



After School Martial Arts Program
Parent Handbook

2011/2012

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Mission Statement

Our mission is to provide the highest quality environment while providing specialized martial arts and fitness instruction to children who wish to achieve a total martial arts experience.

Grasshoppers offers a specially designed program aimed at helping your child (school age and up) get the most out of his / her unlimited potential. Our after school Martial Arts program will train your child both physically and mentally in the ancient art of TaeKwonDo. Students will also learn valuable bully proofing techniques, including how to assess and react to peer-pressure and self-defence situations. Then, in a homework / study period; he/she will be able to develop concentration, relaxation, and problem solving skills.

Grasshoppers is a traditional Martial Arts school. We emphasize the importance of training the mind, body and spirit as one.

Welcome

Welcome to Grasshoppers After School Martial Arts Program. There are many improvements and additions to the 2011 / 2012 school year. At Grasshoppers we are constantly striving to improve the quality of martial arts for your child, should you have any questions or concerns please feel free to talk with one of the program coordinators.

Correspondence

Grasshoppers After School
226 Waverley Road
Dartmouth, NS
B2X 2C4
www.grasshoppers.ca

455-4853 – Main Line
455-4277 – After School Line
afterschool@grasshoppers.ca

Payments

Grasshoppers After School monthly payments are made by EFT (Electronic Funds Transfer) only.

THIS IS THE ONLY WAY OF PAYMENT

- Automatic Withdrawal will take place on the 1st and/or 15th of the month
- If your payment date falls on a weekend or statutory holiday, the payment will be taken out on the previous business day.
(Example payment falls on Saturday the 1st; your account will be debited on Friday the 31st)
- **Late fees or no call fees will be automatically processed with the next payment.(\$25.00)**
- There will be a \$30 charge for all non sufficient funds (NSF)
- Official tax receipts will be given for After School Martial Arts Care in February.
- All monies are non refundable or transferrable.

Pre Registration/ Administration Fee

Pre registration is required for new or returning parents to save their child / children's space in the program for the following year. Registration is \$50 and covers administration costs, a welcome package, locker rental for the entire year, child ID cards, and registration with the Nova Scotia Taekwondo Association. Parents that pre register their children are guaranteed a space for the next school year.

Late Fee Policy

Grasshoppers After School Martial Arts Program finishes daily at 5:30pm. The after school staff are off at 5:30pm daily, if you are unable to pick up your child by 5:30pm, the following late fees will be payable at the time of pickup.

Pickup from;

5:31pm to 5:40pm \$10.00

5:41pm to 5:50pm \$15.00

5:51pm to 6:00pm \$20.00

An additional \$10.00 for every 10 minute increment past 6:01pm

If we have not been able to make contact with the person picking up the child by 6:00pm, we will contact the emergency contact person to arrange immediate pick up.

NOTE – These fees must be paid in CASH directly to the staff member that stays late with your child. Please have the courtesy to phone before 5:30pm to inform the staff that you will be late to pick up your child. (if you do not have cash on you please inform the after school staff of this and bring it the following day.)

Income Tax Receipts

Grasshoppers will issue official receipts by the end of February for fees paid for services between January and December of the previous calendar year.

Grasshoppers Taekwondo and the Nova Scotia Taekwondo Association have also been approved for the healthy living tax incentive. (The tax credit, or healthy living incentive, is the result of a commitment made by then Premier John Hamm to provide an allowable tax credit of up to \$500 per child to help with the cost of registering children and youth in sport or recreation activities that offer health benefits.) TaeKwonDo has also been approved for the Federal funding program of \$500 to promote healthy living for our children. Please mention this to your tax preparation specialist and they will know what to do.

Cancellation of Contract

Should you require cancelling your contract and removing your child from the program, a minimum notice must be given. **There is only one date where a child can be removed from the program after committing to a contract. The date is December 31st. Grasshoppers must receive 30 days written notice prior to the semester due date in order to remove your child from the program.** (Remember that when you sign up in September, you have confirmed that you will be with the program for the entire year. We have designated this space for your child and sometimes have to turn away potential students due to number restrictions)

- All dues remain payable up to and including the day of cancellation.
- There are no refunds of any kind.
- Your contract automatically cancels on June 30th of each year.

