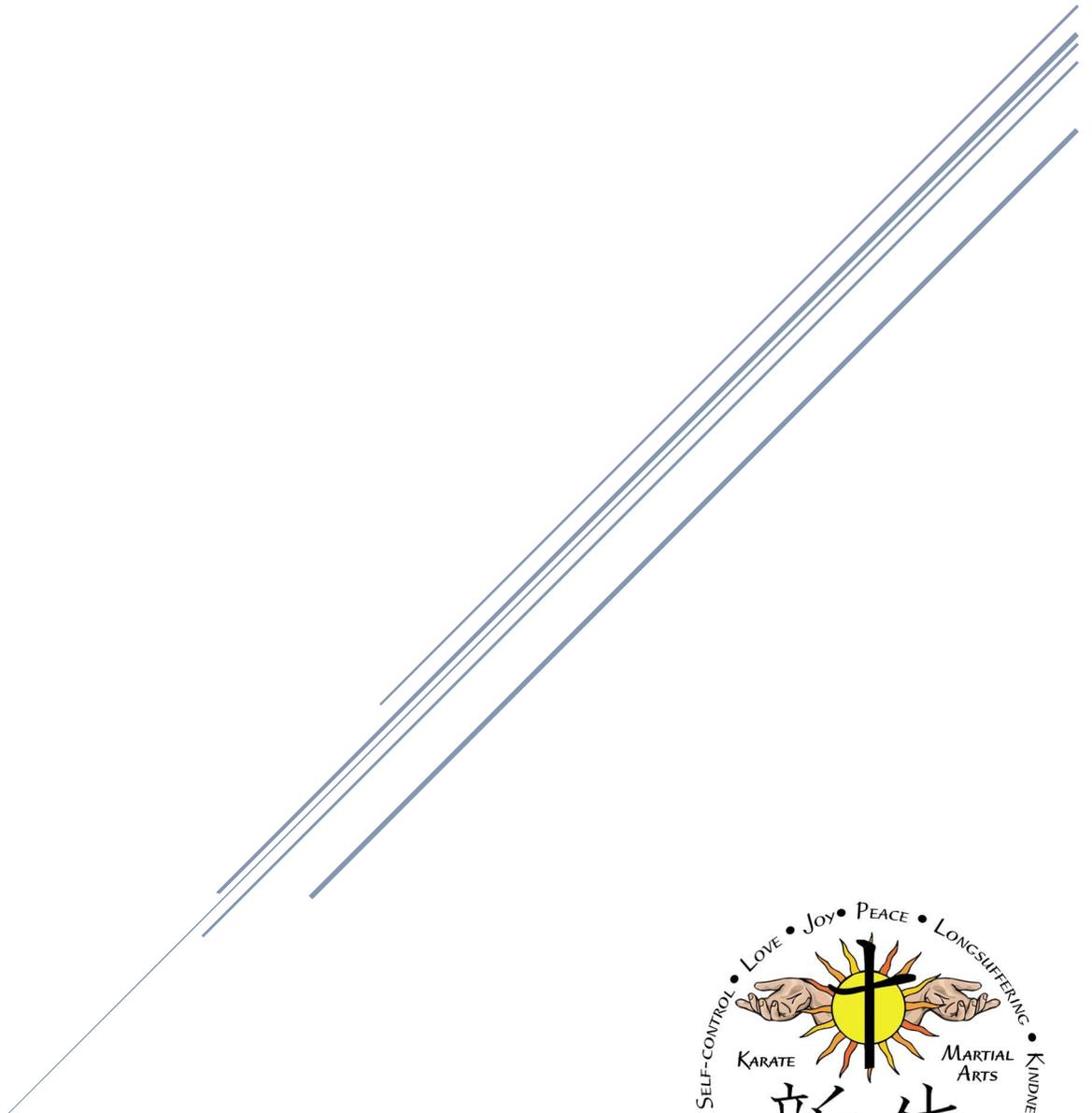


SHINSEI MARTIAL ARTS & FITNESS

After-school & Summer Camp



General Information

General Information Dear Parents and Students,

Welcome to Shinsei Martial Arts & Fitness Center (SHINSEI), we are real excited about the unique programs we have available, and we feel you will be also. While offering an After-School Program, and a Summer Camp Program that meets your need for child care, our main purpose is to provide your child with Martial Arts training. We would like to give you some information concerning our programs.

