

Austin Kenpo Karate Operational Policies
And Application Forms:
After School Pickup Program 2015-2016

Dear Parents and Students,

I want to personally thank you for choosing Austin Kenpo Karate. We are proud of the training programs we have to offer and believe you won't find a more professional and caring Martial Arts Studio in Austin. Our After School Program, like our core Martial Arts curriculum, follows our unique training regiment which maximizes the student's ability to learn. It is our goal to develop each and every student to his or her full potential.

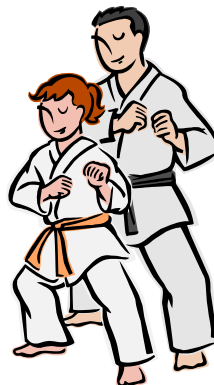
Our Martial Arts training curriculum consists of American Kenpo Karate, Lung Chi Quan Kung Fu and Jui Jitsu. Combining these three systems, our program offers a wide variety of self-defense applications and a unique format for developing self-confidence, self-respect, self-discipline and self-esteem.

The purpose of this Operational Policies is to inform you the parent and student of Austin Kenpo Karate's current policies and regulations. This Operational Policies will answer many of your questions and concerns. However, if you should have any additional questions feel free to contact me directly at 512-459-1806 and I will assist you. I can also be reached via email at sifu@austinkenpokarate.com. Additional information like class times, rates and so on can be accessed at www.austinkenpokarate.com.

We firmly believe that together we can improve your child's future. I look forward to working with you and your child.

Sincerely,

Sifu Schroder



Parent/Guardian Initials: _____

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About Your Instructor: Sifu Schroder

Sifu Schroder has trained in Martial Arts since age 12. He began his training in Tokong Moosul under Grand Master Yi in 1982, where he earned his red belt before Master Yi returned to Korea. He began training in Chinese Kenpo in 1989 under Michael Abedin, earning his 2nd Degree Black Belt from the National Chinese Kenpo Karate Association in 1999. Sifu Schroder currently holds Black Belts in three systems: 2nd Degree in Chinese Kenpo Karate, 4th Degree in Lung Chi Quan Kung Fu and 5th Degree in American Kenpo Karate.

In 2000 Sifu Schroder established the Chinese Kenpo Karate Association so that he could teach and develop his own style of Martial Arts free from political restraints. Sifu Schroder has been a long time student of Kung Fu, and under the instruction of Grand Master Russell Shores, a 10th Degree Black Belt in Long Chi Quan Kung Fu, was promoted to 4th Degree Black Belt in 2009.

Eager to learn and advance his fighting style, Sifu Schroder branched out into Judo and Jiu Jitsu. He is now working toward his 6th Degree Black. He also has a passion for Jiu-Jitsu, incorporating Joe Morea's fighting system into his curriculum.

Mr. Schroder took over Austin Kenpo Karate in 1996 and has developed it into the fun, energetic, disciplined school it is today. Mr. Schroder loves working with children and many of his advanced ranks began in the children's program and have been training with him for over 10 years. In 2004, after many requests from his students who are also parents, he incorporated a youth program (ages 5- 7). Although the children learn the same curriculum as the juniors and adults, the younger children have flourished under his tutelage. This is due to Sifu Schroder's strict guidelines for the class, allowing only 15 students to be enrolled in the youth program at one time, unlike many of his competitors who allow 2 to 3 times that number. Children also need encouragement and discipline in order to develop their full potential; Sifu Schroder's passion for teaching and his ability to relate to his students have made his curriculum a great success.



Testimonials

“When my five-year-old son became interested in karate, I visited several karate classes in Austin in search of a good instructor and environment. Although there were many children's karate classes, I did not feel that I had found the right school until I met Sifu Schroder at Kenpo Karate. It has been a wonderful experience for our family. Our son has learned much technique, teamwork, and self-discipline as well as having a great time with his classmates. Our two-year-old daughter spent two years watching her brother participate before she joined the class. It has been so fun watching her enjoy learning karate with her brother. Sifu Schroder is a patient, committed, talented, humorous and creative teacher for all ages and we are fortunate to have found his school.”

Sifu, the kids insisted on putting in their two cents; here it is:

"Sifu is fun and a friend." -Max

"I was scared and cried and then I liked It." -Clara



Regards,
Noel Stine

“Even after our son’s sudden death at the age of seventeen, Austin Kenpo Karate remains a positive influence in our lives and continues its personal relationship with our family. That is the commitment this institution has to all of its students.

Our youngest son, Vincent, sought an avenue by which he could develop self-discipline, focus and concentration, skills with which he had struggled for many years. He was diagnosed with ADHD at the age of five and like many was very intelligent yet had a difficult time in structured situations. Although Vincent was a student of Sifu Schroder for only a year, during that time he developed a sense of self-control, balance and a healthy physical and mental state. Sifu Schroder worked with Vincent, allowing him to progress at his own pace and work toward the goals he had set for himself. The instruction was comprehensive, empowering Vincent with a sense of well being. We are so very thankful that he found this, for we lost Vincent only months later. Austin Kenpo Karate truly provides for, and believes in, its students. We want to thank them again for the memorial on their website honoring Vincent’s life as well as his honorary certificate of Black Belt.

