

US TAEKWONDO CRANSTON



FAMILY HANDBOOK

*A guide to our
After School Winter, Spring & Summer Camp Program*

US TAEKWONDO CRANSTON
1400 Oaklawn Ave Cranston RI 02920
401-368-4450

WELCOME

Welcome to the US Taekwondo Cranston. This handbook has been carefully written in order to provide you with all the basic questions and important policies of our program to you as a parent or participant. Upon reading this handbook, if you still have any questions that remain unanswered or wish to ask a question unrelated, you are welcome to give us a call at: (401) 368-4450

ABOUT US

US Taekwondo Cranston is committed to and values the growth and development of children physically, mentally and psychologically. All our staff members are well trained and experienced in guiding children in a positive direction towards self-growth and reaching their full potential of who they are while providing a fun, creative and educational environment. Our program strives to teach children about self-confidence, helping them discover their passion and bringing out their creative spirit all in a very fun and enjoyable manner through many different types of activities which include but are not limited to: Physical Activities, Quiet Activities, Arts and Crafts and much more. Our program is truly a positive growing experience that the children will never forget that sticks with them even after it's over.

Here at US Taekwondo Cranston After School & Summer Camp Martial Art Program, we value above all else the safety and protection of the children. We will always provide a safe, nurturing and non-discriminate environment in which children respect and appreciate each other all while learning and enjoying their time together regardless of sex, race, nationality, cultural heritage, or religion.

GOALS & OBJECTIVES

Our goal for our students are personal growth and development for each individual student at his or her own pace, emphasizing both physical and mental conditioning through Taekwondo training. We will observe and take into account each child's personal strengths, weaknesses and needs and help develop those strengths even further, overcome those weaknesses and meet those needs of each individual child We will uphold standards of excellence that inspire students to see beyond their current potential and reach new levels of personal success by setting goals and achieving them, building character, and improving confidence and self-esteem. We will incorporate traditional martial arts values such as respect, discipline, family, and courage, building leadership skills and social accountability. To provide an environment that supports each student on their journey of self-discovery and finding their own personal strengths and potential from within themselves and teaching the discipline and self-control to take responsibility for that potential.

FACILITIES

Our facilities are located at 1400 Oaklawn Ave Cranston RI 02920. Taekwondo classes and all indoor activities will take place at the US Taekwondo Cranston. Our outdoor activities will take place at the Playground at New London Ave (1 Minute from the program) . The facility is 6,200 sq.ft, with a front entrance, waiting room and a large training room. In the back of the center, there are 3 rooms that are used as classrooms for homework, arts and crafts and also as a free choice activity lounge. There are three restrooms in the main room for each gender and staff member. Parents are welcome to visit the program unannounced at any time that their child is present. The facility is monitored by a security camera system at all times for the safety of all its occupants.

ENROLLMENT

Our enrollment meeting will consist of a US Taekwondo Cranston staff member, who will provide an opportunity for parents to meet with the program administrator prior to admitting a child to our program. We will seek information about each child and families interests and needs. Also, in order to support transitions and coordinate with services offered by other educators and staff, US Taekwondo Cranston requests that parents share information about their children such as other therapeutic, educational, or social services received.

- Site visit with Parents / Legal guardian & Child
- Review Parent Manual, Policies & Procedures
- Review Services Provided
- Review Billing
- Review Child's Health plan and policies
- Review Transportation

BENEFITS OF OUR PROGRAM

- Learning how to have healthy personal and family relationships
- Making new friends and learning how to encourage each other
- Appreciating and recognizing the importance of diversity
- Character development (Sympathy, Empathy, Humility, Honesty, Respect, Responsibility, Confidence)
- Improvement of physical fitness and endurance
- Learning to believe in one-self and developing self-respect

AGES OF CHILDREN SERVICED

US Taekwondo Cranston provides After School & Summer Camp services for Children ages 5 years to 16 years of age.

