

# AMP Program

## Afterschool Martial Arts/Summer Camp Program: Enrollment Form



### Contact Information

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Child's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parents Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Mother's Wk#: \_\_\_\_\_ Father's Wk#: \_\_\_\_\_  
Mother's Cell #: \_\_\_\_\_ Father's Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Transportation

I give permission to Southeast Texas Taekwondo to transport my child for:

Emergencies: \_\_\_\_\_ To School: \_\_\_\_\_ (Please Check each Field accordingly)  
Field Trips: \_\_\_\_\_ From School: \_\_\_\_\_

### School

My Child attends: \_\_\_\_\_ Phone#: \_\_\_\_\_  
My child's immunization's record is on file at the school: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
My Child's vision and hearing records are on file at the school: Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Medications and Allergies:

List any Special Problems or allergies your child may have (If None, write None) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
List any Special Medications that we will have to administer to your child  
Medication: \_\_\_\_\_ Time Given: \_\_\_\_\_ Dosage Given: \_\_\_\_\_  
Medication: \_\_\_\_\_ Time Given: \_\_\_\_\_ Dosage Given: \_\_\_\_\_

### Medical Authorization:

**In the event that I cannot be reached, I authorize the Management or Teachers of STTKDA to seek medical Attention for my child, in the event of an emergency, and to hold harmless and release STTKDA from all Liability.**

Name of Physician: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Hospital or Clinic: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Contacts:

The Following person(s) are set as my emergency contact and have my permission to pick up my child after Verification of their I.D. **If someone else will pick up, you must fax or email a letter with their I.D. saying you give them permission.**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date of Child's Enrollment: \_\_\_\_\_

# Southeast Texas Taekwondo Academy



## General Information & Policies

- Hours:** *School hours* are 2:00pm-7:00pm Monday through Friday  
*Summer hours* are 6:30am-7:00pm Monday through Friday
- Owner:** Master John Cantu who will be on sight most afternoons and evenings.
- Curriculum:** Our focus is to teach children self discipline and respect for authority. We use good team building skills and reinforce positive confident natures to help them succeed. During the summer we have scheduled field trips involving one paid field trip and one free field trip per week. We have complete supervision at all times.
- Security:** The facility is a room within the building where all children must be signed out through the Directors/designee's supervision. Everyone will be required to show I.D. If someone not on the pick-up list is to pick-up we require a written letter signed from the parents. Everyone who works at STTKDA have gone through Extensive Background checks and have been chosen both on their experience and overall "Fun-ness".
- Policies:** You agree that all of your child's immunization records are up to date and are on file at the school your child attends and is subject to review by the child licensing representative. Do not allow you child to bring candy, gum, toys, video games, or cell phones (unless specified by the teacher) to the AMP program. If your child is unable to adjust or abide by the minimum requirements of the program, we reserve the right to withdraw him or her from the program. Parents are permitted access to the program at all times when their child is present. **No Prior Notice is Required.**
- Registration:** The registration fee is required before the first day of attendance and annually there after. **The Registration fee is non refundable.** If you wish to cancel your child's enrollment, a two week notice is required. At the time of such notice your account must be paid in full. If notice is not given, tuition for one of those weeks will still be owed. Our sign up fee is \$50.00 for the school year and for the summer camp.
- Tuition:** To be elligible for our "Members" discount, tuition is handled by MSI via Autodraft. This happens every single week. Non members rates can pay over the counter, however the rates are different.
- Prices:** Our school rates are as follows: \$65/wk Basic Program (Taekwondo and Childcare) during the School year  
\$69/wk Basic Program (NON MEMBERS)  
\$115/wk Basic Program (TKD & Childcare) during the summer.  
\$120/wk Basic Program (NON MEMBERS)
- Illness:** State regulations do not allow us to keep sick children if the following conditions exist: child has a communicable disease, vomiting, diarrhea on a constant basis, and/or the child has a temperature of 100.4 or higher.
- Holidays:** The school is closed on the following holidays: New years Day, Independence Day, Memorial Day Labor Day, Thanksgiving Day and the Friday after, and Christmas day. **(An annual calendar will be posted at the first of each school year to include any other holidays the school will be closed)**