We fondly hope others will find their balance as well through Austin Kenpo.

Sincerely,
Joan, Mother to Heaven Bound Angel, Vincent

AISD Schools Within Our Range for Pickup Services

The following schools are within our service area. However, we can only service a certain number of schools at one time, depending on their location. Each year our route is subject to change according to student enrollment. We encourage you to register by 05/01/12 to secure your school for the following year. We currently operate a 24-passenger shuttle bus and a 15-passenger shuttle bus. As this program grows we may purchase an additional bus to expand our route. In order to add a school to our route we require commitment from at least 5 students from that school.



- 1): Ridgetop Elementary. 5505 Caswell Avenue 78751.
- 2): Lee Elementary. 3308 Hampton Road 78705.
- 3): Austin Discovery. 8509 FM 969 78724.
- 4): Bryker Woods Elementary. 3309 Kerbey Lane 78703.
- 5): Gullet Elementary. 6310 Treadwell Blvd 78757.
- 6): Brentwood Elementary. 6700 Arroyo Seco 78757.
- 7): Wooten Elementary. 1406 Dale 78757.
- 8): Pillow Elementary. 3025 Cross Creek Drive 78757.
- 9): Pickle Elementary. 1101 Wheatley Avenue 78752.
- 10): Brown Elementary. 505 W. Anderson Lane 78752.
- 11): Reilly Elementary. 405 Denson Drive 768752.
- 12): Doss Elementary. 7005 Northledge Drive 78731
- 13): Hill Elementary. 8601 Tallwood Drive 78759
- 14): Heart Elementary. 8301 Furness. 78753

Private Schools Within our Range for Pickup Services

- 1): Hyde Park Elementary. 3901 Speedway 78751.
- 2): St Andrews. 1112 West 31st St 78705.
- 3): St. Francis. 300 Huntland Drive 78752
- 4): St. Austin. 1911 San-Antonio Street 78751.
- 5): The Isely School. 2301 Shoal Creek Blvd 78705.
- 6): All Saints. 209 West 27th Street 78705.
- 7): The Children's School. 2825 Hancock Dr. Ste. 104 78731.
- 8): Odyssey Schools. 4407 Red River Street 78751.
- 9): Kirby Hall. 306 West 29th Street 78705.
- 10): Good Shepherd. 2206 Exposition Blvd 78703.
- 11): LE Lycee Francais. 1507 North Street 78756.
- 12): Redeemer. 1500 West Anderson Lane 78757.



Due to time restraints we are unable to pick up from schools located east of IH-35. If your school is currently not listed and you would like for us to set up a stop at your school please email Sifu Schroder at sifu@austinkenpokarate.com or call 512-459-1806 and we can discuss adding your school to our route.

Parent/Guardian Initials: _____

Hours of Operation

- First day of school: August 24, 2015.
- Last day of school A.I.S.D: June 2, 2016. (Unless bad weather days are used)
- Last day of school A.D.S: June 9, 2016. (Unless bad weather days are used)
- Hours of operation: 2:45 pm to 6:00 pm.
- If AISD or A.D.S. is closed due to weather we will also be closed. Our studio will follow the same high standards of safety when it comes to student transportation.

AISD Holiday Schedule

We will provide all day care for the following AISD holidays, IF a minimum number of students enroll. Students can bring their own lunch, or can participate in the lunch program for \$7 per day. We do have snacks and refreshments available in the lobby vending machines. There is an additional \$39.00 fee per day for AISD holidays in which the student attends. Student drop of time is 8:00 am. Earlier times can be arranged for an additional fee of \$25 per half hour per week.

We DO pick up on early release days, at no additional charge, for elementary schools only. If you intend on picking up your child on this day, please treat it as any other pick up day and notify us by noon at the latest.

Austin Kenpo Karate is closed on Thanksgiving Day, Christmas Eve, Christmas Day, and New Years Day. Please contact us regarding private school holiday schedules.

Austin Independent and Austin Discovery School Holiday Schedule

- 09/07/15: Labor Day
- 10/12/15: Student Holiday
- 11/11/15: Student Holiday
- 11/25-27/15: Thanksgiving Break
- 11/23-27/15: Thanksgiving Break A.D.S.
- 12/21/15-01/01/16: Winter Break
- 01/04/2016: Closed for staff development
- 01/18/16: Martin Luther King, Jr. Day
- 02/15/16: Student Holiday (Bad Weather Makeup Day)
- 03/14-3/18/16: Spring Break
- 03/07-3/18/16: Spring Break A.D.S
- 03/25/16: Student & Staff Holiday
- 04/29/16: Student & Staff Holiday A.D.S
- 05/27/16: Student Holiday (Bad Weather Makeup Day)
- 05/30/16: Memorial Day



Parent/Guardian Initials: _____

A.D.S Holiday Schedule

We will provide all day care for the following A.D.S. holidays, IF a minimum number of students enroll. Students can bring their own lunch, or can participate in the lunch program for \$7 per day. We do have snacks and refreshments available in the lobby vending machines. There is an additional \$39.00 fee per day for A.D.S. holidays in which the student attends. Student drop of time is 8:00 am. Earlier times can be arranged for an additional fee of \$25 per half hour.