SERVICES PROVIDED

- Transportation from your child's school to US Taekwondo Cranston by qualified drivers
- Transportation is available with additional cost from US Taekwondo to your home
- Homework Tutoring
- Daily Snacks
- Taekwondo Classes twice a week
- Various physical activities and interactive and educational games.

CHILDREN'S RECORD

The following forms must be filled out completely by the parent/guardian to be placed on file prior to the child's first day of After School:

Child's information form, including emergency medical care consent form, Parent handbook agreement form.

All information in your child's file remains confidential and will not be released to anyone not directly related to the program without written consent from the guardian/parent.

- Face Sheet
- Emergency Contact
- Physical Form
- Authorization and Consent Forms
- Allergy Information
- Transportation agreement

PROGRAM STAFF

Our Directors, Specialists, and Counselors are teachers, college graduates and Taekwondo students who are well qualified and have extensive knowledge in recreational programming for children. The entire staff participates in routine training sessions which include: American Red Cross certification in First Aid and CPR. Background checks are conducted on all members of the staff. Our goal is to serve as role models guides to help each individual child gain skills and enhance his or her self-esteem. We encourage you to get to know your child's staff and feel free to communicate with them on a daily basis about how your child is doing in our program.

ADMINISTRATIVE ORGANIZATION OF PROGRAM

Wonsam Lee – Owner

Wonsam Lee - Program Director

WonSam Lee is in a charge of the building located at:

1400 Oaklawn Ave Cranston RI 02920

If parents want to know the information regarding the program's regulatory compliance history, they may contact the Department of Human Services (DHS).

FIVE CONSTITUTIONS OF TAEKWON DO

Courtesy

Integrity

Perseverance

Self-Control

Indomitable Spirit

PROGRAM ACTIVITIES

Daily Activities include:

- Tae Kwon Do Training
- Homework
- Reading
- Tutoring
- Snack
- Group Initiatives & Team Building Games
- Arts and Crafts
- Movies
- Leadership Training
- Traditional Tae Kwon Do Games
- Music

SNACK TIME

Upon arrival at the Studio, Children Must:

1. Be checked in
2. Put their backpacks and coats away
3. Wash hands
4. Receive snack
5. Sit at Table

Snacks will be served by an adult staff member only:

Upon finishing snacks, a staff member will clean up tables with disinfectant

******We are a Peanut Free Zone******

- Schedule is subject to change depending on the amount of beginners in the program.
- Students will participate in organized activities and physical training during off days from Taekwondo class.

A TYPICAL WEEK

2:30 p.m. – 3:50 p.m..... Pick up from school (Early Students Start Snack and Homework)

3:30 p.m. – 4:20 p.m.....Physical Activity/ quiet Activity

4:25 p.m. – 5.00 p.m. Taekwondo class/Art Craft

5:00 pm. – 5:30 p.m..... Play Time/Free Choice

5:30 p.m. – 6:00 p.m.....Reading & Board Games

5:30 p.m. – 6:00 p.m.....Clean Up Time / Free Time / Pick Up (Please Be On Time)

A TYPICAL WEEK - VACATIONS

7:30 a.m. – 8:00 a.m..... Early Drop Off

8:00 a.m. – 9:00 a.m.....Arrive at US Taekwondo

9:00 a.m. – 3:30 p.m..... Structured Activities & Field Trips

3:30 pm. – 4:00 p.m..... Reading & Daily Behavior Evaluation & Quiet Time

3:30 p.m. – 4:00 p.m.....Pick Up (Please Be on Time)

4:00 p.m. – 5:00 p.m.....Late Pick Up (Additional Fee//if applicable)

***IMPORTANT NOTE FOR AFTER SCHOOL PROGRAM:**

•All students must bring their taekwondo uniforms on the days they are scheduled for class. Please be sure to remind and send your child with their uniform for their classes. It is always important to wear uniforms for taekwondo. The learning process takes place inside of the

center (which is our classroom). Please make every effort to ensure they are fully participating in the program. If your child has lost his/her uniform, please see Master Lee to make appropriate arrangements to get a replacement.

