

## **Extreme Martial Arts and Gymnastics**

### **Mother's Day Out Parent Handbook**

#### **Enrollment**

Our enrollment is limited in order to provide a successful classroom environment with a ratio of two instructors to fifteen students. Each child must be fully potty trained with the need for assistance in the restroom. Each child must be 3 on or before September 1 of the enrollment school year. Registration will occur in January of the year of registration for Fall of that year and continue until each spot is filled. Each enrollment is on a first come first serve basis and not completed until online registration and waivers and registration fees are completed. Registration fees are non-refundable. We will begin a wait list for any families interested in registration once the classes are filled.

#### **Tuition**

Tuition is set annually for each school year term. Tuition is utilized to cover the costs for curriculum, supplies, gymnastics, equipment, utilities, janitorial services, and staff and teacher salaries. A non-refundable registration fee is collected at the time of enrollment. This fee covers all administrative costs and supplies for the school year. Tuition is due by the 5<sup>th</sup> of each month, unless a holiday falls in the beginning of the month, tuition will be extended until the 8<sup>th</sup> of each month. Enrollment of a student once the semester begins obligates the parents to pay for the semester, unless there is outstanding circumstances and management approves a change to this policy. No tuition will be prorated for any reason.

Checks should be made payable to Extreme Martial Arts. Please discuss with the director any reasons for adjustments in the payment schedule. Any payment received after the due date will be subject to a late fee. If payment, or communication about changes to payment, is not made by the 10<sup>th</sup> of each month your child will be placed on pause and unable to attend class. If tuition is not received by the 20<sup>th</sup> of each month we reserve the right to replace your child's spot in class.

#### **Hours of Operation**

Mother's Day Out is held from 9am-2pm each Monday and Wednesday, unless otherwise stated on our calendar. Please do not drop your child off before the scheduled beginning of class. Promptness is encouraged to avoid any interruptions in class activities. Late pick up fees will begin at 2:15p. Students may be taken to the offices in Extreme Martial Arts for late pick up. We understand at times being late occurs, please make sure to communicate with the director of your anticipating a late arrival for pick up to avoid fees. If late pick up occurs

frequently a parent teacher conference may be required to assist in finding a solution to the problem.

### **School Calendar**

Extreme Mother's Day Out follows the NBISD and CISD calendars. Mother's Day Out will not take place during school break holidays. Once the districts release the 2019-20 calendars we will provide our school calendar in the welcome packet for parents. Each class will provide a monthly calendar of activities, lessons, crafts, and closure dates.

### **Inclement Weather**

Extreme Mother's Day Out will not hold class if the weather closes for the school districts in our area. Please see our Facebook page and website for notice of closure.

### **Curriculum**

Extreme Mother's Day Out incorporates a language development and reading focused curriculum for our students. We will also be incorporating nutrition, leadership, and Biblical principles to our curriculum. The lessons for the month will be included in each classroom calendar for the month. It is our goal to provide a variety of interactive learning experiences for each child to engage and enjoy our activities.

### **Arrival and Departure**

For the safety of the children, we require each child be dropped off and signed in to the classroom. If you would like to visit with other parents you are encouraged to do so, but once we begin the lesson portion of the day we ask that you do so outside of the classroom to ensure focus for each student. If you are interested in speaking to the teacher or director, please schedule a meeting to do so and ensure we are able to give you our full attention. Each child must be picked up by a parent or another adult designated by the parents. Each person must be listed on the approved pick up list or communicated in writing to be authorized for pick up.

### **Records**

Extreme Mother's Day out is required by law to have on file for each child a validated immunization record. These records must be updated annually and kept current as immunizations are required by age. For any questions about required immunizations please

contact the Comal County Health Department. Contact us with any questions at [extremteamcamp@gmail.com](mailto:extremteamcamp@gmail.com)

### **Illness**

Please do not send your child to school if they are ill. If your child is ill with a communicable disease, please let us know as we must notify other parents. If your child becomes ill at school, you will be notified immediately and are expected to come and pick up your child prior to the end of the school day. If you cannot be reached, authorized emergency persons you have listed will be contacted to pick up the child. We do not offer a sick room for students. Children will not be allowed to participate in our program if any of the following conditions exist:

1. Temperature of 100 or above
2. Skin rash other than localized to diaper rash
3. Heavy or discolored nasal discharge
4. Vomiting or diarrhea
5. Constant or severe cough
6. Evidence of lice
7. Any other communicable condition that could be passed to others by sharing supplies

### **Personal Belongings**

Please discourage your child from bringing any extra items to class, unless it is show and tell. We are not responsible for lost or broken items. Please include both first and last names on each item you bring to class.

