



# **Parent & Family Handbook**

Revised October 2020

**Mini Martial Arts and Athletic Center**  
4220 Wolflin  
Amarillo, Texas 79106

# Table of Contents

<b>Mini MAAC Program</b>	<b>2</b>
Philosophy and Goals	2
Curriculum	2
Discipline	3
Suspension and Termination of Care	3
Staff	4
<b>Days of Operation</b>	<b>4</b>
Holidays & Closures	4
<b>Admission Process</b>	<b>5</b>
Orientation	5
Admission Packet	5
Student Immunization/Vaccination Records	5
<b>Enrollment Policies</b>	<b>6</b>
Fees and Payments	6
Refunds	7
Withdrawing Your Child	7
Termination of Services	7
Vacations	7
Absences	7
<b>Drop Off and Pick up Procedures</b>	<b>7</b>
Parent Cell Phone Policy	7
Child Drop-off Procedures	8
Late Drop Off Times	8
Child Pick-up Procedures	8
<b>Illness</b>	<b>8</b>
<b>Food Allergies</b>	<b>8</b>
<b>Emergencies</b>	<b>9</b>
<b>Medications</b>	<b>9</b>
<b>Lice Policy</b>	<b>9</b>
<b>Meals</b>	<b>9</b>
<b>Children's Belongings</b>	<b>9</b>
<b>Dress Code</b>	<b>9</b>
<b>Field Trips</b>	<b>10</b>
<b>Water Play</b>	<b>10</b>
<b>Sunscreen</b>	<b>10</b>
<b>Transportation Procedures</b>	<b>10</b>
<b>Confidentiality</b>	<b>10</b>
<b>Parent and Family Participation</b>	<b>10</b>
Communication	10
Parent Classroom Visits	11
Family Activities	11
MAAC Evaluations	11
<b>MAAC Employee Vaccination Policy</b>	<b>11</b>
<b>Reporting Child Abuse</b>	<b>11</b>
<b>MAAC Emergency Preparedness Plan</b>	<b>12-19</b>
<b>Parent Receipt of Policy Form</b>	<b>20</b>
(must be signed & turned into Front Office upon receipt of Handbook)	

# Mini MAAC Program

## Philosophy and Goals

At the Mini Martial Arts & Athletic Center, the MAAC, your children are our first priority. Our goal is to help parents raise healthy, happy, self-sufficient, children, who grow up to be ambitious adults with productive lives.

The Mini MAAC provides an environment for children to:

- Discover who they are, and appreciate their own unique gifts and talents.
- Feel safe and nurtured while moving beyond their comfort zones to learn new skills.
- Work as individuals and in groups towards a common goal whether it be a learning exercise or a physical skill.
- Build a foundation of discipline to grow into happy, successful individuals who will positively influence the world around them.

## Curriculum

The CDC states, "Although the brain continues to develop and change into adulthood, the first 8 years can build a foundation for future learning, health and life success." The MAAC believes that children's brains are fragile, ever changing and growing, and deserve the utmost care and attention during these crucial years.

Body, mind and spirit has long been a mantra in martial arts. The MAAC wishes to expand this concept by creating a unique program for our earliest learners to aid in healthy brain growth, development of a love of physical activity and instill an indomitable spirit.

### Mind

The job of a child is to play, this is how they learn. Our job is to make learning fun and accessible to our students. Teaching students the basics of the alphabet, numbers, shapes, and colors is but a small part of what they will learn at the Mini MAAC. Concepts of sharing, teamwork, and compromise are all learned through interaction with others. Through group play, athletics, martial arts and yoga, our students learn these concepts organically.

Toys such as legos, building blocks and small manipulatives are not only fun, but they help build fine motor skills. Outside time playing the "alphabet game" (finding items starting with the letter "a" and working through the alphabet) is not only fun, but gets the kids fresh air and exercise, brings them in touch with their surroundings, and fosters a sense of adventure.

### Body

Life-long healthy habits of an active life-style and healthy eating are learned beginning at a young age at Mini MAAC.

The MAAC has long been known for our devotion to teaching kids martial arts. While learning Tae Kwon do, students learn discipline, respect, self-control, and build self-esteem, all while being physically active. By starting children at the earliest age, they will develop a love of the sport and have a greater chance of remaining physically active through belt testing and ranking up in the sport for years to come as Tae Kwon do and martial arts in general is viewed as a "lifetime sport."

By adding the component of yoga, the physical will meet the mental as children are taught to concentrate on the here and now. Yoga enhances motor skills and balance, helping children reach developmental milestones for these age groups. Studies show that yoga in the classroom setting improves students' listening skills, eases anxiety and stress and enhances their focus, concentration, and memory.

Nutrition is a key component in the healthy development of children. Mini MAAC believes in teaching kids healthy choices regarding food and helping parents understand the building blocks of nutrition for their youngsters. By not allowing certain items such as sodas and candy as lunch and snack items, Mini MAAC is sending a message that healthier options are a necessity.

### **Spirit**

When Mini MAAC speaks of spirit, it is not in terms of a religion or a spiritual aspect. It is in regard to “those qualities regarded as forming the definitive or typical elements in the character of a person.” When children are born, they are born full of awe and wonder. It is their environment that either fosters or squelches that spirit. Many child care environments today do not promote a strong sense of self worth or a bright future. We believe that by engaging children in the program unique to the Mini MAAC, we can affect change in the students’ core beliefs about themselves and the world around them.

Neuroplasticity is the brain’s ability to change itself constantly by creating new neural pathways and losing those which are no longer used. For example, it is much easier for children to learn a second language the younger they start. The Mini MAAC endeavors to apply this concept to teaching children to have courage to try new things, strength to accomplish them and resilience in the face of adversity. If children start learning these abilities during their earliest educational years, the neural pathways will be set once they get into elementary school and beyond.

What is an indomitable spirit? Indomitable is an adjective meaning impossible to subdue or defeat, while spirit is defined as the nonphysical part of a person which is the seat of emotions and character, the soul. Think about that. Think about a child whose core being conveys an indomitable spirit. This child sees failure as a stepping stone, not the end of the journey; sees an obstacle as a challenge to be overcome, not a roadblock. This is a three year old who falls, gets up and tries again. A four year old who makes a mistake, but does not through a fit because he has learned self control. A 5 year old starting school equipped with self esteem, the ability to share and over adversity. This is the goal of Mini MAAC.

### **Screen Time Policy**

To help reinforce the mind, body, spirit connection, the MAAC limits screen time for all children while in care. Because we are such an active facility we do allow 1 hour of screen time each day for children in all day care. For children in the afterschool program, we offer screen time once to twice a week for a maximum of one hour after other activities have taken place.