Our facility offers a program that is interesting, exciting, 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.

Shinsei Martial Arts & Fitness Center
150 St. Johns Business Park Pl
St. Augustine, 32092

Communication with Parents

Shinsei Extended Day Services communicates all important information via email. In the event of weather or other emergencies, important information may be emailed to you on weekends. Please make sure the email address we have for you is an email you can check anytime.

LINE OF AUTHORITY

Executive Director (administrator): Sensei Allie Bordley
Responsible for overall operation of SHINSEI.

Program Directors (administrator): Angela Green
Responsible for overseeing vacation programs, site supervisors, and staff.

Site Coordinator (supervisor): Courtney Hall
Responsible for activity design, parent communication and staff.

Group Leader/Assistant Group Leader: Hannah Smith
Responsible for assisting Site Coordinator in carrying out all necessary responsibilities, supervises children.

Open Door Policy for Parents

SHINSEI 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, and attend field trips. Parents attending activities on a frequent or regular basis must comply with minimum standards that apply to employees.

Hours of Operation

School Year 3:00 p.m. – 6:30 p.m.

Aug (beginning of school) – June (end of school)

School Holidays 6:30 a.m. – 6:30 p.m. *Available at an additional cost

Summer Program 6:30 a.m. – 6:30 p.m.

June (beginning of summer) – August (until school starts)

Holidays

SHINSEI has a School Calendar showing when we are closed during the school year. On the Summer Registration, all days we are closed will be listed. Some days we are closed are: Good Friday, Memorial Day, July 4th, Labor Day, 2 days at Thanksgiving, and TBD between Christmas and New Years.

On school holidays, SHINSEI is open from 7:00 a.m. – 6:30 p.m. for a Day Camp. This includes martial arts training and a field trip or activities. Lunches need to be brought.

A calendar is available for each school year, and monthly calendars are available for summer camp.

Nondiscrimination Policy

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

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. SHINSEI will occasionally have updates or policy changes, parents will be notified of any changes in the student's folder in the lobby. A notice will also be put on the marker board.

Registration

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

Arrival & Departure

There is a Sign In & Out sheet in the front lobby. Please sign your child in & out each day. Children will be released to people listed on the enrollment form. Please call 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 Karate School. SHINSEI does not provide bus transportation home.

Procedures for Parental Notifications

Notes of child care happenings, closings, policy changes, etc... will be posted on the marker board inside the front door. We also send emails out about upcoming events or changes. If the matter is more urgent, we will contact you by phone. Please keep all of your contact information current.

Illness

Your children's health is of great importance. If your child becomes ill while at the 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. SHINSEI 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 100.4 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 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 & Health Checks

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. 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. In the case of an emergency, SHINSEI will call 9-1-1. At this time, SHINSEI does not complete an official health check on each child. However, when we notice any health concerns, it is documented, and parents are notified.

Immunization & Testing

All students attending SHINSEI must be current on all immunizations, have a Tuberculin testing and have Hearing a Vision screening. All of these records can be kept on file at the public school they attend. We encourage our staff to get annual flu shots, keep updated on their immunizations and get any other immunizations that would be beneficial, but these are not required The Karate School.

Discipline & Guidance Policy

At SHINSEI discipline is part of our martial arts curriculum. We stress self-discipline & respect of others. Our discipline is directed toward teaching the child acceptable behavior and self-control. In cases of inappropriate behavior, we use strength exercises such as push-ups & jumping jacks or we withhold certain privileges such as video games during free time. In all cases children will be treated with respect & dignity.

Food

SHINSEI does not provide lunches or snacks. It is the responsibility of the parents to provide a nutritional lunch and snacks. We do have a snack bar available with prepackaged snacks and canned drinks. During all day activities, each student needs to bring a sack lunch and snacks, or money to purchase these items (only on days we are attending a facility that sells food.) Parents will be charged \$10 for each day their child does not bring a lunch, and SHINSEI has to provide one. Water is always available at the school and on field trips.

