



# After School Program Information & Guidelines

2019-2020

Welcome to the After School Program at Trautwein's ATA. We know that this school year is going to be great, and we've been working hard to make sure your child has a great experience in a fun & safe environment! Thank you for choosing us to be a part of your child's life!

With running an after school program with transportation, it is important that we have good communication between our staff and the parents of our after school students. Please make sure that you read this packet in it's entirety as there is a lot of information in here regarding the entire school year.

## CLASS TIME AND INFORMATION

We offer classes 5-days a week in our after school program (with the exception of Pine View students with late arrivals). We teach a traditional taekwondo class on Monday, Wednesday and Friday from 3:45-4:15, which all students will attend. On Tuesdays & Thursdays from we offer a Leadership class to all of our students enrolled in the Leadership Program. Tuesday's class is from 3:45-4:15 pm, and Thursday's class is from 4:20-4:50 pm.

## NOTIFY YOUR CHILD'S SCHOOL

Please make sure you contact your child's teacher and school administrators to let them know that your child will be participating in our after school program. The teachers often send the students where they need to go to ride the van for after school.

## NOTIFICATION OF STUDENT ABSENCES

When your child will be absent or picked up early from school, **Trautwein's ATA must be notified before 2:00 pm**, without exception. Please do one of the following to notify us if your child will not be at school:

**CALL** us at 941-926-0355

**EMAIL** us at [ATAafterschool@gmail.com](mailto:ATAafterschool@gmail.com)

**TEXT** us at 941-877-1824 (you must be setup in our texting system ahead of time! Please read below to sign up)

If absence dates are known in advanced, please fill in a "**notification of student absence form**" (located next to the sign out sheet when you pick them up) and give it to a staff member. As parents ourselves, we understand raising children and schedules can be very hectic. However, when a parent does not call to notify us of a pick-up change, the following chain of events takes place:

- we will not leave the elementary school until all After School children are accounted for
- we cannot leave the van (with other children on board) to go inside to check with the school to locate your child
- we then rely on the teacher/assistants to go inside, go thru the records of the day to see if your child left early for the day or was absent---this takes time!!!
- at the next stop, the children and teacher/assistants are left waiting on us. **The teachers/assistants are not happy and worse yet, the children are wondering what happened to us.** In addition, the children are taken back into the administration office. When we arrive, we call (from the van, we cannot leave the children on board) to have them brought back out.
- their Taekwondo class starts later: which pushes back snack time and homework time.

We must implement a rule to discourage this practice. These actions will occur if the parent does not notify us of a pick-up change before **2:00 pm** or at all:

1<sup>st</sup> time-- no charge

2<sup>nd</sup> time or more—Automatic \$20 fee

Please note: we are not interested in collecting more fees. We just want to be notified of any changes with your child's pick up. Please call us with any questions.

**\*\*Important – please remember to include your child's name, the date they'll be absent from the after school van and school they attend each time you notify us of an absence.**

### **SIGN UP FOR TEXTING SYSTEM**

Please send an initial text to 941-877-1824 with your name, your child's name & their birthday. This will allow us to identify the phone numbers registering.

### **STUDENT UNIFORMS & SCHOOL CLOTHING & HOMEWORK INFORMATION**

Each student will receive their new uniform on their first day in our after school program. Please make sure this uniform goes home every Friday, or whichever day will be their last day of the week, to be cleaned and put into their backpack for the following week. We move and sweat in these uniforms and it's important to keep them clean. Please also make sure that your child is wearing socks with their sneakers everyday. We realize that their shoes get wet and dirty throughout the year, but with our program being a barefoot sport, it's important that our students have clean shoes and feet daily. Students must have all materials necessary to complete homework (pencils, paper, electronic devices etc.) Please supply reading books or workbooks (in backpack) when homework is complete. Monday through Thursday are homework days. On Fridays, children are permitted to bring toys or electronic games. On Fridays, students will go outside, weather permitting.

### **SCHOOL CLOSINGS**

As you're aware, Sarasota County Schools close periodically for Holidays, Professional Days, Thanksgiving Week, Winter Break, and Spring Break. We offer day camps on most of these occasions, and as an after school student you will receive free "after care" (from 4-5:30 pm) when we offer camps (with the exception of winter/spring break)

During Thanksgiving break, Winter Break & Spring Break, your account will NOT be billed for any full weeks off of school. You will however be responsible for payments during partial weeks (i.e. Spring Break starts on 3/12, on 3/6 your account will be billed the full amount for after school the following week, but you will NOT be billed on 3/13 as there's a full week that the school will be closed).

**\*\*special note: if your child misses after school for any reason (ie illness, injury, travel etc.), OR Sarasota County Schools unexpectedly close (ie – hurricane, emergency) your account will still be charged for the week. By participating in the program, you are reserving a "spot" for your child,. In an event of illness, injury or travel, we are unable to fill your spot. We apologize for any inconvenience!**

## **REFERRAL/DISCIPLINE PROGRAM**

We have implemented a referral program in our after school program. We frequently reward good behavior in our program through playing games, verbal praise, ability to do special tasks, etc. In the event that we have repetitive behavior that is becoming disruptive to our program, we will give a student a referral.

Our goal with implementing this type of system is to eliminate unwanted student behaviors, such as: pushing, shoving, including behavior at their school's after school pick up area, continually not bringing uniform etc.

If a student receives 3 referrals in any given testing cycle, the student will not be permitted to test. If a student exceeds 3 referrals in a testing cycle, the fourth and fifth (etc) referrals will carry over to the next cycle.