The MAAC upholds a strict NO CELL PHONE POLICY as well as no tablets, computers, iPads, or other such electronic devices. This keeps children present mentally and connected to their surroundings, helps them with interpersonal communication skills, and helps limit “screen” time to the healthy recommendation of 1 hour per day for children ages 2 to 5, no more than 2 hours per day for children ages 6 to 18. (This is based on recent findings from the American Heart Association and is referring to recreational screen time, not including screen time used for homework, research, etc.)

### **Discipline**

Each child’s behavior is expected to meet the behavioral standards set at Mini MAAC. The staff at the Mini Martial Arts & Athletic Center will intervene when a child’s behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, authority, and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident.

The MAAC uses two methods of Behavior tracking while children are in care. For children 18mths to 2 years redirection and timeout will be used. The MAAC Color Chart for Behavior is used for children 3 & 4 years and old. Detailed handouts are available upon request.

All parents/families must sign the “Student Discipline Policy” in the admission packet and are welcome to ask any questions regarding this topic at that time.

In general, the following behavior intervention methods may be used:

- A staff member may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior.
- If the inappropriate behavior persists or the child poses a safety risk to himself or others, the child may be removed from the activity or the activity area and once again, reminded of the rules, and encouraged to find positive alternative forms of behavior.
- If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the program director will request a parent/teacher conference to discuss the child's needs and behavior.

### **Suspension and Termination of Care**

- Ongoing inappropriate behavior, aggressive behavior and/or violent behavior that threatens the safety of the child, other children or the staff may result in suspension or termination.
- Serious problems with your child's behavior could result in the termination of care for your child.

**For a more detailed description of our disciplinary mission and guidelines, please read the form to be signed and dated by the parent/guardian in the admission packet.**

### **Staff**

The MAAC staff members are carefully screened having undergone background checks and FBI fingerprinting and selected because of special qualities, talents, personality traits and skills needed in our unique business of blending child care, martial arts and athletics. They are hired based on a combination of education and experience which demonstrates a strong understanding and sensitivity to the educational and social needs of school age children.

## **Days of Operation**

- Ages: 18 months - 4 years old (not attending school)
- Months: Year round
- Hours: 7:00am -6:00pm
- Emergency Closures: Inclement Weather Closed any time AISD closes or if MAAC director deems weather conditions hazardous to the operations of the MAAC. Parents will be notified via local television, Facebook and the Remind App
- ALL students MUST have a current Summer camp tshirt to attend field trips. These shirts are ordered at the beginning of the summer, sizes are not guaranteed unless pre-ordered and paid in full. Otherwise, Tshirts can be purchased at the front desk on a first come, first serve basis, sizes and quantities limited.
- No After School Transportation is offered for children in summer school.

### **Holidays**

MAAC Attack/SSC program site will be closed on some legal holidays and for in-service days for MAAC staff. Please refer to the posted calendar for days on which the MAAC After School and Summer programs will be closed.

#### **A Calendar will be posted each school year detailing:**

- Holiday breaks: Thanksgiving, Christmas, and New Years
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July holiday closing
- Labor Day
- In-Service Closures

**\* These closures will be sent on the Remind App, announced on the White Board and on notices posted in the front area and doors weeks in advance.**

# Admission Process

Enrollment in the Martial Arts and Athletic Center's MAAC Attack After-School Program and the Samurai Summer Camp programs is offered on a space available basis only. Enrollment is not guaranteed until the following Orientation requirements have been met.

## Orientation

### Facility Tour

Finding the right fit for your child's care is paramount for their success and the MAAC program is unique in curriculum and design. Therefore, we require parents and children to visit our facility for a tour. We also find the transition into care can be stressful for children if they have never visited the facility before. This visit and tour gives them comfort and lets them know what to expect on their first day.

### Meet Staff

Meeting the staff and caregivers is critical for you and your child. This enables you to have time to ask questions and get to know the staff. And, introducing your child to the staff before the first day of care helps him or her to feel less apprehensive and nervous on the first day.

## Admission Packet

### Enrollment Forms

The Enrollment Forms must be filled out in full, signed and turned into the MAAC office BEFORE a child can enter into care.

**The Enrollment Forms** (must be turned in before child enters care) :

- Admission Information Form
- Program Waiver and Release
- Student Discipline Policy
- Social Media Permission Form
- Auto Draft Information
- Food Allergy & Anaphylaxis Emergency Care Plan (only needed for children with food allergies)

### Information Handouts

These handouts are for you to keep. They will help you and your child have a better understanding of our program, help you know what to expect, and give you a guide to easy communication with the MAAC!

- Tae Kwon Do: What is it? Why do we Teach It?
- Mini MAAC Rules
- Mini MAAC Code of Conduct
- Discipline Policy
- Behaviour Chart
- MAAC Communication Station

### Student Immunization/Vaccination Records

The Mini MAAC must have a copy of your child's immunization records on file the first day of attendance. Please remember to provide any updates to this record throughout enrollment. you must provide the proper paperwork from the Texas Department of State Health if your child is exempt from immunizations.

### Program Fees

A payment schedule will be set up with the Mini MAAC office at the time of enrollment. Fees must be paid BEFORE care begins.

# Enrollment Policies

Parents must contact the Martial Arts and Athletic Center's office to make arrangements to enroll their child with all admission papers completed, turned in and all necessary fees paid to the Mini MAAC office before the child(ren) attends the Mini MAAC program. The Mini Martial Arts and Athletic Center reserves the right to change fees, hours of operation, policies and the locations of programs with a 14 day posted notice to parents.

## Fee and Payments

### Child-Care Fees

The following policies apply to child-care payments:

- All program fees are based on days of scheduled care, i.e. Mon.-Fri., not actual child attendance.
- Program fees must be paid in advance on a Monthly, Bi- Weekly or Weekly basis or a 1st and 15th schedule. Fees are due by the 1<sup>st</sup> Friday of each month or the Friday prior to the week of care if you pay weekly or bi-weekly.
- A statement based on your fees and any fees for late pickups or late payments will be given to you when picking up your child.
- There will be no refunds or credit given for absences or vacations from the program.
- The payment may be made by cash, check, money order, debit/credit card or auto-draft. Checks or money orders should be made payable to the Mini MAAC.
- All returned checks or insufficient funds via auto-draft are subject to a \$30.00 bank handling charge, as well as a \$10.00 late payment charge.
- There will be an additional charge for care on days which a parent needs care during unscheduled hours.

