



MARTIAL POSTURE SUMMER CAMP PROGRAM INTRODUCTION

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For parents with busy schedules, we provide a pick-up service at Martial Posture and Movemakers Philly. This program currently includes pick up from **Albert M. Greenfield, Chester Arthur School and Independence Charter School**. Additional schools may be available for youth pick-up for an additional fee (contact if interested). Along with the student's main activity, they will also be provided with time to do homework, eat a snack, and participate in several other activities.

Pick up program runs from 3pm to 6pm every weekday. Services are also provided to schools like Chester Arthur and Independence Charter School that have early dismissals on a weekly basis. The program includes a class each day; based in either Martial Arts or Hip Hop Dance. Students who are interested in music can also sign up for private lessons with our Philly Music Factory instructors (contact Vince Johnson if interested).

Our program provides a variety of learning experiences designed to facilitate a child's physical, intellectual, social and emotional development. Our program centers around ten core principles that run through all that we do at our after-school program.

10 Core Principles of our Program

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|----------------------|--------------------|
| 1. Positivity | 6. Confidence |
| 2. Creativity | 7. Self-Expression |
| 3. Respect | 8. Compassion |
| 4. Focus | 9. Integrity |
| 5. Self - Discipline | 10. Leadership |

From our staff to our students, we believe in making the lives of those we serve better through mentorship, fitness, and movement arts. These values and teachings are to transcend the walls

of our classrooms and continue with your children into their daily lives. Our philosophy is based on the premise that every child feels safe and cared for. Every child is unique with varying interests, needs and abilities. We strive to foster relationships with our families and support the youth both at our facilities and in the community.

The after-school program at Martial Posture and Movemakers Philly is grateful you are a part of our family. If you have further questions, please feel free to contact our office at 215-925-8070 or by email at afterschoolphilly@gmail.com.

REGISTRATION AND BILLING

1. The following is required for all students in the after-school program:
 - a. Must be of age to join the program (Kindergarten and up). A birthdate on file is needed for all students in the program.
 - b. All children must be toilet trained prior to enrolling in our program.
 - c. We require to maintain a file on all registered children. Parents/guardians are required to complete and sign both our Agreement and Parent Consent Forms, pay the \$100 non-refundable registration fee, and return the **Signed Program Contract along with Child Health Assessment Form** to our office before the first week of the program has commenced.
 - d. It is necessary for all participants to re-register on a yearly basis. Call 215-925-8070 for registration information.

2. Tuition rates for the 2021 – 2022 school year are as follows:

1x - 2x Weekly is \$3,490 = 10 Monthly Payments of \$349

3x Weekly is \$3,890 = 10 Monthly Payments of \$389

4x Weekly is \$4,290 = 10 Monthly Payments of \$429

5x Weekly is \$4,690 = 10 Monthly Payments of \$469

Secondary Activity - 10 Payments of \$119

10% Discount for Tuition Paid in Full in Advance

- a. Per your signed contract, payments are collected on **the 15th or last day of every month** depending on your contract date. This will be charged to the card on file or deducted from a prepaid amount on your account. Your invoices are divided into ten equal monthly installments payable August through May. **All families are required to make all 10 payments** unless they are starting the program in the middle of the year.
- b. A late fee of \$15.00 will be assessed if payment is not received in our office within 5 days of contract billing date. Three late payments and we reserve the right to remove your child(ren) from our program(s). Habitual late payments are not acceptable and will result in your child(ren) being removed from the program.
- c. A 30% sibling discount is offered on the monthly rate(s) for families with two or more children. If your payment is not received in our office by your billing date the

discount will be forfeited for the month.

- d. A \$15.00 returned check fee will be assessed for a returned check and all future payments must be made in cash or with a money order.
- e. You are responsible for payment of fees for the programs and days agreed upon, as well as additional days/times requested. Refunds will not be given for absences due to illness, inclement weather, emergencies, vacation, or for any other reason. We cannot accommodate leave of absence requests.
- f. If a tax form is needed for end of year taxes a request must be made to our office staff two weeks in advance of needing the form.

AFTER SCHOOL PROGRAM RULES

While attending After School Philly, all children are asked to comply with the below directives in order to maintain a safe environment.

1. Be respectful to other students, our mentors, teachers and staff members.
2. Follow all directions the first time they are given.
3. You are only allowed to leave assigned area with a mentor or with permission from the mentor.
4. Keep hands, feet, inappropriate comments, and objects to yourself.
5. Walk appropriately with mentors from school to After School facilities.
6. Always use respectful language, using "inside voices".
7. Bring your belongings to your cubby.
8. If you come to after school without homework to complete, you will be asked to read or join in the daily activities.
9. You will be excused from the program when an approved adult comes to sign you out.
10. Respect the space and clean up after yourself.