We DO pick up on early release days, at no additional charge, for elementary schools only. If you intend on picking up your child on this day, please treat it as any other pick up day and notify us by noon at the latest.

Austin Kenpo Karate is closed on Thanksgiving Day, Christmas Eve, Christmas Day, and New Years Day. Please contact us regarding private school holiday schedules.

Austin Discovery School Holiday Schedule

A.D.S schedule has not been updated yet

- 09/01/14: Labor Day
- 09/10/2014: Early Release Day 12:00 P.M.
- 10/01/2014: Early Release Day 12:00 P.M.
- 10/22/2014: Early Release Day 12:00 P.M.
- 10/13/14: Student Holiday for A.I.S.D. We will service A.D.S.
- 11/07/14: Fall Conference
- 11/11/14: Student Holiday for A.I.S.D. We will service A.D.S
- 11/12/2014: Early Release Day 12:00 P.M
- 11/24-28/14: Thanksgiving Break
- 12/19/14: Student Staff Holiday for A.I.S.D We will service A.D.S
- 12/22/14 – 01/04/14: Winter Break
- 01/05/2015: Staff Development
- 01/19/15: Martin Luther King, Jr. Day
- 01/21/2015: Early Release Day 12:00 P.M.
- 02/11/2015: Early Release Day 12:00 P.M.
- 02/16/15: A.I.S.D Student Holiday (Bad Weather Makeup Day) We will Service A.D.S.
- 03/09-3/20/15: Spring Break
- 04/03/15: A.I.S.D. Student & Staff Holiday we will service A.D.S
- 04/29/2015: Early Release Day 12:00 P.M.
- 05/20/2015: Early Release Day 12:00 P.M.
- 05/22/15: A.I.S.D. Student Holiday We will service A.D.S
- 05/25/15: Memorial Day



Parent/Guardian Initials: _____

Tuition and Fees

Austin Kenpo Karate is proud to say that we have been in business in Austin for over thirty five years. We have been able to operate a successful school because of our high standards of training and our cost efficient programs. Like every business we do operate on a budget. We count on you the parent and student to pay your tuition on time and adhere to your contractual obligations to ensure we meet our responsibilities. For that reason we have established the following policies concerning payment and tuition fees.

Payments for the after school program can be paid in full or on a monthly basis. If you choose to pay monthly we require that you set up your monthly payments on a credit card or check card (with a Visa or MasterCard logo). All tuition payments are due on the first of the month (Sept-May). Full monthly payments are expected regardless of scheduled holidays or closures, because they are taken into account when calculating our rates. Tuition prices are based upon a full year or semester-only enrollment (see below).

The following penalties will be assessed in the event that the student(s) does not complete their enrollment through the end of the school year or semester: (1) a fee equal to an additional full month's tuition at non-discounted rate; AND (2) a fee equal to the total discount received for all months paid, based on full year enrollment (if applicable). We cannot accept payments for partial months based on student's attendance.

Please note: When student(s) prematurely cancel their contract the spot that was reserved for them typically goes unfilled. The fees we assess do not completely cover this unexpected loss in revenue, even when it is filled partially. Additionally, every year we will add or delete schools due to enrollment based upon these contracts. Please adhere to your contract as you expect us to adhere to ours. Although we realize there are extenuating life circumstances beyond your control, cancellation due to convenience, enrollment in a new sport, etc., are not considered extenuating. Keep these possibilities in mind before enrolling in our program. If you are unsure, consider stopping by with your child to observe a class and/or register them in an introductory course prior to enrollment. You may also schedule an appointment to meet with Sifu Jeff Schroder to discuss the program.

Since students will attend classes for partial months in August and June, the fee for those weeks will be \$95.00 for A.I.S.D and \$145.00 for A.D.S. regardless of program chosen.

Monthly Tuition (Based on Annual Enrollment)**:

Five Day Program\$292.95 per month.
Three Day Program\$243.95 per month.
Two Day Program.....\$229.95 per month.

Monthly Tuition: (Based on Semester-Only Enrollment)**:

Five Day Program\$336.95 per month.
Three Day Program\$276.95 per month.
Two Day Program.....\$243.95 per month.

