



General Information

ENRICHMENT AFTER SCHOOL PROGRAM!!!

Dear Parents and Students,

Thank you for choosing Cata Martial Arts After School Program 2019-2020. We are very excited about the dynamic programs we have to offer, and we feel you will be as well. The After School Program is a fun, exciting, and challenging learning environment centered on the art of Tae Kwon Do. The After School Program will give your children a structured environment that will challenge them both mentally and physically.

Martial Arts offers a unique way to teach focus, discipline, confidence, respect for others, self-respect, commitment, concentration, peer-pressure skills, ability to follow directions, and proper etiquette. All of the above are necessary tools for our children to cope with an ever-changing world.

This handbook contains important information about our policies and will answer many of your questions. However, should any additional questions arise, please feel free to contact us at (954) 769-1899 or via email at j.garcia@catamartialarts.com. We believe ongoing communication with the parents is a key component to the success of this program and the growth of your child.

Thank you again for the time and the opportunity to satisfy your child's After School needs.

Best regards,

Jane Garcia
Senior Program Director
13900 Griffin Road
Southwest Ranches, FL 33330



AFTER SCHOOL PROGRAM MEDICAL HISTORY & ALLERGY FORM

Student Questionnaire

Student First Name:	Last Name:	Middle Initial:
Date of Birth:	Sex:	Grade Level:
Parent First Name:	Last Name:	
Address:		
City:	State:	Zip Code:
Best Phone:		Cell Phone:
Email:		

Medical Information

<p>Medical History</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Back Problems</p> <p><input type="checkbox"/> Diabetic</p> <p><input type="checkbox"/> Seizures</p> <p><input type="checkbox"/> High Blood Pressure</p> <p><input type="checkbox"/> Heart Conditions</p> <p><input type="checkbox"/> Shoulder/Elbow/Knee Injury</p> <p><input type="checkbox"/> None</p>	<p>Current Medications:</p> <p>_____</p> <p>_____</p> <p>Allergic Reactions:</p> <p>_____</p> <p>_____</p>	<p>Physical Limitations:</p> <p>_____</p> <p>_____</p> <p>Other:</p> <p>_____</p> <p>_____</p>
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<p>List for Food Allergic to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>List of Insects Allergic to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
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Comments:



Cata After School Program 2019-2020

Child Pick-Up Authorization Form

We understand that adults, other than parents and/or guardians, may pick up children. In order to protect your child, we are asking that you let us know, in advance, if you will have someone other than yourself picking your child up from our school. You may preauthorize adults by completing the information below.

Please let the authorized person know that photo identification may be required if a staff member is unfamiliar with them.

Student's name: _____ Grade: _____
(Last, First, Middle)

Parent/Guardian names: _____ Home phone: _____

Address: _____
(Street, City, State, Zip Code)

Father's work phone #: _____ Father's cell phone #: _____

Mother's work phone #: _____ Mother's cell phone #: _____

Authorized Person's Name _____ Relationship _____
(please print)

Authorized Person's Name _____ Relationship _____
(please print)

Authorized Person's Name _____ Relationship _____
(please print)

Authorized Person's Name _____ Relationship _____
(please print)

I authorize the above person(s) to pick up my child from Cata Martial Arts Southwest Ranches, and understand this permission will be in place until I communicate a change, in writing, to the school.

SIGNATURE _____

DATE _____



Cata After School Program Transportation Permission Slip

I hereby grant Cata Martial Arts permission to transport my child(ren) to and from the premises of Cata Martial Arts at The Master's Academy located at 13900 Griffin Rd, Southwest Ranches, FL 33330. This transportation includes Cata Martial Arts buses and private vehicles, to travel once OR more than once a week throughout the duration of the Cata After School Program.

As parent/legal guardian of _____, I grant
(Print Student's Name)

permission for him/her to participate in the fieldtrip described below.

_____ I give my student permission to ride with the team on a private bus, or comparable transportation, under the supervision of administrators, faculty, or staff.

_____ I give my student permission to ride with the team on public transportation under the supervision of administrators, faculty, or staff.

_____ I give my student permission to ride in a vehicle driven by administrators, faculty, or staff.

Emergency Contact: _____ Phone: _____
(please print)

Emergency Contact: _____ Phone: _____
(please print)

***Please attach a copy of your insurance card front and back.**

Signature of Parent/Guardian

Date

Best Phone # _____

13900 Griffin Road
Southwest Ranches, FL 33330
954-769-1899
j.garcia@catamartialarts.com



Recurring Payment Authorization Form

Schedule your payment to be automatically charged to your Visa, MasterCard, American Express or Discover Card. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient
- Your payment is always on time, eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to credit card. You will be charged the amount of your corresponding weekly rate each Monday of the week your kid/kids participate in camp. A receipt for each payment will be emailed to you and the charge will appear on your Credit Card statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. PLEASE PRINT ALL FIELDS NEATLY.