If you have any questions, please feel free to let us know. We consider ourselves to be a team with our after school parents as we spend a lot of time with your kids. If there are any issues at home, or if your child tells you about any issues occurring in after school, please let us know so that we can take appropriate measures in our program. Thank you!

## **PICKING UP YOUR CHILD FROM OUR FACILITY**

When you arrive for pick up time, we will have a sign out sheet where the parents or guardian picking the student up must put the time that they're picking the child up along with their signature. If anyone new is picking your child up, PLEASE let us know ahead of time, and also tell the person to bring a form of identification. If a person is not in our database we will not be able to release your child to them.

Please remember that class typically runs approximately 4:15-4:55 depending on the day, so if you're going to pick your child up before then, please let us know ahead of time so we can have them ready with their belongings in the parent waiting area. This is out of respect to our students and instructors to not have class disrupted when a student needs to leave. If there's an emergency we will obviously be understanding, but please try to notify us by either texting or emailing if you need to arrive early for pick up.

## **COST AND BILLING INFORMATION**

Your account will be charged the Friday before each week of service. We must have a card on file that is able to process each Friday morning. Our after school program is inclusive of testing fees as well as annual ATA dues. The only other future payments you would incur would be for equipment your child will need (at orange belt students will need boots and gloves for \$59.95), if you decide to upgrade your child to our leadership program, or the following fees:

Late pick up (after 6:00 pm): \$1 per minute after 6:00 pm

Declined credit card: \$10 per decline

## **COMMITMENT/CANCELLATION**

When you register your child for our program, you're signing up for 1 semester at a time. We will auto-enroll your child into the spring semester unless we're notified by December 1<sup>st</sup> that they will not be returning. In addition, if at any point in the Fall or Spring semesters a child will not be continuing in our program, we must receive a 30-day written notice. We hold a spot in our program for each child, so this gives us time to try and fill the spot as we have a cap on our program to maintain high quality service.



# ATA LEADERSHIP™

We want to take the opportunity to tell you about our Leadership program. Leadership classes are offered in the After School Program on Tuesdays and Thursdays. These classes offer additional and advanced training outside of the regular curriculum required for testing. Students can join the Leadership program at any rank; however, when they reach the rank of Camo belt and above it is then a requirement.

**LEADERSHIP PROGRAM (students enter at or before camo belt):** Students in Leadership train with weapons, combat weapon sparring, advanced kicking techniques, advanced self-defense techniques and board breaking.

***LEADERSHIP----\$349.00 DOWN PAYMENT (includes the remainder of ATA approved black sparring gear) add \$10 PER WEEK to basic program cost.***

***\*\*If student already has a complete set of black, ATA approved gear, the price will be \$249 down\*\****

***\*\*Students in leadership will be required to have a combat weapon (\$48) and the weapon of the cycle (\$29-\$60) for each testing cycle.\*\****

**BLACK BELT LEADERSHIP PROGRAM:** When a student earns the rank of 1<sup>st</sup> degree black belt decided they will enter our evening black belt and leadership classes. These advanced training opportunities are open only to our black belts in this program. **\$249 DOWN PAYMENT – add \$15 PER WEEK to basic program cost**

**CAMO STUDENTS AND ABOVE: NEED TO HAVE FULL ATA APPROVED BLACK SPARRING GEAR**

Boots and Gloves (purchased at orange belt): \$59.95

Remainder of gear\* (if purchased outside of leadership program): \$138.50

\*includes: head gear, face shield, chest protector & mouth piece

Thank you

The Staff of Trautwein's ATA



# Additional Events and Activities We Offer

## Camps

During many school closings and holiday breaks, we provide a fun and safe environment for day camps! Open to members & non-members ages 5-13, your child will spend the day playing dodge ball, jumping pads, doing martial arts, conquering an obstacle course, winning prizes in bingo, playing foursquare and more! Camps run from 8:30 am-4:00 pm (doors open at 8:00 am) with After Care available until 5:30 pm! Check our website to see info about upcoming camp dates! You can register at the academy or online.

## Ninja Nights

Our Ninja Nights are a favorite among our students! Ninja nights usually fall on a Friday or Saturday evening, and the children are in for a night of dodge ball, jumping pads, bingo (with awesome prizes), a movie and tons of other fun activities! Most Ninja Nights are just an evening event, but occasionally we do a "lock in" sleepover, which always sells out fast! We typically have a ninja night around the end of school, and the end of summer, and winter break, so check our website and the front desk to see when they're happening!

## Private Lessons

Whether a student needs some extra one-on-one practice, they're preparing for a tournament, or a big testing, or maybe just short a few classes for testing, we offer private lessons to give that extra attention to detail. Lessons are 30-minutes, and happen outside of our regular class schedule times. Cost varies by the instructor. If you're interested in a private lesson, please email [Brooke@TrautweinsATA.com](mailto:Brooke@TrautweinsATA.com) for information and to schedule a time.

## Summer Training

Your child will be training with us during the school year, but the fun doesn't have to stop there! As we say here at Trautwein's ATA... there is no off season! During the summer many of our students train in the evenings. This allows students to continue their progress with their taekwondo training, and they have the opportunity to test for their next belt rank as well. Information will be given out as the summer gets closer.

## Specialty Clinics

We offer different clinics throughout the year, including clinics for non-members as well. We offer a variety of clinics from year to year including: sparring intensive training, tournament preparation, women's self-defense, "Glow In the Dark Weapons" clinics and more. Look out for announcements for these upcoming, fun events!

## Photos

Each Fall we have a Martial Arts photographer come in and offer photo sessions for all our students. Everyone is invited to come in to have their photo taken to be on the "School Poster" with no obligation! The photos always turn out AMAZING and make great Holiday gifts!