

# 2018-19

## Parent Handbook

### (Operational Policies)



**Children's Program**  
**SAFE KIDS • HAPPY PARENTS**

2500 West Nine Mile Road  
Pensacola, Florida 32534  
850-478-0680 ~ office  
850-607-4454 ~ cell  
[ptsda.com](http://ptsda.com)

Dear Parents and Students,

Welcome to the PTSDA Karate, we are excited about the unique programs we have available, and we feel you will be excited as well. While offering a year-round Children's Program that meets your needs, our main purpose is to provide your child with Martial Arts training. I would like to give you some information concerning our programs.

Our facility offers a program that is interesting, exciting, safe, and fun for our students. We also incorporate activities that are as challenging mentally as they are physically. Martial Art activities offer a unique way to teach discipline, respect for others as well as self-respect, confidence, commitment, focus, concentration, ability to follow instruction, proper etiquette and above all, the tools necessary to cope with an ever-changing world around them.

This handbook contains important information about our policies and will answer many of your questions. However, if you have additional questions, please feel free to contact us.

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Pensacola, Florida 32534

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[kids@ptsda.com](mailto:kids@ptsda.com)

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Thank you,

Terri DuFour

**Children's Program Director**

## Hours of Operation

School Year	2:00 p.m. – 6:00 pm
School Holidays & Summer	7:00 a.m. – 6:00 pm
	*Full days incur additional cost of \$25/day; \$100/week

### Holidays

The PTSDA Karate is closed for Thanksgiving Day & day after, Christmas Eve & Day, New Year's Eve & Day. Additional holidays are: Labor Day, Memorial Day, and Independence Day.

On Teacher Planning Days, the PTSDA Karate is open from 7:00 a.m. – 6:00 p.m. for a Day Camp (\$25). This includes martial arts training and a variety of fun indoor and outdoor activities throughout the day. Lunches and snacks will need to be brought.

Fall, Winter, & Spring Break do not count as an After School Week, so any billing agreement made for After School Care will suspend during these weeks and resume the week after. Prices are \$25/day; \$100/week.

### Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex, national origin or other.

### Enrollment Forms & Paperwork

The school must have all necessary forms completed and on file before the child will be admitted. This will help us comply with all regulations and ensure the safety of your child. Please keep all information updated. The PTSDA Karate will occasionally have updates or policy changes; parents will be notified of any changes by a notice put next to the sign out sheet.

### Registration

Students must be registered before the beginning of each school year, and again before Summer Camp, depending on the programs your child participates in at the school. Being enrolled in one program does not automatically enroll you for the other program. It is vital you pay your registration fee for new (\$100) and returning members (\$40) and fill out necessary paperwork to secure your child's placement in our program. We cannot hold positions without paperwork and registration fees. Registration fees are non-refundable.

### Arrival & Departure

There is an attendance tablet on the wall in-between the black and white cubbies. Please sign your child out each day. Children will be released to people listed on the enrollment form only. Please call or Brightwheel message us if someone else will be picking up your child. A picture ID will be required for pick up until we recognize that person. Children are not allowed to walk home from the PTSDA Karate. The PTSDA Karate does not provide bus transportation home.

### Tuition & Fees

Like every other home and business, the PTSDA Karate operates on a budget. We count on receiving payments on time so that we can ensure that our school runs smoothly. For that reason, we have an established policy concerning payment of tuition and fees.

You have the option of being billed WEEKLY or MONTHLY. Once you have established your method of payment, it needs to be maintained.

Tuition is set up to be paid automatically with a credit card. Please keep this information current. A \$10 fee will be charged if it is declined or returned.

WEEKLY tuition is charged the first day of the week and MONTHLY tuition is charged the first day of the month. If for any reason tuition is not paid, it will incur an additional \$10 per week late fee until paid. There will be no regular back payments allowed.

The PTSDA Karate does not accept checks.

***There are no discounts for days or weeks missed due to illness or school closing.***

**Evening and Weekend classes are included in tuition for our After School or Summer Program. This is a \$99 per month savings for you.**

## Late Pick-Up Fee

It is necessary for children to be picked-up on time. Parents who pick up their children after 6:00 p.m. will be charged a late fee of \$20 for extended care to cover the additional staff needed to watch these children. This fee will be automatically charged to the card on file.

## Clothing & Personal Belongings

We encourage the children to be responsible for their own belongings and respect those of others. Each student will have a karate uniform that needs to be brought to the Karate School each Monday and taken home each Friday to be washed. Students will be assigned a Program Number. This number corresponds to cubby for their backpack, their uniform & sparring gear, and shoe shelf. Students can bring personal items from home; however, we will not be responsible for lost items. Please label all your child's belongings with their name and Program number. Please make sure your child has appropriate clothing to wear under uniform.