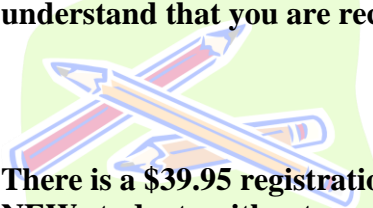
****15% Discount on Tuition Only for Second Child. (Equal to or less than rate for first child.)**

Parent/Guardian Initials: _____

Late Payment Fees

There will be a \$25.00 late fee for payments that are not received by the due date, including returned checks and automatic payments that are declined. All returned check fees charged to Austin Kenpo Karate will be added to this late fee. If you are having trouble meeting your financial obligations you may be able to avoid late fee penalties if you speak to Mr. Schroder prior to your due date.

We have structured our rates to be competitive with local day care providers and at the same time offer a high quality martial arts program at very reasonable rates. Please understand that you are receiving after school care as well as martial arts training.



Registration Fees

There is a \$39.95 registration fee for RETURNING students with a uniform, or \$55.00 for NEW students without a uniform, due when you enroll, along with the first month's tuition, and is charged once per school year. This registration fee secures your child's placement in our program and covers administrative costs. However, it is waived for students who are enrolled in the first semester that renew for the second semester. The registration fee is non-refundable.

Additional Fees

Late Pick Up Fees: Due to daily school operations students must be picked up by 6:00 pm. Students who are picked up late will incur a \$10.00 fee for every 15 minutes after the first offense, which will be charged to the card on file. If a late pick up is needed, we will do our best to accommodate your needs. However, in order for us to do so you should let us know in advance.

Failure to notify Austin Kenpo Karate of your child's absence by noon of the day the child is supposed to be picked up, or a child that is present but misses the bus because they do not arrive at the bus stop by the scheduled time, will result in a \$25.00 fee. We must notify the Texas Department of Family and Protective Services in writing every time we leave without a child that is scheduled to be picked up.

Registration Deadlines

- Current and previously enrolled student registration begins 03/01/15
- Open registration begins 04/01/15.

We are expecting this program to be full before the end of the summer. In order to secure your child's placement we encourage enrolling as soon as possible. However, we will continue accepting registrations until the program is full.

Parent/Guardian Initials: _____

Student Pickup Policy

A designated adult must sign out all students. Please sign your child out every day. We understand that this may seem inconvenient; however for your child's safety we will not allow them to meet you outside after class. We realize that there may be extenuating circumstances and you may need to pick up your child early, but please call ahead and we will do our best to accommodate your needs. We will **NOT** release your child to anyone that is not listed on the authorized pickup list. This is accordance with the law and for your child's safety. We will also require a valid I.D for anyone we are not familiar with, even though they are on the pickup list.

School Etiquette and Discipline Practices

A big part of our program is promotion of self-respect and self-discipline. Every student is expected to treat each other and their instructors with respect. We run a disciplined program and every student is required to participate in the Martial Arts portion of class. Students are expected to bow before entering and leaving the workout area. Students are expected to be suited out and charts turned in no later than 5 minutes before class. We have one water break during class; students may not drink water out of turn or any time during class besides the regular break. Once class begins students may not leave the workout area without permission.

In order to run a safe and beneficial program students are expected to follow the instructions of their teacher - we refer to it as the listen and learn rule. Students who do not follow directions or misbehave during class will be asked to do pushups or some other form of exercise punishment. For example, students who leave their uniform or belt lying on the floor will do pushups; pushups increase in number as the number of occurrences increases. The child will then rejoin the class and continue the program. If the behavior continues they will be put in a timeout horse stance. Any further misconduct will result in the student being dismissed from class and will remain separated from the other students in a supervised location.

Discipline and Guidance Policy

Discipline practices and policies at Austin Kenpo Karate are in accordance with the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance:

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

Parent/Guardian Initials: _____

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- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
- (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Uniform and Safety Equipment

Every student is responsible for the care of his or her uniform (Gi). Students should bring their uniforms to class on Monday and take them home on Friday to be laundered. It is not recommended for students to bleach their uniform. Students should never wash their belts (traditionally belts and uniforms were white and after years of training and washing their uniform but not their belts the white belt eventually turned black from all the training). Every student is responsible for tying his or her own uniform and belt. We will assign each student their own locker for their uniform and equipment.

Emergency drills are held monthly to familiarize your child with the evacuation procedures. We have exit plans located in the building to help children remember the safest exit route in case of an emergency. We will instruct the children on proper behavior for an emergency evacuation as well as relocation within the facility.

Electronics and Personal Items

Students with cell phones and other electronic gadgets are expected to turn them OFF or silent mode (NOT on vibrate) once we arrive at the studio. All personal belongings should be stored in the locker.

Transportation

We will pick up your child from school daily and transport them to our facility. For the safety of your children we have a few rules that must be complied with while students are being transported from school to our facility, Our vehicles are in compliance with state Regulations and are equipped with seat belts.

