



## **Chang Yong Taekwondo and After School Program Parent Handbook**

**Owner / Operator: Jay-young Chang  
Licensed by the Province of New Brunswick 2017-18**

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### **Description of Program:**

As an integrated After School Program, we aim to give each child the feeling of love, belonging and happiness and in a warm, safe environment. We also aim to teach responsibility, respect, resiliency, courtesy, as well as giving them a sense of belonging and allowing them to meet their social, emotional, physical and intellectual needs in their different stages of development.

After School Program Highlights:

- Taekwondo class twice per week (optional participation)
- Homework help available
- Fully equipped gym with Basketball, Ball Hockey, Dodgeball, etc...
- Weekly out-trips to Rockwood Park, Carleton Community Centre and more
- Variety of arts, crafts and science projects offered
- Quiet room for reading or down-time
- Engaged, consistent and qualified staff who sincerely enjoy working with children
- Safe, bully-free environment
- Languages spoken at Club: English, French and Korean

### **Hours:**

Chang Yong Taekwondo and After School Program is open from 1:00pm to 5:30pm Monday through Friday. Our regular After School Program ends at 5:30pm.

**Late Pick-up:**

Children who are not picked up by 5:30pm will be charged \$5.00 for every 15 minutes late (for example, pickup from 5:30 to 5:45 will be charged \$5.00, pickup from 5:46pm to 6:00pm will be charged \$10.00, etc..). Late charges are due by the next payment. If for some reason you are delayed, please call us. We understand that emergencies arise; however, please keep in mind that we have families as well and other commitments in the evening.

**Release of Children:**

If anyone other than the parents/guardians of the child is asked to pick-up the child, we MUST have prior WRITTEN authorization to release the child. Children will only be released to persons whose names are listed on the child profile form. Photo ID will be required for pick-up of the child.

**Sign In/Out:**

Parents are required to sign their children in and out on the attendance sheets provided. We offer a convenient pick-up service from most schools; if transportation is required, the authorization form at the back of the parent handbook must be signed. Children cannot be released until the sign out sheet is signed.

**Snow Days / Parent teacher Days:**

Our facility is open for all scheduled and unscheduled school cancellation days. If schools are cancelled after school starts, we will provide pick-up from most schools to our facility.

EXCEPTIONS: When there are dangerous weather conditions -- transportation is not provided and the facility reserves the right to close early and open late or not open at all. Parents will be advised if as much notice as possible. EXTRA FEES FOR SCHOOL CANCELLATION DAYS MAY APPLY.

**Personal Belongings:**

Personal Belongings such as toys, belongings, etc... can be brought to the facility as long as the parent and child understand that Chang Yong Taekwondo will not be responsible if the toy/belonging becomes lost, broken or stolen.

Extra clothes and Taekwondo uniform should be in a labelled tote bag (not a plastic bag). Please label uniform, belt, etc. with their name.

**Emergency Procedures:**

In the event our facility cannot be used for after-school services because of events out of our control, we will make arrangements to use a local church, school or community building until the children can return to our facility.

**Neglect / Abuse:**

The provider/director will notify Social Development Services or local authorities when it appears a child is being neglected or abused.

**Fire Drills:**

Fire drills will be conducted monthly according to requirements outlined by Social Development and Fire Marshall. In case of fire, go to nearest exit and meet at the telephone pole located at 266 Waterloo Street.

**Vacation:**

The After School Program will be closed the 2<sup>nd</sup> week of the Christmas Holidays. We are open for March Break and the 1<sup>st</sup> week of Christmas Holidays. Full days start at 7:45am to 5:30pm.

**Cancellations:**

Four (4) weeks written notice is required if you wish to terminate your contract. We will provide four (4) weeks' notice if we need to change the contract.

**Birthdays:**

We will post all children's birthdays on the bulletin board and sing "Happy Birthday" to them. Once a month, we will have a birthday party for everyone who has a birthday that month. If you wish to bring a birthday cake or have a party at our facility, please contact the director to make arrangements.

**Dress:**

Please ensure your child has an extra set of clothing to use in case of "accidents". This can be left on their hook or shelf downstairs.

**Taekwondo Classes:**

Taekwondo classes are offered twice a week. Students participating in the Taekwondo class must have their own uniform. Membership with Taekwondo NB is mandatory, for liability issues.

**Nutrition:**

We are a **NUT-FREE** facility.

Children must supply their own snacks. We can store snacks for them in our kitchen or they can purchase a snack from our supply at a minimal cost. We can bill you for their snacks if you wish or you can create a tab account. There is a microwave and fridge on site to use.