### Late Payment Fees

The following policies apply to fees charged for late payments:

- Fees are due by the first Friday of the month and will be considered delinquent if not received by the following Friday. If you pay weekly or bi-weekly, fees are due the Friday prior to the week of scheduled child-care.
- A charge of \$10.00 will be added to the current month's bill for all payments received after the fifth of the month, or for payments made weekly that are not received by Friday of the week prior to care.
- A notice to terminate service shall be sent to the parent if fees become delinquent.
- This notice will state the total amount of unpaid fees and the date upon which services will be terminated if the delinquent fees are not paid in full prior to the stated date of termination of services.
- If fees have not been paid by the stated date of termination of services, then your child will no longer be enrolled in the program and will not be allowed to attend the MAAC. It is distressing for both the child and the child care staff to turn a child away because of delinquent fees, so please do not bring your child to the program if your fees are delinquent.

Because we are a fee-supported program, we are unable to extend credit or make provisions for delinquent fee payment plans.

### Late Pick-up Fees

It is extremely important, for both children and staff, that parents are on time picking up children from MAAC Attack/SSC.

- After 6:00pm a \$25.00 fee per child in care for the first 15 minutes, and \$5 per minute thereafter will be added to your bill. Example: 2 kids are picked up at 6:17. The charge would be \$70.00. This payment is due at the time of pickup, or before the children are picked up from school/dropped off at the MAAC the next day. Children will not be allowed back at the MAAC until this fee is paid.
- If an emergency occurs and you anticipate that you will be late picking up your child, please make arrangements for one of the authorized individuals on your child's emergency information form to pick up your child at the designated pick up time, 6:00.
- If your child is picked up late more than three times during the school year or during Samurai Summer Camp, services for your child may be terminated.

You will be contacted via a phone call and notification in the Parental Note basket after the third offense with a notice that any further occurrence may result in immediate removal from the program.

### **Emergency Attendance Fee**

In the event of an emergency situation and you need child care for a non-contracted day, call the office of the director, and, based on space availability and an adequate staff ratio, your child may be granted attendance. There is a \$35.00 charge for this service in addition to the regular tuition charge incurred for the day.

### **Refunds**

If you withdraw your child with two weeks' written notice, all prepaid fees for services which would have been delivered after your child's last day of enrollment will be refunded. Failure to give two weeks written notice when withdrawing your child will result in forfeiture of two weeks of prepaid fees. Any remaining prepaid fees will be refunded.

### **Withdrawing Your Child**

If you wish to withdraw your child from the Mini MAAC, you must provide the Mini MAAC office with a written notice two weeks in advance of the intended withdrawal date. If you choose to withdraw without notice, you will be required to pay the equivalent of two weeks tuition for your child.

### **Termination of Services**

Children are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

- fees are delinquent
- frequent late pickups of child(ren)
- failure to comply with contract agreements for dates of service
- failure to follow Mini MAAC rules

The Mini MAAC will provide parents with written notification of the breach of policy. If parents willfully continue to disregard the policies of the Mini MAAC program, they will be given notice of our intent to terminate services. If your child demonstrates exceptional needs that cannot be met by the Mini MAAC staff, we will request that you withdraw your child from the Mini MAAC program and seek care more appropriate to the needs of your child.

The Mini MAAC reserves the right to terminate services immediately for reasons such as but not limited to inability to effectively communicate with parents/family regarding best practices for child's ongoing care, parent/family becomes belligerent, argumentative, hostile or threatening to Mini MAAC staff or other Mini MAAC parents while on Mini MAAC property, or reasonable agreements cannot be made regarding issues with childcare.

### **Vacations**

Credits for vacations are not allowed. Please refer to the Mini MAAC Holiday Closures for a list of the days during which the Mini MAAC will not be in operation. Summer vacations will require half pay to hold your child's place in the program.

### **Absences**

Any time your child(ren) is absent, you MUST call to inform the MAAC by 9am. Please see the "Illness" section for our rules regarding Illness Related Absences.

## **Drop Off and Pick Up Procedures**

### **Parent Cell Phone Policy**

In order to facilitate better communication between the parents and the Mini MAAC and its Staff, it is best if parents are not distracted by the use of electronic devices, such as cell phones, while at the Mini MAAC. Therefore, we ask that cell phones and other electronic devices NOT BE USED by parents/guardians while

picking up and/or waiting to pick up or drop off children within the Mini MAAC facility. If you are on your phone while in the Mini MAAC building, you will be asked to end the call or step out until the call has been completed.

## **Drop Off Procedures**

The Mini MAAC requires parents to sign their children in using a complete signature and time of drop off when children arrive. Please make sure that your child's presence is acknowledged by the MAAC staff before leaving the program site. Children **MUST BE ACCOMPANIED** into the building by an adult and signed in.

## **Late Drop Off Time**

Drop off no later than 9am

## **Pick Up Procedures**

We require that children leaving the program site be signed out with a full signature and time of departure by an adult authorized to do so on the child's admission form.

All Parents/Authorized Persons picking up children will be required to sign children out in the MAIN OFFICE FIRST. Once Parents have signed children out, the room or House of the student will be notified the child is leaving. At that time the parent may go to that House and the child will be released. **NO CHILD WILL BE RELEASED TO A PARENT OR OTHER GUARDIAN UNTIL THE MAIN OFFICE HAS HAS CALLED THE HOUSE/CLASSROOM.**

**\*\*All houses/classrooms remain locked at all times and no entry is allowed unless cleared through the front office.**

Children will **not** be released to anyone except their parents/guardians or another authorized adult (18 years or older), unless other arrangements have been made in writing, by phone call from the parent/guardian, or the person's name is on the emergency pick up list on the admission form.

Children will not be released to anyone if they appear to be under the influence.

We ask parents to refrain from using their phones while on the property. Teachers or staff may need to talk to you about your child or other events.

## **Illness**

We understand children get sick, but it is our duty to keep the child to child transmission of illness and diseases at a minimum. Please do not allow your child to attend the Mini MAAC if any of the following occur:

- An axillary (armpit) temperature of 100 or higher
- Signs or symptoms of possible illness such as lethargy, unusual breathing, diarrhea, vomiting, undiagnosed rash, unusual behavior changes, or other signs of illness
- Diagnosed contagious disease such as but not limited to chicken pox, flu, strep throat, etc.
- If your child seems uncomfortable
- If an illness prevents the child from participating comfortably in activities including outdoor play or the illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children in care

Children who become ill during care will be made comfortable until the notified parent is able to pick up the child. We request be no longer than 30 minutes. It is our policy for the child to be picked up if he/she is running over 100 degree temp, is vomiting, has diarrhea, or if your child cannot comfortably participate in scheduled activities. Please keep your child at home until he/she is well and no longer poses a risk of infecting other children. The child must be free of fever (without the aid of medication) and symptoms for 24 hours before returning to the MAAC.