Please complete the information below:

I _____ authorize Cata Martial Arts to charge my credit card
(full name)

weekly rates on Monday of each week we attend the Cata After School Program.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Checking Info


Checking Savings

Name On Account _____

Bank Name _____

Bank Routing # _____

Account Number _____



Credit Card info (Optional)

Visa MasterCard

Amex Discover

Cardholder Name _____

Account Number _____

Exp. Date _____

NOTE: FOR CREDIT CARD TRANSACTIONS A 4% CONVENIENCE FEE WILL BE ADDED.

SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Cata Martial Arts in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Cata Martial Arts may at its discretion attempt to process the charge again within 2 days, and agree to an additional \$20.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized



user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

Release and Waiver of Liability

I, the undersigned, hereby waive all claims against any and all persons associated with CATA Martial Arts. I understand that my child(ren) is participating in Martial Arts during After School, which has body contact and risk for bodily injury. I assume full responsibility for all his/her actions during and connected to the above organization. I understand the risk of participating in this form of sports program and hereby release CATA Martial Arts, and all of its agents, employees and associates of and from any and all liability, claims, demands, actions, medical bills, and causes of action whatsoever arising out of or relating to any negligent or other act or omission, and/or any loss, damage, or injury, including death, that may be sustained by the undersigned or any property of the undersigned in participating in this form of sports program. I, the undersigned also state that my child(ren) is in good physical condition and know of no reason why he/she cannot participate in Martial Arts. I understand that in case of emergency, I hereby authorize any licensed medical personnel to perform any accepted medical assistance deemed necessary and I agree to bear the expense of any such treatment. As additional consideration for the CATA Martial Arts After School Program, I agree that my child's attendance and/or performance at the facility and abroad at events and such may be photographed, filmed and/or taped and used by Cata Martial Arts for marketing purposes such as social media, Facebook, web content, publicity, copyright purposes, illustration, and advertising. I authorize the use of my child's image and I waive any compensation thereof – even if I discontinue my affiliation with CATA Martial Arts or CATA Martial Arts After School Program. I acknowledge that I would like to receive correspondence from the school via telephone, mail, and email. I, the undersigned, being duly aware of the risks and hazards inherent upon participating in Martial Arts agree to all its rules, terms, and conditions. I acknowledge that I have received a copy of the CATA Martial Arts rules and parent handbook, have read them, understand them, and agree to honor and obey them. I understand that disobeying the rules may, at the staff's discretion, result in my child's suspension or expulsion from the CATA Martial Arts After School Program and that I will not be entitled to a refund and if expelled must pay the remainder of my reserved weeks. In signing the foregoing release, the undersigned hereby acknowledges and represents: that he/she has read the foregoing release, understands it and signs it voluntarily; that he/she is over 18 years of age and of sound mind. If under 18, parent/legal guardian in signing this release agrees to all its terms and conditions.

Print Name: _____

Date: _____

Parent/Guardian Name: _____

Date: _____



LOSS/DAMAGE OR THEFT OF PROPERTY: CATA, its officers, employees, directors, agents, and owners are not responsible for any personal property which is damaged, lost, stolen, or converted in or about its premises or at any other facility or transportation equipment used by CATA. Please leave any items you consider valuable at home.

In consideration for CATA providing its services in the training of my child in the martial arts and being made aware that martial arts is a highly dangerous activity, I hereby release CATA, its members, management, agents, owners and employees from all actions, causes of action, damages, claims or demands which I, my heirs, executors, administrators or assigns may have against all of the above named/described parties for all injuries, known or unknown, which _____

(name of child or adult)

has or may incur by participating in the activities provided for in this membership, after school, or camp program.

