



# Parent & Family Handbook

Revised February 2017

*The Martial Arts and Athletic Center  
3820 Line Ave.  
Amarillo, Texas 79106  
(806) 322-1080*

## **Curriculum**

At the Martial Arts and Athletic center, your children are our first priority. Our goal is to instill the character qualities of discipline, respect and self-control as well as raising the self-esteem of each child in our program through the instruction of Martial Arts, athletics, and participation in activities such as arts & crafts, drama, educational field trips, and study time. The MAAC curriculum encourages children to:

- Discover who they are, and appreciate their own unique gifts and talents.
- Push themselves beyond their comfort zones by learning new skills.
- Work together in group and team activities towards a common goal.
- Build a foundation of discipline to grow into happy, successful individuals who will positively influence the world around them.

## **Staff**

The MAAC staff members are carefully screened having undergone background checks and FBI fingerprinting and selected because of special qualities, talents, personality traits and skills needed in our unique business of blending child care, martial arts and athletics. They are hired based on a combination of education and experience which demonstrates a strong understanding and sensitivity to the educational and social needs of school age children.

## **Days of Operation**

### **MAAC Attack After-school Program**

Ages: 5-13 (Kindergarten – 8<sup>th</sup> Grade)

Months: August through May (or end of AISD/CISD School Year)

Hours: After-school – 6:00pm

7:30am – 6:00pm for all-day care when applicable

Holidays: MAAC posts a list of Holiday Closures

Snow Days: Closed any time AISD closes or if MAAC director deems weather conditions hazardous to the operations of the MAAC

### **Samurai Summer Camp**

Ages: 5-13

Months: June – August/First Day of School

Hours: 7:30am -6:00pm

#### **A School Year Calendar will be posted each school year detailing:**

- First day of MAAC Attack after-school program
- Holiday breaks: Labor Day, Thanksgiving, Christmas and Spring Break, Easter
- Last day of MAAC Attack
- First day of Samurai Summer Camp
- 4<sup>th</sup> of July holiday closing
- Last day of Samurai Summer Camp

#### **Holidays**

MAAC Attack/SSC program site will be closed on some legal holidays. Please refer to the posted calendar for days on which the MAAC Attack/SSC programs will be closed.

## **Enrollment**

Enrollment in the Martial Arts and Athletic Center's MAAC Attack/Samurai Summer Camp programs is offered on a "**space available**" basis only. Parents must contact the Martial Arts and

Athletic Center's office to make arrangements to enroll their child with all admission papers completed and turned in to the MAAC office before the child(ren) attend their first day in any MAAC program. The Martial Arts and Athletic Center reserves the right to change fees, hours of operation, policies and the locations of programs with a 14 day posted notice to parents.

## **Fee and Payments**

### **Child-Care Fees**

The following policies apply to child-care payments:

- All MAAC Attack/CCS program fees are based on days of scheduled care, i.e. Mon.-Fri., not actual child attendance.
- MAAC Attack/CCS program fees must be paid in advance on a Monthly, Bi- Weekly or Weekly basis. Fees are due by the 1<sup>st</sup> day of each month or the Friday prior to the week of care if you pay weekly or bi-weekly.
- A statement based on your fees and any fees for late pickups or late payments will be placed in the Parent Notes basket if delinquent.
- There will be no refunds or credit given for absences or vacations from the MAAC Attack/CCS program.
- The payment may be made by cash, check, money order, debit/credit card or auto-draft. Checks or money orders should be made payable to the Martial Arts and Athletic Center. All returned checks or insufficient funds via auto-draft are subject to a \$30.00 bank handling charge, as well as a \$10.00 late payment charge.
- There will be an additional charge for care on days which parent needs care during unscheduled hours.

### **Late Payment Fees**

The following policies apply to fees charged for late payments:

- Fees are due by the first day of the month and will be considered delinquent if not received by the fifth day of the month. If you pay weekly or bi-weekly, fees are due the Friday prior to week of scheduled child-care.
- A charge of \$10.00 will be added to the current month's bill for all payments received after the fifth of the month, or for payments made weekly that are not received by Friday of the week prior to care.
- A notice to terminate service shall be sent to the parent if fees become delinquent.
- This notice will state the total amount of unpaid fees and the date upon which services will be terminated if the delinquent fees are not paid in full prior to the stated date of termination of services.
- If fees have not been paid by the stated date of termination of services, then your child will no longer be enrolled in the program and will not be allowed to attend the MAAC Attack/CCS program. It is distressing for both the child and the child care staff to turn a child away because of delinquent fees, so please do not bring your child to the program if your fees are delinquent.

