

MUSCLES AND MINDS™ PARENT'S HANDBOOK AND APPLICATION

"A program designed to enrich and balance the lives of children by offering daily physical fitness and supplemental academic lessons to foster and support a lifelong interest in learning and healthy habits."

SCHEDULE OF ENRICHMENT WORKSHOPS

A NOTE ABOUT THE SCHEDULE:

This is a "flowing" schedule, and not precise. The times are approximate. We begin our program once the children arrive. If you are transporting your child for the single class, children need to be dropped off and picked up on time. They should arrive dressed in their uniform.

Classes are subject to change through-out the year. If we do not have adequate enrollment, we will either drop the class or put another one in its place. Please note, we have extended our day to 6:00PM. We have reduced our fee for those attending two classes per day. Judo and TaeKwonDo participants are required to attend both days, in order to make strides in these programs. If you'd prefer to just attend one-day per week, Wednesday (Art only) and Friday (Gardening/Cooking) are good choices for single day enrollment.

MONDAY

4:00 - 5:00PM JUDO The Olympic Sport of Judo includes holds, throws, grappling, and conditioning taught by national and world-class athletes from Mike's Dojo. Students learn practical competitive and self-defense skills, improve fitness levels, and focus energy with discipline and respect. A great opportunity for both boys and girls!

5:00 - 6:00PM A-HA MOMENTS! An "Academic High Achievement (AHA)" class organizes school work for the week ahead. Methods and techniques to accomplish assignments (outlines/timelines), learn math skills/strategies ("tricks of the trade"), thinking/analytical games, group problem solving, science fair preparation, exam study skills, and creative journaling... all to work toward the individualized goal of achieving academic excellence. A light bulb moment awaits our children!

TUESDAY

4:00 - 5:00PM TAE KWON DO (TKD) TKD is the most widely practiced martial arts form, as well as, an Olympic sport. Class begins with a warm-up (jogging, traversing, stretching/conditioning). Next we follow the official Kukkiwon curriculum: punching, kicking, blocking, stances, forms, and self-defense moves. We close with calming meditation. The lower level belts are dismissed at 4:45 PM to change attire, and the higher belts remain in practice to work on advanced skills and forms. They are dismissed at 5:00 PM.

5:00 - 6:00PM VISUAL AND WORLD LANGUAGES American Sign Language, used to communicate with the Deaf, is our first series. ASL is fun - and the children pick it up quickly! This is a great way to break down barriers and easily make friends in the deaf community. Portuguese, which is spoken in many countries, will follow. We will study the language, music, dance, games, food, and geography of the world languages...we even "skype" to practice our lessons!

WEDNESDAY

4:00 - 6:00PM **CRAZY CREATIVE ARTS** is a two-hour program filled with fabulous projects to inspire and develop your child’s imaginative and artistic side! All types of art including painting and drawing, mask-making, beading, fiber art, clay-work, collages, paper mache, kite, costume and mobile making are some examples of the types of projects we will make.

4:00 - 5:00PM **JUDO** same as Monday, followed by joining the Art class.

THURSDAY

4:00 - 5:00PM **TAE KWON DO** same as Tuesday.

5:00 - 6:00PM **PRACTICAL LIFE SKILLS** A specialist joins us to learn social etiquette, making friends, manners, working out differences and problem solving. Then Ms. Dianne will instruct children in sewing, laundry sorting, ironing, folding clothes, setting the table, introductions, answering the phone and taking messages, shaking hands, and writing thank you notes. You will love the results! (We may also repeat our fishing class with Mass Fish and Wildlife, and add woodworking.)

FRIDAY

4:00 - 6:00PM **GARDENING** with URI Master Gardeners to plant, compost, harvest, weigh and measure, and finally, package our organic produce for the Rehoboth Food Pantry. This is a hands-on community service project for the kids - an opportunity to be an important contributor, helping others! Along the way, they learn all about gardening from experts! This class is done during the fall and spring.