- 1). Students must meet us outside in front of their school where regular bussing is scheduled for pick up. At our first stop we will wait until 2:50pm, which is 5 minutes after the scheduled pickup time, because we have several more stops on our route. At all other stops students are to wait at their stop until the 3:00pm bell. If we are not at their stop by that time students are to report immediately to their office. The driver will call the office to schedule release of the students to us upon arrival.
- 2). Once on the bus students must remain seated until instructed otherwise by the driver.
- 3). No food or drinks can be consumed while on the bus.
- 3). Children under the age of 8 or under 4'8" in height are required to ride in a booster seat when riding in any vehicle under 10,000 pounds gross vehicle weight.
- 4). Children under the age of 12 are not allowed to ride in the front seat unless we receive written permission from the parents that they will allow it.

If a child is not at their scheduled stop the driver will call the school office to verify attendance, then will call the parents, but can not wait longer than the above-mentioned times. A student's failure to comply with the above rules may result in their dismissal from our program. We will do our best to communicate with you and your child before they are suspended from the program.

Attendance

We understand that your child may not attend class every day due to illness or emergency situations. It is necessary for the parents to inform us of any and all days your child will not be picked up by us from school via email no later than 24 hours before the scheduled pick up time, or by phone no later than 2 hours before the scheduled pickup time; you must speak with us directly. If for some reason your child is not waiting for us at the designated area we will contact the school to confirm your child's attendance and then contact you immediately if they were at school but not at our pick up destination, but due to other scheduled pick-ups we will not wait any longer than 5 minutes after the scheduled pick up time.

Meals and Food Service Practices

Austin Kenpo Karate does not provide meals or food service for the after school program. Please ensure that your child brings adequate food for their needs during the time that they are in our care. For your convenience, a microwave, refrigerator, freezer and sink are available for students' use. There is also a vending machine in the front lobby that dispenses snacks and drinks.

Medications

We are not able to administer medication to children while they're in our care. If your child requires medication during this time, parents will have to make arrangements to dispense the medication. This includes non-prescription medications.

Immunization Requirements

By signing the Austin Kenpo Karate Student Enrollment Form, you certify that your child:

- (a) Meets applicable immunization requirements specified by the Texas Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education), including but not limited to tuberculosis (TB) screening, and that my child is free of active (TB), and
- (b) The child's immunization record is current and on file at the pre-kindergarten or school that the child attends, and
- (c) That the pre-kindergarten or school that maintains these records on file is the one listed on the Enrollment Form.

Illness

Your child's safety is our first priority. If your child becomes ill while in the After School Program, you will be notified to pick up your child. Please make sure we have updated information on file so we can get in touch with you at all times. We do not have the facilities to aid ill children, so please be as timely as possible when picking them up. Your child will be kept as comfortable as possible until your arrival. If necessary, they will be separated from the other children.

HEAD LICE

All Children Infected with head lice will be separated from non infected students. Parents will be expected to pick up their child and have them treated before they return to classes. The C.D.C has recommended treatment methods.

<http://www.cdc.gov/parasites/lice/head/treatment.html>

In accordance with the Texas Department of Family and Protective Services Standards for After School Programs, Code §744.2571, Austin Kenpo Karate must prohibit a child from being admitted for care if one or more of the following exists:

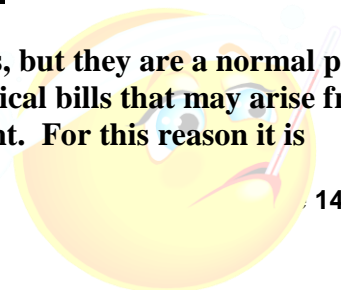
- (1) The illness prevents the child from participating comfortably in program activities, including outdoor play;
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- (3) The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the program's activities:
 - (A) Oral temperature above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness;
 - (B) Rectal temperature above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness (*we don't perform rectal temperatures*);
 - (C) Armpit temperature above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness; or
 - (D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- (4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Medical Emergencies

Austin Kenpo Karate makes every effort to prevent accidents, but 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

Parent/Guardian Initials: _____

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important to keep your records updated at all times. Incident reports will be kept on file any time an injury occurs that requires professional medical attention.

The staff at Austin Kenpo Karate has received training in first aid and CPR. In case of a medical emergency, our staff will administer aid to the best of their ability, within the limits of their training. All efforts will be made to contact the student's parents and/or legal guardians. Emergency 911 services will be contacted if professional emergency services are required.

Emergency Fire Preparedness Plan

1. All children will be moved to a designated safe area away from the fire and accounted for.
2. Children will then be escorted from the building by the designated caregiver(s).
3. Once all children are in a designated safe area outside of the building and accounted for, caregivers will contact emergency services by dialing 911.
4. Children will be transported to Brentwood Park, located at 6710 Arroyo Seco Austin, TX 78757.
5. Once we are there, children will be re-accounted for by checking the after school pickup list for the day and caregivers will attempt to contact childrens' parents by phone. Austin Kenpo Karate keeps a file on the bus at all times that includes every child's emergency contact information, which includes the Authorization for Emergency Care form.
6. The Texas Department of Family and Protective Services will be called the following day and notified of the circumstances.