Doing homework is up to the child. Our staff is here to help them with their school work, not force them. We will not go through their back packs to see if they have home work. Please discuss the importance of completing homework assignments on a regular basis with your child. Please let us know immediately if there are any problems with them completing their homework. This is crucial step to ensuring that they are getting their work done. Please do not wait until report cards to bring this up to our staff.

Our staff is here for you and your children. In order to run a successful program, we need full cooperation from parents and children. Anytime you have a problem or would like to discuss an issue or concern, please feel free to engage a staff member at any time.

GROUP/AGE PLACEMENT

US Taekwondo Cranston places children in groups according to their age. Within the groups, each Group Leader has a smaller group (1:13, Group Leader: Child ratio). We will place students in smaller groups to run age-appropriate games and activities, as well as larger group where everyone will participate in activities together. Our groups are broken down into three teams: Cobras (5-6), Tigers (6-8), and Eagles (9 & Up). Some age groups may be blended together to make even groups depending on the ages of the children attending camp and also depending on the activity. Please let us know ahead of time if you have any special requests regarding group placement.

SUMMER OUTDOOR ACTIVITIES

The playground is located at the playground at New London Ave (1 minute from US Taekwondo Cranston by vehicles). There is very safe children's play area. This park is fenced to protect the children from hazardous factors such as the street and parking lots. The local park consists of Jungle Gym, Swing set, Slide and more. When we go to the park, staff must bring the first aid kit, attendance folder (includes parent contacts) and their cell phone numbers in case of emergencies. Usually, outdoor activities will happen daily during the

summer season. Throughout the summer, our staff members will transport children to the playground in our company vehicles.

Only children with prior parental consent will be allowed to participate. Children who have discipline issues during the week or have a history of behavioral issues may be held back from attending some trips. We will make every effort to meet with the parents and discuss these issues before a child is held back. You will get a detailed schedule of all the trips at least a week in advance. Children who do not attend field trips will remain at the US Taekwondo School for a regular day of programming and alternative indoor activities. All Trips will return before the end of the regularly scheduled program day unless otherwise noted.

Annual Program Schedule

School Days:

Monday - Friday FULL -8:00am – 4:00pm
 HALF-Morning 6:00am to 8:00am
 Afternoon 2:00pm to 6:00 pm

Vacation Days: Monday - Friday 8:00am – 4:00pm
 Early Drop: 7:00 AM/Late Pickup 5:30PM

January

New Year’s Day CLOSED
Martin L. King Jr. Day CLOSED

July

Independence Day CLOSED
Day after Independence Day CLOSED

February

Mid-Winter Vacation OPEN

August

School Begins OPEN

President's Day CLOSED

March

No Holidays

September

Labor Day

CLOSED

April

Good Friday CLOSED

Patriot's Day CLOSED

Spring Vacation OPEN

October

Columbus Day CLOSED

May

Observance of Memorial Day CLOSED

November

Veteran's Day CLOSED

Thanksgiving Day CLOSED

Black Friday CLOSED

June

Summer Vacation OPEN

December

Holiday Vacation OPEN

Christmas Day CLOSED

AFTER SCHOOL PROGRAM HOLIDAY POLICIES

There will be no after school program on major holidays when school is not in session. There will be full day program during winter, spring, and summer vacations, as well as off days during Christmas and New Year's break. If school is closed for holiday or weather-related incidents, there will be no after school program on that day. We follow the schedule for Cranston School Department. If you are in a different school system, please see our staff to let them know if you have any days that the schools will not be in session so that we may make the proper arrangements. Students are still encouraged to attend evening classes if school is not in session (especially over holiday vacations).