Emergency Drills

Emergency drills are held periodically to prepare your child with the evacuation procedures. We have monthly fire drills and quarterly severe weather drills.

Transportation

Transportation is included in our After School Program, and is included with our Field Trips during the summer. 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, you must notify SHINSEI (904) 669-6713 by 1:00 p.m. If we are not notified, it slows our bus route down while we are looking for your child; this leaves other children waiting. SHINSEI does not provide bus transportation home.

Field Trips

In addition to our regular program, field trips will be planned. We will inform you of these activities. All field trips are posted in the front area of The Karate School. Children are expected to participate in field trips, we need to be notified by the parents if they are unable to participate. For safety, sunscreen and mosquito spray will be applied to students unless parents request that we do not. Permission for field trips is included on the enrollment form. All parents must sign this for their child to attend any field trips.

Clothing and 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 (GI) that needs to be brought to SHINSEI on Monday, and taken home each Friday to be washed. Students will have cubbies to keep their uniform in during the week. Students can bring personal items from home, however; we will not be responsible for lost articles. SHINSEI has a Lost & Found. This is the best place to look for lost items.

Free Time

During Free Time, students will participate in activities like: 4-Square, Dodgeball with foam Nerf balls, playing with cards and blocks, arts and crafts and watch 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.

Day & Summer Camps

Shinsei provides both day and summer camps for your convenience. We keep the same hours for these camps as our before and after care programs, 7 am to 6:30 pm.

Day Camps

Day camps are provided when there are school days or holidays that are not considered national holidays. For existing after school students there cost of 3:00 pm to 6:30 pm during that day. There is an additional cost for the hours 7:00 am to 3:00 pm. The additional cost is usually \$25 per day.

Summer Camps

Shinsei Summer Camps offer families a great summer experience for children ages 4 to 12. These programs may take place in a different location than the regular school year program. There is a separate registration for the Summer Camp program. Enrollment begins in January/February and will be online. Early enrollment with a nonrefundable fee per week is usually offered at a discounted rate. Spaces are limited, and registration is on a first-come, first-served basis. Summer camp includes weekly swimming at that Solomon Calhoun Center with certified lifeguards on site as well as weekly field trips. Both are included in our weekly rate of \$185 per week.

Tuition and Fees

It is very important to pay your fees on time so that we can continue to provide a high-quality program for your child. Fees for After-School Programs are charged monthly from August to May (This includes every week during the school year. Please keep in mind there are a couple of 5 weeks months.) Keep in mind that you are paying for your spot/space at Shinsei. 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.

- There is a separate sign-up process and fee for your child during school breaks including Christmas Break, Spring Break and Easter Monday.
- There are no refunds for statutory holidays or absences due to illness or vacation or an occasional emergency closure (for example – bad weather). During the school year only one vacation week may be taken where fees will not be incurred.

Fees Payment

Depending on the program, you have the choice of paying on a BI-WEEKLY or MONTHLY basis. 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. BI-WEEKLY tuition is charged the first day of the week prior to the next weeks of service and MONTHLY tuition is charged the first day of the month, unless your billing agreement states otherwise. If for any reason tuition is not paid, it will incur an additional \$10 a week late fee until paid.

CONVENIENCE FEE SHINSEI accepts credit/debit card payments online; however, when using one of these card options, there is a non-refundable charge of \$1.50 to provide this service.

SHINSEI does accept checks at no additional costs.

- You must pay your fees in advance, at the beginning of every month.
- Child care fees are tax deductible. Every January 15th, you will receive an income tax receipt for fees paid for the previous year to file with your income tax return.
- If a check is returned for non-sufficient funds (NSF), you will be charged an administrative fee.

If You Leave the Program If you plan to withdraw your child from the program, you must provide to us in writing, two weeks before the child's last day. If you do not give us two weeks' notice, we will charge you the fees for two weeks of care.

Late Pick-Up Fee

It is necessary for children to be picked-up on time. Parents who pick up their children up late will be charged a late fee. If you pick up your child between 6:31pm and 6:45pm a \$10 late fee will be due. Between 6:46pm & 7:00pm \$20 will be due. Late fees will automatically be charged to the credit card on file.