Emergency Weather Preparedness Plan

7. All children will be moved to a designated safe area away from windows, doors and glass, and accounted for.
8. Children will be asked to duck and cover facing a wall by the designated caregiver(s) in the event of a tornado.
9. The Texas Department of Family and Protective Services will be called the following day and notified of the circumstances.

Emergency Drills

Emergency drills are held monthly to familiarize your child with the evacuation procedures. We have exit plans located in the building to help children remember the safest exit route in case of an emergency. We will instruct the children on proper behavior for an emergency evacuation as well as relocation within the facility.

Parental Notifications

Parents will be notified by phone immediately of any medical emergency concerning their child. Behavior issues will be addressed at the studio when the child in question is being picked up. If we are unable to meet in person Sifu Schroder will attempt to contact you by phone or email. All notifications concerning the program and policy changes will be sent via email. Please make sure your contact information is up to date. If an email address is not available or the email is returned, every attempt will be made to contact you by phone and/or in person when you pick up your child. A copy of the updated operational policies and enrollment agreement will need to be signed by you and kept on file for each child enrolled in the program.

Field Trips and Water Activities

Austin Kenpo Karate does not conduct field trips or water activities in its After School Program.

Animals



Animals will not be allowed in the school other than those listed below. Please do not ask your child to bring home animals from school on days they will attend the After School Program. We do have three dogs owned by Sifu Schroder that may be present during the program, 1 or 2 at a time. Their names are Sweet Pea, Blue, and Prancer. Sweet Pea is a 7 year old female Border Collie/Greyhound/Lab mix, Blue is a 10 year old female Boxer/Weimaraner mix, and Prancer is a 5 year old female Shepherd mix. They love children and are well socialized.

All dogs are spayed and meet health and safety requirements in accordance with the Texas Department of Family and Protective Services Standards for After School Programs Codes §744.2701, 744.2703, and 744.2705. Documentation on their health and immunization status is available for you to view at any time in the



“Required Postings” binder in the front lobby.

This documentation includes immunizations as

required by the Texas Health and Safety Code, Chapter 826, and a statement of health from a local veterinarian. If for some reason you do not want your child near the dogs, please let the Director know. The children are not allowed to play with the dogs directly, but rather interact with them only when the Director is present.



Procedures for Release of Children

There is a sign in and out sheet for the After School Program. Please sign your child out each and every day. Once you have signed out, use the walkie talkie at the front office to call to the back office and then your child will be released. Please do not call back until you have signed your child out, nor ask your child to walk out to your vehicle at the end of the day. This is for your child's safety and we are not flexible on this request. Should there be extenuating circumstances please call us on the phone as soon as possible and we will try to accommodate you. Let us know if you'll pick your child up early so we can be sure to have them ready.

Austin Kenpo Karate is not responsible for custody arrangements but we understand these situations can be very sensitive. We will not release your child to anyone that is not listed on our "authorized pick up" list under any circumstances. We will also request a driver's license validation for anyone that we do not know, even though they are on this list. If a family member will be picking up your child, even on an intermittent basis, please encourage them to stop by so we can meet them. We will not allow your child to leave in the company of a minor (even brother, sister, etc.). This is all for the safety of your child.

Parental Participation

Austin Kenpo Karate does not host field trips or other outside activities during its After School Program, therefore there are no such activities that would warrant parents' participation in the program other than those listed in this Operational Policies. However, we are pleased to host school activities and parties outside of operation hours that are open to all students, and notices will be posted in advance if you and your child would like to participate. Parents are of course welcome and encouraged to observe classes at any time. Please note that a parent, guardian, or approved family member or friend over 18 years of age will be required to supervise the student at all such school functions.

Required Postings and Notifications

Austin Kenpo Karate maintains a copy of all postings and notifications required by the Texas Department of Family and Protective Services (TDFPS). These documents, including contact information for the local Licensing office, TDFPS child abuse hotline, and TDFPS website, are displayed prominently in the front lobby, in a binder on the glass counter by the front entrance, and/or on the bulletin board. If you would like to review a copy of the TDFPS Minimum Standards for School-Age and Before or After School Programs, Austin Kenpo Karate's most recent Licensing Inspection Report, and/or this Operational Policies, they are available in the binder in the front lobby at all times.

Gang-Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When does my child's care center have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Questions or Concerns

Parents are encouraged to visit the studio at any time during our hours of operation to observe their child and program activities. Training class times are from 4 pm – 5 pm. We at Austin Kenpo Karate are open to any suggestions you may have that will help us improve our program. If at any time you wish to speak with Sifu Schroder feel free to contact him by phone at 512-459-1806 to make an appointment. If it's an emergency he can be contacted on his cell phone at 512-659-5457. Or, you may also speak with him in person as time permits.

