Parent
Handbook
(Operational Policies)



7021 Atascocita Road
Humble, TX 77346

(281) 812-2811

8650 N Sam Houston Pkwy
Suite 140
Humble, TX 77396
(281) 436-1000

General Information

Dear Parents and Students,

Welcome to The Karate School, we are real excited about the unique programs we have available, and we feel you will be also. While offering an After School Program, and a Summer Camp Program that meets your need for child care, our main purpose is to provide your child with Martial Arts training. We would like to give you some information concerning our programs.

Our facility offers a program that is interesting, exciting, and fun for our students. We also incorporate activities that are as challenging mentally as they are physically. Martial Art activities offer a unique way to teach discipline, respect for others as well as self-respect, confidence, commitment, focus, concentration, ability to follow instruction, proper etiquette and above all, the tools necessary to cope with an ever changing world around them.

This handbook contains important information about our policies and will answer many of your questions. However, if you have additional questions, please feel free to contact us.

The Karate School
7021 Atascocita Road
Humble, TX 77346
(281) 812-2811
www.KarateAtascocita.com

The Karate School
8650 N Sam Houston Pkwy, #140
Humble, TX 77396
(281) 436-1000
www.KarateFallCreek.com

Thank you,
Tripp & Jennifer Davis
Owners

Here is what a few people have to say about us:

"It was great to hear your emphasis on manners, respect for adults, concentration on academics, and anti-drug theme. It is obvious that you teach far more than physical skills to your students and are committed to the betterment of them as human beings."

Michael Joseph, Principal at Newport Elementary

"our son has shown great enthusiasm with your program. We're very pleased with the variety of daily field trips & recreational activities. Not only has our son learned karate, but he's also improved in skating & bowling."

Joel & Lenora Inocencio, Harris County Sheriff's Department

"Since being enrolled in your program, my boys have received many compliments for their manners. They have also learned to show respect for others and internalize a nonviolent approach to solving problems. I feel fortunate to have found a program that encourages both their physical and mental growth."

Pamela Messinger, Counselor at Huffman Middle School

Hours of Operation

School Year 3:00 p.m. – 6:30 p.m.
Aug (beginning of school) – June (end of school)

School Holidays 7:00 a.m. – 6:30 p.m. *Available at an additional cost

Summer Program 7:00 a.m. – 6:30 p.m.
June (beginning of summer) – August (until school starts)

Holidays

The Karate School has a School Calendar showing when we are closed during the school year. On the Summer Registration, all days we are closed will be listed.
Some days we are closed are: Good Friday, Memorial Day, July 4th, Labor Day, 3 days at Thanksgiving, and the time between Christmas and New Years.

On school holidays, The Karate School is open from 7:00 a.m. – 6:30 p.m. for a Day Camp. This includes martial arts training and a field trip or activities. Lunches need to be brought.

A calendar is available for each school year, and monthly calendars are available for summer camp.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

Enrollment Forms & Paperwork

The school must have all necessary forms completed and on file before the child will be admitted. This will help us comply with all regulations and ensure the safety of your child. Please keep all information updated. The Karate school will occasionally have updates or policy changes, parents will be notified of any changes in the students folder in the lobby. A notice will also be put on the marker board.

Registration

Students must be registered at the beginning of each school year, and again before Summer Camp, depending on the programs your child participates in. Being enrolled in one program does not automatically enroll you for the other program. It is vital you pay your registration fee and fill out necessary paperwork to secure your child's placement in our programs. We cannot hold positions without paperwork and registration fees. Registration fees are non-refundable.

Arrival & Departure

There is a Sign In & Out sheet in the front lobby. Please sign your child in & out each day. Children will be released to people listed on the enrollment form. Please call if someone else will be picking up your child. A picture ID will be required for pick up until we recognize that person. Children are not allowed to walk home from The Karate School. The Karate School does not provide bus transportation home.

Tuition and Fees

Like every other home and business, The Karate School operates on a budget. We count on receiving payments on time so that we can ensure that our school runs smoothly. For that reason, we have an established policy concerning payment of tuition and fees.

Tuition Policy & Late Fee

Depending on the program, you have the choice of paying on a WEEKLY or MONTHLY basis. Once you have established your method of payment, it needs to be maintained.
Tuition is set up to be paid automatically with a credit card. Please keep this information current. A $10 fee will be charged if it is declined or returned.
WEEKLY tuition is charged the first day of the week and MONTHLY tuition is charged the first day of the month, unless your billing agreement states otherwise. If for any reason tuition is not paid, it will incur an additional $10 a week late fee until paid.
The Karate School does not accept checks.

There are no discounts for days, or weeks missed.