Because we are a fee-supported program, we are unable to extend credit or make provisions for delinquent fee payment plans.

### **Late Pick-up Fees**

It is extremely important, for both children and staff, that parents are on time picking up children from MAAC Attack/SSC.

- After 6:00pm a \$25.00 fee per child in care for the first 15 minutes, and \$5 per minute thereafter will be added to your bill. Example: 2 kids are picked up at 6:17. The charge would be \$70.00. This payment is due at the time of pickup, or before the children are picked up from school/dropped off at the MAAC the next day. Children will not be allowed back at the MAAC until this fee is paid.
- If an emergency occurs and you anticipate that you will be late picking up your child, please make arrangements for one of the authorized individuals on your child's emergency information form to pick up your child at the designated pick up time, 6:00.
- If your child is picked up late more than three times during the school year or during Samurai Summer Camp, services for your child may be terminated.

You will be contacted via a phone call and notification in the Parental Note basket after the third offense with a notice that any further occurrence may result in immediate removal from the program.

### **No Call/No Show Fee**

This fee is in regard to the MAAC Attack After –school Program. A child is considered a “No Call/No Show” if the MAAC has shown up at the school to pick up the child and they are not there without prior notification to the MAAC. A family is allowed two (2) No Call/No Shows per year free of charge. Every No Call/No Show after that incurs a \$10.00 fee per incident. MAAC reserves the right to terminate pick-up services or care altogether if No Call/No Shows occur on a consistent basis.

### **Emergency Attendance Fee**

In the event of an emergency situation and you need child care for a non-contracted day, call the office of the director, and, based on space availability and an adequate staff ratio, your child may be granted attendance. There is a \$25.00 charge for this service in addition to the regular tuition charge incurred for the day.

### **Refunds**

If you withdraw your child with two weeks written notice, all prepaid fees for services which would have been delivered after your child's last day of enrollment will be refunded. Failure to give two weeks written notice when withdrawing your child will result in forfeiture of two weeks of prepaid fees. Any remaining prepaid fees will be refunded.

### **Withdrawing Your Child**

If you wish to withdraw your child from the MAAC Attack/SSC program, you must provide the MAAC Attack office with a written notice two weeks in advance of intended withdrawal date. If you choose to withdraw without notice, you will be required to pay the equivalent of two weeks tuition for your child. If you withdraw your child from the program during the school year and wish to re-enroll at a later date, you will be subject to a non-refundable re-registration fee of \$30.00.

### **Termination of Services**

Children are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

- fees are delinquent
- frequent late pickups of child(ren)
- failure to comply with contract agreements for dates of service
- failure to follow all school rules

The MAAC will provide parents with written notification of the breach of policy. If parents willfully continue to disregard the policies of the MAAC Attack after school or Samurai Summer Camp

programs, they will be given notice of our intent to terminate services. If your child demonstrates exceptional needs that cannot be met by the MAAC staff, we will request that you withdraw your child from the MAAC program and seek care more appropriate to the needs of your child.

## **Vacations**

Credits for vacations will not be allowed during the school year. Please refer to the MAAC Attack calendar for a list of the days during which the MAAC Attack program will not be in operation. Summer vacations will require half pay to hold your child's spot for Samurai Summer Camp.

## **Dropping Off and Picking Up Children**

The MAAC requires parents to sign their children in using a complete signature when children arrive. Please make sure that your child's presence is acknowledged by the MAAC staff before leaving the program site.

We require that children leaving the program site be signed out with a full signature by adults authorized to do so on the child's emergency information form. Please do not sign out your child from the program without informing your child's teacher. Children will **not** be released to anyone except their parents/guardians, unless other arrangements have been made in writing or the person's name is on the emergency pick up on the information form. Parents must give the director written permission for their child to walk home from MAAC Attack/SSC. Children will not be allowed to walk home after dark or in inclement weather.