Nondiscrimination Policy

Applications of enrollment are accepted regardless of race, religion, color, sex or national origin.

Mandatory Forms and Paperwork

In order to be admitted into the After School program all students must complete, and turn in by the deadline dates, initialed pages of this handbook, the student application forms, and emergency authorization form. **If you have more than one child we MUST receive separate documentation for each child.** This allows us to prepare and comply with all regulations required by the State of Texas in regard to child safety.

We appreciate your cooperation and patience in filling out all of the required paperwork. Please realize that many other after school programs are not licensed child care facilities and therefore they do not require the same documentation.

Please continue to the following pages for the required forms. All pages of this document must be initialed, the appropriate forms signed, and turned in to the Director. A copy of these completed documents will be provided to you upon your request.

This is a legally binding contractual agreement. It is strongly advised that you thoroughly read the Operational Policies and all contracts, and that you discuss any concerns or questions with the Director, prior to signing and submitting said paperwork.

Austin Kenpo Karate Student Enrollment Form

Student Information

Student Name : _____
Date of Birth : _____
Date of Admission: _____
Student's School: _____
School Address: _____
City: _____ Zip: _____ School Phone: _____
Home Room Teacher: _____

Parent Information

Parent/Guardian: _____ Relationship: _____
Home/Cell Phone: _____ Work Phone: _____
Address: _____ City: _____ Zip: _____
Place of Work/Business: _____ Position: _____
E-Mail Address: _____
Other Contact Info: _____

Parent/Guardian _____ Relationship: _____
Home/Cell Phone: _____ Work Phone: _____
Address: _____ City: _____ Zip: _____
Place of Work/Business: _____ Position: _____
E-Mail Address: _____
Other Contact Info: _____

Emergency Contact/Pickup Information

(Emergency contacts in case parents/guardians can't be reached. I authorize these individuals to pick up my child in the event that I cannot. List individuals in the order that you would like for us to call in case of emergency and parent/guardians cannot be reached.)
Please include their address or don't list them. Child Family Protective services will write us a citation if the address is not listed.

1. Name: _____ PH #: _____ Relationship: _____
Address: _____ City: _____ Zip: _____
2. Name: _____ PH #: _____ Relationship: _____
Address: _____ City: _____ Zip: _____
3. Name: _____ PH #: _____ Relationship: _____
Address: _____ City: _____ Zip: _____
4. Name: _____ PH #: _____ Relationship: _____
Address: _____ City: _____ Zip: _____
5. Name: _____ PH #: _____ Relationship: _____
Address: _____ City: _____ Zip: _____

Parent/Guardian Initials: _____

Receipt of After School Operational Policies (Check box and sign). This is a legally binding contractual agreement. It is strongly advised that you thoroughly read the Operational Policies and all contracts, and that you discuss any questions or concerns with the Director, prior to signing and submitting said paperwork.

I have read and understand the policies set forth in the Operational Hand Book and agree to the conditions and terms outlined. No other verbal or written modification of these documents exists.

Signature of Parent/Legal Guardian Date Printed Name

Austin Kenpo Karate Student Enrollment Form (Cont'd)

Transportation

(Check all boxes and sign).

I give permission for my child to be transported and supervised from school.

Signature of Parent/Legal Guardian Date Printed Name

Liability Waiver

I give permission for my child (Print Child's Name) _____ to attend the After School Program offered by Austin Kenpo Karate. I state that my child is physically fit to take karate and understand that the staff and instructors at Austin Kenpo Karate will do everything in their power to protect my child while in their care. I acknowledge that Austin Kenpo Karate will transport my child as necessary to and from their public or private school and activities that will be located away from the school, and that I will not hold Austin Kenpo Karate or its students or instructors liable for any automobile accident, nor liable for any injuries that may occur and assume that the risk associated with such transport is comparable to the risk assumed when normally transporting my child in an automobile. I further acknowledge that Karate is a contact sport and like any other sport I realize that there are some personal risks, and that I am assuming that risk and hold harmless Austin Kenpo Karate and its instructors and students while my child is in their care.

Signature of Parent/Legal Guardian Date Printed Name

Austin Kenpo Karate Student Enrollment Form (Cont'd)

Emergency Medical Information and Immunization Records

In the event that I cannot be reached to provide emergency medical for my child I, authorize the instructor or representative of Austin Kenpo Karate to seek medical treatment for my child and/or to administer first aid and/or CPR.

Student's Name

Family Physician Contact Information

Physicians Name: _____ Phone #: _____

Address: _____

Insurance Information: _____

I give permission for my child to be treated at a local emergency room if necessary.

Preferred of Emergency Room (if possible): _____

I give consent to emergency medical treatment as seen fit by Austin Kenpo Karate in the event I cannot be reached or if an emergency does not permit time for Austin Kenpo Karate to reach me first.

