

"Safe! Fun! Educational! Memories that Last!" Est 2000

KI Martial Arts After School

2020 - 2021



Building A:
PeeWee (5-7y)
Building B:
Children (8-12y)



Parent Handbook



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The Educational Value of Martial Arts

Martial Arts has high educational value. Martial Arts training has great potential to change a person both **physically** and **emotionally** in a very positive way.

Tae Kwon Do

Taekwondo is both an ancient Korean Martial Art, and a modern International Olympic sport. Taekwondo emphasizes moral development as well. Children learn respect for themselves and others, heightened concentration, and increased self-discipline and self-restraint. The self-discipline that develops as a result of learning and practicing the techniques usually carries over into other areas of the child's life. School grades often improve as your child learns to focus on objectives and to work toward achievement. The self-discipline and self-respect which Taekwondo develops can provide your child with the skills and mindset necessary to resist peer pressure.

Our Facility Maintenance

We at KI are extremely safety cautious. We provide regular maintenance for our facility, our play area and our equipment, as well as careful supervision for our students. However, occasionally accidents may happen. Most accidents are the result of children being children, running, jumping and playing. In the event of a medical emergency the parent or guardian of the child is responsible for any costs associated with the emergency. We sanitize the facility multiple times each day.



Our Unique Program

Character – building programs

Safe, secure and fun

Healthy physical activity (Tae Kwon Do)

Pick-up from local schools

Assistance with homework

Snacks daily

Convenient Facility

Economical



Our Basic Service

Snack Time

- Two snacks per day are available to children when they arrive.

Tae Kwon Do Class Time

- Children can take the TKD Class two days per week.
- TKD class is offered up to four days per week with Parents' and Master's approval.

Group Play Time & Free Time

- Children can use this time in order to play in small groups or individually. (computer games, arcade games, Wii games, Legos, board games, arts & crafts...)

Home work Time

- Children work on homework, Kumon, and work books.

Extra Classes Time

- Intro to Health & Drawing Lessons
- Intro to Music & Art Lessons
- Intro to Life Skills Lessons
- Manners Class
- Spanish Class

Drive-Thru

Easy pick-up Access

- Available for both Buildings.

After School Times & Schools

- Regular Open Hours: 2:00 - 6:00pm
- Days Off Care Open Hours: 7:30am - 6:00pm
- Half Days (Early Release) Open Hours: 10:00am - 6:00pm



Days Off Care

Days Off Care is provided during the No School days, Half days, Early Release days and Snow days. During these days we operate from 7:30am (or half day pick up time from school) until 6pm.

Arrival & Departure

The policy of arrival is that all children will be dropped off from their appropriate vehicle and escorted into the KI facilities. All parents must make verbal contact with one of our counselors before pick up departure.

School List

Vernon Hills Schools:

- Aspen / Town Line
- The Hawthorn School for Young Learners
- Hawthorn Elementary North & South
- Hawthorn Middle North & South

Mundelein Schools:

- Fairhaven / Diamond Lake / West Oak

- Mechanics Grove

Long Grove Schools:

- Country Meadows / Woodlawn

Rules for Pickup & Vehicles

In the event that one of the rules listed is not followed KI-Martial Arts staff will contact the child's parent/guardian to discuss further consequences.




- All of the basic rules apply.
- Children should enter the vehicle in a single file line, seating themselves in the back of the vehicle to the front of the vehicle.
- Children must use their indoor voices at all times.
- Children must resist the temptation to throw any object.
- Children are not allowed to refuse another student a seat next to them in the vehicle.
- There is no running in the isle of any vehicle.
- Children must remain seated at all times.
- All children **must** wear seat belts.
- It is the student's responsibility to remember his or her belongings.
- All items left on the bus will be placed in the lost and found by the driver.






Basic Rules for Students

- Be A Good Friend
- Listen To Counselors
- Be Helpful
- Have Patience
- No Cell Phones Except on Fridays

Daily Program

Building A (PeeWee)				
MON	TUE	WED	THU	FRI
<ul style="list-style-type: none"> • Snack Time • Homework Time • Play Time • Reading Time • Tae Kwon Do Classes 				
Art & Music	Manners	Spanish Intro	Life Skills	Movie Day
				

Building B (Children)				
MON	TUE	WED	THU	FRI
<ul style="list-style-type: none"> • Snack Time • Homework Time • Play Time • Reading Time • Tae Kwon Do Classes 				
Art & Music	Manners	Academic Trivia	Life Skills	Movie Day
				



