

After School Karate Guidelines

Below are some Guidelines for After School Karate Program. Following these guidelines will help things run smoother for you & your child. Please read over the Parent Handbook for a more detailed list of our Operational Procedures.

Hours & Fees

- After School hours are from when school is dismissed until 6:30 p.m.
All students must be picked-up by 6:30 pm. For us to run our Night Classes it is important that all After School students have been picked-up. We will strongly enforce a late Pick-Up Fee.
If you pick-up your child between 6:31pm & 6:45pm a \$10 late fee will be due. Between 6:46pm & 7:00pm, a \$20 late fee will be due. Late fees will automatically be charged to the credit card on file.
- Students need to be signed out every evening. Sign-out sheets are in the Lobby.
- **Tuition is set up for automatic payment with a Credit Card. If the card is declined, a \$10 fee will be added. Discounts are not given for partial weeks.**
- Day Camp and extra activities are not included in tuition, please bring credit card in to pay for these, or sign up to have these added to your tuition automatically.

Food

- Parents are responsible for snacks for their child. Students can bring snacks or purchase something from our snack bar. (cold drinks & most snacks are \$0.50 each) Snacks are not provided by The Karate School.
If you would like to prepay snacks, you can add it to your credit card payment.
- Tuesday is T-Shirt Day. If the students wears a Karate School t-shirt to school, they will receive one Free Snack at snack time when we arrive back at The Karate School.

Karate

- Karate Uniforms are to be brought each Monday, and taken home each Friday, to be washed.
- Students are expected to participate in their scheduled karate class. If they can not, the parents need to contact us.

Student Articles

- Students are responsible for keeping up with their belongings. We have a Lost & Found for items that are left.
- No cell phones, are to be used while students are at The Karate School. Students can use the phone at the front counter.

Communication with the Parents

- Please call The Karate School if your child will be absent from school. It helps us move to the next school faster, if we are not looking for your child and we want to make sure your child is accounted for.
- Please keep us updated with your phone numbers. If your child is sick, we must be able to reach you.
- Please check the markerboard and our website for events www.thekarateschool.me
- Each student has a file in the front Lobby that we put test certificates in.
- We like to send reminders to the parents via Email. Please provide us with the best email address to reach you.

EMAIL: _____

Parents Signature

Date