My child's immunization records are on file at the public or private school.

School Address: _____ . City: _____ . Zip: _____ .

Phone Number: _____ . They are attending and all immunization and tuberculosis tests are current. All necessary vision and hearing screenings as required by the Special Senses and Communications Disorders Act are current and on file at the public or private school my child is attending.

Signature of Parent/Legal Guardian

Date

Printed Name

Medical History

Please list any medical conditions your child has such as allergies, illnesses, and injuries in the past 12 months that merited medical treatment and any medicines prescribed for long-term continuous use. Write "none" if this does not apply to your child.

1. _____
2. _____
3. _____
4. _____

Parent/Guardian Initials: _____

Austin Kenpo Karate Student Enrollment Form (Cont'd)

AUTOMATIC CREDIT CARD BILLING AUTHORIZATION FORM (MERCHANT #64959781)

Student Name: _____

To set up your account for automatic billing, complete the credit card information below. All requested information is required to set up the account. Upon approval, Austin Kenpo Karate will automatically bill your credit card for the total of the daily rates for August, if applicable, plus registration fee, if applicable, prior to the 1st day of class. Thereafter the tuition amount indicated below will be charged to this credit card on either the 1st or 15th of every month, based on the option chosen below. The total of the daily rates for June, if applicable, will be charged automatically as well. All charges will be in accordance with the policies set forth by Austin Kenpo Karate. Your total charges will appear on your monthly credit card statement.

Billing will end either at the date specified by this contract, or when you provide 30-day advance written cancellation via email at: sifu@austinkenpokarate.com, and is accepted via email by Austin Kenpo Karate. You agree to pay, and authorize Austin Kenpo Karate to charge, the credit card listed below: any and all late, cancellation, and other applicable fees in accordance with policies of the contract/program agreed to at time of enrollment and/or renewal.

Program Rates (Check One):

Annual Enrollment (Per Month): Five Day: \$292.95 Three Day: \$243.95 Two Day: \$229.95
Semester-Only Enrollment (Per Month): Five Day: \$336.95 Three Day: \$276.95 Two Day: \$243.95

Check here if this is the 2nd child (15% discount applies on tuition only as outlined in the Operational Policies)

Method of Payment (Please refer to the Operational Policies for rates and fees):

Credit Card: (Circle One) MC Visa Authorized Amount²: \$ _____

²Enter payment amount for option checked above (first month's tuition plus 39.95 registration fee for RETURNING students with uniform, or \$55.00 for NEW students without uniform, due at time of registration). You authorize Austin Kenpo Karate to automatically debit this card every month (other than August as indicated above), on either the 1st or 15th, for the tuition rate checked above PLUS applicable fees listed in this Operational Policies. No other agreement exists outside of this contract unless mutually agreed upon, in writing via email or facsimile transmittal. DO NOT write contractual changes on this form; they will be considered null and void.

Recurring Monthly Withdrawal Date (Check One): 1st 15th

Credit Card Number: _____ Exp (mm/yy): _____ CVV: _____

Cardholder Name: _____

Cardholder Address, City, State, ZIP: _____

Cardholder Phone Number: _____

Check³ (Initial Payment Only) Number: _____ Cash³ (Initial Payment Only)
(There is a \$25.00 fee for all returned checks. Payment via another method will be due immediately if check is returned, and Austin Kenpo Karate reserves the right to decline payment via check in the future.)

³Please note when paying the initial payment by check or cash, subsequent payments must be made using a credit card or debit card (with a Visa or MasterCard logo) that is debited monthly. If paying the initial monthly payment by a method other than credit card please fill out credit card information on this page but DO NOT check the "credit card" box. We will then only use the credit card information provided for your child's 2nd and subsequent payments.

Parent/Guardian Initials: _____

Parent/Guardian Initials: _____

Methods to Submit Student Application Form (ALL pages):

1. **Mail** completed, signed forms and payment to Austin Kenpo Karate, 5501 N. Lamar Blvd. #A-225, Austin, TX 78751. Must be received by due date as outlined in Operational Policies to guarantee placement. We will attempt to reach you using the contact information given on this form to acknowledge receipt.
2. **Deliver** your paperwork in person (necessary for cash payments; optional for all others). Please call us prior to coming in, as instructors are not always available to take your paperwork and payment from you. We will do our best to work with your schedule.

If you are mailing your payment and would like to receive a paper receipt prior to the first day of after school pickup, please check which method you would like to receive it (otherwise you will receive your receipt on the first day of class):

- Mail (Sent to cardholder address only)
- Fax: _____
- Email: _____

Student Name: _____

How did you hear about us? (Check all that apply)

- Current student
- Internet search engine (Google, Yahoo, MSN, etc.)
- Citysearch
- Yelp
- Other internet review site(s): _____
- Facebook
- Yellow Pages
- Friend: _____
- Other: _____

Parent/Guardian Initials: _____