Parent Policy

We urge you to read this manual in its entirety as it forms the basis for how we provide After School Martial Arts care for your child(ren). We feel it is extremely important that you understand the policies that serve as guidelines in the operation of our program. After you have read over the manual, please sign the attached parent agreement and return it to the office to be placed in your Childs file.

Parent Communication

- Website** We encourage all parents and students to review the website on a weekly basis for new information. The website address is www.grasshoppers.ca. The afterschool program has its very own section, please check it regularly.
- Email** We will send out an email to all parents who have indicated they would like electronic correspondence as soon as it becomes available. This and the website are the preferred methods of bulk communication from Grasshoppers to our parents.
- News Letter** Grasshoppers will be publishing a newsletter every semester. This will inform parents of upcoming events, classes, tests, and any other pertinent information.
- Parent Meeting** At the discretion of the After School Coordinator, a parent meeting per semester may be held with parents to discuss concerns, express ideas, and exchange information. Parents are encouraged to attend these meetings and review the agenda and the minutes from the previous meeting.

Not in School or Illness Notice

If a child is unable to attend the program due to illness, appointment, or has left school for any reason, the office must receive a phone call or email by 1:00pm (455-4277)
This is Mandatory.

If no phone call or email is received a \$25 charge will be added to your account.

Please remember that for Grasshoppers this is a SAFETY issue. Unless the staff receive the call or email, we must be under the assumption that the student is in school. (Imagine the panic as a parent thinking your child will be arriving at a specific time, and not showing up. This causes chaos in the program and takes time and energy of at least one staff member in the office and usually one driver as well.)

Messages from siblings or friends to the drivers when they arrive are unacceptable, as children don't always have the correct details, and we must be sure.

Please call the after school line at **455-4277 (455-4ASP)** or email at afterschool@grasshoppers.ca and leave a message stating;

- The time and date
- Your name
- Child's name
- Child's School
- Reason for not being picked up.

School In-Service or Personal Development Days

As HRM schools have three zones, and the private French schools all have different PD and in-service days, we are unfortunately unable to provide care for your child during PD or In-service days.

We may however hold a kids camp or sleepover during some of these times. Ample notice will be given to parents to see if they are interested in signing up for the event.

Holidays

Please note that we are CLOSED on all statutory holidays. (we follow the same schedule as HRSB does for time off) We are closed for approx. 10 days over the Christmas break, and closed for one week during March break.

Snow days

On snow days there will be no Grasshoppers programs. The vans will **not** be running in the afternoon to pick up children that are off at 12pm. This is a risk management issue and the TaeKwonDo School will be CLOSED for after school and regular Taekwondo on all snow days.

Passkey System

We have a state of the art security passkey system. You can not physically get in or out of our facility without scanning a passkey. **ALL PARENTS MUST HAVE A PASSKEY TO ENTER.** It is highly recommended both parents have a passkey to avoid any confusion of not having your key.

When exiting, **DO NOT push the emergency exit button to exit**, as this is designed for just that, emergency exit only. The computer system logs entry and exit into the building and automatically runs a report at the end of the day of students that have not been scanned in or out. If you enter by going in behind someone or forgetting your key and ringing the doorbell, the system is not logging the pickup of your child into the system. This creates much work for the staff as the system must be amended daily to ensure we have a record of the pickups of your child.

Should you lose your key please notify the office immediately so we can de-program that key and get you an additional key. You are provided on passkey per child, should you need additional passkeys they can be purchased at the school for a cost of ten dollars (\$10.00) per key.

Physical Pickups

You may not pick up your child by having them wait by the door and then getting them to push the emergency exit button to exit. All parents must swipe their passkey to get in and out for the safety of all the children. Only the authorized persons, who have been indicated, may pick up the children.