_____ Date: _____



Parent Handbook Acknowledgement

I have read the following parent handbook and I understand that I have to follow all aspects of the manual

StudentsName(s): _____

Topic	Initial	Topic	Initial
General Information	_____	Hours of Operation	_____
Holidays	_____	T-shirt Policy	_____
Forms and Paperwork	_____	Registration Fee	_____
Tax Notice	_____	Late Pick-up Fees	_____
Returned Checks	_____	Medication	_____
Clothing & Personals	_____	Arrival & Departure	_____
Transportation	_____	Illness	_____
Emergency Drills	_____	Field Trips	_____
Activity Information	_____	Etiquette Training	_____
CMASC Not a Day Care	_____	Medical Release	_____
Transportation Release	_____	Media Release	_____

SIGNATURE _____

DATE _____



PARENT'S COPY

Hours of Operation

After School Program 2:00PM to 6:00PM Monday thru Friday

Holidays

Labor Day - **CLOSED**
Veteran's Day – **CLOSED**
Thanksgiving Day & Black Friday - **CLOSED**
Christmas Eve & Day – **CLOSED**
New Year's Eve & Day - **CLOSED**
Memorial Day - **CLOSED**
Independence Day - **CLOSED**

Tax Statements

It is your responsibility to keep all financial records. Our tax will be provided upon written request. With Your records and our tax ID #, you will be able to file your deductions properly.

Forms and Paperwork

Cata Martial Arts After School Program must have all necessary forms completed, fees paid and on file, before the student will be admitted. This will ensure that there are no misunderstandings, and that we have all necessary information to ensure your child's safety. Please keep all information up to date, and notify us of any changes of address or phone numbers at home and work in writing as soon as they occur.

Registration Fee

All registration fees are due at the time of After School Care enrollment. The registration fee secures your weekly reservations during the school year. We cannot hold your position without paperwork and registration. WE ARE NOT A DAY CARE CENTER; we are a Professional Black Belt Leadership Academy that provides professional development to children and families.

REGISTRATION/TUITION FEES ARE NON-REFUNDABLE



PARENT'S COPY

Tuition and Fees

Cata Martial Arts After School Program operates on a budget, just like every other business. We count on receiving payments on-time to ensure we satisfy our obligations and provide the quality instruction and service that our clients are accustomed to. For that reason, we have established a policy concerning payment and tuition fees.

The fees for the After School Program are for each of the weeks you have reserved, whether your child comes zero or all five days during the week, the weekly fee must be paid. Should you wish to cancel a week you reserved for your child, a one-week written notice is required. Should this notice not be given, you will be responsible for the weeks that you reserved. Please notify one of the Directors in the form of a written letter only. We staff according to the total amount of students enrolled; for this reason we DO NOT pro-rate tuition.

Note: Parents that are sharing the cost of After Care, we will not be accepting split payments for your child(ren).

Late Pick-Up Fees

It is necessary for children to be picked up on time. Parents who pick up their children after 6:00 PM will be charged a late fee of \$15 per every 15 minute slot, according to our clock. Payment will be due at the time of pick-up.

Returned Checks

There will be a \$35 charge for all returned checks. Returned checks must be paid along with NSF fees within 7 days of the insufficient draft. If payment is not received within 7 days, your spot will be forfeited and you will be responsible for any additional weeks reserved.

Clothing and Personal Belongings

Each student will be solely responsible for his or her personal belongings. In addition, girls with long hair need to have a ponytail band to pull their hair up during TKD class. Girls should not wear skirts to After School. Students should bring in a spare change of clothes daily in case of emergency such as drink spills, etc.

Students should keep personal items at home. Should a student bring personal items, Cata Martial Arts is not responsible for these items. Although electronics are allowed on a daily basis, please be advised that there is a high risk of damage or loss. We are not



responsible for the items that the children bring. In addition, all items should be personally marked with your child's name.

PARENT'S COPY

Cata Martial Arts After School Program has a temporary Lost & Found. This is the best place to look for lost items. Please label any and all clothing, backpacks, including underwear and uniform. This enables lost items to be returned to their rightful owner. Should you need to go through the lost and found, please take the time to put the items back in the bag, bin, or box.

Arrival and Departure

On the days they have Martial Arts please do not pick them up until their classes are over unless there are specific reasons. To maximize the results for your child they should remain until the day activities are completed. Martial Arts training is a key part of our program, and we want to see every child receive as much training as possible. Should there be extenuating circumstances please call us on the phone, and we will try to accommodate you. Cata Martial Arts is not responsible for custody arrangements. If there is a court order that for any reason affects our interaction with your child(ren), please bring us a copy of the court order, and we will put it in your child(s) folder and will follow it to the letter. Parents, we only allow adults 18 and over to pick up your child.

Illness

Your child's health is of great importance. If your child becomes ill while at After School, you will be notified to pick them up. This needs to be done within one hour from time of notification. Please make sure we have updated information on how to get in touch with you at all times. **No child may attend Cata Martial Arts After School with a fever, any open or draining wounds, or draining ears.** If any rash is present, you must speak with one of the senior staff members, a doctor's note may be required before we allow them to attend. We frown upon "sneaking" a sick child into camp.