## **Illness**

Please do not allow your child to attend MAAC Attack/SSC if they are ill. Children who become ill during after school care/SSC will be made comfortable until the parent can be notified to pick up the child. It is our policy for the child to be picked up if he/she is running over 100 degree temp. Please keep your child at home until he/she is well and no longer poses a risk of infecting other children. The child must be free of fever for 24 hours before returning to the MAAC.

## **Emergencies**

In the event of an emergency, the MAAC staff will make every effort to contact the parent. If a parent cannot be reached, the staff will pursue emergency medical treatment in the child's best interest while continuing efforts to contact the parent or the emergency contact listed on the child's admission form. Included on the registration form is an emergency information area that must be completed in full, signed by the parent/guardian, and returned to the MAAC prior to the child's attendance in the program. The information on this form will provide the MAAC staff with the child's current address, the parent's home and work phone numbers, and the names and phone numbers of at least two other local emergency contacts. It is the parent's responsibility to keep the information on the child's emergency information form current. Please submit any changes on the emergency information form in writing to the Martial Arts and Athletic Center's office within 2 days of said changes.

## **Medications**

The administration of medication to children enrolled in MAAC Attack/SSC shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it, and only when such administration has been requested and approved by the child's parents and physician.

**A written statement shall be required of:**

- The family physician, who shall indicate the necessity of said medication being given to the child during MAAC Attack care.
- The parents, who shall request and authorize the child care personnel to give said medication in the dosage so prescribed by the physician.

The parents will be requested to secure from the physician a prescription for duplicate supplies of the said medication, one supply to be kept at home and one supply to be kept at the MAAC. Both supplies shall contain the name and telephone number of the pharmacy, the child's identification, name of the physician, and the dosage of the medication to be given. Taking the dosage shall be supervised by a MAAC employee at the child care site at a time conforming with the physician's indicated dosage schedule.

## **Lunches and Snack**

Parents are required to send a water bottle, an afternoon snack with their child to MAAC Attack and a morning and afternoon snack to SSC. Lunches may be provided for Samurai Summer Camp; check the SSC calendar for those dates. Parents are responsible for their child's lunches on days that the City of Amarillo Lunch Program does not provide it. Do not send food that needs to be cooked, i.e. frozen dinners, noodle bowls, etc. Our facility is not equipped for preparing hot lunches. Please identify any food allergies that your child has on his/her registration form. We reserve the right to refuse service to any child sustaining life threatening allergies to foods or other substances they may readily come into contact with at the MAAC facility. THIS IS NOT A PEANUT FREE ZONE.

## **Children's Belongings**

Please make sure all your child's belongings are clearly marked and identifiable, such as book bags, back packs, jackets, sweaters, books, etc. Please DO NOT send toys, electronic games and devices, special sports equipment, etc., with your child. If your child is bringing one of the above listed items to school, the item must remain in his/her backpack during after school program/SSC. The MAAC is not responsible for lost or stolen items.

## **Dress Code**

Please dress children in cool attire appropriate for active indoor and outdoor play, marking all belongings clearly with your child's first and last name. Keep in mind that your child will have the opportunity to work with paints, clay, glue, etc. For your child's safety and enjoyment on the playground, suitable footwear is encouraged.

## **No Class List & Early Pick-ups**

It is extremely important for all students to finish class each day, it is the time we instill discipline, respect, and self-control through the learning of martial arts. For this reason, we ask that if you need to pick your children up before the end of class, please place them on the "No Class List." This will ensure no disruptions to the class. If they are not on the "No Class List" and held out of class, Master Lister reserves the right to hold them in class until it ends.

## **Field Trips**

Throughout the year, the children in the MAAC Attack/SSC will take field trips to various sites in the Amarillo area. A field trip authorization area is on the registration form. Please be sure to sign this area if you want your child to participate in field trips. Our policy is for every child to have a Samurai Summer T-shirt purchased by the parent for these occasions. This helps us to better identify your child in public as well as helping the kids to stay with their group. Any Field trips

involving water activities follow the guidelines found in the Minimum Standards for Licensed School-Age After School Programs and can be reviewed in the front office at any time.