Evening Karate classes are not included in tuition for our After School, or Summer Program. Please ask for prices and availability if you are interested in attending evening classes.

Late Pick-Up Fee

It is necessary for children to be picked-up on time. Parents who pick up their children up late will be charged a late fee. If you pick up your child between 6:31pm and 6:45pm a $10 late fee will be due. Between 6:46pm & 7:00pm $20 will be due. Late fees will automatically be charged to the credit card on file.

Clothing and Personal Belongings

We encourage the children to be responsible for their own belongings and respect those of others. Each student will have a karate uniform (dobok) that needs to be brought to The Karate School each Monday, and taken home each Friday to be washed. Students will have lockers to keep their uniform in during the week. Students are allowed to bring personal items from home, however; we will not be responsible for lost articles.
The Karate School has a Lost & Found. This is the best place to look for lost items.

Illness

Your children's health and the health of other students is of great importance. Please do not bring your child if they are sick. If your child becomes ill while at the school, you will be notified to pick-up your child. Please make sure we have updated information on how to get in touch with you. The Karate School can not care for children that are ill. This is defined by: 1) any illness that prevents the child from participating comfortably in our activities, including outdoor play 2) any illness that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children 3) any child with an oral temperature of 100.4 degrees or greater 4) any child with symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with a fever, or other signs that the child may be severely ill 5) any child that has been diagnosed with a communicable disease

Medication

All medication given to a child at the school must be authorized by a written statement from the parent and/or the physician. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, and amount of dosage. Over the counter medications will be given according to the labeled directions only.

Injuries, Emergencies, Health Checks

While we make every effort to prevent childhood accidents, 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 important to keep your records updated. All parents must give written authorization for emergency medical treatment in the event they can not be reached. In the case of an emergency, The Karate School will call 9-1-1.

At this time, The Karate School does not complete an official health check on each child. However when we notice any health concerns, it is documented and parents are notified.

During times of increased community illness, we may screen children at the door by checking their temperature to make sure they are not sick.

Food Allergies & Epinephrine auto-injectors

If your child has a Food Allergy that requires an Emergency Plan, you will need to provide an Emergency Plan signed by the child's health care professional that includes: 1) list of each food the child is allergic to 2) possible symptoms if exposed to foods on this list 3) steps to take if the child has an allergic reaction. If the student is prescribed an Epi-Pen, parents must provide one to The Karate School. The Karate School does not keep an unassigned Epi-Pen (epinephrine auto-injector).

Procedures for Parental Notifications

Notes of child care happenings, closings, policy changes, etc… will be posted on the marker board inside the front door. We also send emails out about upcoming events or changes. If the matter is more urgent, we will contact you by phone. Please keep all of your contact information current.

Discipline & Guidance Policy

At The Karate School discipline is part of our martial arts curriculum. We stress self discipline & respect of others. Our discipline is directed toward teaching the child acceptable behavior and self control. In cases of inappropriate behavior we use strength exercises such as push-ups & jumping jacks or we with hold certain privileges such as video games during free time. In all cases children will be treated with respect & dignity.

Suspension and Expulsion of Children

When we have repeated problems with children not following policy at The Karate School, we will discuss it with the parents and take disciplinary measures. It is rare, but when these fail to work it may lead to suspension or expulsion from The Karate School. Issues of greatest concern that could cause this are: not complying with Instructors and Staff instruction and requests, children causing harm or damage to other students, themselves, staff or property, children using profanity or discussing issues inappropriate for a child care facility, when children are disrespectful to staff, and anything that would cause an unsafe environment.

Food

The Karate School does not provide lunches or snacks. It is the responsibility of the parents to provide a nutritional lunch and snacks. We do have a snack bar available with prepackaged snacks and canned drinks. During all day activities, each student needs to bring a lunch and snacks, or money to purchase these items (only on skating days, or other days given permission.) Water is always available at the school and on field trips.

Immunization & Testing

All students attending The Karate School must be current on all immunizations, have a Tuberculin testing and have Hearing and Vision screening. All of these records can be kept on file at the public school they attend. We encourage our staff to get annual flu shots, keep updated on their immunizations and get any other immunizations that would be beneficial, but these are not required at The Karate School.

Emergency Drills

Emergency drills are held periodically to prepare your child with the evacuation procedures.
We have monthly fire drills and quarterly severe weather drills.

Transportation

Transportation is included in our After School Program, and is included with our Field Trips during the summer. The driver will take all precautions in transporting the children. Children will be informed of Bus Rules and will be expected to abide by them. If your child does not attend school, please notify The Karate School tksatascocita@gmail.com or (281) 812-2811 in Atascocita, or tksfallcreek@gmail.com or (281) 436-1000 in Fall Creek by 1:00 p.m. If we are not notified, it slows our bus route down while we are looking for your child; this leaves other children waiting. The Karate School does not provide bus transportation home.