The PTSDA Karate has a Lost & Found Container. This is the best place to look for lost items. All belongings left in the Lost & Found at the end of the month will be donated to a local charity.

## Illness

Your children's health is of great importance. If your child becomes ill while at the karate school, you will be notified to pick-up your child. Please make sure we have updated information on how to get in touch with you.

The PTSDA Karate School cannot care for children that are ill.

This is defined by: 1) any illness that prevents the child from participating comfortably in our activities, including outdoor play 2) any illness that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children 3) any child with an oral temperature of 101 degrees or greater 4) any child with symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with a fever, or other signs that the child may be severely ill 5) any child that has been diagnosed with a communicable disease.

## Medication

All medication given to a child at the karate school must be authorized by a written statement from the parent and/or the physician. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, and amount of dosage. Over the counter medications will be given according to the labeled directions only.

## Injuries & Emergencies

While we make every effort to prevent childhood accidents, they are a normal part of growth and development. Parents are responsible for medical bills that may arise from accidents. We will notify you in the event of illness or accident with an Incident or accident form. The responsible party will be required to sign the slip at pickup. It will then be filed in their personal file. For this reason, it is important to keep your records updated. All parents must give written authorization for emergency medical treatment in the event they cannot be reached.

## Procedures for Parental Notifications

Notes of child care happenings, closings, policy changes, etc. will be posted on the parent section near the sign out sheet or via Brightwheel message/alert. Calendars and Day Camp registration forms are available there as well.

## Discipline & Guidance Policy

At the PTSDA Karate discipline is part of our martial arts curriculum. We stress self-discipline and respect of others. Our discipline is directed toward teaching the child acceptable behavior and self-control. To reinforce good behavior, we use strength or endurance exercises such as push-ups, crunches, or jumping jacks for no more than 2 minutes at a time or use time-out and chores to help instill responsibility. **No sparring will be used as a discipline technique.** In all cases, children will be treated with respect and dignity.

Children that are violent in nature towards our staff or children will be sent home for the day. If the behavior is not corrected, he/she will be asked to leave our program. We have a zero-tolerance policy for biting, hitting, bullying, throwing objects and disrespect towards others.

## Food & Drink

The PTSDA Karate will have snacks available. During all day activities, each student needs to bring a sack lunch and snacks, or money to purchase these items. Water is always available at the school.

## Immunization & Testing

All students attending the PTSDA Karate must be current on all immunizations and have Hearing a Vision screening. All these records can be kept on file at the public school they attend.

## Emergency Preparedness

PTSDA Karate understands that emergencies can happen anytime and anywhere, despite our best efforts to reduce risks. PTSDA Karate ensures the safety of children in case of fire or emergency through monthly fire drill practice and emergency evacuation. Relocation diagrams are posted near all exits. We also have proper smoke detectors and extensive training of our caregivers in a crisis.

Designated relocation areas are as follows: Inside of the operation we will relocate to the karate school floor inner wall. Outside of the operation we will relocate along the east edge of the parking lot in the field. In the case of a tornado or hurricane we will relocate to the designated area inside of the center. If the emergency requires for the center to be evacuated, we will contact parents for immediate pickup.

In preparation for an emergency/disaster, the regular practice of emergency/disaster drills is important for both the adults and the children in our care. Because children become fearful of change emergencies, we strive to encourage calm procedures during our fire drill. PTSDA Karate will always ensure that we are up to date with current emergency procedures. In the case where a child is physically incapable of evacuating on their own, a designated team member will assist the child to safety (e.g.: child in wheelchair or cast, special needs, etc.). A designated team member will ensure student information cards and cell phone are taken.

## Intruder Alert Procedure

PTSDA Karate will take the necessary precautions to ensure children are safe from intruders. The Children's Program backdoor is locked at all times and only opened by code or by a PTSDA Karate

Children's Program Team Member. The code is changed routinely to aid in security. A peephole is installed to check identification at the door. The interior door is only opened during class transitions for Afterschool members. If a suspicious person is seen entering the main entrance, the door will be bolt locked from both sides.

Eight security cameras are installed inside and outside the school. The outdoor area is protected by an 8' fence and locked gate. If a suspicious person is seen around the perimeter, all kids will be brought inside into the secure room and the proper authorities will be contacted.

## Transportation

Transportation is included in our After School Program. The driver will take all precautions in transporting the children. Children will be informed of Bus Rules and will be expected to abide by them.

**If your child does not attend school, please notify the PTSDA Karate through the Brightwheel app or by text to (850) 607-4454 by 1:00 p.m.** If we are not notified, it slows down our bus route down while we are looking for your child. The PTSDA Karate does not provide bus transportation home. All school children are picked up and dropped off at PTSDA Karate by approved Team Members. The children are escorted to and from the bus at the designated loading/unloading area.

