

Spartanburg Martial Arts **Kickin' Kids After School Program and Summer Camp**

Westside 576-8273

Mission Statement

The mission of our after school program is to provide quality care for the total child in a safe, nurturing and educational environment utilizing appropriate martial arts activities to meet individual needs.

Hours of Operation

Kickin' Kids is open from 2:00 p.m. to 6:00 p.m. for after-school programs and 7:00 a.m. to 6:00 p.m. on school holidays and during the summer. Students must be picked up sharply at 6:00 p.m. Please make every effort to be on time as there are late fees.

Tuition Fees

All tuition fees are due on Monday of each week, for the week just beginning. If Monday is a holiday, then the payment is due on Tuesday of that week. Tuition can be paid by electronic draft. We can draft your checking account or credit card, or you can write a check to SMA.

Your tuition rate is \$5.00 more if it is not paid on the first day of the week.

End of year statements for tax purposes will be issued upon request.

WEEKLY FEES INCLUDE:

After School Program, Martial Arts Classes, All Stripe Testing and Belt Testing

<i>1 Child</i>	<i>2 Children</i>	<i>3 Children</i>
\$79 per week	\$142 per week	\$205 per week

TO GET STARTED:

1 Child \$69	2 Children \$129	3 Children \$189
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Student Enrollment Package:

- Official SMA Karate Uniform
- American Flag Patch sewn on uniform
- Students name embroidered on lapel of uniform
- Official SMA student ID card
- SMA T-shirt
- SMA Duffle Bag
- Registration Fee

Late Fees

You will be charged a \$10 late fee if your child has not been picked up by 6:00 p.m. The fee will be \$15 if your child has not been picked up by 6:15 p.m. There will be an additional \$5 added for each 5 minutes that your child is left after 6:15 p.m.

All monies are due and payable at the front desk upon parent's arrival. We realize that there are emergencies and unexpected situations; however, your communication and cooperation are greatly appreciated.

Absences and Withdrawals

Since expenses continue whether or not your child is present, there are no deductions in weekly tuition fees for absences. Please notify the center if your child is ill and will not be attending. *However, if your child is ill for a full week, a reduced fee will be due totaling one-half of the weekly tuition fee.*

Parents must notify us if their child did not go to their academic school or was picked up early. If our school provides transportation for your child this information is required for the transportation vehicle attendance record. **If you do not notify Kickin' Kids of your Child's absence there will be a \$5 fee.**

If your child is to be withdrawn from our after school program, a 2-week notice is needed and the account paid in full by the time of withdrawal.

Enrollment and Re-enrollment

Children enrolled in our after-school program must have the appropriate forms prepared prior to their first day of attendance. State laws require these forms.

A yearly emergency release must be filled out or updated and a fall registration fee will be required.

Snacks

Our after school program includes a 15 to 20 minute snack break in its schedule. We will provide a nutritional snack and drink for the children.

Holidays

Kickin' Kids will be closed for all national holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. On occasion we may be closed on the day prior or day following a Holiday. These closings will be posted in advance. *(During the school year the weekly fee is the same each week, excluding Spring Break and Christmas. If there is a holiday and we are closed, the weekly fee will remain the same.* We are open on teacher workdays. *If your child attends on these days there will be no extra fee for childcare (the only extra fee would be if we go on a field trip).*

We will be closed the week between Christmas Day and New Years Day. There will be no charge for the week that we are closed.

We will be open the week of Spring Break. If your child attends, the rate will be the same as the current summer camp rate. If your child does not attend the week of Spring Break there will be no charge.

Vacation

If a child is absent for a full week for vacation or extended illness, a reduced rate of one-half the weekly tuition will be charged. For children who do not attend Kickin' Kids for the two weeks of Christmas vacation and/or Spring Break there will be NO charge.

Release of Children

Children will be released only to those individuals whose names are recorded on the enrollment forms. 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 Kickin' Kids director has not obtained a verbal follow-up authorization from the parent, the child will not be released.

Changes

The Kickin' Kids staff must immediately be notified of changes in telephone numbers (*home or work*), job, family status, custody changes, doctors and authorized persons to pick up your child.

Illness

Children who become ill during the day may not remain at Kickin' Kids. 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. Please notify the Kickin' Kids staff if your child will be absent from school and our after school program, and report all illnesses immediately.

If your child is ill and misses a full week of Kickin' Kids during the school year, a reduced rate of one-half the weekly tuition will be charged.

Injuries

If your child is injured while at Kickin' Kids, the only treatment that is provided is cleansing with soap and water, ice, band-aid and TLC. Any injury that requires more than the basics will necessitate a parent coming to Kickin' Kids to determine if professional medical care is needed.

Medication

The Kickin' Kids director will administer medicine only if the medication record has been filled out and signed.

Some Final Suggestions for Parents

To help support our Program we offer the following tips:

1. Make sure your child has his/her uniform and belt on class days.
2. Check the monthly SMA karate calendar to see what equipment your child will need for class, when your child will have stripe testing and any other important information pertaining to the karate program.
3. If your child must be absent, please contact us.
4. Treat us professionally and with respect. Be prompt with payments and considerate of non-working hours.
5. Adhere to all policies and read any and all information sent home.
6. Participate in SMA activities when at all possible.
7. Arrange a backup plan for when your child is sick or our Kickin' Kids program is closed.
8. Appreciate that we care for groups of children.
9. Share information that will assist us in caring for your child (*example, parent 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.
10. Communicate promptly with any concerns you may have. We cannot resolve a problem if we do not know about it.
11. We have assisted homework time each day. We cannot be responsible for your Childs' homework if they are not honest about their assignments, don't write the assignments down or will not cooperate with the rules during homework time.



Parent Guide