Field Trips

In addition to our regular program, field trips will be planned. We will inform you of these activities. All field trips are posted in the front area of The Karate School. Children are expected to participate in field trips, we need to be notified by the parents if they are unable to participate. For safety, sunscreen and mosquito spray will be applied to students unless parents request that we do not. Permission for field trips is included on the enrollment form. All parents must sign this for their child to attend any field trips.

Free Time

During Free Time, students will participate in activities like: 4-Square, Dodgeball with foam Nerf balls, playing with cards and blocks, arts and crafts and watch movies. Only “G” Rated and “PG” Rated movies are shown. Please let us know if you do not want your child to watch “PG” movies, an alternate activity can be planned. By signing this handbook, you are giving permission for them to watch “PG” Rated Movies.

Animals

The Karate School has a mascot, Winston. He is a Golden Doodle that is always current on his immunizations. He may visit the school on occasion and is in his kennel most of the time. His breed is considered hypoallergenic.

Open Door Policy for Parents

The Karate School has an open door policy for all parents to come by and visit the school any time during our hours of operation. Parents are welcome to observe classes, and attend field trips. Parents attending activities on a frequent or regular basis must comply with minimum standards that apply to volunteers, including a background check.

Texas Health and Human Services

The Karate School is a licensed child care facility by the state of Texas. A copy of the Licensing Minimum Standards is available for review at The Karate School. The most recent Licensing Inspection is posted at The Karate School for review.
For information about local licensing offices look on the Health and Human Services website at: www.hhs.texas.gov The local child care licensing office number is: 713-287-3238. State Law requires everyone, including day-care providers, to report suspected child abuse or neglect. Child Abuse Hotline 800-252-5400.

Emergency Preparedness Plan

Prevention & Safety Equipment
The Karate School has:

- Automatic Smoke Detector & Fire Alarm System installed to detect a fire and the system is monitored. The Fire Department will be notified if the alarm goes off.
- Fire Extinguishers are also placed throughout the facility.
- Annual Inspections by the Harris County Fire Marshal
- Emergency Evacuation Routes posted in each room of our facility
- Monthly Fire drills. Records are kept at the front counter of the facility.
- Quarterly Shelter in place and Lock Down drills

Emergency Evacuation and Relocation
The first responsibility of staff is to safely move the children to a designated safe area or alternate shelter. Emergency Evacuation Routes are posted in each room.
In the case of a Fire, Explosion, or Chemical Spill:
If Emergency Evacuation is necessary, students will be calmly and immediately evacuated from the building. Staff will relocate children to the predetermined location noted on the Relocation Diagram. In the event we must relocate to another location, we will go to: **Grace Church of Humble, 7224 N Sam Houston Parkway, Humble, TX 77396**
If relocation out of the area is necessary because of an Explosion or Chemical Spill,
If we need to evacuate the area, The Karate School in Fall Creek will relocate to:
The Karate School 7021 Atascocita Road, Humble, TX 77346 (281) 812-2811
(The Karate School in Atascocita will already be out of the area at Grace Church)

If necessary, vans/bus will be used to transport children to the relocation area.
Enrollment forms that include emergency contact telephone numbers and authorization for emergency care are kept in binders in each vehicle the children are transported in. We will use these to contact parents about any evacuation situation and let them know where their children will be. The person in charge will take the Attendance sheet upon evacuating, to be used to account for all students as we are evacuating, and after evacuating or relocating.

Any teacher that has a student with limited mobility or who otherwise may need assistance in an emergency, will personally assist this student out of the building and to an alternate facility if necessary. This includes arranging special transportation if needed.
If necessary, the teacher that has a student with limited mobility will direct the remaining students that do not need assistance to another teacher that is designated to walk the children out of the building to a designated safe area.

Sheltering in place and Lock Down Procedures
In the case of Severe Weather, Tornado, or Volatile person on the premises or in the area:

1. The radio is kept on for updates on the weather.
2. If shelter in place or lock down is necessary,
   Atascocita- all children are relocated into the Boys & Girls Restroom.
   Fall Creek- all children are relocated into the Boys & Girls Changing Rooms

We remain in these areas until it has been determined that the threat has passed.
Shelter in place and Lock Down Drills are performed every 3 months to practice for these situations.

Key Emergency Contact List:

- Jennifer Davis – 832-233-3893
- Tripp Davis – 281-727-8405
- Jackie Christian – 502-235-6548