I have read the policies regarding payment of tuition fees and understand the policies as stated above.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Southeast Texas Taekwondo Academy



## AMP Program/Operational Policies Overview

- 1.) I understand that it is my responsibility to escort my child into and out of the building, and sign him/her in and out in the sign-in & sign-out log each day. I understand that a staff member will escort my child into and out of the facility when being transported by the STTKDA.
- 2.) I understand that I am responsible for any special diet required for my child. I also understand that I am required to provide a lunch for my child on school holidays and summer vacation days. STTKDA does not provide a refrigerator for storing cold products, however I do understand that the Amp program will provide my child with one afternoon snack during the school year and one morning and afternoon snack during the summer.
- 3.) Transportation is provided to and from school and on planned field trips with parental permission. School transportation agreements will be signed once each year. I understand that by signing the STTKDA enrollment form I am authorizing STTKDA to transport my child on scheduled field trips. I give my consent for my child to be transported in case of an emergency.
- 4.) I agree to provide the AMP program with all information pertaining to medication for my child. If and when my child requires medication to be given to him/her that I am required to fill out a medication form and sign it including the time of day, amount of dose, and my child's personal information. If I do not fill out the administration of medication form that STTKDA is not obligated or required to administer my child's medication to him/her.
- 5.) Should my child become ill or suffer a serious injury during the time he/she is in the care of Southeast Texas Tae Kwon Do Academy, the facility shall contact me immediately, and in the event I am unable to be reached STTKDA will attempt to reach my emergency contacts I have provided for them. If all are unable to be reached then the facility shall be authorized to secure such medical attention and care for the child as may be necessary. (The parent will assume responsibility for payment.)
- 6.) I agree to keep the facility informed as to changes in telephone numbers or addresses, where I may be reached, etc. However the AMP program will provide me with any updates to procedures and policies in a monthly news letter that will be posted at the beginning of each month.
- 7.) I understand that if my child has not been picked up 7:00p.m. and all attempts to reach me and all of my emergency contacts fail SOUTHEAST TEXAS TAE KWON DO ACADEMY WILL CALL Family and Children Services and the police.
- 8.) I understand that Southeast Texas Tae Kwon Do Academy is not responsible for ANY personal items that are lost, left, stolen and or damaged. This is included to but not limited to clothes, toys, backpacks, etc.
- 9.) Should my child have any allergies or special needs, I understand and agree that a picture will be displayed in the allergy area of the classroom to help substitutes and leaders to identify that child for safety reasons.
- 10.) I understand that while in the after school/summer camp Amp programs my child is not authorized to have or operate any cell phone device of any kind.
- 11.) I understand that while in attendance at STTKDA my child will abide by a certain dress code, such as socks and tennis shoes, no revealing clothing, and will always wear fieldtrip shirt on scheduled fieldtrips.
- 12.) I understand that as a parent I have the right to volunteer my school services if needed in any events or activities taking place with in the program as long as my child is currently in the event.
- 13.) I understand that the AMP program will have a copy of the Child Licensing Minimum Standards located in the facility available for my review at all times. I also understand that the facility will provide the most recent copy of their Child Licensing inspection report for me to review and assess should I want to.
- 14.) I understand that should I have any questions or concerns about the policies and the procedures I may schedule an appointment with the director to address the concerns I may have.
- 15.) I understand that STTKDA provides my child with a snack during snack time, however if I choose to provide a snack for my child that STTKDA is not responsible for the nutritional value of the snack and/or the required daily food need for the child if I choose to provide his/her own snack. Child Care Licensing may be reached by calling 713-940-3009, or on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Child Abuse Hotline is 1-800-252-5400

**I have read and fully understand the above policies and agree to abide by all policies outlined in this agreement, the health policies and the tuition policies.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Southeast Texas Taekwondo Academy

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## Policies Regarding Health



In the AMP program, we have very specific guidelines for the parents to reference regarding Health. This policy is intended to be very clear on what issues make it necessary for your child to be sent home from the program. It is our goal to address all concerns to our parents and staff with these policies. Keeping these policies will help protect the best interest of all our children. In order to keep the children healthy & maintain a safe environment, we ask that you abide by these guidelines:

- > Please do not send a sick child to the camp. Small children are more prone to infection because their immune systems are not fully developed. One sick child places the rest of the children at risk.
  