WINTER & SPRING CAMPS

We will have a weeklong camp during each of the winter and spring vacations. If you are in the Year-Round Program, there is no additional fee for camp other than some field trips and special activities. Child Care Resource Vouchers holders are responsible for their full day parent fee and must have a current full day voucher.

LATE FEE POLICY

(Please read carefully)

A \$5.00 fee for each child (for every 15 minutes) picked up after 6:30pm (After-school) or 5:00pm (Camp Days) will be charged for each participant. Late fees are to be paid by the end of the business day. Please make every effort to be prompt at pick up time. Late pick-ups cause under stress to a child who may be hungry and tired from a full day at our program. If you're picking up your child late from our center, please call US Taekwondo and let the staff know the time you will be able to pick up your child. If you have not contacted us after 6PM, we will make Three (3) attempts to contact you. If we are unable to contact you, we will then try the individuals listed on the emergency contact listed. These fees will be used to compensate the employees who have to remain on site to supervise the children after their scheduled workday.

***Late Pickup fee of \$5.00 per 15 minutes will be added to you bill**

PROGRAM FEES

Please make payments in advance and on time to ensure you child's participation in the program. We cannot hold your child's place without payment. Our space is limited.

A one-week, non-refundable, non-transferable, minimum deposit per participant is required upon registration. This deposit is applicable towards the balance. Payment in full is due on your regular payment date. **Parent fees are due every Friday prior to the week of care.** Parent fees accumulate everyday even if your child is absent. If for whatever reason you are unable to make a payment, please contact us immediately to set up an arrangement. If a parent/guardian does not pay their parent fees in 2 consecutive payments, we will terminate your child's Voucher from our program. All Child Care Resource Voucher holders must pay

their parent fee on Fridays before the next week. Payments should be made in person at the US Taekwondo Cranston. If you have any questions regarding your bill, please call the US Taekwondo Cranston (4001) 368-4450. Payments may be made by cash, check, or credit card. Please make out all checks to the “US Taekwondo Cranston”.

Registration: \$50.00 (One Time fee)

- Weekly After School Program fee - \$145.00/ week

- Weekly After School Program fee - \$40.00/ day

- Weekly Before School Program fee - \$50.00/ week

- Weekly Before School Program fee - \$15.00/ day

- Weekly Full-Day Program (Summer, winter, spring vacations) - \$225-255/ week

- Weekly Full-Day Program (Summer, winter, spring vacations) - \$45-\$55/ day (on average)

- Early drop off - \$5 daily.

- Late pick up - \$5 daily.

- Testing Belt Promotion Fee - \$60.00

-Transportation (one way) \$6.00 Per Day

-Transportation (two ways) \$9.00 Per Day

*******If you do not contact US Taekwondo when your child is absent from school, and we go to your child’s school, a fee of \$6.00 will be added to your bill.*******

PARENTS WITH CHILD CARE RESOURCE VOUCHERS

All parent fees are due on Friday before the following week of the After School Program. If parents fall behind by more than two weeks on their parent fee, we will be unable to pick your child from school until your balance is taken care of. Also, Child Care Resource Vouchers will be notified of all delinquent parents and your voucher will be placed in jeopardy. We will do

everything in our power to work with regarding payments, so please do not wait to come in and discuss any problems that you may have.

PRE/POST CARE EARLY AND LATE DAY PROGRAM (FULL DAYS ONLY)

To accommodate the needs of working parents, pre and post camp hours will be made available for an additional fee. Early Drop Off operates from 7:30 – 8:00 AM and Late Pick Up runs from 4:00 – 6:30PM. Games, sports, crafts, movies, and more will be offered during these times. Parents/guardians are responsible for transportation to and from the early day and late day programs. The cost for Pre-Care or Post Care is \$25 (each) per child per week. Any time you drop your child off early or are late picking them up, you will be charged a late fee. Please make every effort possible to pick your child on time. A late fee will be charged if you are continuously late picking up your child.

