



## AREGIS TAEKWONDO CENTER



Louie Aregis, Owner/Chief Instructor  
900 Conference Drive Suite #2B  
Goodlettsville, TN 37072  
Phone (615) 859-4443  
[aregistkd.com](http://aregistkd.com)

## Parent Handbook Information

### Mission Statement

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



### Belief Statements

WE believe that personal development is the most important quality in an individual.

WE believe children should treat others, and be treated, with courtesy and respect.

WE believe children should give their best effort toward their school work to give them the best opportunities in life.

WE believe children need opportunities to develop physical, intellectual, social, emotional and language skills.

WE believe children need guidelines for acceptable behavior and to know that there are consequences for unacceptable behavior.

WE believe children should be taught the importance of having a positive attitude. This has been proven to raise self-esteem, boost grades in school and assist them in getting along with others.

## Childcare Policies, Hours of Operation and Tuition



Tennessee law states that children may not exceed 15 hours per week at our center. Therefore, we require all students to be signed out and picked up from the Taekwondo Center no later than 2 hours and 50 minutes from the time students are picked up from school.

Cost for the program is \$70.00 per week, plus an enrollment fee of \$45.00, which includes uniform, belt, school patch and student manual. For previous students, there is a \$10.00 application fee due to renew their enrollment for the new school year. Part time after-school is available at an increased rate.

**Tuition is payable on the first day of a child's scheduled attendance for the week. If tuition is not paid by the end of the second day of your child's scheduled attendance, a \$10.00 per day charge will be applied.** Checks are to be made out to the school and receipts will be given for cash payments only.

### Returned Checks

The current bank rate for NSF (non-sufficient funds) checks will be charged to the parent for any returned checks. The first NSF check may be redeposited after approval by the parent. The second NSF check will not be redeposited, but will be exchanged for cash and the account will then become a "Cash Only" account. Failure to keep your child's account current will cause termination.

### 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 absent over 1/2 week, a reduced fee will be due totaling one-half of the weekly tuition fee. **Parents must notify the Center 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 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.

Re-enrollment is automatic as long as the child continues to attend our Center. A yearly emergency release must be updated in the fall.

## **Snacks**

Our after-school program includes a 15 to 20 minute snack break in its schedule. We are not a daycare center, therefore we do not supply snacks. Snacks are available for purchase at the Center. They are also allowed to be brought from home. We recommend that parents provide a nutritious snack and drink for their child(ren).

Here are a few examples of nutritious snack combinations:

- Apple slices and soft pretzels
- Orange juice and raisin bread
- Milk and vanilla wafers
- Fruit and cheese kabobs
- Bananas and graham crackers
- Apple juice and bagel
- Seedless grapes and cheese crackers
- Peanut butter on crackers
- Snack mix with wheat chex, cheerios, peanuts and raisins.

## **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 Center has not obtained a verbal follow-up authorization from the parent, the child will not be released.

## **Changes**

Our Center needs to be immediately notified of changes in telephone numbers (home or work), job, family status, custody changes, doctors and authorized persons to pick up your child.

## Holidays

Our Center is closed for all national holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. Our Center may also be closed on occasion for the day prior to, or day following, a Holiday. These closings will be posted in advance. The Center will also be closed pertaining to any Sumner County and/or Metro Davidson County school closings for snow days or half days.

## Vacation

If your child is absent one or two days during the week, full payment for the week is still due. If your child is absent over half the week, payment for that week is prorated. Payment for the after-school program is not due if school is not in session. For all children who do not attend our center for the two weeks of Christmas vacation and the week of Easter vacation, there will be NO charge. For the students that attend evening classes these weeks, the fee will be 1/2 the regular weekly after-school program fee.



## Illness

Children who become ill during the day may not remain at the Center. 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. Your child will need to be fever free for 24 hours before returning to our Center. Please notify the Center if your child will be absent from school and our Center as well as report all illnesses immediately.

## Medication

Our Center does not administer medication. Parents are welcome to come to the Center during operating hours and give the needed medication to their child.

## Injuries

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, band-aid(s) and TLC. Individual "accident and incident" reports are given to the parent to inform them of the injury. Any injury that requires more than the basics listed in the previous paragraph will necessitate a parent coming to the center to determine if professional medical care is needed.

**WE ARE NOT A DAYCARE NOR DO WE PROVIDE PRIMARY INSURANCE**

## SCHOOL RULES

- \* Students are required to attend class daily.
- \* No running or horse playing.
- \* All personal items should be placed in cubbies.
- \* Uniforms are to be worn to class each day.
- \* No items, except for uniforms, should be left in the dressing rooms.
- \* Uniforms should be hung up in dressing rooms or brought home after class.
- \* Keep hands and feet to yourself.
- \* Students are responsible to clean up after themselves.
- \* All students are expected to work towards the completion of their homework each day.
- \* No arguing with each other or any Adults.
- \* Knock on the door before entering the office.
- \* You are responsible for your own items.
- \* The school is not responsible for lost items.
- \* Do not leave food and/or drink unattended on mats.
- \* Socks should be put in shoes.



## VAN RULES

- \* No yelling! Use your inside voice.
- \* Stay seated and buckled up with your seatbelt.
- \* Any child 8 years old and under is required to be in a booster seat.
- \* Do not turn around in your seat.
- \* No food, drink or gum inside van.
- \* Keep your feet off of the seat in front of you.

## NOTE TO PARENTS

- \* Please call the Taekwondo School at 859-4443 as early as possible if your child will be absent from after-school pick-up.
- \* If your child is absent one or two days during the week, full payment for the week is still due.
- \* If your child is absent over half the week, payment for that week is prorated.
- \* Payment for the after-school program is not due if school is not in session.
- \* To keep traffic and study area open, we ask all parents to please wait in the front area of the school after making a staff member aware of your child(s) pick-up.
- \* We reserve the right to dismiss anyone from our program.
- \* *A copy of your child's insurance card is required. We do not provide insurance for your child.*



## Some Final Suggestions for Parents

These policies may change from time to time due to regulation or Center changes. To help support our Center we offer the following:



1. Please pick up your child on time.
2. If your child must be absent, please contact our center.
3. Treat your Center respectfully and professionally.
4. 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 Center Activities when at all possible.
7. Arrange a backup plan for when your child is sick or our Center is closed.
8. Appreciate that our Center cares 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 early to your Center with any concerns you may have.