**Holidays:**

The After School Program will be closed on all statutory Holidays. There will be no reduction in fees for these holidays. Other closures may occur due to provider illness or family emergencies. We will give notice of closures as soon as possible.

**Illness:**

Your child will be isolated from the other children if they become ill during the day. The parents will be notified and they must make arrangements to pick-up the child within one (1) hour. Any child that is ill with a temperature over 101 degrees will not be allowed to remain at our facility. If the child is sent home with a fever along with vomiting and diaherra, the child must remain out of the facility for at least 24hours. Upon returning to the facility, parents must complete the “return after exclusion” form. Please note there will be no reduction in fees for a child being absent due to illness.

If your child is sick and absent from the facility, please let us know in advance and advise the nature of the illness.

**Transportation:**

Transportation is included with the regular fees; an authorization form must be signed by parents/guardians. On outings, we will be transporting the children on our Chang Yong buses and we carry the proper insurance for transporting passengers. If you send your child in a taxi or other arrangements, please let us know in advance in writing. The driver will need to sign out the child.

**Parent Conferences:**

The provider/director is always available to discuss any concerns you have about your child. We do not hold discussions in front of other parents or children. A parent conference can be arranged at your request.

**Volunteers:**

Volunteers ~ we love you! Your participation is encouraged and greatly appreciated. Stories, games, field trips and your involvement in many activities help the children as they “learn by example”. Provincial law requires volunteers must pass a Criminal Record Check and Social Development record check prior to volunteering with our children. A medical test may also be required.

**Image Release:**

Photos of your child will be taken from time to time and used in our promotional material (website, Facebook, print ads, etc.). An Image Release form must be signed to give authorization to take photos.

**Discipline:**

All discipline will be handled according to age. Time outs will be given after two verbal warnings. Children are to show respect and courtesy to staff and other children in the program at all times. If a child is acting out of control and poses a threat to the other children or staff members then we will contact the parents for a meeting or removal from the program. If the issues cannot be resolved (i.e. the behaviour continues), we will have no choice but to terminate the After School program service. We have a “no-hands-on” policy meaning if a child hits or pushes another child we will inform the parents in writing; if it happens again, we will terminate the After School Program services. We will not tolerate bully-like tendencies in this facility.

**Medical Requirements:**

Prescribed medication will be given ONLY from the original containers clearly labelled with the child’s name, type, date of prescribed medication and dosage.

We cannot administer non-prescribed medicine such as cough syrup, aspirin, etc... unless it is in the original container and with written permission from the parent.

Medication must be brought in by the parent and reviewed with staff.

**Parent’s Visits:**

We have an “open-door” policy. Parents are invited and encouraged to visit at any time. Please be courteous (i.e. quiet) during Taekwondo class time.

**Grievances and Suggestions:**

If there is a problem or concerns over any matter, please feel free to contact the provider/director. Same applies for any suggestions to help us serve you better... we are dedicated to making this a fun, safe environment for our children.

### **Enrollment:**

Space for children is limited in number according to provincial licensing. Enrollment is based on a first come, first served basis. A waiting list will be kept. We accept any child without regard to nationality, origin, race, colour, gender or religion. A child is officially enrolled when the following have been completed and returned to the director:

- Child profile fully completed
- Up-to-date immunization record
- Signed acknowledgement for having read and agreeing to terms in the parent handbook
- Consent for Transportation, Liability and Image Release
- \$40.00 registration fee
- Credit card information for direct debits \*or\* post-dated cheques
- 2 weeks advance payment for childcare
- \$80.00 for Taekwondo uniform (optional)
- If participating in Taekwondo classes:
  - \$30.00 annual membership to Taekwondo NB
  - Completed Taekwondo NB membership application

### **Rates (effective Sept.1, 2017, subject to change with advance notice):**

- \$80.00/week including transportation
- Snacks range from \$0.50 to \$1.00 each. A tab or direct billing can be done, parent's preference

The "After School Program children in good standing" are eligible to attend Evening Taekwondo Classes free of charge and 50% off promotion fees. "Good standing" means accounts are up-to-date.

### **Payments:**

- Monthly payments: due one month in advance on the **1<sup>st</sup> of the month** and can be paid by cash, etransfer, post-dated cheques or credit card
- Cash payments: must be made 2 weeks in advance
- Etransfers: send to [changyongtkd@gmail.com](mailto:changyongtkd@gmail.com)

**Any late payments past 2 weeks will result in immediate suspension.**



Any personal uses by members outside of promotional uses are not monitored by or the responsibility of Chang Yong Taekwondo.

- I, on behalf of my child, **GIVE PERMISSION** as set out above.

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

- I, on behalf of my child, **DO NOT GIVE PERMISSION** as set out above.

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