## **Food Allergies**

Any food allergy a child has must be listed on the admission form AND the Food Allergy and Anaphylaxis Emergency Care Plan must be filled out and signed by the child's physician and returned to the MAAC before the child will be admitted into care. Any medication such as Benadryl, prescribed meds or Epi Pen must be provided by the parent to be kept at the MAAC for the duration of the child's enrollment. These medications must be replaced by their expiration date which is to be monitored solely by the parents.

## **Emergencies**

In the event of an emergency, the MAAC staff will make every effort to contact the parent. If a parent cannot be reached, the staff will pursue emergency medical treatment in the child's best interest while continuing efforts to contact the parent or the emergency contact listed on the child's admission form.

Included on the registration form is an emergency information area that must be completed in full, signed by the parent/guardian, and returned to the MAAC prior to the child's attendance in the program. The information on this form will provide the MAAC staff with the child's current address, the parent's home and work phone numbers, and the names and phone numbers of at least 2 other local emergency contacts with addresses and relationship to the child. It is the parent's responsibility to keep the information on the child's emergency information form current. Please submit any changes on the emergency information form in writing to the Mini MAAC's office within 2 days of said changes.

## **Medications**

Mini MAAC WILL NOT dispense medications or give breathing treatments. Parents/guardians are more than welcome to come to the Mini MAAC to give your child his/her medication or breathing treatments. Please call the front office to make arrangements and set up times.

## **Lice Policy**

Mini MAAC policy is to send any child with lice and/or lice eggs home. Your child must be picked up within 30 minutes of the parent of being informed that they have been positively checked for Head Lice. That child may return to care only when they are free and clear of both lice eggs and living or dead lice for 24 hours.

The child will be checked upon return to the Mini MAAC, if eggs and or lice are found, they will not be permitted to stay in care.

If you find your child has lice while attending the MAAC Program, please notify us immediately that we may take measures to stop the spread and do not send your child into care until they have been treated and have been free from eggs and living or dead lice for at least 24 hours.

## **Meals**

Due to the lack of a commercial kitchen facility, Mini MAAC DOES NOT provide food services for children.

Therefore families must adhere to the following guidelines:

- Each child needs to arrive with lunch and at least one snack daily.
- Children may eat breakfast at Mini MAAC between 7am and 7:45am if provided by parents.
- Do not bring snacks or meals that require refrigeration and/or heating such as frozen dinners, hot pockets, burritos etc.
- If your child's meal/snack requires flatware, please send plasticware i.e. spoon or fork.
- Mini MAAC does not allow students to have sodas or candy as snacks, please do not send these items with your children.

\*\*\*Please identify any food allergies that your child has on his/her registration form and have the necessary paperwork filled out by the doctor. We reserve the right to refuse service to any child sustaining life threatening allergies to foods or other substances they may readily come into contact with at the MAAC facility.

THIS IS NOT A PEANUT FREE ZONE.

## **Children's Belongings**

Please make sure all your child's belongings are clearly marked and identifiable, such as backpacks, jackets, sweaters, books, nap mats etc. Please DO NOT send toys, electronic games and devices, special sports equipment, etc. with your child. The use of phones and other electronic devices is prohibited while in care at the Mini MAAC unless otherwise directed.

## **Dress Code**

Please dress children in cool attire appropriate for active indoor and outdoor play, marking all belongings clearly with your child's first and last name. Keep in mind that your child will have the opportunity to work with paints,

clay, glue, etc. For your child's safety and enjoyment on the playground, suitable footwear is encouraged. Girls must wear shorts under dresses and skirts.

## **Field Trips**

During the summer field trips are scheduled for the 4year old class. A field trip authorization area is on the registration form. Please be sure to sign this area if you want your child to participate in field trips. Our policy is for every child to have a Mini MAAC T-shirt purchased by the parent for these occasions. Field trips involving water activities and/or wading pools follow the guidelines found in sections 746.5001, 746.5013, 746.5015 of the Minimum Standards for Licensed child Cares and can be reviewed in the front office at any time.

## **Water Play**

The Mini MAAC schedules water activities during the summer for 4 year olds.. These activities will be on the calendar and posted on the White Board at least a week in advance. These activities include, but are not limited to, sprinkler play, water toys and water guns. All water play activities follow the guidelines found in section 746.5015 of the Minimum Standards for Licensed child Cares and can be reviewed in the front office at any time.

## **Sunscreen**

Sunscreen must be provided by the parents and labeled with the student's name. Sunscreen will be applied to the student by an instructor prior to water activities and prolonged outdoor activities.

## **Transportation Procedures**

All transporting of children for field trips will be done in MAAC vehicles. All children will be in an age appropriate car seat. All MAAC drivers are insured and trained in transportation safety.

## **Confidentiality**

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the MAAC. If this information is requested for other purposes, written consent from the parent will be requested in writing by the director.

# **Parent and Family Participation**

## **Communication**

The MAAC has always had an open door policy when it comes to parent communication. We welcome your questions and input. After all, these are YOUR children!!! In order to build a tight knit community, we offer several communication tools to our parents.

### **White Board**

As you walk in the MAAC, you will see a White Board hanging over the front desk. This is where we post the most relevant and up to date information for you and your kids. you can find holiday closures, field trips, theme days, party announcements, Tae Kwon Do Belt Test days and much more. Every Monday when you drop off or pick up your child, take out your phone and take a quick picture so you are sure NOT TO MISS ANYTHING!!!

### **Remind App**

This is the newest communication tool to hit the MAAC. You can text the MAAC with questions regarding your child. Also, the MAAC will send information regarding your child's behavior, payments, MAAC closures, and emergency situations through this app. Having this communication tool is crucial!

Here's how to get started:

- Know your child's Class Name
- Ask the Front Office for your Child's Class code

### **Email**

Sometimes you have a question, but don't have time to call, we completely understand! Send us an email and we will get back to you as soon as possible. Email us at [maackids@gmail.com](mailto:maackids@gmail.com) regarding payment issues, behavior

problems or any concerns you are having with your child. We will make sure the email gets to the proper staff member to handle the issue in a timely fashion to help you however we can!

### **Questions and Concerns**

Parents are encouraged to discuss any relevant matters concerning their children as it is helpful to the MAAC staff working with your child to be aware of any problems your child is experiencing at home or at school that may be affecting his/her behavior during care. Any questions or concerns about the Mini MAAC programs should be addressed with the Site Director. If you wish to see a copy of the Minimum Standards for Child Care, please see the staff at the front desk. You may also view inspection reports and Minimum Standards online at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

### **Notifications**

If your child's name is highlighted on the Sign In/Sign Out Sheet, you have a notice placed in the Parent Notes basket on the front desk. These notes may regard but are not limited to delinquent fees, children's behavior issues, belt test notifications, "Had a Good Day" reports, etc. Please check the White Board at the front desk for daily reminders and activity notifications.