## **Transportation Procedures**

All transporting of children for after school pick up and for field trips will be done in MAAC vehicles. All children will be strapped in with a seat belt unless they are transported on one of the MAAC buses. All MAAC drivers are insured and are trained in transporting safety.

## **Discipline**

Each child's behavior is expected to meet the behavioral standards set at the MAAC. The staff at the Martial Arts & Athletic Center will intervene when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, authority, and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident.

In general, the following behavior intervention methods may be used:

- A staff member may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior.
- If the inappropriate behavior persists or the child poses a safety risk to himself or others, the child may be removed from the activity or the activity area and once again, reminded of the rules, and encouraged to find positive alternative forms of behavior.
- If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the program director will request a parent/teacher conference to discuss the child's needs and behavior.
- Serious problems with your child's behavior could result in the termination of membership for your child.

**For a more detailed description of our disciplinary mission and guidelines, please read the form to be signed and dated by the parent in the admission packet.**

## **Confidentiality**

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the MAAC Attack/SSC programs. If this information is requested for other purposes, written consent from the parent will be requested in writing by the director.

## **Parental Involvement**

### **Questions and Concerns**

Parents are encouraged to discuss with the MAAC staff any relevant matters concerning their children as it is helpful to the MAAC staff working with your child to be aware of any problems your child is experiencing at home or at school that may be affecting his/her behavior during care.

Any questions or concerns about the MAAC Attack/SSC programs should be addressed to the Director. If necessary, a conference can be arranged with the director to discuss your questions or concerns. If you wish to see a copy of the Minimum Standards for School-Age After School Programs, please see the staff at the front desk. You may also view inspection reports or see them online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **Notifications**

If your child's name is highlighted on the Sign In/Sign Out Sheet, you have a notice placed in the Parent Notes basket on the front desk. These notes may regard but are not limited to delinquent fees, children's behavior issues, belt test notifications, "Had a Good Day" reports, etc. Please check the White Board at the front desk for daily reminders and activity notifications.

## **Parental Visits**

We encourage parental visits to the MAAC Attack and Samurai Summer Camp programs. Please make arrangements with the child care director if you wish to visit at any time. Parents are encouraged to get involved in MAAC activities as volunteers and/or attending special events.

## **MAAC Employee Vaccination Policy**

The MAAC recognizes the Center for Disease Control's recommendation for the following vaccinations:

<b>Vaccine:</b>	<b>How Often:</b>
Influenza	every flu season
Tetanus, Diphtheria, Pertussis	one time
Tetanus, Diphtheria	every 10 years
Measles, Mumps, Rubella	one time
Chicken pox	one time series of two doses

The MAAC firmly believes in personal choice, therefore no employee is required to receive any of the vaccinations to work at the MAAC. Each employee is required to sign a form stating they have read and understand the CDC recommended vaccinations and will decide which, if any, vaccinations they feel are necessary for themselves. These statements will be kept in each employee's file.

## **Procedures for protecting children and coworkers from exposure to communicable diseases are as follows:**

- An employee may not stay at work in direct contact of children if running a fever of 101 degrees or higher.
- An employee running a fever of 101 degrees or higher may not come to work in direct contact with the children until the fever has abated for at least 24 hours.
- Employees having respiratory issues, such as, but not limited to coughing, sneezing, runny nose, may be asked to wear a protective medical mask during work hours.
- Employees may be excluded from direct care or asked to go home if showing signs of illness.
- Employees with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care. Close contact would indicate wiping noses, mouths, opening snacks or beverages, helping with dressing and undressing.
- Hand washing is mandatory for all employees after eating, using restroom, sneezing, wiping nose, participating in outdoor activities, cleaning, or handling any bodily fluids.



# MAAC Emergency Preparedness Plan

It is impossible to foresee every type of emergency that could arise. But, the Martial Arts & Athletic Center has a plan in place for Evacuation, Relocation, Sheltering in Place, and Lockdown. Our goal, as always, is to provide the best care possible and give you peace of mind that we will do everything in our power to ensure the safety, protection and comfort of your children in the event of an emergency.

## **Evacuation**

Evacuation of the MAAC means the children are moved from the building to a safe location within walking distance.

