Elite Karate. I understand that Elite Karate and the staff and instructors will do everything in their power to take care of my child at during the program. I will not hold Elite Karate or its staff or instructors responsible for any injury to my child during the After School program and waive all claims against Elite Karate for any accident that may occur when my child is in their care.

### **Additional Fees** (Here's how to avoid them!)

I will notify Elite Karate in the event my child will not need transportation to Elite Karate for the day. I understand there will be a **\$20 charge** for each time I do not notify Elite Karate by 2:00 that day by calling 210-481-5466.

I understand there will be \$10 late fee added to my account for the first 15 minutes that I am late **AFTER** 6:00 pm, plus \$10 for each additional 15 minutes thereafter.

**Permission for child to walk to or from Elite Karate**

Elite Karate does NOT allow students to leave After School Taekwondo without authorized sign out each day.

**School Information:**

School Name: \_\_\_\_\_

School telephone number: \_\_\_\_\_

**Transportation**

I give permission for my child to be transported and supervised by Elite Karate during the After School Program on these days of the week (please circle):

Mon      Tues      Wed      Thur      Fri

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Elite Karate Credit Card Authorization Form

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel#: \_\_\_\_\_

Use Card on File

Credit Card payment Please indicate: \_\_\_ Visa \_\_\_ Mastercard \_\_\_ American Express \_\_\_

Other

Name of the Cardholder: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_/\_\_\_ (MM/YYYY)

Security Code: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

***I herby authorize Elite Martial Arts to charge my card in the amount indicated above:***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_