

Pure Martial Arts

Fitness Academy, Inc.

PMAFA Afterschool Program

And Camps

Parent Handbook

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Mission Statement

Persistence, dedication, commitment, humility, and patience are the forces within us that make us the best of the best. However, sometimes these forces are dormant and need to be nurtured to the surface. At

PMAFA Afterschool Program, children are gently encouraged to discover their individual strengths and unique talents. We believe that each child possesses a extraordinary capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, structured, and fun!

Welcome to PMAFA Afterschool Program!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at PMAFA would be glad to address any of your questions or concerns. Once again, welcome!

Our Philosophy We believe...

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at PMAFA Afterschool Program.

PMAFA welcomes those of diverse faiths, ethnic origins, and race.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at PMAFA Afterschool Program:

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.

Enrollment and Tuition

Children between the ages 5 to thirteen years are eligible for enrollment at PMAFA Afterschool Program. Children may attend the center for a 3 hour block between 3:00 p.m. and 6:00 p.m. during the school year and 8:30 to 5:30 for our Summer Camp Monday through Friday.

- *Child Enrollment Form*
- *Payment Authorization Form*
- *Child Information Record (4x6 card)*
- *Latest Physical within 1 year*
- *Policy Agreement*
- *Non-Prescription Release*

Documents to be completed and returned before enrollment are:

This applies to full-time enrollment only. (School-age full time=AM, PM, No school days)

A registration fee of \$45 is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

Tuition for full or part time child care is based on one of the two following options:

- Monthly Payment-due the 1st day of each month. Late after the 5th day. Tuition X 50 weeks ÷ 12 months= Rate due
- Weekly Payment-due by 6 p.m. child's first scheduled day. Late after 6 p.m. second day. Tuition is based on 52 weeks.

Payment Authorization Forms must be filled out, and kept on file, at PMAFA at enrollment regardless of payment method being used (check or online credit card). If tuition is not paid by the 10th of the month then tuition will be processed via the Payment Authorization Form, along with a \$15 late fee.

Credit Card Processing Fee: There will be a 5% administrative processing fee charged by PMAFA for every transaction. Electronic Checking Withdrawals are a fee free option.

School-age

Tuition

The School-age tuition is computed according to the first day of enrollment until the last scheduled day for the school year. The total is then divided by nine months, Sept. through May (June is divided into the previous months). The "Set Monthly Payment" is due the first day of each month and considered late after the tenth day. Tuition expected according to the child schedule, not according to the actual days attended.

Fees

A \$15 fee is charged for late tuition payment on the 10th of the month with an additional \$5 added every 5 days the balance is outstanding. Special payment arrangements may be made in advance with the director.

A service fee of \$25 will be charged for any **returned checks**.

Two-week notice required for any schedule change. The first schedule or payment change is free. Additional changes will require a **\$25 Schedule Change Fee**.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the

specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

For other fees see:

Drop off and Pick up & Enrollment and Tuition Sections

We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.

Parents who are receiving C4K (Care 4 Kids) child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for C4K billing. Upon our receipt of C4K payment, your account will be credited towards the following month. You are responsible to directly pay us your C4K co-pay each month. Rate may vary according to C4K disbursement. If C4K billing lapses it is your responsibility to pay the full tuition amount until C4K notifies us otherwise.

Withdrawal & Dismissal Policy

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be paid thru our electronic withdrawal option.

The director at PMAFA reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Communication

Proper communication between our parents and the teachers and staff of PMAFA is extremely important. You are welcome to call to arrange a meeting with our Staff even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports.

Remember to communicate in writing any changes in your child's schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

Our main office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

Drop-off and Pick-up Policies

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of PMAFA reserves the right to deny a person's request to pick-up a child.

Staff may be available at pickup time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they enter the classroom. *For your child's safety please do not allow your child to touch the exit door handles or open the doors.* We work very hard at teaching the children not to touch the exit doors.

Your child has waited all day to see you and is excited when you walk in the door. At pick up please **put away your cell phone** and give your full attention to your child.

Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the agreed time, or past closing (6:00 p.m.), will be charged \$1 per minute. All late fees are expected before the return of the student. This

fee applies per family. Payment should be given directly to the staff member.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

Holidays

PMAFA Afterschool Program will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days. We close at 4 p.m. on New Year's Eve Day.

Unexpected Closings

PMAFA will be open on public school designated "snow days"--we may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing.

Tornado and Disaster

Procedure In the event of a tornado or disaster warning, the children will be taken to the basement. Otherwise, they will shelter in place. Students will remain sheltered until the allclear signal is sounded.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect.

Treasures and Possessions

During Summer Camp, each child will need a blanket to use at naptime. A zippered pillowcase is also requested for storing the blanket. Your child's name must be clearly written on the pillowcase and blanket. The pillowcase and blanket are taken home each Friday to be washed and returned the following Monday. A small pillow or small stuffed toy is permissible. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Videos brought in to share with the class must be 'G' rated. **PMAFA will not be responsible for any lost items.**

Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.

Clothing

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing.

Water activities and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day during full days. The children will play outdoors if the temperature is 45° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats and boots, must be labeled clearly with your child's name.**

Bodies and Boundaries

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Birthday Celebrations

Parents are welcome to send cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Sometimes we have strict allergy guidelines. Inform the Staff in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

Photographs and Publicity

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Your child's photo may also be displayed on PMAFA website.