TRANSPORTATION

If you need transportation to or from our program, please see our staff. One way transportation is available for \$6 per day and two way transportation is available for \$10 per day. If you have two children, transportation is \$5 for one way and \$15 for two way transportation (per child). For three or more children, please see our staff for pricing info.

WHAT TO BRING TO OUR AFTER SCHOOL PROGRAM

- Taekwondo Uniform (Mandatory)
- Back Pack with name on it
- HOMEWORK every day
- Book for reading and quiet time
- Schools projects and mandatory assignment
- Pencils and/or pens

The only material that needs to be purchased from US Taekwondo Cranston is a Taekwondo uniform for \$60.00

ARRIVAL/DEPARTURE POLICIES

SIGN IN/OUT: Our staff does check in and check out by IPAD in the program. Please make sure check in or out with our staff before you leave our program. Children who are transported to/from school will be checked in/out by the teacher responsible for transporting. US Taekwondo Cranston is responsible for the wellbeing of the children after they are checked in and before they are checked out. Once children check out, parents are responsible.

PARENT / STAFF COMMUNICATION

Your questions, suggestions and concerns are important to the success of the US Taekwondo Cranston. If a Staff is not free to speak with you immediately, please leave your name and phone number, and someone will call you as soon as possible.

Remember that you are your child's advocate. You should inform the staff if your child is having difficulty. If your child exhibits inappropriate behavior, the Director and staff need your input. Let them know if changes are occurring at home that are affecting your child's mood or behavior. Do not let a potential problem arise and grow. Also, if your child enjoyed a particular event or activity and you appreciate something special at US Tae Kwon Do please tell the staff.

Parents/Guardians are welcome to visit the program at any time during the session.

MONTHLY PROGRESS REPORTS

All children will receive a progress report at the end of each month. Parents asked to sign them and respond with any questions or comments. If the child has received a progress report with a behavior problem; the parent will be asked to come in to the center to discuss any issues pertaining to their child.

******* ATTENDANCE AND ABSENCES *******

It is Mandatory that you call US Taekwondo Cranston if your child is absent from school due to sickness, family activities, vacation, or unable to attend the program. If we are unavailable, please leave a message at any time (401-368-4450). If you do not contact US Taekwondo when your child is absent from school, and we go to your child's school a fee of \$6.00 will be added to your bill. If this becomes a chronic situation where we don't have proper notification that your child is absent, we have the right to refuse future transportation services.

AUTHORIZED RELEASES

US Taekwondo Cranston will release a child only to persons authorized and identified on the child's registration form. The Program Director should have written notice of any children that will be picked up early. Parents/Guardians must come directly to US Taekwondo Cranston to sign out and pick up their children. Staff members will ask for identification, Please have your ID ready. In the event a relative or friend not identified on the registration form needs to pick a child, parents should provide, if possible, advance written notification. If an emergency or unexpected need should arise for an unauthorized person to pick up the child, precluding advance written notification, a telephone call from the parents or legal guardian must precede the arrival of the unauthorized person. Identification from this person is required. No child will be released to any individual without proper identification.

PROHIBITED ITEMS

- Toy guns, knives or other violent weapons
- Real weapons of any kind
- Drugs or Cigarettes
- Expensive items such as Electronic & Jewelry
- Peanut Butter or Peanut related foods
- Anything they don't want to lose
- Hand held video game

PHOTOGRAPH AND VIDEO RELEASE FORM

I hereby grant permission to US Taekwondo to the rights of my child's images, likeness and sounds of voice as recorded on audio or video tape without payment or any other consideration. I understand that my child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my child's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my child's image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- Marketing, Advertising and Promotional Material
- Educational Presentations
- Informational Presentations
- Website or Online Advertisement
- Educational videos

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of US Taekwondo Cranston Before / After & School Program listed on this document only.