No exceptions without written prior consent from the legal guardian / parent. If someone not on the authorized list needs to pick up your child for one time only, then the parent must phone in and tell the name and description to the After School staff. They must also show their drivers licence when picking up the child.

Parking

When picking up your child we ask that you park in the designated parking spaces around the outside of the driveway. PLEASE do not park blocking the driveway or in a non designated spot, even if just for a minute. Parking in the designated spaces continues the flow of traffic and makes it easy for all parties. All parents and staff appreciate your cooperation with this matter.

Member Referrals

Grasshoppers is built and based on reputation. Should a parent / student refer another student to Grasshoppers After School Martial Arts Program, you will be rewarded! Anyone referring a student that joins the after school program full time will receive a \$100 credit to their account. The member joining must put that he was referred by you on his / her application.

Night time Taekwondo Classes

All Students that are **Full time** after school members are permitted to take in any of the night time and Saturday Taekwondo classes during the school year. This additional service is for the continued training of your child and not an “extra babysitting service” children must be picked up from the after school program and return back to class at a later time. A complete schedule of night time classes is available from the office.

Summer time Taekwondo Classes

If your child wishes to continue their TaeKwonDo training over the summer months, they are encouraged to do so. After school students can sign up for the entire summer (Night time classes) for only \$99.00

Medical Permission

A medical release form and liability waiver must be signed before any children will be accepted into the after school program. All parents must fill out this release / liability waiver as well as fill out a health history on the child.

Confidentiality

It is our policy to protect the confidential data of the children and families at Grasshoppers. Information will not be shared or disclosed with any other persons, other than medical personnel.

Notice of Behavior

An important goal of a quality environment is in assisting the children to learn self discipline, and self control. Unfortunately sometimes disciplinary action must be taken with a student. Most times this action is taken at the Taekwondo School and is easily remedied. The staff is urged to use the following strategies to influence the behaviour of a child that is misbehaving.

- Redirection
- Reinforcement
- When possible, the child is approached privately when being spoken to.
- Children are told when they have done something unacceptable, why it is unacceptable, and an alternate course of action.
- The focus is on the behaviour and not the child.

If your son/daughter becomes problematic (after school coordinator's discretion) the following course of action will be taken;

- 1st offence – Verbal consultation with child – phone call to parent (s)
- 2nd offence – Written notice to parents
- 3rd offence – Meeting with child and parents
- 4th offence – 1 week suspension
- 5th offence – removal of child from the program.

All students that have had disciplinary action taken will be entered into our notice of behaviour book. (This will document what happened, the time, date, and course of action)

Pictures

The participant (and parent / guardian) agrees to the use of his/her name and photograph in broadcasts, newspapers, brochures and other media, without compensation.

Hands off Policy

We have a very strict policy at Grasshoppers that is strictly hands off. NO child may touch another child for any reason. This will be handled in the strictest discipline and parents will be notified upon every offence.

Change in legal parent / guardian

Should there be any changes in the status of parent/legal guardian, it will be the parent / guardian's responsibility to keep Grasshoppers TaeKwonDo informed.

Lockers / Personal Belongings

I would like to bring to your attention that no matter what precautions we take, there will always be a problem with losing items if the lockers are not used and locked. Any personal belongings (especially money, handheld games, iPods etc.) should be locked/secured in the lockers. The locker is their locker for the entire year and they may leave personal belongings in their locker. (Please no food items left in the lockers!)

Please remind your children that when they remove their socks and shoes, and are getting changed for class, to put **everything** into either their lockers or back packs. Items are going missing as students are just throwing their clothes on the floor and when mom or dad shows up to pick them up, it is a mad dash to grab their items. In the process other peoples clothes and items are accidentally getting taken. The staff cannot take responsibility to ensure that everyone is putting their belongings in the lockers, locking them properly or putting on the correct clothing. **ALL clothing and uniforms should be marked with a laundry marker, as it is much easier to identify if there is a mix up. The LOST and FOUND bin is located just outside the office doors and is emptied at the 1st of each month. Please check this frequently.**

Grasshoppers is not responsible for any lost or stolen items.

