

COR Youth Martial Arts & Leadership Program

Policies and Procedures for Students & Parents

Welcome to the COR Youth Martial Arts & Leadership Program. The following information will help your family become familiar with our policies and procedures. Our goal is to provide your child with a structured and meaningful learning experience. The following policies and procedures will serve as guidelines for the successful accomplishment of our goal.

Program Hours and Schedule

The COR Youth Martial Arts and Service Leadership program operates Monday through Friday from 4:00-7:00 pm all year round. The program is comprised of the following daily activities:

Daily Schedule

4:05 Mood check/Meditation
4:25 Warm up
4:35 Stretch
4:45 KPS Drill/Classes/Films
5:45 Snack Break
6:00 Techniques, Forms, Classes

During training, students are provided bottles water to prevent dehydration. Water consumption is mandatory! Any student that refuse to drink water will not be able continue training. Parents will be notified immediately.

Tuition & Fees

All students are allowed one week of trial classes for free. If accepted into the program, tuition arrangements will be made with COR staff and the parent/guardian. Tuition can be paid weekly, bi-weekly, or monthly. Payments must be made no later than Friday for the upcoming week. **Payment may be made by cash, check or money order made payable to KEYS Development.**

Registration Fee	\$35	Uniform Fee	
Program Tuition		Shirts	\$10
One Child	\$50/week (\$10 /day)	Pants	\$20
Two Children	\$40/week (\$8 / day)	Late Fees	\$5 every 10 minutes after 7:10
Three or more	\$35/week (\$7 /day)		

Sign-in/Sign-out

Students that arrive unaccompanied must be directed to sign in the daily attendance log. The parent, guardian, or person with written authorization on file must sign out the participant. The parent or guardian may also give written consent to allow the participant to sign out independently. Additional authorized persons can be added by the parent or guardian with written consent. If COR staff are not familiar with the authorized person, a picture ID will be requested to verify identification.

Absences

COR does not refund tuition for any days missed. In the event that your child will be absent, please call the program at least 3 hours ahead of time. After three absences in a month without proper notification, COR will schedule a parent conference. After five absences in a month without proper notification, the student will be dropped from the program.

Injuries on Site

If your child is injured, COR staff will take the necessary steps to ensure the appropriate level of medical care. We will attempt to contact parent, guardian, or other emergency contacts. If we cannot contact you or the other emergency contacts, we will do any or all of the following:

- administer first aid
- call an ambulance or fire rescue. If your child is taken to the hospital, an available staff member will accompany the child.

The fee for the ambulance service is the responsibility of the parent. COR does not cover accident insurance. Your child(ren) should be covered under your personal health insurance.

Medications

COR does not administer any medication unless authorized by the parent or guardian via the medical form. If your child is on a daily medication, the child must bring medication to the program each day. COR will not store any medication at the facility. COR will contact the parent or guardian prior to administering emergency medication to youth.

Snacks

COR Youth Martial Arts and Service Leadership program includes a substantial healthy snack each day. Your child is permitted to refuse the snack or eat only part of the snack. Parents and guardians need to document any diet/nutrition restrictions with the program via the medical forms. Except for medical or religious purposes, participants are not permitted to bring their own snacks.

Behavior Policy

Students must respect themselves, peers, and all adults within the COR Martial Arts & Service Leadership program at all times. Student's expectations:

- Children must sign in immediately
- No child may leave the center without an authorized adult unless provided written consent to allow the child to leave independently.
- Use appropriate language (no profanity)
- Allow others the chance to speak without interrupting
- Participate in training and other activities with a positive attitude
- Keep voices at a quiet level unless otherwise directed
- No hitting or kicking others unless instructed as a part of training drills
- No vandalizing or destroying COR center property or facility
- Keep personal belongings contained in the designated area
- No stealing or lying

COR staff reserve the right at any time to request a parent conference if we experience unreasonable difficulty from the child(ren). If behavior is addressed and the student shows no significant improvement then they will be terminated from the COR program.

COR

CENTER FOR MARTIAL ARTS & SERVICE LEADERSHIP
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What May Cause Termination?

1. Failure to pay program tuition as arranged.
2. Failure to observe rules relating to arrival/departure of your child.
3. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the instructions offered by the COR program, or whose presence is detrimental to the group.
4. Failure of the child or guardian to comply with the COR program policies and procedures.
5. Failure of the parent/guardian to respect COR staff and handle concerns in a professional manner.
6. Failure of the child to respect staff.
7. Any threats or physical attack made by your child towards staff or other children.

Withdrawal

Your child may be withdrawn from the program by giving us notice in writing.

Nuisance Items

Children are asked not to bring to the COR Center items that could upset or distract staff or other students. Items that are not allowed are:

- Toys and games
- Electronic devices and game systems
- Toy or real weapons
- Valuable jewelry
- Stuffed animals
- Any other unnecessary items

Possession of these items may result in them being taken away until the end of the day. **COR will not be responsible for loss, theft, or damage to these items.**

Closings

COR Afterschool Care is open on all holidays as well as other days schools are closed. Closings may occur for inclement weather conditions or other unexpected events such as power outages. In these unexpected circumstances, all parents and guardians will be notified by phone and website by 1:00 pm. A message will be left if no one is reached. When in doubt, parents and guardians are encouraged to contact the COR center to confirm closing. On rare occasions COR will have a pre-scheduled closing. In these circumstances, parents/guardians will be notified at least three weeks prior to the closing date. Regular activities will resume the following operational day.

I voluntarily sign my name evidencing my acceptance of these provisions.

Youth Signature

Parent Signature

Date

COR STAFF USE ONLY

Date Received

Received By

Signature of COR Staff