If the MAAC requires evacuation due to a situation such as, but not limited to, fire, explosion, flood, toxic fumes, or chemical spills, the children will be removed from the building through emergency exits to the designated Evacuation Location.

Students will be walked in groups to the designated Evacuation Location. Any children requiring special assistance will be paired with the instructor for escort during the evacuation. All groups will meet in the parking lot east of the MAAC building known as the **Evacuation Location**, within proximity to transportation.

If the building is deemed safe, students will be escorted back into building, resuming normal activities. Child Pick-up will follow regular procedures.

If evacuation is prolonged beyond a time period deemed as reasonable, the students will be transported via MAAC vehicles to **Relocation Shelter A**. If there is a ban on vehicular travel or MAAC vehicles are not a viable solution for transporting students, students will be walked to **Relocation Shelter B**.

Parents will be notified of the designated Relocation Shelter via phone call from the Office Staff. As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check I.D.s against our Emergency Contact Information if needed.

## **Staff Responsibilities:**

- The Director or person in charge will notify Childcare Licensing and call 9-1-1 if necessary
- Office staff will collect the children's emergency information, medical authorizations, medications and emergency allergy kits.
- General Manager will collect the MAAC Sign-In/Sign-Out sheet.
- General Manager and Director check building for students and staff before exiting.
- The Director or person in charge is responsible for making sure all students and staff are accounted for.

**Evacuation Location:**

MAAC Vehicle Parking  
Lot  
East of the MAAC at  
Intersection of Line  
Ave. and Prospect

**Relocation Shelter A**

Grace Church  
4111 Plains Blvd  
Amarillo, TX 79106

**Relocation Shelter B**

New Life Chiropractic  
3113 Line Ave.  
Amarillo, TX 79106

**Relocation**

Relocation means the MAAC and the surrounding area has been deemed unsafe and requires relocating MAAC students and staff to a place of safety.

MAAC students will be transported via MAAC vehicles to **Relocation Shelter A**. If there is a ban on vehicular travel or MAAC vehicles are not a viable solution for transporting students, students will be walked to **Relocation Shelter B**.

Parents will be notified of the designated Relocation Shelter via phone call from the Office Staff. As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check their I.D.s against our Emergency Contact Information if needed.

**Staff Responsibilities:**

- The Director or person in charge will notify Childcare Licensing and 9-1-1 if necessary
- Office staff will collect the children’s emergency information, medical authorizations, medications and emergency allergy kits, and Student Check-In sheet.
- The General Manager will collect all vehicle keys, financial resources and computers.
- Office staff will notify the parents/guardians of the relocation and where to pick up students.
- General Manager and Director check building for students and staff before exiting.
- The Director or person in charge is responsible for making sure all students and staff are accounted for.
- All members of the staff will be assigned groups of children for which they are responsible once at the Relocation Shelter. Every effort will be made to ensure the children’s physical, mental and emotional well- being until transferred to parents’/guardian’s care.

**\*In the event of Relocation, normal childcare hours will cease and parents/guardians will need to pick children up as soon as possible.**

**Relocation Shelter A**

Grace Church  
4111 Plains Blvd  
Amarillo, TX 79106

New Life Chiropractic  
3113 Line Ave.  
Amarillo, TX 79106

**Relocation Shelter B**

## **Sheltering**

Sheltering means the students and staff are moved to a safe location within the building in the event of a tornado or other severe weather event requiring emergency shelter.

All MAAC students will be moved to the inner most room of the building. Children will sit in protective postures, crouched kneeling position with hands protecting head, smaller children to larger children starting in the middle of room. Children and staff will remain in shelter until given the all clear by the Director or person in charge.

If the building is undamaged and deemed safe, students will return to regular classes and Pick-up will resume as usual.

If the building is deemed unsafe, students will be transported via MAAC vehicles to **Relocation Shelter A**. If there is a ban on vehicular travel or MAAC vehicles are not a viable solution for transporting students, students will be walked to **Relocation Shelter B**.

In the event relocation is not an option, staff and students will shelter in place until emergency services arrive providing alternate shelter and/or transport.

Parents will be notified of the designated Relocation Shelter via phone call from the Office Staff. As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check their I.D.s against our Emergency Contact Information if needed.