Contact Information

After School Program	afterschool@grasshoppers.ca	455-4ASP	(455-4277) direct line
TaeKwonDo School	www.grasshoppers.ca	455-4TKD	(455-4853)
Master Phil Power	mrpower@grasshoppers.ca	483-3363	(President)

Drivers

Ms. Crystal Cook

Contact office.

Grasshoppers After School Martial Arts Program Schedule

- 2:15 - 3:30** Pickups of children at various schools – Whenever possible, the younger children that are picked up at an earlier time will be transported back to Grasshoppers where an instructor will train them in focus and co-ordination skills.
- Snack Time – Snacks must be provided for all children – please no peanuts or peanut butter due to some children having severe peanut allergies.
- Free Time – As we all know the students have been in school all day, this is the best time to have the children release their built up energy! We have 1000 square feet of padded mat where the kids play games, tag, or do creative activities in the after school room.
- 3:30 – 4:30** Martial arts Instruction – Students are broken into two groups for each semester, according to belt level. A 30 minute session of training your child both physically and mentally in the ancient art of Tae Kwon Do. Your child will learn the tenants of Taekwondo (courtesy, integrity, perseverance, self-control, and loyalty) as well as valuable bully proofing techniques, including how to assess and react to peer-pressure and self-defence situations.
- 3:30 – 4:30** Arts and crafts session – While one group is doing Martial Arts, the other group is doing an arts and craft session or creative time where an instructor will help your child to develop concentration, relaxation, and problem solving skills.
- 4:30 - 5:00** Homework / study time – We have dedicated bilingual staff personnel that can help your child with his/her homework. Students are put into the “quiet room” and have the opportunity to do their homework and get help if needed.
- 5:00 - 5:30** Active time – As most children are getting picked up between this time, it is also a time where the children have free time to play games and activities. (We try to go outside if the weather permits)
- 4:30 - 5:30** Pickup by parents / guardians

This is a tentative schedule only
Class curriculum and times may change without notice.

School Calendar

2011 - 2012 - Significant Dates

In Nova Scotia, the school year calendar is set by the provincial Department of Education. Below is list of significant dates including, the first and last day of school, holidays and vacations:

September 1 - Organization Day (No classes)
September 5- Labour Day (No classes)
September 6 - First Day of School for all Students P-12
October 10 - Thanksgiving Day (No classes)
November 11 - Remembrance Day (No classes)
November 21 – PD Day (No classes)
November 28 – Evaluation Day (No classes)
December 16 - Last Day of Classes before Christmas Break
December 17 - January 2 (inclusive) - Christmas Vacation for Students
January 3 - Schools Re-Open
February 17 – PD Day (No classes)
March 12-16 – March Break (No classes)
March 30 – Evaluation Day (No classes)
April 6 - Good Friday (No classes)
April 9 - Easter Monday (No classes)
May 11 – PD Day (No classes)
May 21 - Victoria Day (No classes)
June 27-28 – Evaluation Day (No classes)
June 29 - Last Day of School

In addition to the dates listed above, no more than eight (8) days may be used for organizational and administrative purposes or for in-service training programs. A further two, one-half, days may be used for purposes of parent-teacher meetings.

These dates are determined by individual school boards. The Halifax Regional School Board has not finalized these dates for the 2011-2012 school year. These dates should be finalized in the near future.

Grasshopper Pricing Schedule

2011 / 2012 School Year

# of Children	Day	Month	Entire Year
One Child	\$20.00	\$325.00	\$2925.00
Two Children	\$35.00	\$575.00	\$5175.00
Family	\$45.00	\$725.00	\$6525.00

All prices quoted herein are for customers that pre-pay on Pre Authorized Chequing.

Preference will be given to full time students.
If space permits part time students will be accepted.
Monies are non refundable or transferrable.

Valid until June 2012