By signing the "Child Enrollment Form" and paying US Taekwondo for services you understand and give permission that signifies that photographic or video recordings of your child could and might be used. You hereby release any and all claims against any person or organization utilizing this material for Marketing, Advertising or educational purposes.

PLAN FOR BEHAVIORAL MANAGEMENT

Promoting Positive Behavior

All staff members at US Taekwondo Cranston will be required to complete at least a 5 hour CEU training on Promoting Positive Behavior within 6 months of hire. Staff members may meet this requirement by participating in other similar courses that are at least 5 hours. The course should include Building Relationships, Promoting a Positive Environment and Strategies for Positive Behavior. Educators will provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by: (a) encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting; (b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors; (c) using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors; (d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict; (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures; (f) discussing behavior management techniques among staff to promote consistency. Educators at US Taekwondo Cranston will focus on strategies to encourage positive behavior, teamwork and mutual respect during at least one staff meeting per month. At this time, they will discuss any chronic issues and brainstorm ideas for improving behavior. Some of the strategies already used are redirection, discussion the issue at hand with the children involved and notifying parents if behavior becomes unsafe to student or others. Each year during staff orientation (either for new staff or returning staff), the Site Coordinator will review the requirements for guiding children's behavior with all staff. Site Coordinator will provide feedback to staff during monthly observations and conference. US Taekwondo Cranston strictly prohibits the following : (a) spanking or other corporal punishment of children; (b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks; (c) depriving children of

outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence; (d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and (f) excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

School Rules

- **Respect Everyone; Physically and Mentally**
- **Respect Property**
- **Be Safe**
- **Follow the routine**

Transitions

US Taekwondo Cranston assists children and families in their transition from elementary schools to the **US Taekwondo Cranston After School Program**. Before enrolling in the program, all families meet with the Director to review program policies and to fill out registration forms. This information provided by families help staff members to understand and get to know the children better.

In addition, staff members communicate as needed with school personnel (with parent's written permission) to discuss individual children's strengths, weaknesses and social relationships. By sharing this information, **US Taekwondo Cranston** can assist families by providing opportunities to ask and answer questions, providing important feedback and helping to create individual transition plans, when necessary.

In addition, these strategies assist the new educators in getting to know the child faster and help prepare them to meet the child's individual needs.

Students in the **US Taekwondo Cranston After School** program transition between activities daily at the program. Each student has a magnetic name tag which they take with them when moving between rooms and activities. This allows the staff to keep track of the number of children in each activity.

Note to Parents: please remember that the primary goal of our program is to teach discipline and strong family values. Taekwondo is a martial art and our rules are expected to be followed. Our behavior management plan is set forth to teach children how to listen, follow rules and learn to respect others. Taekwondo involves physical and mental training designed to help your child grow in spirit, mind, and body. At no time will a behavior incident be dealt with in a demoralizing, humiliating, or abusive manner. No child will be subject to neglect, denial of food or use of bathroom facilities. Punishment for soiling or wetting is strictly prohibited. No staff member shall be subject to verbal or physical abuse by a child enrolled in the program. This includes humiliation, foul or abusive language or ridicule. If you have any questions regarding our practices, please see the Director immediately.

DISCIPLINE and GUIDANCE

shall be (1) consistent and (2) based on an understanding of the individual needs and development of each child. The following practices are strictly prohibited:

- Spanking or other corporal punishment of children;
- Subjecting children to any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- Depriving children of outdoor time; forcing feeding children or otherwise making them eat against their will, or in any way using food as a consequence.
- Using any other unusual or excessive practices for toileting;
- Confining a child for an extended period of time in lieu of supervision; and
- Excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within educator's view.