### **Relocation Shelter A**

Grace Church  
4111 Plains Blvd  
Amarillo, TX 79106

### **Relocation Shelter B**

New Life Chiropractic  
3113 Line Ave.  
Amarillo, TX 79106

## **Lockdown**

Lockdown occurs in the event of police notification that the surrounding area is threatened, such as but not limited to, escaped convict, volatile and/or dangerous person on premises or in area, communicable disease outbreak, or terrorist threat.

Children will be moved to a secure location within the building, limiting access from outside threats.

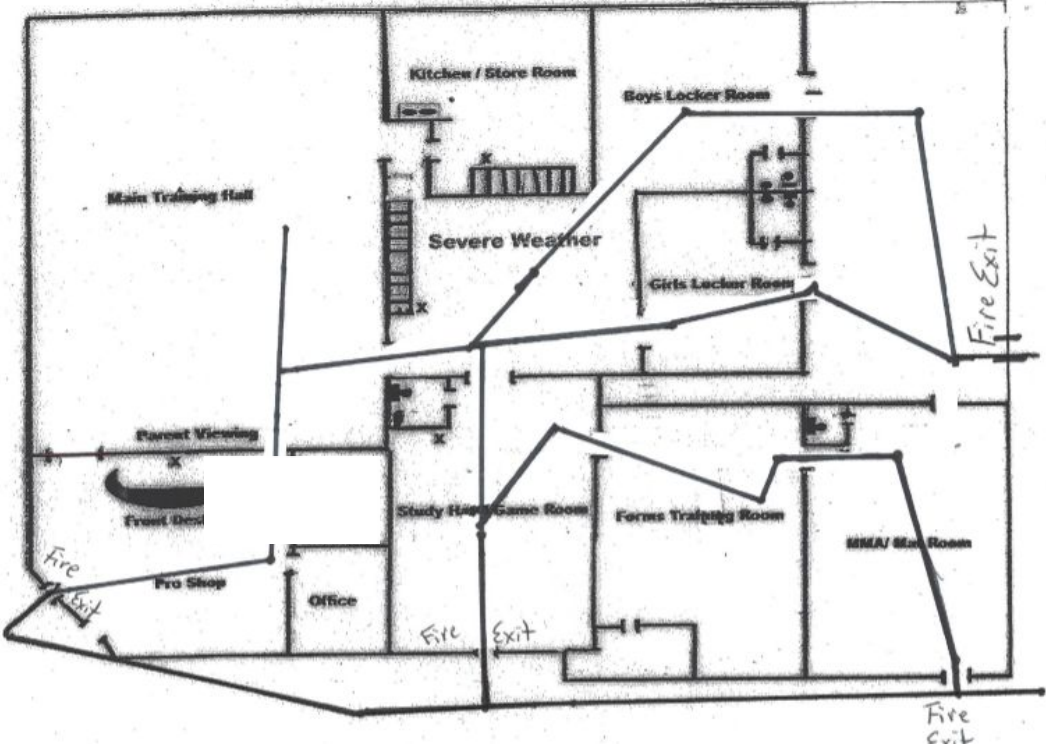
As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check their I.D.s against our Emergency Contact Information if needed.