### **Parent Conferences**

The MAAC wants parents to be involved in their children's care, therefore a minimum of 2 parent/director conferences per year are required for each family. Parents/guardians can schedule conferences at their convenience by calling the site director to schedule a meeting time during regular MAAC hours.

### **Parent Classroom Visits**

We encourage parental visits to the MAAC Attack and Samurai Summer Camp programs. Please make arrangements with the Site Director if you wish to visit at any time. When visiting your child's class, check in at the front office to receive your visitor's pass and enjoy a fun filled day observing your child learning, creating and just being a kid at the MAAC.

### **Family Activities**

The MAAC encourages family involvement and loves for parents/guardians to be a part of our activities held throughout the year. Activities such as field trips, Summer Splash Bash, and Christmas in July are great times for parents to volunteer. Other festivities such as our Halloween Carnival and Easter Egg Hunt are opportunities for the entire family of MAAC students to come and participate together in the fun and games. These events are posted a month or more in advance so families can make arrangements to take part in the festivities.

### **MAAC Evaluations**

The MAAC values input from parents and families. We want to know what you love about our program. But, we also want to know what improvements we can make to better serve MAAC students and families. Therefore, we have a biannual schedule for program evaluation. One is handed out mid May to evaluate the MAAC Attack After school Program, the other the week prior to the end of the Samurai Summer Camp for evaluation of that summer's program.

## **MAAC Employee Vaccination Policy**

The MAAC recognizes the Center for Disease Control's recommendation for the following vaccinations:

#### **Vaccine:**

Influenza  
Tetanus, Diphtheria, Pertussis  
Tetanus, Diphtheria  
Measles, Mumps, Rubella  
Chicken pox

#### **How Often:**

every flu season  
one time  
every 10 years  
one time  
one time series of two doses

The MAAC firmly believes in personal choice and religious freedom. Therefore no employee is required to receive any of the vaccinations to work at the MAAC if it conflicts with their reasons of conscience and/or their

religious beliefs (as stated in 744.2581 of the Minimum Standards for School-Age & After-School Programs.) Each employee is required to sign a form stating they have read and understand the CDC recommended vaccinations and will decide which, if any, vaccinations they feel are necessary for themselves. These statements will be kept in each employee's file.

**Procedures for protecting children and coworkers from exposure to communicable diseases are as follows:**

- An employee may not stay at work in direct contact of children if running a fever of 101 degrees or higher.
- An employee running a fever of 101 degrees or higher may not come to work in direct contact with the children until the fever has abated for at least 24 hours.
- Employees having respiratory issues, such as, but not limited to coughing, sneezing, runny nose, may be asked to wear a protective medical mask during work hours.
- Employees may be excluded from direct care or asked to go home if showing signs of illness.
- Employees with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care. Close contact would indicate wiping noses, mouths, opening snacks or beverages, helping with dressing and undressing.
- Hand washing is mandatory for all employees after eating, using the restroom, sneezing, wiping nose, participating in outdoor activities, cleaning, or handling any bodily fluids.

### **Reporting Child Abuse**

The Martial Arts and Athletic Center's MAAC Attack/SSC staff are required by law to report known or suspected instances of child abuse to the Department of Family and Protective Services. Abuse may be reported by contacting The Abuse and Neglect Hotline at 800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The local Child Care Licensing office is located at 3521 SW 15<sup>th</sup> Ave., Amarillo, TX 79102, 806-354-5307.

## **Mini MAAC Emergency Preparedness Plan**

It is impossible to foresee every type of emergency that could arise. But, the Mini MAAC has a plan in place for Evacuation, Relocation, Sheltering in Place, and Lockdown. Our goal, as always, is to provide the best care possible and give you peace of mind that we will do everything in our power to ensure the safety, protection and comfort of your children in the event of an emergency.

### **Evacuation**

Evacuation of the Mini MAAC means the children are moved from the building to a safe location within walking distance.

If the MAAC requires evacuation due to a situation such as, but not limited to, fire, explosion, flood, toxic fumes, or chemical spills, the children will be removed from the building through emergency exits to the designated Evacuation Location.

Students will be walked in groups to the designated Evacuation Location. Any children requiring special assistance will be paired with an instructor for escort during the evacuation. All groups will meet in the parking lot east of the MAAC building known as the **Evacuation Location**, within proximity to transportation.

Due to the fact that the Mini MAAC is comprised of 4 houses, our Evacuation Strategy is as follows:

- Houses 1 & 2 Evacuate to House # 4
- Houses 3 & 4 Evacuate to House # 1

If the building is deemed safe, students will be escorted back into the building, resuming normal activities. Child Pick-up will follow regular procedures.

If evacuation is prolonged beyond a time period deemed as reasonable, the students will be transported via MAAC vehicles to **Relocation Shelter A**. If there is a ban on vehicular travel or MAAC vehicles are not a viable solution for transporting students, students will be walked to **Relocation Shelter B**.

Parents will be notified of the designated Relocation Shelter via phone call from the Office Staff. As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check I.D.s against our Emergency Contact Information if needed.

### **Staff Responsibilities:**

- The Director or person in charge will notify Child Care Licensing and call 9-1-1 if necessary
- Office staff will collect the children's emergency information, medical authorizations, medications and emergency allergy kits.
- The General Manager will collect the MAAC Sign-In/Sign-Out sheet.
- General Manager and Director check building for students and staff before exiting.
- The Director or person in charge is responsible for making sure all students and staff are accounted for.
- All members of the staff will be assigned groups of children for which they are responsible once at the Relocation Shelter. Every effort will be made to ensure the children's physical, mental and emotional well-being until transferred to parents'/guardian's care. Activities including but not limited to partner games, sing-alongs, and story-telling.

### **Evacuation Location:**

Mini MAAC Houses  
House #1: Class Room A  
House #4: Front Room

### **Relocation Shelter A**

MAAC  
3820 Line Ave  
Amarillo, TX 79106

### **Relocation Shelter B**

Education Credit Union  
4400 I-40 Frontage Rd  
Amarillo, TX 79106

## **Relocation**

Relocation means the MAAC and the surrounding area has been deemed unsafe and requires relocating MAAC students and staff to a place of safety.

MAAC students will be transported via MAAC vehicles to **Relocation Shelter A**. If there is a ban on vehicular travel or MAAC vehicles are not a viable solution for transporting students, students will be walked to **Relocation Shelter B**.

Parents will be notified of the designated Relocation Shelter via phone call from the Office Staff. As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check their I.D.s against our Emergency Contact Information if needed.