The goal of all discipline is maximizing the growth and development of self-discipline while ensuring the safety of the group. Care will be taken that all rules and limits are clearly explained to the children frequently so that the children understand them appropriate methods of behavior management will be used in dealing with unacceptable behavior. These methods include use of some of the following techniques:

- 1. Mental Training (including: Meditation-sitting quietly with eyes closed and/or Quiet Time- time spent in a quiet room (i.e. homework room) sitting in a chair with their head down on a table).**
- 2. Loss of Extra Curricular Activities (including: Use of the Game Room- Consisting of the room with Video Games
Use of Arts & Crafts materials and/or Field Trip &Other activities**

Behaviors, which might call for Mental or Physical Training include:

-Repeated defiance of rules set down for the children’s safety (only after said rules are thoroughly established)

-Repeated behavior which threatens the physical and /or emotional safety of the child, other children, or staff (i.e. hitting, biting, verbal assault, kicking, throwing objects, pushing, and temper tantrums) will result in the following:

Level 1: First Occurrence – “In House” behavior management & warning. The child will be asked to sit quietly until staff has time to discuss what unacceptable behavior they demonstrated and why it occurred. Children may be asked to see the Director to talk about their actions. It will result in a verbal reprimand and description of what positive behavior is expected.

Level 2: Second Offenses – the parent will be called in for a conference that same day. Previous behavior will be discussed and a plan of action with staff, parent, and child will be determined. It will result in “timeout” on the playground, the classrooms, or the office.

Level 3: Third Offenses – Written documentation will be filed in the form of an incident report. Parent will be called in for a conference that same day and disciplinary action will be taken based on the severity of behavior. (Possible 1-5 days of suspension from the program). However, our Coordinator or director will meet with the parents and discuss options, such as referrals, individual behavioral management plan, other than suspension or termination (pertinent offer referrals to parents for evaluation, diagnostic or therapeutic services for the student).

Level 4: Fourth Offenses - Written documentation will be filed in the form of an incident report. Parent will be called in for a conference that same day and disciplinary action will be taken based on the severity of behavior. Such as drugs, fighting, or severely violent/inappropriate behavior may result in one-week suspension from the program (possible two week suspension).

Level 5: Fifth offense – Termination from the program will be the last resort if the student's behavior is not corrected after the Level 4 (suspension). If the student continues to violate the rules and policies of the program they will be terminated immediately.

NOTE: Extremely Violent /Threatening behavior can result in an IMMEDIATELY SUSPENSION/TERMINATION (EX. housing a weapon, a child is seriously injured, US Taekwondo Cranston property is damaged, etc.).

SUSPENSION & TERMINATION

If US Taekwondo Cranston chooses to suspend or terminate a child for any reason, US Taekwondo Cranston must provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child and the circumstances under which the child may return, if any.

All efforts will be made by US Taekwondo Cranston to try to eliminate children being suspended or terminated from the program. Most often suspensions or terminations occur due to:

- The services provided by US Taekwondo Cranston do not meet the needs of the child or the parent
- Several incidents of causing harm or displaying dangerous behavior towards other students, staff or self.
- Harassment of any type, towards other children or staff from either the child or parents
- Non-Compliance with Policies and Procedures
- Non-Payment

- Excessive tardiness by parent at pick up or drop off

Private Students: Meeting will be scheduled with the Parent/Guardian to discuss reasoning for termination and the termination will be effective that day.

Voucher Students: Meeting will be scheduled with the Parent/Guardian to discuss reasoning for termination. A form will be submitted to Voucher giving grounds for termination and effective date. The student will be suspended from the program until the termination date, which thereafter will no longer be part of the program.

REFERRAL SERVICE

1. If a US Taekwondo Cranston staff member feels that an Assessment for additional services would benefit a child, it is the staff person's responsibility to inform the Program Director of suspected condition.

2. The following steps will be followed by US Taekwondo Cranston in case of suspected Social, Mental Health, Educational, and/or Medical condition of a child:

- An observation by the Program Director will be conducted within 24 hours of report from staff.
- The observation (behavior) findings will be dated and documented in the child's record.
- The child's record will be reviewed prior to making a referral.