### **Staff Responsibilities:**

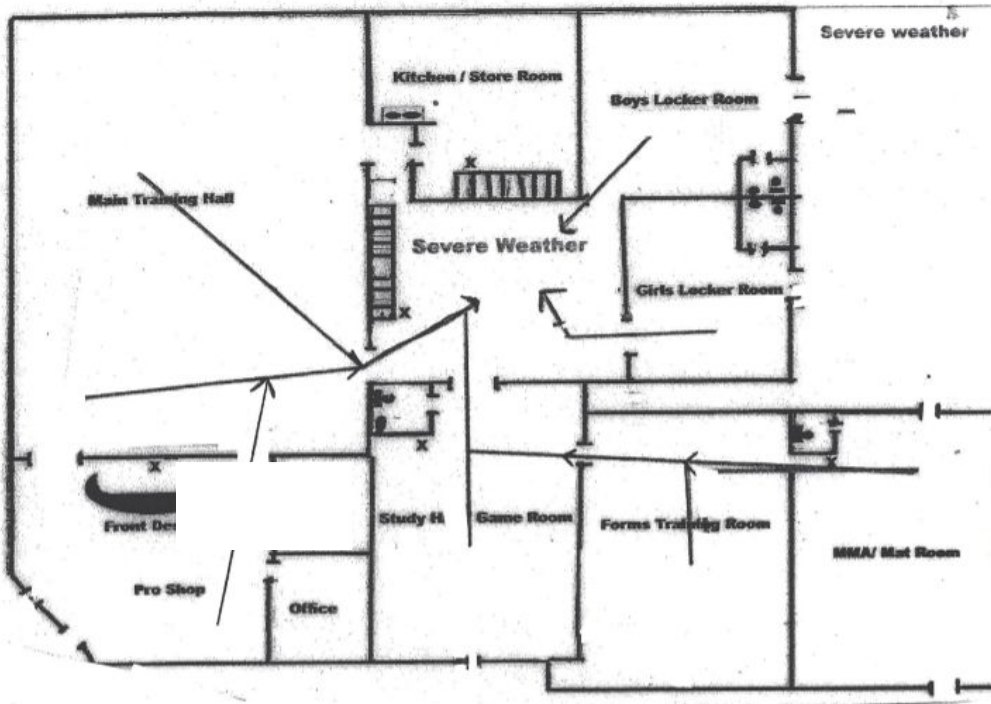
- The Director or person in charge will notify Childcare Licensing and 9-1-1 if necessary
- General Manger will lock front doors and all other doors open to outside.
- Office staff will bring emergency info, medications and emergency allergy kits, and MAAC Sign-In/Sign-Out sheet to secure location.
- Instructors and caregivers will remain with children keeping them calm and quiet.
- Director or person in charge is responsible for accounting for all students and staff.
- Office Staff will notify parents of the lockdown via phone calls, texts, or social media.
- If possible, once the threat has passed, students will resume normal activities.
- In the case of a prolonged threat, children will remain in lockdown until authorities have given the all clear to leave the building at which time parents/guardians will be allowed to pick up students following normal pickup procedures.

Emergency evacuation and exit diagrams are posted in each room of the facility.

# Evacuation Diagram



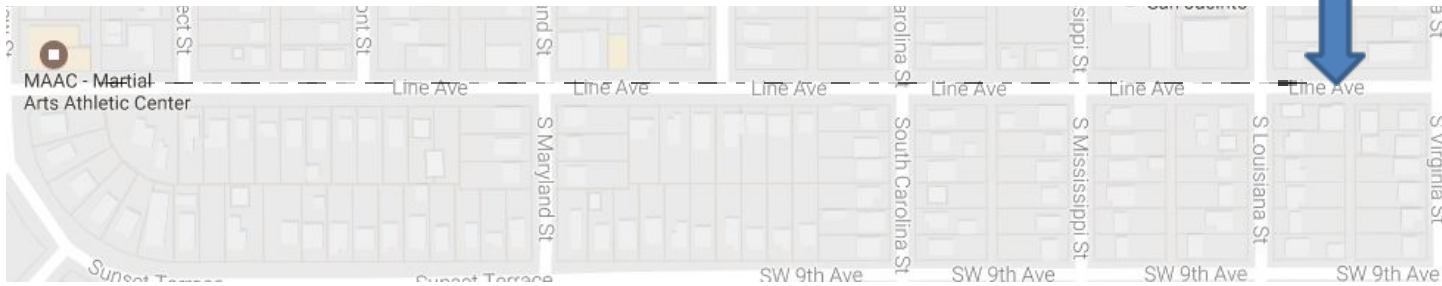
# Severe Weather Sheltering Diagram



## Relocation Shelter A



# Relocation Shelter B



## Reporting Child Abuse

The Martial Arts and Athletic Center's MAAC Attack/SSC staff are required by law to report known or suspected instances of child abuse to the Department of Family and Protective Services. Abuse may be reported by contacting The Abuse and Neglect Hotline at 800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The local Child Care Licensing office is located at 3521 SW 15<sup>th</sup> Ave., Amarillo, TX 79102, 806-354-5307.