### **Staff Responsibilities:**

- The Director or person in charge will notify Child Care Licensing and 9-1-1 if necessary
- Office staff will collect the children's emergency information, medical authorizations, medications and emergency allergy kits, and Student Check-In sheet.
- The General Manager will collect all vehicle keys, financial resources and computers.
- Office staff will notify the parents/guardians of the relocation and where to pick up students.
- General Manager and Director check building for students and staff before exiting.
- The Director or person in charge is responsible for making sure all students and staff are accounted for.

- All members of the staff will be assigned groups of children for which they are responsible once at the Relocation Shelter. Every effort will be made to ensure the children’s physical, mental and emotional well- being until transferred to parents’/guardian’s care. Activities including but not limited to partner games, sing-alongs, and story-telling.

**\*In the event of Relocation, normal childcare hours will cease and parents/guardians will need to pick children up as soon as possible.**

**Relocation Shelter A**

MAAC  
3820 Line Ave  
Amarillo, TX 79106

**Relocation Shelter B**

Education Credit Union  
4400 I-40 Frontage Rd  
Amarillo, TX 79106

**Sheltering**

Sheltering means the students and staff are moved to a safe location within the building in the event of a tornado or other severe weather event requiring emergency shelter.

All MAAC students will be moved to the innermost room of the building. Children will sit in protective postures, crouched kneeling position with hands protecting head, smaller children to larger children starting in the middle of the room. Children and staff will remain in shelter until given the all clear by the Director or person in charge.

If the building is undamaged and deemed safe, students will return to regular classes and Pick-up will resume as usual.

If the building is deemed unsafe, students will be transported via MAAC vehicles to **Relocation Shelter A**. If there is a ban on vehicular travel or MAAC vehicles are not a viable solution for transporting students, students will be walked to **Relocation Shelter B**.

In the event relocation is not an option, staff and students will shelter in place until emergency services arrive providing alternate shelter and/or transport.

Parents will be notified of the designated Relocation Shelter via phone call from the Office Staff. As Parents/Guardians arrive to pick up children, they will sign children out on the Sign-In/Sign-Out Sheet. This will be monitored by Office Staff who know the parents/guardians and can check their I.D.s against our Emergency Contact Information if needed.

**Relocation Shelter A**

MAAC  
3820 Line Ave  
Amarillo, TX 79106

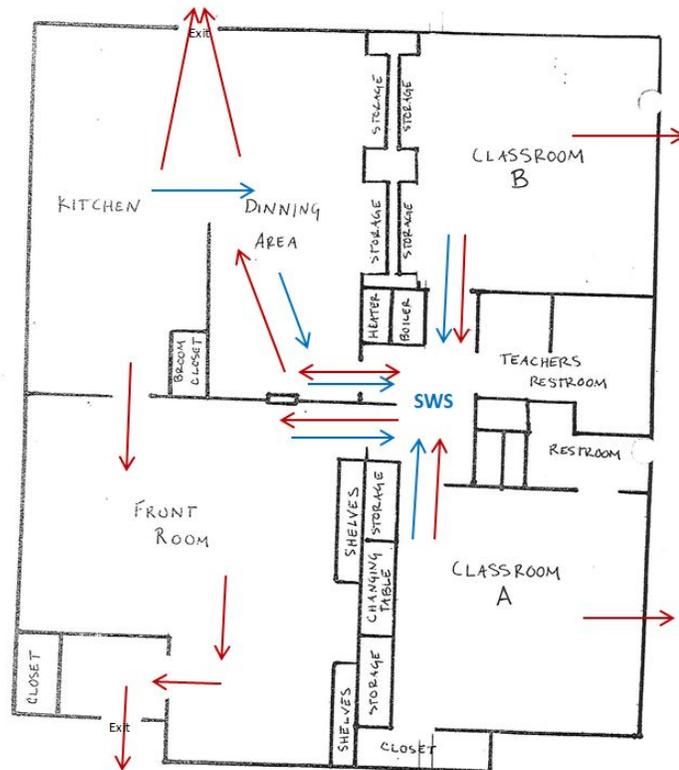
**Relocation Shelter B**

Education Credit Union  
4400 I-40 Frontage Rd.  
Amarillo, TX 79106

**Lockdown**

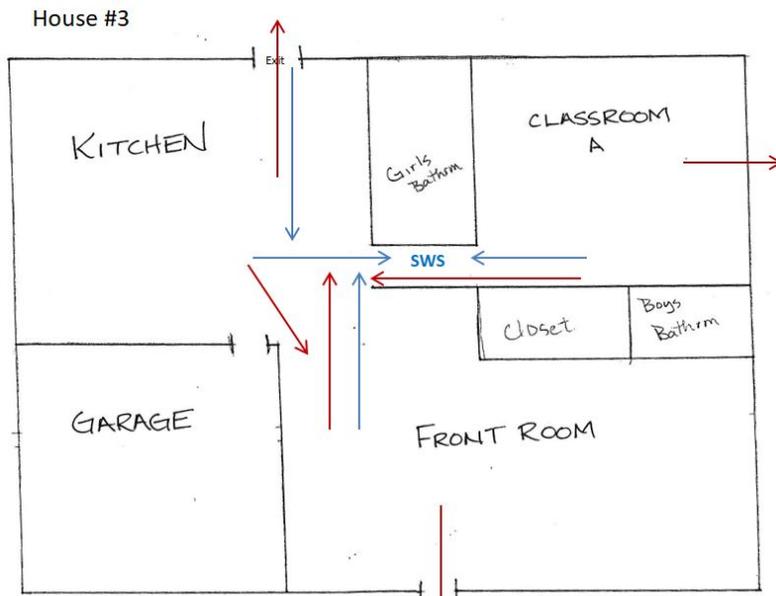
Lockdown occurs in the event of police notification that the surrounding area is threatened, such as but not limited to, escaped convict, volatile and/or dangerous person on premises or in area, communicable disease outbreak, or terrorist threat.