Meals, Snacks and Food Allergies

Parents will provide their child with any snacks and need to send a lunch with their child each day for full days. Lunches sent from home should be self-serving or easy to serve and clearly labeled. Lunch boxes that have a frozen pack inside are recommended. The children participate in preparing snacks as much as possible and are served family style at each snack time.

Parents may bring breakfast for their children provided the arrival time is before 9 a.m. Food must be simple and self-serving (e.g., yogurt, breakfast bar, dry cereal, fruit).

We ask that you set out your child's breakfast before leaving. The Staff are not responsible for preparing breakfast but will help with the clean-up process.

During the Summer Camp, meals are provided by the Bridgeport Public School Nutritional Center

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun, alternatives upon request.

Immunizations and Physicals

PMAFA requires all children enrolled in the program to be immunized or on the path of vaccination. Families must contact their local health department to obtain a signed certified *Nonmedical Waiver Form* to waive delayed vaccines. A *Physical form* is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.

A Health Appraisal record of your child's physical exam must be submitted and is also a requirement by the Connecticut Department of Health. A medical examiner must sign and date this form. Physical regulations are as follows:

Wellness Policy You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home: Unknown rash.

- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See Medicine below.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
- Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor)

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

Your child may return to the center after:

- Obtaining written verification from a doctor.
- Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.

- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

***If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.**

Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission. The parent must provide all medications.

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over the-counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

Any medication, including Tylenol, needs a form completed by the parent and the physician.

Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will

be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the *Child Information Record* (or the closest hospital). The parent/guardian will be called immediately.

Family Gatherings

PMAFA families have a chance to meet with other families and the instructors during extra-curricular events like our Annual Cookout, Father's Day Fish Fry, Costume Party, Christmas Party, and other more.

Center Happenings

PMAFA makes every attempt to keep parents up to date on happenings here at the center and in the community. Emails are sent out periodically. Notices are sent out at least monthly. **Please read them.** It is also the parents' responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

Daily Routines

Every classroom has their daily routine posted on the parent information board, and includes a copy in their classroom handbook. Infants do not have a set schedule for activities as their care is based on their individual needs.

Licensing Notebook

PMAFA Afterschool Program strives to offer a quality program for our families. We maintain a licensing notebook that is available for parents to review during our regular business hours. The notebook contains all licensing inspections as well as any special investigation reports and related corrective action plans.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owner. This PMAFA Parent Handbook Revised: July 2020.

PMAFA Afterschool Program is in the process of being accredited by the National Association for the Education of Young Children.

Discipline and Guidance Policy

At PMAFA Afterschool Program the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- Environment--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.
- Logical Rules--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- Curriculum--Is developmentally appropriate, based on the children's interest and level of readiness.
- Positive Behavior--We reinforce the behaviors we wish to see repeated.
- Redirection--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- Positive Reminder--Telling the children what we want them to do rather than using "no" or "don't."
- Renewal Time--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well being of another child or an adult.

Initial Consultation:

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center Director, Teacher\Staff, and Parent or Guardian.

Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

Disenrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

POLICY AGREEMENT

Please carefully read, sign and return the following form to the center director. I have read the PMAFA Parent Handbook and agree to abide by all the policies and procedures therein.

I agree to pay the following tuition amount or the copayment amount which is the difference between the assistance and cost of the tuition.

Tuition _____ Term: _____ I choose to pay: Weekly _____ Monthly _____

Registration Fee paid on _____ Approved Start Date _____

Weekly Schedule/Days _____ Hours _____

Child(ren)'s Name _____

Parent/Guardian Signature: _____ Date: _____

Discipline and Guidance Policy

I have read and agree to the Discipline and Guidance Policy for PMAFA Afterschool Program.

Parent/Guardian Signature: _____ Date: _____

Photography & Videography

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your child's photo will also be posted on our classroom and center-wide website and Facebook sites. I understand that they are to be used without compensation.

Parent/Guardian Signature: _____ Date: _____

Trips Permission Slip

I give permission to Pure Martial Arts Fitness Academy to provide transportation to and from business establishments and parks for my child(ren), _____, during the Summer Camp or extra-curricular activities for our After-school and Karate Programs.

Parent/Guardian Signature: _____ Date: _____

Thank you for selecting PMAFA as your child care provider.

Electronic Check and Credit Card Payment Option

PMAFA Afterschool Program is pleased to provide you with an E-check or credit card payment option for tuition payments. Every family is required to use automated payment bank or credit card options. Cash transactions are only allowed for Camps.

Here is what you need to know:

Bank Account Option:

This is a fee free option. Fill out Section A of the Payment Authorization Form. Attach a voided check to that same form. Your monthly balance will be automatically withdrawn from your checking account the first of every month.

Credit Card Option: This option has a 5% administrative processing. Fill out Section B of the Payment Authorization Form. Your monthly balance will be automatically charged to your credit card the first of every month.

The Payment Processing Form will be kept in our confidential, locked, filing system in our main office.

In order to further keep your information secure please deliver your completed Form directly to our main office. If you have any questions, please contact our main office.

203-368-0773