4:00 - 6:00PM **COOKING AND BAKING** This class is a big hit every year! This class is taught by culinary nutrition students at Johnson and Wales University. Meal planning, healthy nutrition lessons, simple preparation skills, table etiquette, cleaning up...and the opportunity to try new foods! Note: We participate in sports and games while we are waiting for our food to cook/bake.



SATURDAY *(separate fee chart applies – see p.10)*

9:00 - 9:40AM **TEENIE WEENIE TAE KWON DO** for 3 to 5 year olds. Our youngest students learn basic skills, coordination, balance, self-control, respect, following direction, and group responses. A gentle, methodical introduction to martial arts, filled with plenty of fun and games!

10:00 - 10:45AM **MARTIAL ARTS SAMPLER CLASS** for 6 to 10 year olds. TaeKwonDo (Korean), Muay Thai (Thailand) and Judo (Japan) - we may also offer Yoga and meditation, periodically.

No belt testing or forms will be done. Just martial arts for fun and fitness!

ENROLLMENT POLICIES, RULES & REGULATIONS

1. Schedule:

- We have two semesters:
 - I. September (first day of school) through the end of January
 - II. February 1st through the end of June (last day of school)
- Schedule is set and registrations are made by the semester. There are no make-ups or exchanges for missed days. Please understand staff ratios/schedules are based on our enrollee numbers.

2. Registration:

- Completed application (pp. 5-10) and payment is due upon enrollment. You may pay for the semester in full at the beginning of the semester, or in two equal payments, one due on enrollment, the balance due November 1st (for Semester I). The enrollment fee for Semester II is due by February 1st (first payment), and the balance is due by April 1st.
- Application must be complete, including medical clearance form (p. 9) with immunizations record, or equivalent school health form. Refer to checklist on p. 11.
- Acceptance: Space is limited. It is recommended that new children/parents visit our facility as part of the application process. Financial payment must be presented and cleared before your child may attend.
- Change in Enrollment Status: There is a two-week window of opportunity to *cancel* or *drop* the number of days in which your child is enrolled. You will only be responsible for the days your child has attended during those two weeks, and the non-refundable registration fee, should your child withdraw. *After two weeks, you will be responsible for the days signed-up for through the end of the semester and the registration fee, even if your child withdraws or is dismissed, regardless of your payment plan.*
- Extensions *but not refunds* will be given for serious medical situations. In this case, an attending physician's statement is required. You may be allowed to *add* or *switch* days, if space allows to make up for medically-excused days.

3. Fees for After-school (Monday through Friday) Workshops:

- An Annual Registration Fee of \$89.00 is required from all enrollees (max. of \$178/family).
- Enrollment Fees are based on a per semester rate.

Extra Fees:

- Martial Arts classes require a special uniform appropriate to each style. Judo uniform prices are approximately \$35.00 (based on size) and TaeKwonDo uniforms are \$25.00.
- TaeKwonDo registration includes \$50.00 belt test fee (one per semester).
- Late pickup fee: Pickup time is 6:00PM. \$15.00/fee is assessed for every fifteen-minute block past 6:00PM. This will be added to your next itemized invoice.
- Late payment fee: A \$20/week late fee will be added to the bill for any check received after the due date (fee based on date check received, not on date of check).
- Returned check fee: A \$20.00 fee is charged for any returned check.

4. Transportation Plan to the Studio:

- Children are expected to arrive and be picked up on time, if you are transporting them. If children are arriving by bus, please make arrangements directly with the school so that you comply with the new bus policy.

5. Pick-up Procedure:

- Pick-up time is 5:45-6:00PM.* A late fee applies past 6:00PM.
- Authorized pick-up persons (to be specified on p. 7 of application) must sign out the child each day. We will ask for a photo ID, and keep a photocopy in our file for future reference, for all authorized pick-up persons. Children may not meet parents/guardian in the parking lot.
- Any other transportation requests must be stated in writing for the child's file.
- Siblings must be by parent's side during this time and may not roam into the class areas.
- We ask that all who enter cleanse their hands with antiseptic gel available at the front desk.
- Please do not park directly in front of the entrance for safety reasons.