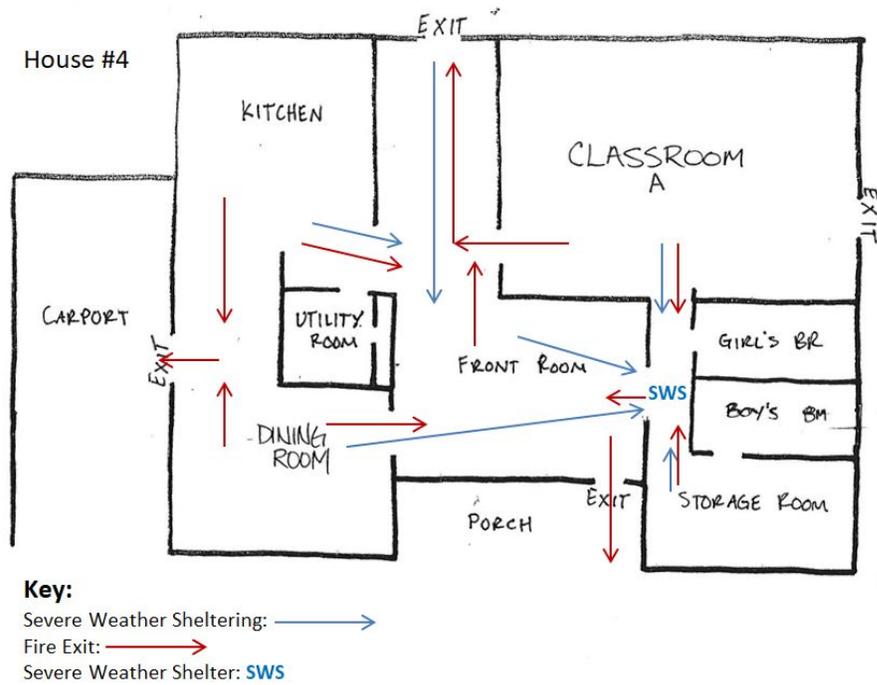


**House #2**

**Key:**  
 Severe Weather Sheltering: → (blue arrow)  
 Fire Exit: → (red arrow)  
 Severe Weather Shelter: SWS



**Key:**  
 Severe Weather Exit: → (blue arrow)  
 Fire Exit: → (red arrow)  
 Severe Weather Shelter: SWS

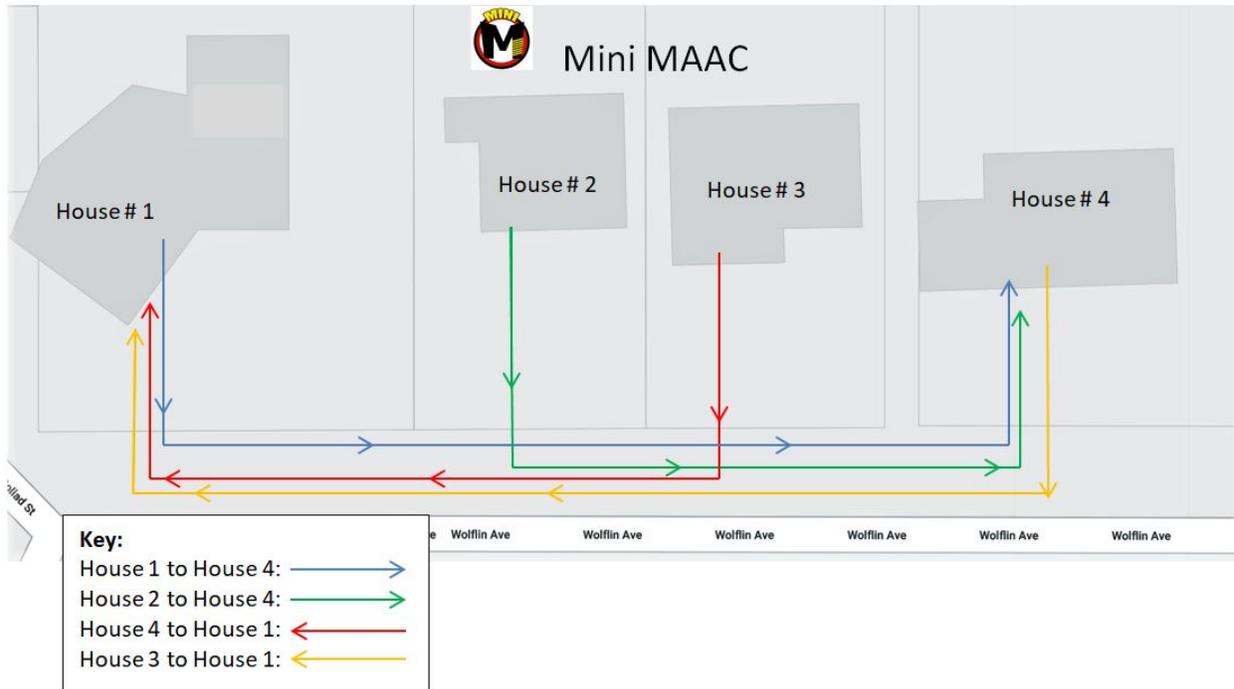


# Evacuation:

## Evacuation Location:

Mini MAAC Houses

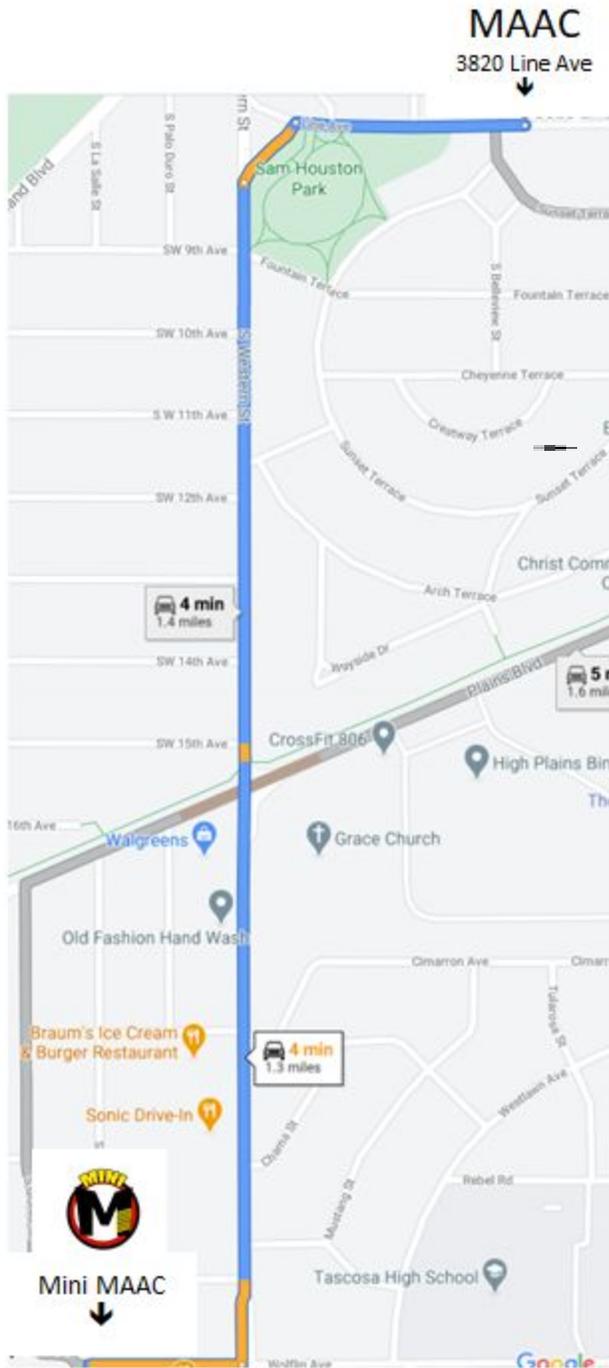
- Houses 1 & 2 Evacuate to House # 4
- Houses 3 & 4 Evacuate to House # 1