Custodial Rights

Custodial Rights In cases of divorce, parents of students are required to furnish the school with a copy of the custody section of the divorce decree regarding their children. This legal record will enable us to fulfill our responsibilities while protecting the rights of all involved.

Shinsei is required to follow the law regarding the rights of noncustodial parents. A non-custodial parent whose child is enrolled at Shinsei has the right by law to see academic and disciplinary records and to talk to school officials regarding the child's progress and attendance. Shinsei officials are not required to contact the custodial parent if such information is requested by the non-custodial parent.

In special cases when a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept on file.

It is the responsibility of parents to keep the Shinsei informed of special family arrangements with regard to custody of the child. Even though we may be aware of court orders, parents are required to furnish the actual documents regarding custodial issues and visitation rights. The school operates on the last documents filed with the school.

Parents, let's partner together to keep your child safe!

We recognize that children feel secure and safe when there is consistency and stability in the world around them. Parents please take a moment to review the following rules together with your child at your earliest convenience:

1. Listen to instructions. James 1:19 "Let every person be quick to hear, slow to speak, slow to anger."
2. Keep hands, feet, and objects to yourself. 1 Thessalonians 5:15: "Make sure that nobody pays back wrong for wrong, but always try to be kind to each other..."
3. Work quietly on homework and do not disturb others. 1 Thessalonians 4:11 "We urge you... to aspire to live quietly, and to mind your own affairs, and to work with your hands..."
4. Show respect for yourself, others, and the facility. Luke 6:31 "And as you wish that others would do to you, do so to them."
5. Work and play in a safe manner. Hebrews 13:16 "Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God."

**TRAIN UP A CHILD IN THE WAY HE SHOULD GO;
EVEN WHEN HE IS OLD HE WILL NOT DEPART FROM IT.
Proverbs 22:6**

**Shinsei After School and Summer Camp Waivers
(Good to end of summer 2019)**

Student(s) Name: _____

Media/Social Media Waiver: I consent to the use and copyright of photographs or videos in which my child is included for use in publications for Shinsei. I acknowledge that Shinsei is the sole owner of all photographs or videos in which my child may be included, and can use them as well as any printed or electronic matter related to photographs or videos both now and in the future. I release Shinsei, and its legal representatives from any legal responsibility related to photographs or videos in which my child is included. By signing this Consent Release form, I hereby give permission which signifies that photographic or video recordings of my child may be electronically displayed via the Internet, or for marketing and informational purposes for Shinsei. Students of Shinsei, automatically grant permission to Shinsei, and their affiliates to use their photos and videos for advertising and publicity purposes, inclusive of print advertising, social media postings, educational videos, television, videotaping, or film broadcast in connection with promotional campaigns.

Medical Release/Liability Waiver: In the event you are unable to reach me, in case of accident or injury, I give my permission for treatment as deemed necessary by staff, medical professionals, or emergency personnel. I also release Shinsei, its affiliates, and its staff of liability in case of injury or accident.

Insurance Waiver: It is required that all students be covered by their own family medical insurance policies and if injury occurs it is understood that the student's own policy is your only source of reimbursement. Shinsei or its affiliates are not responsible or liable under any circumstance. I have read all waivers/policies including the Medical Release, Liability Waiver, Insurance Waiver, and the Social Media Waiver. I fully understand and abide by these policies.

Parent's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

Child's Agreement

Thank you so much for sharing your children with us every day. We want you to know that we are always available if you have any questions or concerns. We are looking forward to a fantastic year! We appreciate you! Children are asked to adhere to the following agreement: As a Shinsei member, I promise to:

1. Always treat others with respect.
2. Use only polite, kind words.
3. Always listen to and respect the After School staff.
4. Respect Shinsei property.
5. Respect other people and their property.
6. Always keep my hands and feet to myself.
7. Always ask permission before leaving any Shinsei area.
8. Avoid fighting, bullying, and teasing others.
9. Follow the Shinsei schedule.
10. Take responsibilities for my actions.
11. Respect other people's cultural/racial/ethnic background.
12. Always tell the truth.
13. Always clean up after myself.
14. Be proud of who I am.

PARENT/GUARDIAN NAME: _____

RELATIONSHIP TO CHILD: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

CHILD NAME: _____ **SIGNATURE:** _____