

# Welcome to the Tiger Martial Arts After School Program

**Transportation will be provided from your child's school to our facility. Please ensure that your child/children understand the regulations concerning safe bus conduct including remaining seated on the bus at all times.**

- Please make payments on Fridays prior to the start of the following week to ensure your child's participation. (If payment is not made by Wed, a late fee of \$5.00 per day will be added.)
- Monthly payments are due on the 1<sup>st</sup> of the month.
- Three (3) days is considered a full week otherwise a daily rate of \$25.00 per day will apply for the ASP Program and \$45.00 per day for full/out of school days.
- All payments should be made out to Tiger Martial Arts.
- There will be a \$30.00 charge for any returned checks.
- If your child is enrolled in Plan A, and he/she misses a full week during the scheduled school year, you are still responsible for your weekly payment, but you will be charged ½ price of your normal tuition.
- There will be no refund of any payments for missing/non attendance of the program.
- Belt testing, Tournaments, Tiger Nights, Camps and Special Events are available at an extra fee.
- There will be ample time for your child to enjoy his/her snack after school. Please, however, make sure that it is something that will keep throughout the school day.
- Soda and candy are not recommended due to the high sugar/caffeine content.
- In case, your child did not bring a snack, he/she may purchase a snack from our facility. (\$2.00 limit for students that do not have a snack charge account set up).
- Students must bring a clean uniform with their belt **EVERYDAY**. Parents please check to ensure that your child leaves with everything that they came with when you pick them up.
- Items left will be placed in Lost and Found, so please make sure to check daily for any items missing. The Lost and Found box will be donated to charity on a monthly basis. Tiger Martial Arts cannot be held responsible for any items that are left behind, damaged or stolen.
- Pick up time for the After School Program is no later than **6:00 pm**. However, we will grant a grace period of 15 minutes. There is a late pick up fee of \$5.00 for every 15 minutes over. Please be prepared to pay upon pickup. No exceptions!

**PARENT'S RESPONSIBILITY CHECKLIST:**

1. Notify teacher that your child is attending Tiger Martial Arts.
2. Notify the School Office that your child is to be in the line for "Tiger Martial Arts" bus.
3. **Call Tiger Martial Arts if your child will not be picked up that day.** (If for any reason that your child misses the bus, the transportation company cannot go back to the school to pick them up.) We will make all attempts to pick up your child in a timely manner.

**We will contact parents at their work/home/cell phone numbers if your child does not show up for the After School Program, and we have not been notified of their absence. Please make sure to notify us of any changes to the emergency contact numbers.**

We try very hard to accommodate your needs, but we must have guidelines to make everything run smoothly. Please help us to better serve all of our members.

Sincerely,  
The Staff at Tiger Martial Arts

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Parents Signature

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Print Name

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Date