



Cape Fear Isshin-Ryu
After-School/Summer
Karate Program
Handbook



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Mission Statement

To provide a safe environment that motivates your child/children to reach his/her full potential through their training in the martial arts. Through our instruction we provide character building activities, opportunities to improve social skills, leadership training and a balanced exercise program.

Our Philosophy

The purpose of Cape Fear Isshin-Ryu is to offer discipline by fostering mental and physical enhancement as well as encouraging character development. This is done by teaching Martial Arts, encouraging good behavior at our facility as well as at home and school, getting involved with each student and offering homework assistance. Studies have shown that children participating in a Martial arts program have significant improvements in discipline, self control, self confidence, self esteem, coordination, fitness, and attitude. Our program stresses non-aggression and respect for others, and your child will have fun in the process. We also provide an alternative for kids who might otherwise be inactive or isolated during the after school hours.

Please remember we are not a daycare. We require discipline in our dojo and students have responsibilities that are theirs alone.

Example: clean uniforms, homework honor system, respecting dojo mates and instructors (yes/no - sensei, sir, or ma'am).

Payment Policies

Tuition is due on Friday for the following week. Payments not received by Monday are subject to a late fee of \$5.00. If no arrangement or payment has been made by Wednesday at 6:00 pm, we may suspend picking up your child until full payment is received or arrangements made. Should you need to withdraw your child for any reason from our program, we require a two week notice.

Returned checks are subject to a \$20.00 surcharge.

Refunds/Cancellation

There will be no refunds for any reasons. There will be no credit, refunds, or make up time offered for absences and there are no exceptions to this rule. Included in this policy is Spring Break and Christmas Break. Each student can use one vacation week each school year and summer, but must submit a written request one week before use.

School Closings

Please see our staff or website calendar for specific dates.

Snacks

We will provide snacks for your child/children. If your child/children require any special nutritional items or have food allergies, please contact us to make arrangements to provide snacks. Rules for lunch and/or snack time include: using table manners, respecting prayer time before meals, staying at the table until excused, and cleaning their area after eating.

Please note:

During summer day camp, vacation days, etc. snacks are provided, but students are responsible for their own lunch each day. Please remember to include silverware and other items needed. Lunch should be clearly marked with the student's name.

Tuition and Fees 2023-24

- 5 days per week - \$75.00 wk
- Siblings - \$65.00 wk
- 3 days per week - \$65.00 wk
- Single days - \$ 25.00 per day

There is no extra charge for early release days. However, we do not include holidays, teacher work days or school breaks in tuition. There will be an extra charge of \$15.00 for each day that your student stays over 4 hours on vacation/teacher workdays, and we ask that you let us know as soon as possible if attending all-days.

“Find your child” Fee of \$5.00 - *If you do not notify us by 1:00 PM that your child does not need to be picked up and we have to wait for the school to tell us of the whereabouts of your child.*

Late Payment Fee \$5.00 - *Tuition is due the Friday before the week being paid for. Payments not received by Monday are subject to a late fee of \$5.00.*

Late Pick up Fee – *Please see information and late fee rate under the section labeled Pick Up Time.*

Pick – Up Time

After school care ends at 6:00 pm. If you are unable to pick your child up by then, please let us know in advance, if possible. A late fee of \$5.00 will be assessed after 6:00 pm. After 6:15 pm, an additional \$1.00 per minute will be added. This fee is due when the child is picked up. This fee may be waived with a warning if notice is given beforehand and it is not a regular occurrence. Please remember to sign your child out each day and let us know in advance if someone else is coming to pick your child up.

Uniforms

A uniform should be purchased for your child/children. Cost for this item is \$45.00, but should last your child all year unless they outgrow it. It is very important that they have their uniform ***every day*** and it should be clean and be kept in good repair.

Photographs

Enrollment in our program means that you hereby authorize Cape Fear Isshin-Ryu Incorporated and its agents to photograph me or my child/children and to utilize such photographs in any print media, including the internet, for any commercial purpose. We agree that we shall not be entitled to receive any compensation as a result of such use including but not limited to, the promotion of Cape Fear Isshin-Ryu Incorporated.

Sickness/Absenteeism

Please notify us as soon as you know your child will not be attending. We recommend the day prior, but sometimes it is a last minute situation. We ask that you text or call by 1:00 pm in these circumstances. This will allow for our program to run smoothly and eliminate the potential for unnecessary delays in our transportation schedule. When parents forget to call, many students are held up at the school until we can locate your child which causes delays for everyone. If you do not notify us by 1:00 PM that your child does not need to be picked up on a particular day and we have to wait for the school to tell us of the whereabouts of your child, you will be assessed a “Find your child” fee of \$5.00.

****We will start enforcing this policy by the third week of school. We understand the need for a little grace as we all transition back to our new routines!*

Personal Belongings

Cubbies will be issued during your child’s first week. He/she will be asked to keep all personal belongings there except during specified time for homework or free play. It is the responsibility of the children to retrieve their belongings at the end of each day. We cannot accept responsibility for items left overnight and/or prolonged storage. Please keep this in mind when considering what to send with your child each day.

Please do not send video games of any kind with your child.

Any clothing or personal belongings left at the end of the day will be placed in “lost and found”. Any unclaimed items will be discarded or donated after ten days.

Discipline Policy

If Cape Fear Isshin-Ryu experiences repeated inappropriate behavior for any enrolled child, that child will be given a verbal warning and instruction on how to correct the behavior. After being set out of the activity, if the student’s behavior is not corrected promptly, we will call the parent or guardian for assistance. Upon a second disciplinary action requiring a phone call to the parent or guardian, we will **REQUIRE** the parent or guardian to make arrangements to immediately (30 minutes or less) pick up their child for the rest of the day. Students that are a consistent disciplinary problem will be suspended from the program after appropriate warning to the parents. Cape Fear Isshin-Ryu reserves the right to remove any child from the program. This is for the safety and well being of all students and staff.



Cape Fear Isshin-Ryu Rules of Conduct

The following is a list of rules for our After School Program. We can not list every act a child could conceivably engage in. This should serve as a general list. We reserve the right to remove a child without prior notification who in our sole discretion is unable to fit into our program.

*STUDENTS SHALL NOT BE PERMITTED TO ENGAGE IN THE
FOLLOWING CONDUCT:*

- The use of obscene or profane language, or any acts, gestures, or innuendo directed at any student or staff member.
- The use of any derogatory language; referring to the color, religion, ethnic origin or any aspects of a person's character, custom and/or heritage.
- An act of dishonesty, deception and/or related behavior.
- Failure to follow instructors' or counselors' instructions (repeatedly).
- Not following safety rules (e.g. unbuckling safety belts, jumping or running in unauthorized areas)
- The possession of any narcotic, drug or other controlled substance other than those authorized by parents and/or doctor.
- The possession of any firearm, weapon, or any item that resembles a weapon.
- Threatening another student, through intimidation, either verbal or non-verbal.
- Destruction of Cape Fear Isshin-Ryu property, or the property of other students or staff.
- Touching or physical horseplay, this behavior is strictly prohibited because of the possibility of injury or physical altercations.
- Borrowing or lending money.
- Any acts that can cause injury to students, facilities, property, staff members, etc.

Student name: _____

Student name: _____

I have received a copy of the After-school/Summer Program handbook and agree to the terms and conditions herein.

Parent/ Guardian signature

Date

Student signature

Date

Student signature

Date

Student signature

Date



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