The parent is required to notify their child's school that their child is enrolled in the program. We will maintain all safety equipment as required. All children's emergency information is located inside the Brightwheel app and all Team Members have access to it through the Program's electronic devices. A space is provided in your packet for your permission for your child to be transported to and from the center via the PTSDA Karate.

## Loading and Unloading Procedures

### Loading

1. The Team Member will check each child in by putting the name to face using the Brightwheel app on the PTSDA Karate iPhone or iPad.
2. The Team Member will verify the number of children on the bus by counting each child and making sure it matches with the number of children checked in on the app.

### Unloading

1. The Team Member will verify the number of children on bus by counting each child and making sure it matches with the number of children checked in on the app.
2. The Bus Driver will walk to the back of the bus, checking each seat for children.
3. A Team Member will check each child into PTSDA Karate and escort them into the Karate School.

## Transportation Emergency Procedures

### THE BUS EVACUATION PLAN:

Unload at curbside or protected parking area

Children must not cross the street unless accompanied by an adult.

PTSDA Karate will account for all the children exiting the vehicle by verifying the app before leaving the vehicle unattended. This encompasses the off-loading of the pupils so that they will know exactly what to do in the event of a real emergency.

### THE BUS ROUTE:

The driver must know the location of fire stations, police stations and hospitals in the area. Most emergencies the bus driver faces entail the immobilization of the bus and the determination of evacuating or not.

**PTSDA Karate staff is trained on all routes, even for the substitute driver. This ensures the responding emergency personnel get to the bus faster. Whether the driver has a radio contact with dispatcher or must ask the assistance of other to telephone the request for emergency aid is of little good if the exact location is not given.**

## Field Trips

Since we are an After School Program and not a day care, regulations do not allow us to take the children on Field Trips during the school year. During our summer camp, we take field trips for swimming, bowling, skating, museums, parks, the zoo, chuck-e-cheese and more!

## Homework Time

All children will be checked off on the Homework Sheet upon showing their completed work to a Team Member. If they do not have any homework, they will be permitted to go outdoors for supervised activity time. Due to State Regulations, our Staff will only be allowed to “supervise” and not help children do their homework. At times, children will hide their homework to avoid doing it. If this occurs, please notify our staff so that we can ensure the child is completing their assigned homework. Please be sure that your child has pencils and paper.

## Free Time

During Free Time, students will participate in activities like: 4-Square, soccer, Basketball, Soccer, playing with card, arts and crafts and watching movies. Only “G” Rated and “PG” Rated movies are shown. Please let us know if you do not want your child to watch “PG” movies, an alternate activity can be planned. By signing this handbook, you are giving permission for them to watch “PG” Rated Movies.

## Open Door Policy for Parents

The PTSDA Karate has an open door policy for all parents to come by and visit the school any time during our hours of operation. Parents are welcome to observe classes. Parents attending activities on a frequent or regular basis must comply with minimum standards that apply to employees.

## Electronics

**Electronics are only allowed on Fridays at afterschool karate. If your child has his/her cell phone and is seen with it on any other day, he/she will be asked to put the phone away.** Texting, phone calls, or any other communication is not permitted. Approved electronics cannot access the internet. If you need to contact your student, please feel free to call the karate school. Phone calls home will only be made from the Karate school if your child is ill or hurt.

## Parent Handbook Acknowledgment

I have read the following Parent Handbook and I understand that I must follow all aspects of the manual. Please return this completed form to PTSDA Karate.

Student's Name(s): \_\_\_\_\_

### Initial Each Topic

\_\_\_\_\_ General Information

\_\_\_\_\_ Injuries & Emergencies

\_\_\_\_\_ Hours of Operation

\_\_\_\_\_ Parental Notifications

\_\_\_\_\_ Holidays

\_\_\_\_\_ Discipline & Guidance Policy

\_\_\_\_\_ Nondiscrimination Policy

\_\_\_\_\_ Food

\_\_\_\_\_ Enrollment Forms & Paperwork

\_\_\_\_\_ Immunization & Testing

\_\_\_\_\_ Registration Fee

\_\_\_\_\_ Emergency Drills

\_\_\_\_\_ Arrival & Departure

\_\_\_\_\_ Transportation

\_\_\_\_\_ Tuition & Fees

\_\_\_\_\_ Homework Time

\_\_\_\_\_ Late Pick Up

\_\_\_\_\_ Free Time

\_\_\_\_\_ Clothing & Personal Belongings

\_\_\_\_\_ Open Door Policy

\_\_\_\_\_ Illness

\_\_\_\_\_ Electronics

\_\_\_\_\_ Medication

\_\_\_\_\_  
Signature-Parent/Guardian

\_\_\_\_\_  
Date