NAME OF CHILD		Date of Birth	Gender
Address, City, State, Zip		Email	
NAME OF PARENT(OR OTHER PERSONS ENROLLING THE CHILD)		Relationship to Child	
Home Address, City, State, Zip		Phone Number	
Place of Employment	Employment Address	Employment Phone Number	
1. NAME of Emergency Pick-up (Adults other than listed above)		Relationship to Child	
Home Address		Phone Number	
2. NAME of Emergency Pick-up (Adults other than listed above)		Relationship to Child	
Home Address		Phone Number	
NAME of Physician to call if child becomes ILL or Injured (Besides Those People Listed Aboved)			
Hospital	Address	Phone Number	
PROGRAM (please check the days your child will be attending) Days Per Week: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI			School Name
Program Start Date: _____ <div>Signature of Parent _____ Date _____</div>			Teachers Name
Medical Information Any medical issues? <input type="checkbox"/> YES <input type="checkbox"/> NO Please List: Prescription Medication Is the child on any prescription medication? <input type="checkbox"/> YES <input type="checkbox"/> NO Please List: EPI Pens: <input type="checkbox"/> YES <input type="checkbox"/> NO I/We authorize KI-Martial Arts Staff to administer prescribed medicine to my child as specified in the prescription's directions for administration. <div>Signature of Parent _____ Date _____</div> Non-Prescription Medication Is the child on any non-prescription medication? <input type="checkbox"/> YES <input type="checkbox"/> NO Please List: I/We authorize KI-Martial Arts Staff to administer non-prescribed medicine to my child as specified by me in writing before each occurrence. <div>Signature of Parent _____ Date _____</div>		Photo& Video Release I/We authorize KI-Martial Arts Staff to take pictures or videos of my child for the purpose of creating a memorable DVD for our family to share or to use to help advertise their program. <div>Signature of Parent _____ Date _____</div> Tae Kwon Do & Other Sports Activities KI-Martial Arts members are to obtain a physical examination from their physician prior to participation in any class. In recognition of the possible dangers connected with any physical activity, and the strenuous nature of Martial Arts, no one can positively assure the members or instructors that injury will not result during properly supervised practice sessions, instructional periods and/or contests. Member(s) voluntarily waive any right or course of action of any kind whatsoever arising as a result of such activity from which any liability may or could occur to above named facility, school, its officers, employees or instructors. <div>Signature of Parent _____ Date _____</div>	



Transportation

I authorize KI-Martial Arts to pick up my child from their school and transport them to the KI facility.

Signature of Parent

Date

The following agreement is made between _____ and KI-Martial Arts for the pick-up of their child/children from their school to the KI- Martial Arts facility. I/We agree to pick up my child/children before 6 o'clock pm. everyday he/she/they are in the care of KI-Martial arts Staff.

If I/We fail to pick up my child/children by the appointed time, I/We understand that a late fee of \$5 for every ten minutes late and will begin at 6:05p.m.

If I/We fail, without notice, to pick up my/ our child/ our children at the above stated time, or arrange for someone else to pick them up, KI-Martial Arts will make 3 attempts to contact me/us. If KI-Martial Arts is unable to contact me/us, KI-Martial Arts should contact the emergency person listed on the Application. If KI-Martial Arts is still not able to contact anyone than I give KI-Martial Arts my/our permission to contact police to request assistance in contacting me/us or my/our emergency person.

KI-Martial Arts agrees to keep my/our child/ children for 1 hour after the above time, with late fees accruing, before contacting police and/or the Child Abuse Hotline.

KI-Martial Arts will continue normal responsibilities for the child's protection and well being and agrees not to discuss your tardiness in arriving with your child/children beyond reassuring them you or someone known to them will be there soon to pick them up.

Signature of Parent

Date

Signature of Parent

Date

Drive Thru Waiver

I, _____, parent of _____ understand that I am responsible for my child, myself and all of my belongings including, but not limited to my motor vehicle while on the premises of KI-Martial Arts. I commit to using the drive thru at KI-Martial Arts both cautiously and respectfully. I also agree to inform the staff of KI-Martial Arts in advance when I wish to have my child picked up (INSIDE their designated building) by anyone not listed on the emergency pickup sheet. I/we acknowledge that I/we are willing to participate in all aspects of the KI Drive Thru, which I/we have willingly entered. I/we will obey all rules and safety regulations of the KI and have read and fully understand the Release and Waiver. I/We do agree to release and hold harmless the KI Martial Arts Drive Thru, its' property owners, employers, and staff from any and all claims, liability, losses, injuries, property damage, and any and all known and unknown personal injury. I also accept any/all full financial responsibility for both myself, my child and all my belongings.

Signature of Parent

Date

Signature of Parent

Date

Rock Wall in Building B

KI-Martial Arts members are to obtain a physical examination from their physician prior to participation in utilizing the Rock Climbing Wall or any other activity at our school or any other place. In recognition of the possible dangers connected with any physical activity, the strenuous nature of using the rock climbing wall, no one can positively assure the students or counselors that injury will not result during properly supervised climbing sessions, instructional periods and/or contest. Member(s) voluntarily waive any right or course of action of any kind whatsoever arising as a result of such activity from which any liability many or could occur to above named facility, school, its officers, employees or instructors. I/we do hereby fully release, discharge and save whole and harmless KI-Martial Arts employees

Signature of Parent

Date

Credit Card Authorization

This year in an effort to give more attention to our students, we are requiring that all of our afterschool parents pay their weekly bill via automatic credit card payment. The payments will be processed weekly, at the end of every week. This addition to our program would help us to be able to focus more attention on your child instead of calculating payments weekly. If you are unable to provide a credit card for automatic payment, you must turn in your payment to one of the after school counselors by each Friday.