Transportation

We will be transporting your child from school to after care. The drivers will take every precaution in transporting your child. Each child will be instructed as to the rules of the bus and will be expected to follow them. Failure to comply may result in your child's expulsion from the after school program. If this occurs, you will not be eligible for any refund.



PARENT'S COPY

Medication

A written statement from the physician must accompany all prescription medications. **WE DO NOT ADMINISTER MEDICATION.** If your child cannot administer his/her own medication, a parent or qualified professional will be allowed to come and administer the medication for him/her.

Emergency Drills

Emergency drills are held periodically to teach your child evacuation procedures. We have exit plans located in the building to help the children remember the safest exit route in case of an emergency.

Field Trips

Field trips are planned for Weekly and Day Camps. These trip expenses are included in the Camp tuition. Children who misbehave to the extent of requiring extensive staff attention will not be allowed to attend future field trips. Children who lose their field trip privileges because of behavior, sickness, etc. will not receive any type of refund or pro-rate of tuition.

Your child must have his/her Cata Camp T-shirt on when coming to camp on field trip days. Cata Martial Arts staff will not accept any child on field trip days without their shirt. **NO EXCEPTIONS WILL BE MADE!!!** If you have forgotten your child's shirt you may return home (with your child) to retrieve it. Otherwise, we will give you one and you will be billed \$15.90. This is non-negotiable. You may not return the shirt for any reason for refund even if the shirt is not the right fit. The T-shirt gives us a unified color to recognize when out of the facility, which may be the difference between losing/finding a child and we will be strict with this matter for obvious safety reasons.

Food

Parents, you need to pack a balanced and nutritional lunch, please do not give children Mayo, Milk, Sweets or Soda; these are unacceptable, especially for field trips. Children fare better in the heat eating a sandwich, nutritional chips, fruit and plenty of water. No canned energy drinks except Gatorade or Power Aid. We would prefer flavored water to Gatorade or Power Aid, much less sugar. Parents, if you forget to send lunch for your child, we will bill you \$15 and lunch will be provided as a one-time courtesy.



Do not pack items containing nut products (peanuts, soy, etc.) as these are allergens to some of our campers and potentially life-threatening.

PARENT'S COPY

Injuries

Cata Martial Arts After School makes every effort to prevent childhood accidents during training and sports activities, but injuries are a normal part of growth and development. Parents are responsible for medical bills that may arise from accidents. We will notify you in the event of illness or accident and specify if we had to call for assistance from Emergency Services. For this reason it is important to keep your records updated at all times, with current phone number. Please make sure that if your child is allergic to plants, animals, insects, food, or drinks of any kind, this information is listed in the medical section.

We do not immediately notify parents of minor injuries such as cuts and bruises. We will only notify you if we feel medical attention is needed, or if Emergency Services has been called. We will, however, make you aware of any minor injuries upon pickup.

Etiquette

Part of the Martial Arts training the children receive is etiquette training. Due to this training, we have specific rules that must be followed by students, families and guests. Please do not bring chewing gum or candy to after school. Please come with running shoes, no open toed shoes or sandals allowed. There will be no food or drink allowed outside of snacks and lunch.



BUS RULES

Students must follow these rules for their safety. Parents please ensure you take the time to review these rules with your child:

1. Students must be at bus stop on time. Students should be at the bus stop at least 5 minutes before bus arrives. Bus operates on a fixed schedule.
2. While waiting at the bus stop, students must wait on sidewalk, driveway, or as far off of traveled portion of the road as possible.
3. Students must wait in an orderly manner and wait until bus comes to complete stop before approaching the bus.
4. Exercise good manners, caution, and consideration for other people. NO RUNNING, NO STANDING, NO EATING, NO CHEWING GUM, or NO DRINKING while in the van.
5. Keep the aisle and exits clear.
6. Place backpacks and other gear on your lap.
7. Remain seated until the bus comes to a complete stop.
8. Avoid loud talking, confusion, or anything else that might distract the driver.
9. Never sit in the driver's seat or interfere with the driver in any manner.
10. Keep quiet near railroad tracks so the driver can listen for trains.
11. Keep head, arms, and body inside the bus.
12. Do not throw objects inside the bus or out of the bus.
13. Refrain from defacing or damaging the bus and always assist in keeping it clean. Students will be expected to pay for any damage or vandalism of the bus, seats, or any other equipment.
14. All students must be safely seated, facing forward, feet on the floor.
15. In general, all students riding a school bus will observe classroom conduct.
16. The emergency door and exit controls may be used only during supervised drills or actual emergencies.

Sincerely,



CMA Staff