- > A child with a fever of 100.4 degrees will be sent home. We ask that you keep the child out of the program until he/she is fever free for 24 hours.
  
- > A child showing signs of the following symptoms will be sent home:
  - Diarrhea or vomiting (twice in a 24 hour period)
  - Deep or hacking cough, or a sore throat
  - Continuous runny nose with a yellow or green color
  - Any suspicious rash that has not been diagnosed by a physician
  - Undiagnosed and untreated pink, swollen, matted, or runny eyes
  
- > A child may return to the camp when any of the following occur.
  - Temp has been normal for a 24 hour period
  - Active signs of illness ( diarrhea or vomiting ) have been gone for 24 hours
  - The child's physician releases the child to return to the camp
  
- > A child that is taking prescription medicine must have a return to school release form from the physician that says he/she is not contagious.
  
- > All over the counter medication must be in its original container with the child's name on it. The physician must send a note stating permission to administer the medication, as well as dosage.
  
- > All medication must have a medication form filled out with the dosage amounts, times to be given, and parents signature.
  
- > Medication will only be given in accordance with the times you have specified on the medication form.

**I have read and understand the above policies.**

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Southeast Texas Taekwondo Academy



## Discipline and Behavior Policy

Here at STTKDA we strive to encourage the kids with positive reinforcement, and redirection. We maintain an atmosphere that allows the child to confidently overcome struggles with authority and self-discipline. Being that all of our children are enrolled in the Tae Kwon Do program, we try to mirror the attitude and behavior your child will receive in that program. Our extension of the Tae Kwon Do Program is used to assist your child in reaching that level of confidence and self-discipline. Your child will fall under most of the same guidelines that they will see being part of the Tae Kwon Do Program. While under the care of the STTKDA AMP program, we will not belittle, condemn your child, and above all, we will never harm your child.

### Required Behavior of AMP Students:

- 1.) Address each authority figure as Sir or Mam.
- 2.) Abide by all the policies that pertain to being a member of the program.
- 3.) There will be no fighting of any sort within the classroom or while in the care of the AMP program.
- 4.) They will not be permitted to argue with the staff.
- 5.) They are not to use profanity or foul language.
- 6.) There will be no horseplay or roughhousing while in the dressing rooms of any kind.
- 7.) Must follow the dress code in the program's policies.
- 8.) Must maintain all Taekwondo behavior while present in the AMP program.
- 9.) Above all, keep a positive and motivated mentality.

### Bus Rules and Regulations:

- 1.) No standing while the bus is in motion.
- 2.) Place all items in my backpack and do not remove them until inside the classroom.
- 3.) No eating, drinking, or chewing gum on the bus.
- 4.) You must follow the directions of the bus driver or teacher at all times.
- 5.) No screaming on the bus.
- 6.) No throwing any items on the bus at any time.
- 7.) No climbing on the seats (or under).
- 8.) If you lower a window, you will be required to raise it before exiting the bus.
- 9.) You must follow all bus safety rules at all times.

### Our discipline practices may include but are not limited to:

- 1.) Positive redirection and reinforcement.
- 2.) Praise Correct and Praise (PCP)
- 3.) They may be required to do Pushups, Situps, Squats, Jumping Jacks, etc...
- 4.) They may be required to sit and think about what they have done.
- 5.) Positive sentences to redirect the child's attitude.
- 6.) A child write up and parent information sheet.
- 7.) One day suspension from the after school program.
- 8.) Three day suspension from the after school program.
- 9.) Parent and child conference with the director.