Late Payment Policy

If you pay your child's bill later than Friday of any week, then a \$10.00 late fee will be assessed. If payment is delinquent for two weeks, your child will be discontinued from program until the delinquent has been paid in full.

Late Pick up Policy

All after school children should be pick up by 6:00pm on a daily basis. Unless it is an unusual circumstance, we will be charging parents **\$10** per every **five** minutes late, starting at 6:05pm. The late pick up fees will be added to your weekly charges for after school. You will receive a written reminder of any late fees accumulated during the week.

Credit Card Authorization Sheet

We are happy that you have chosen us to take care of your child during his or her school year. This year we are offering our parents automatic credit card payments. At the end of each week we will process your credit card. At the end of each month we will give you a payment receipt for your records.

If you are unable to provide a credit card for automatic payment, you must turn in your payment to one of the after school counselors by Friday of each week.

REGISTRATION FEES: Any new children who wish to use the rock climbing wall will be asked to purchase shoes for a discounted price of \$25. All new students must purchase a uniform for \$50 prior to their first Tae Kwon Do class.

Late Payment Policy:

If you pay your child's bill late than Friday of any week, then a \$10.00 late fee will be assessed.

If payment has not been received in two weeks, then KI-Martial Arts has the right to remove the child from our program.

- ☐ Please apply Credit Card authorization
☐ No thank you

Student's Name:

My Card Number:

Expiration Date:

(MM) /

(YY)

CVS:

Name on the Card:

Email:

Guidance & Discipline Policies

During the time that your child is with us at KI After School, we hope to set certain standards for them in education, discipline and working well with others. In order for our students to succeed, we promise to always follow the same standards every day for the entire class. We promise to use large amounts of positive reinforcement and redirection. We encourage problem solving through discussion in a group setting or individually. Our goal is to encourage self-discipline within each child. After several attempts have been made to meet the child's individual needs and if the child still demonstrates an inability to benefit from the care offered by KI After School, or if the child's presence is detrimental to the group, the child shall be discharged from the program.

Allergies

In the event that your child has an allergy we here at KI-Martial Arts will do all we can to prevent your child from exposure to their particular allergen. We ask all parents of children who have allergies to help us take the best care of your child by maintaining your child's allergy medications. This includes monthly checks of the expiration date as well as maintaining adequate doses to ensure that we are able to assist when needed at any time.

Snack Options

Fruits and Vegetables,

Peanut - Tree Nut Free Snacks

Rice crispy treats,

**Pirate Booty, Cheetos,
Pringles, Pudding
Pretzels**



Insurance

KI-Martial Arts does not provide health insurance for any students.

Children's Inspections

Children's temperature will be checked before admittance daily.

We will call parents for any child with a fever of 101 degrees or higher, sore throat, rash, vomiting, chills, diarrhea, wheezing, pink eye & lice. A place away from other children will be provided for an ill child to rest while awaiting their parent or guardian to pick them up.

Any child not in school for an illness will not be allowed to attend KI.



MEDICATION for the children:

If under special circumstances it is deemed necessary by a child's physician, KI After School staff will administer prescription medications only in accordance with DCFS rules and regulations.

Religious Policies

There will be no religious instruction given at KI After School. Religious practices such as praying will be accepted and never judged. Students will be allowed to perform their religious practice if it in no way harmful to them or another person. The center's Director needs to be notified by the parent before the religious practice takes place.

Treatment of Illness & Accidents

In the event of any illness or injury at least one person certified in CPR the Heimlich maneuver and First Aid will be in each facility and the first step that KI-Martial Arts will take is to contact the child's parents/guardians and notify them of the illness while assisting the child in reducing pain and any bleeding that may be occurring. In the extreme case of illness the child's Doctor/certified practitioner will be notified as well as a 911 call for assistance from emergency medical professionals.

*Before a child may participate in any KI Program, the child's parents must sign a release allowing staff to seek medical attention for that child in case of an emergency.

Personal Information & Belongings

Personal information will not be released without the signed consent of the student's parent or legal guardian.

All personal belongings are the sole responsibility of each child & or parent.

KI-Martial Arts it's members or employees are not responsible for any lost or stolen items.

Available KI-Martial Arts

The KI-Martial Arts Drive-Thru & Outdoor Activity Court



The idea of the KI-Martial Arts Drive-Thru originated by Master Jeong to help parents with small children be able to pick up their older children while not having to carry them in or leave them alone in their car. This Drive-Thru system helps busy parents quickly go from picking up at our facility to transitioning to their child's next event. This Drive-Thru will help your child be safe, while being convenient for parents.

KI Martial Arts & After School Contact Information



2055 South Lake Street
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- Melissa Jeong - Program Director
- Shin Jeong - Martial Arts Director
- Laura Wykowski - Manager