# Relocation Shelter A

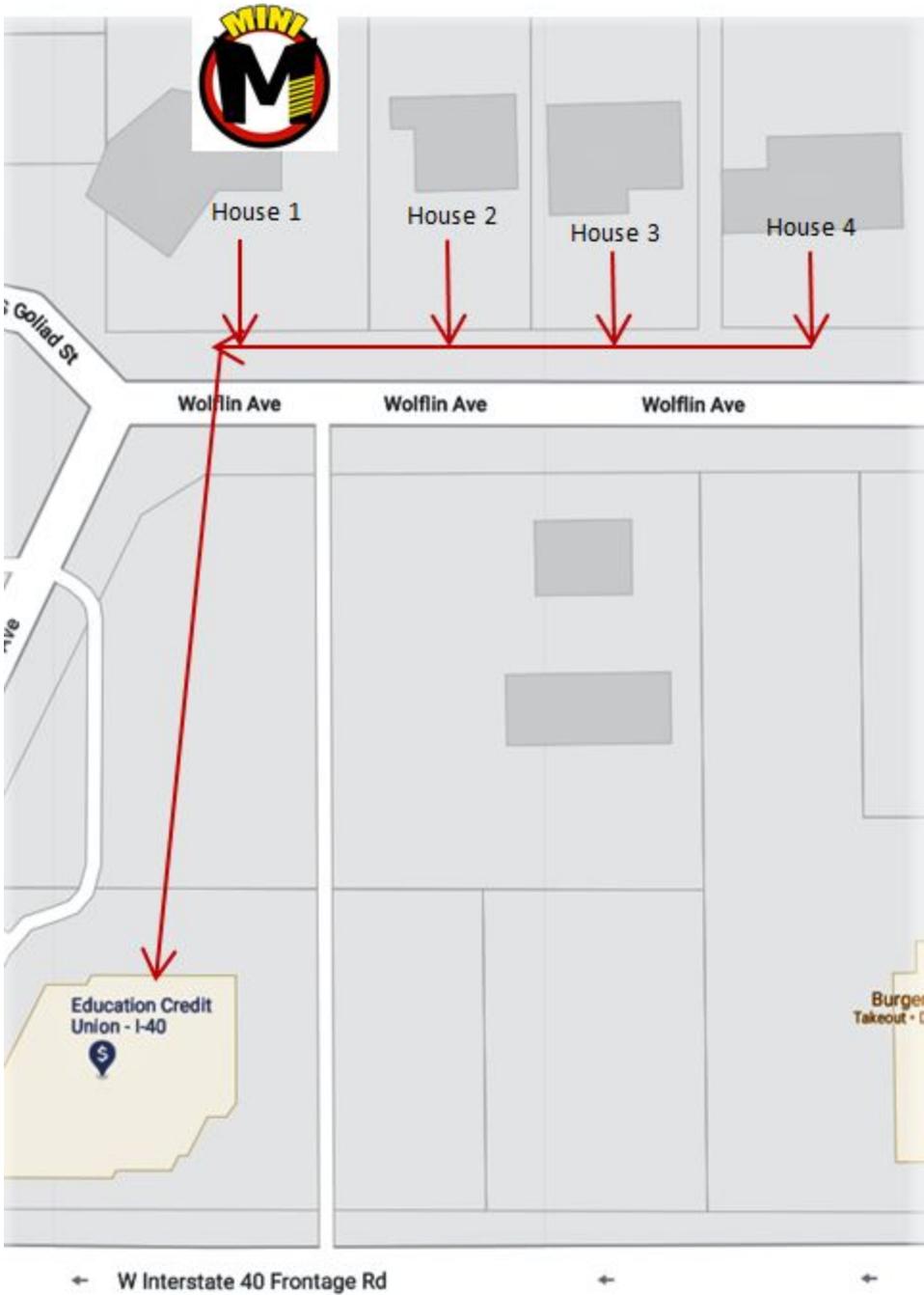
## Martial Arts & Athletic Center

3820 Line Avenue  
Amarillo, TX, 79106  
806-322-1080



# Relocation Shelter B

**Education Credit Union**  
4400 I-40 Frontage Rd  
Amarillo, TX 79106



# Parent Receipt of MAAC Parent Handbook and Policies

I \_\_\_\_\_ have received a copy of the MAAC's Parent and Family Handbook containing the following policies:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Mini MAAC Program</li> <li>Philosophy and Goals</li> <li>Curriculum</li> <li>Discipline               <ul style="list-style-type: none"> <li>Suspension and Termination of Care</li> </ul> </li> <li>Staff</li> <li>Days of Operation</li> <li>Holidays &amp; Closures</li> <li>Admission Process               <ul style="list-style-type: none"> <li>Orientation</li> <li>Admission Packet</li> </ul> </li> <li>Enrollment Policies               <ul style="list-style-type: none"> <li>Fee and Payments</li> <li>Refunds</li> <li>Withdrawing Your Child</li> <li>Termination of Services</li> <li>Vacations</li> <li>Absences</li> </ul> </li> <li>Drop Off and Pick up Procedures               <ul style="list-style-type: none"> <li>Parent Cell Phone Policy</li> <li>Child Drop-Off Procedures</li> <li>Late Drop Off Time</li> <li>Child Pick-up Procedures</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Illness               <ul style="list-style-type: none"> <li>Student Immunization/Vaccination Records</li> <li>Food Allergies</li> <li>Emergency</li> <li>Medication Policy</li> <li>Lice Policy</li> <li>Meals</li> <li>Children's Belongings</li> <li>Dress Code</li> <li>Field Trips</li> <li>Water Play</li> <li>Sunscreen</li> <li>Transportation Procedures</li> <li>Confidentiality</li> <li>Parent and Family Participation                   <ul style="list-style-type: none"> <li>Communication</li> <li>Parent Classroom Visits</li> <li>Family Activities</li> <li>MAAC Evaluations</li> </ul> </li> <li>Mini MAAC Employee Vaccination Policy</li> <li>Reporting Child Abuse</li> <li>Mini MAAC Emergency Preparedness Plan</li> </ul> </li> </ul> |
|--|---|

I have been given a tour of the facility, met staff and given the opportunity to ask questions relating to my child's care and the Mini MAAC's policies.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mini MAAC Staff Signature

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

\_\_\_\_\_  
Date