DAILY PROCEDURES

After School Program Hours

The After School Program runs from 3-6pm. A **\$5 late fee** will be charged to your card on file for every 15 minutes your child is left after 6pm.

Sign In Policy

All after school students will be checked in upon pickup from their school by our staff. All dancers will be brought to the Movemakers Philly location on their dance days. All Martial arts students will be brought to the Martial Posture location. Parents must pick up students at the location based on their schedule. Please go over safe walking habits with your child throughout the year to ensure the safety of all students in the program.

Child Pickup Policy at Martial Posture Location (2210 Walnut St)

1. All parents shall pick up their children from After School facilities by 6pm. In order that your child is not left feeling confused or upset, we ask that you make every attempt to

- pick up your child on time.
2. Parents are to check children out at the front desk and wait in the lobby. A staff member will bring the child and their belongings out to meet them. In order to keep traffic light, we ask that you do not walk throughout the space.
 3. For the safety of your children, he/she will only be released to the parents or designated pickup person. If a child is authorized to leave on their own or with another adult please send written or verbal communication prior to the pickup that day. Be advised that they may be asked for photo identification. Once a child is released to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.
 4. If there are special court orders regarding parental custody – please provide documentation.

Child Pick Up Policy at Movemakers Location (2100 Chestnut St, Second Floor)

1. All parents shall pick up their children from After School facilities by 6pm. In order that your child is not left feeling confused or upset, we ask that you make every attempt to pick up your child on time.
2. Parents are to check children out at the front desk in the lobby and wait in the hallway. To keep traffic light please do not walk through the studios. A staff member will bring the child and their belongings out to meet them.
3. For the safety of your children, he/she will only be released to the parents or designated pickup person. If a child is authorized to leave on their own or with another adult please send written or verbal communication prior to the pickup that day. Be advised that they may be asked for photo identification. Once a child is released to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.
4. If there are special court orders regarding parental custody – please provide documentation.

Homework

Homework time for children in all grades is built into our program based around their class schedule every Monday through Thursday. All students are required to take part in reading time even if they have no homework that day. Please make sure to send a book with your child to the After School program each day. We will have books available for students to read but cannot guarantee all reading levels will be represented.

Snack & Allergies

All students will be provided with a snack at the After School program. The snack can vary from day to day. We do provide candy or other sweet treats from time to time. Please notify our staff if your child has any allergies or is not allowed to have certain snack items. If your child has an allergy that requires an epinephrine pen, please let our staff know where we can find the pen or have one kept at our reception desk with child's name on it. **Please note we are a nut-free facility due to allergies.**

Camps/Events

Early dismissal camps and full day camps will be offered by the program following the Philadelphia School District Calendar. Please visit the event calendar on the After School Philly website (www.afterschoolphilly.com) and watch for emails as they arise. Sign-up will be required for your child to attend and a separate fee will be charged. Half day camps will be \$29/day and full day camps will be \$59/day. A 30% sibling discount

will apply to all camps.

Special events will pop up throughout the year and will be a fun way for the families of Martial Posture and Movemakers Philly to spend time together. Watch for emails and posted signs for sign-up and event details.

STUDIO POLICIES

Attendance Policy

During the After School Philly enrollment process, the parent or guardian must identify the days their child will attend the program. This important information assists the staff to ensure that students are being sent to correct classes. Martial Posture and Movemakers Philly staff cannot be held responsible for students and families who neglect to follow the attendance procedures in place. As a result of our need to ensure the safety of students the following policies must be followed:

1. Students enrolled in the after-school program are expected to attend on all days identified by the parent/guardian during the initial enrollment process. Changes to that schedule must be made **one week prior** to going into effect, so that the staff can be notified in a timely manner.
2. If your child is not going to be attending on a regularly scheduled day, we ask that you **email afterschoolphilly@gmail.com as the fastest way of communication by 1pm that day**. We understand that emergencies may occur but please be aware that if we are not notified in time, our staff will be delayed in dropping off other students to class on time due to searching for your child.
3. Inconsistency or lack of attendance may result in your child being held back from participating in the belting ceremony at Martial Posture or the dance showcases at Movemakers Philly due to too many missed classes.

Change in Contract/Schedule

In order to avoid any confusion for your child, we will make every effort to accommodate the *occasional* request to add an additional day to your child's schedule. Requests will be granted provided the center has availability for the day and time requested. Please contact the office in advance to confirm availability.

Requests for permanent changes to your original agreement/schedule must be made in writing or in person at our main office, e-mail is acceptable, and will be based upon availability. We cannot guarantee that your request will be honored.

Inclement Weather Policy

In the event of inclement weather, After School Philly follows the Philadelphia School District's lead for school cancellations. If our staff can arrive safely at the facility, families will be notified via email of the status of the after-school program and class offerings that day.