3. US Taekwondo Cranston will notify parents of the program's concern.

- The Program Director will contact parents and ask to meet in confidence.
- The meeting will be conducted by the Program Director
 - Express concern and discuss observation/behavior findings
 - Review child's documentation in record with parent.

4. A list of referral resources in the community will be provided by US Taekwondo Cranston to the parent/guardian, for children in need of Social, Mental Health, Educational or Medical Services.
5. US Taekwondo Cranston will provide a written statement to the parent/guardian including the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral and any efforts the program may have made to accommodate the child's needs.
6. US Taekwondo Cranston will offer assistance to the child's parent/guardian in making the referral and will obtain a written parental consent before any referral is made.
7. US Taekwondo Cranston will maintain a written record of any Referrals, including the parental conference and results.
8. The appropriate administrator of special education that the Program Director or Owner is serving a child with a disability, if the child is 2 years and 9 months old or older.

ABUSE AND NEGLECT POLICY

All employees, volunteers and persons working in association with the children enrolled at US Taekwondo Cranston are mandated by the RI Department of Children Youth and Family to report all known or suspected instances of child abuse or neglect including but not limited to verbal, physical, emotional and sexual abuse. As mandated reporters, employees are required by state law to report these instances of abuse or neglect to the Department of Children Youth and Families' Child Protective Services (CPS) hotline.

If an employee suspects a child as being abused or neglected, the situation must immediately be discussed with the Director. The Director will file a report with the CPS within 24 hours in accordance with state law and Department policy if there is reason to believe the child is being abused or neglected in any manner. If abuse is questionable, the Director will consult with CPS and the educators assigned to work with the child.

1. Any suspected child abuse or neglect will be reported immediately by US Taekwondo Cranston to the RI Department of Children, Youth and Families' Child Protective

Services (CPS) hotline (1-800-RI-CHILD/1-800742-4453) within 24 hours in accordance with state law and department policy.

2. If the suspected case occurred at the program, the program must report to the Department's licensing unit after reporting to the CPS hotline.
3. US Taekwondo Cranston will cooperate in all official Investigations of abuse and neglect alleged to have occurred at the studio. Including identifying parent/guardian of children currently or previously enrolled in the After School and/or camp programs that may have been in contact with the subject of the investigation.
4. US Taekwondo Cranston will ensure that allegedly abusive or neglectful staff person does not work directly with children until the RI DCYF has completed their investigation.

EVACUATION/EMERGENCY CONTINGENCY PLAN

1. The Program Director will announce/conduct emergency/evacuation and take Attendance Log
 - In the events of natural disaster, fire, loss of power, heat or hot water emergency situations, we will contact the emergency management center, police, or fire departments by phone and obtain information to determine whether to evacuate the shelter in the building.
2. Staff will gather children assigned to them and go to the nearest Exit, close doors behind, and exit building. Go to outside through the nearest exit and meet in front or rear parking lot.
 - There are two (2) exits in our US Taekwondo Cranston. Front exits lead us to the parking lot in front of the building and the back exit leads us to the parking lot in back of the building.
 - The parking lots (in front and back) are designated meeting place in case of emergency evacuation.
3. The Program Director will check rooms and view area to ensure avoidance of any missing child. Everyone has exited the building safely, and no one is left behind.

- Our staffs will match students with sign-in paper (the site coordinator) and check rooms last of all (director).
4. After the evacuation, the site coordinator/director will contact the fire department, police, or the emergency management center by phone.
 5. Our staff will contact parents by phone after the evacuation.
 6. The Program Director will line up children in the parking lot to maintain order and to take attendance.
 7. Our staffs will do our best to assist younger children to evacuate first and the site coordinator will document the date, the time, the exit route used, and the number of children evacuated.
 8. The Program Director will conduct monthly Emergency/evacuation drills and maintain log including data, time, number of children evacuated, and length of time to evacuate. Drills will take place at different times during program hours of operation.