**I understand and acknowledge all behavior and disciplinary policies in the AMP program as well as during transportation. I have also received a copy of the AMP program's Disciplinary and Behavior management policies and the Director has discussed these policies with me. I will also go over these rules with my child for how they will act in the AMP room & during Transportation.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Southeast Texas Taekwondo Academy



## Release Form Signing Sheet

### Movie Releases:

It is not the practice of STTKDA to show a lot of movies. During the summer we will show an evening movie to allow the children to rest from such an exhausting day per child licensing standards that all children must have a rest period. The movies we show are rated "PG" or "G" while they are in attendance at STTKDA

**My child \_\_\_\_\_ has my permission  
to view movies rated PG while in attendance at STTKDA**

### Water Activities:

On occasion STTKDA will travel to the local swimming pool. The swimming pool we attend requires all children to pass a swim test first before they are allowed to swim freely. We need to know the strength of your child's ability to swim so we can better mandate the safety of your child. Is your child a:

*(please check)*

**Non swimmer: \_\_\_\_\_ Weak swimmer: \_\_\_\_\_ Strong swimmer: \_\_\_\_\_**

**My child \_\_\_\_\_ has my permission to travel  
with STTKDA to the local swimming pool and to partake in any water  
activity while in attendance at STTKDA**

### Picture Release:

**I, \_\_\_\_\_, authorize STTKDA permission to take pictures of my children while participating in the after school/summer camp program events and activities. I also authorize STTKDA to post the pictures of my children in the class room for the after school/ summer camp program. *I understand that if my child's pictures are used in another nature (example: advertising on the STTKDA website for the summer camp or after school program) that STTKDA will ask my permission first before using.***

**I understand and acknowledge all of the above activities  
and Releases, and will abide by them for as long as my child  
is enrolled in Southeast Texas Taekwondo's AMP Program**

**Parent Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

# Southeast Texas Taekwondo Academy



## CONSENT, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

**THIS IS A LEGAL DOCUMENT. READ IT CAREFULLY.**

\_\_\_\_\_  
**STUDENT'S NAME**

**This Consent, Indemnification and Hold Harmless Agreement is effective the date state below  
by and between the Undersigned and SOUTHEAST TEXAS TAE KWON DO ACADEMY, (STTKDA)**

The Undersigned, for himself or herself, his or her heirs, successors and assigns, and his or her children as students of STTKDA, hereby agrees to indemnify and hold harmless STTKDA, its owners, employees, students, volunteer supporters and guests, from all loss, injury, claim or damage, on account of any injury or loss to persons or property, or resulting in the death of any persons, while the Undersigned or the Undersigned's child (or children) is participating in programs, attending events, using the facilities, traveling to or from, or otherwise participating in the following event:

**SOUTHEAST TEXAS TAE KWON DO ACADEMY, INC.**

**AFTER SCHOOL MARTIAL ARTS PROGRAM and/or SUMMER CAMP PROGRAM**

We intend claims to mean any and all demands, rights, claims, damages, suits, actions, costs and fees that we may have against STTKDA that may arise, directly or indirectly, out of activities described in this Release, including transportation or facilities furnished by volunteers, by STTKDA or otherwise. The parties expressly agree that this agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas, or any state within the United States in which the activities occur, and that if any portion of the agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

**THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS CAREFULLY  
READ THE FORGOING DOCUMENT AND KNOWS THE CONTENTS OF IT AND  
SIGNS THIS RELEASE AS HIS OR HER OWN FREE ACT.**

Dated this \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

STATE OF TEXAS       §

COUNTY OF HARRIS   §

This instrument was acknowledged before me by \_\_\_\_\_

on the day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

# Southeast Texas Taekwondo Academy



## Taekwondo Schedule

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

**TKD Class:** (Please Circle the selection that applies)

**Little Dragons    Young Tigers    Junior Warriors    Others**

**Program:**

**Basic Program    Black Belt    Master Club    Leadership**

**Pick Up Schedule:**

**Monday    Tuesday    Wednesday    Thursday    Friday**

**Name of Person(s) authorized by you for pickup:**

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Three Day Notice required for schedule change. The deadline for cancellation of pickup from school, or asking for your child to be picked up is 2:00pm

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_