In the event that the after-school program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the

program. If there are alternate plans for picking up your child due to the weather our staff **MUST** be informed prior to the release of your child.

Visitation Policy

Martial Posture and Movemakers Philly maintain an “open door” visitation policy. Parents, teachers, family members, and guests are encouraged to visit anytime, during the hours of operation. Visitors are free to sit in on any classroom and view the progress and growth being developed. Please feel free to speak with any of our staff members about your child's progress or any concerns that you may have about the program.

Although our classrooms are open, we do ask that any visitors not enter the after-school activity rooms to keep the flow of the day organized.

Uniform Policy for Martial Posture*Not required during September due to Covid**

Uniform must be worn to every karate class unless otherwise specified. Uniform consists of karate pants, karate belt and official Martial Posture gi and/or t-shirt. All uniforms are to be taken home at least every two weeks to be laundered and returned to student's cubby. All uniforms are to be kept in student's karate bag and stored in their cubby when not worn. Each student is to have their name on every piece of their uniform. All belting or graduation ceremony students must be in full uniform (pant, gi, belt). Students are allowed to wear their uniform home at the permission of the parent only. All other students will be required to change out of their karate uniform and leave it in their assigned cubby.

Should a student lose part of their uniform they will be required to purchase another of that item. Uniforms can be purchased at the reception desk. One uniform per academic year will be provided to each student with registration.

Changing Room Policy for Martial Posture

All students in the after-school program are required to change into karate uniform if they participate in that activity. All students will be supervised by staff. Students are to follow all changing room rules and clean up after themselves. Students will be responsible for making sure all their street clothing goes into their karate bag when changing and vice versa when finished with karate class. Please review with your child proper behavior when in the changing room (i.e. personal space/boundaries and keeping track of their belongings)

Things From Home

No cell phones, toys, electronic games, etc. from home are permitted as they can get lost or broken. While hats are encouraged during colder weather, please advise your child(ren) to not wear another child's hat as the threat of a lice issue can occur when children trade hats. As a precaution, please label your child's items as to prevent loss. We appreciate your cooperation.

DISCIPLINE

The After School Philly program is a means of providing additional educational support and physical fitness opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behaviors by students does not promote a

favorable learning environment and will not be tolerated. As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the After School Philly program.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
3. A student's persistent refusal to follow the instructions of program staff, program administrators, or any school employee.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gestures directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of tobacco or drug related items or "look alike" items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a "drug".
7. A behavior that may result in physical or mental abuse of one's self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or employee.

Disciplinary Actions

1. Verbal reprimand
2. Special assignment or removal from the classroom
3. Parent Contacting
4. Suspension from After School Program:
 - a. First Offense - 1 day suspension
 - b. Second Offense - 3 day suspension
 - c. Third Offense - Parent/Staff conference to determine continued enrollment.
5. Permanent withdrawal from after school program.

There are certain situations that are deemed unsafe by our head teachers where a parent will be called to immediately come and pick up the child. Some behaviors warrant a warning or may warrant immediate suspensions. This will be at the discretion of the staff and director.

HEALTH AND WELLBEING

Handwashing

In order to promote healthy habits, hand washing is an important and regular part of all our After School Philly program. Hand washing is required before and after all snacks, after art activities and after outside play.

Illness

Certain symptoms suggest the presence of communicable diseases and may exclude your child(ren) from participating in our program. Children who exhibit these symptoms should be excluded from the child-care setting until 1) a physician has certified the symptoms are not associated with an infectious agent and/or they are no longer a threat to the health of other children or staff in the program, or 2) the symptoms have subsided and the child has been *fever free for 24 hours without the aid of prescriptive and/or non-*

prescriptive medicines.

Medication

Medication will only be administered if medicine is in its original container and the prescription is current. Non-prescriptive medication will not be administered without permission from the parent/guardian.

The staff member assigned to give medications will individually administer the medication following the posted guidelines. Measuring cups/spoons are to be stored in a plastic bag. These will be rinsed and returned to bag after each use. Please make sure to label the plastic bag with student's name.

If medication is not administered on time and is more than an hour past the scheduled administration time, the parent(s)/guardian(s) will be contacted for further advice/instructions.

Injury

If a child has a minor accident or injury during class at the after-school program the report of events will be documented for parents to review. The parent will be notified immediately if an accident or injury occurs of a more serious nature and requires specific emergency intervention. All children participate in the program activities at their own risk. If a child cannot participate in class for any reason, the child will be required to watch their assigned class so as not to miss out on instruction.

COVID UPDATE

We are still following CDC guidance and Philadelphia's COVID rules and restrictions. This means we will all be wearing masks indoor until the rules say otherwise.