### **Clothing**

Your child should be dressed in comfortable play clothes appropriate for the season and movement. Please do not send your child with zippers on gymnastics days. We often remove our shoes for the classroom, gymnastics, and martial arts. Please send your child in shoes that will make this easy. Please send each child with a full change of clothes in a ziplock bag for there bag for potential accidents.

### **Potty Training**

We require all students to be fully independent in the bathroom. Keeping in mind that sometimes assistance is needed, we require each child be able to be independent without the need for assistance in cleaning. We are happy to help with any accidents but will not be staffed

for daily assistance. For any questions about this feel free to contact us at [extremeteamcamp@gmail.com](mailto:extremeteamcamp@gmail.com)

### **Outside and Playground Time**

Often we will visit outside during the scheduled time, weather dependent. Our instructors will be on duty with the children outside and do our best to prevent any injury. Please note, we utilize the pavilion on property as well as the playground at Home Field across the parking lot.

### **Religious Training**

Bible stories and religious songs will be a part of our weekly curriculum. The instructors will be at the liberty to bring God and Jesus into any everyday situation. Holidays such as Christmas and Easter will be viewed and celebrated from a Biblical standpoint.

### **Birthdays**

Birthdays are always an exciting day and we are happy to celebrate at school with the students. Snacks for each child in the class (such as cupcakes, cookies, etc) are welcome to be brought but must include enough for each student in class. Please speak to the instructor about it before bringing a special snack. If your child has a birthday on a day we are not in session, we are happy to work together to select a date we can celebrate them.

Invitations to parties may be handed out at school by the teacher, provided that every child receives one. If you are interested in inviting only select individuals, please make sure to discuss and do so outside of Extreme. We offer birthday party events for our students, if your interested in more information contact us at [extremeteamcamp@gmail.com](mailto:extremeteamcamp@gmail.com)

### **Snacks and Lunch**

We will provide a mid-morning snack each day. Water is served along with snack. This should not be viewed as a supplement to breakfast for the day, please set your child up for success with a meal before school begins. Let us know if your child has any specific dietary restrictions, we will do our best to accommodate. We do not offer a peanut free area. Children are encouraged but not required to eat snack.

Parents are required to provide a sack lunch for students each day. We do not have the set up to accommodate refrigeration or warming of meals. Lunch bags should be labeled with first and last names. Lunch will be served at approximately 11:30a each day.

### **Allergies**

Due to the increasing amount of food allergies in children, we ask that if your child has a severe food allergy that you provide both the lunch and snacks for your child. We will do our absolute best to avoid any triggering of allergies. If your child is prescribed an EpiPen in the case of severe allergic reaction, please provide the EpiPen, our staff is trained in first aid and CPR. During parties or special events, you should work with your child's teacher to ensure no allergy issues, it may be necessary for you to send your child with an alternative dish to what is being served. If you have any questions about this policy, please feel free to contact us at [extremeteamcamp@gmail.com](mailto:extremeteamcamp@gmail.com)

### **Rest Time**

Each child is asked to bring a mat for rest time. A special rest buddy (soft cuddly item like a stuffed animal that fits in the child's bag) may accompany your child as long as it is clearly marked with the child's name. Rest time for groups will be 45 minutes to an hour-long following lunch. Please keep in mind, each day is very active, and the children need time to rest. No child is forced to sleep, but all children must rest quietly on their mat. Music or a story tape will be played during rest time. We do our best to make this a time for meditation and self-reflection, often we refer to it as ninja meditation. Please help us to encourage the children to enjoy this time.

### **Evacuation Plans**

Should the children's classroom be in need of evacuation for any reason, the children will walk to the pavilion area located in the center of our business complex. If this space is unsafe for any reason, our secondary evacuation location is Home Field Playgrounds across Post road from our location (approximately 500 feet away).

### **Personal Changes**

Please notify the staff immediately of any changes to address, contact information, or family situation. This notice can be given in person or via email at [extremeteamcamp@gmail.com](mailto:extremeteamcamp@gmail.com)

### **Parent Days**

There are several activities throughout the year that parents, grandparents and others will be invited to attend. Please look out for notifications at the beginning of each month of the class calendars for when these special events will take place.

### **Backpacks and Bags**

Each child needs to bring a bag to school daily. Instructors will place all artwork and papers in the bags of our students. All items brought to school should be small enough to fit into the backpack. Storage space is minimal in the classrooms, please keep this in mind when preparing your child's things for the day.

Please sign below agreeing that you have read and understand all of the policy and procedures noted in the parent handbook, registration sheets, and online registration and return a copy of this packet.

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_