6. Absence:

- Please call us if your child is not coming as planned.
- We will do our best to call you if your child does not arrive as scheduled. For this reason, we must have several reliable phone numbers.
- There are no make-ups or exchanges for missed days.
- Illness:** Children may not attend if they have:
 - an elevated temperature (99.8 F or higher)
 - a suspicious rash
 - persistent cough or sore throat
 - sore eyes or ears with discharge
 - upset stomach, diarrhea, or vomiting within the past twenty-four hours
 - contagious illness (strep, bronchitis, head lice, fifth disease, conjunctivitis, etc.)
- A CHILD MAY BE EXCUSED FROM CLASS PARTICIPATION WITH AN EMAIL, CALL, OR WRITTEN NOTE FROM PARENTS OR SCHOOL NURSE.**

7. Closings/Early Release:

- SNOW DAYS** - We are CLOSED when school is cancelled due to weather conditions.
- UNSCHEDULED EARLY RELEASE DAYS** – If school is closing early due to weather conditions or emergency situation, we will be CLOSED. **CHILDREN SHOULD GO DIRECTLY HOME. PLAN AHEAD FOR THIS CONTINGENCY.**
- SCHEDULED EARLY RELEASE DAYS** – We are OPEN on scheduled early release days. Children from Elementary school arrive at approximately 12:30PM. Pickup time is 3:00 PM. Please be on time. *NEW 2010/2011 – We will do a full, extended day to 6:00PM if we have enough children. Additional fee of \$25.00 would apply. We will use this time to visit the Police or Fire Station (your written or verbal permission is required) or have a guest speaker / special event.*
- NATIONAL HOLIDAYS and SCHOOL VACATIONS** - We are CLOSED on all national holidays and school vacations.
- There are no make-ups for missed days.

8. What To Wear

TaeKwonDo Uniform	= \$25.00
Judo Uniform	= \$35.00 (approximately)
Muscles and Minds T-shirt (optional)	= \$18.00
TaeKwonDo Belt Test	= \$50.00 per Test (One test per semester, fee is added into your semester invoice.)

- Street shoes, boots or everyday sneakers are not permitted on the training floor.
- A second set of clothing, kept at the studio, is recommended. We are not responsible for any

- lost or misplaced items.
- All items must be labeled with child's name and are kept in their personal bin.
- Children must keep their bins neat and fold/hang-up clothes.

9. Communication:

- You will receive periodic emails to inform you about our activities, schedule, policies, and important information. You may request a conference with us at any time. We are always available and interested in speaking with parents/guardians.

10. Positive Discipline Policy:

- Children are guided with "pro-social" behavior using positive techniques - clearly explaining what kind of change in behavior we need to see and why. Problem solving, enlisting the child's thought process, conflict resolution, re-direction and separation from the situation are used.
- If a child's behavior is overly disruptive, is not corrected, or presents a danger to other children or the staff, parents will be called and the child will need to go home.
- Under no circumstances will corporal punishment, verbal or emotional abuse or humiliation be used by any staff member. We will continuously reinforce, praise, and reward positive behavior in our community setting.
- Children enrolled in the program are expected to be polite and respectful to instructors, parents, other children, guests, and to have a positive attitude. We expect children to behave as they would if parents or school administrators were watching.
- WE ALSO EXPECT PARENTS TO PREPARE YOUR CHILD FOR THESE "ACCEPTABLE BEHAVIOR" REQUIREMENTS PRIOR TO ENROLLING YOUR CHILD.** He/she must be "on board" with our goals and behavior rules (see p. 6).
- Parents/guardians are welcome to observe at any time.

11. Non-Discrimination Policy:

- Fitness Mom Studio welcomes diversity through our doors. We do not discriminate on the basis of race, gender, religion, cultural heritage, political beliefs, marital status, disability, sexual preference, or national origin.

12. Additional Information:

- Healthy snack is certified by Registered Dietician. Studio is certified in safe food practices.
- All children are encouraged to stay hydrated (water is always available) and are encouraged to keep hands sanitized (antiseptic gel).
- Our staff members are certified teachers and instructors in their specialty. All are MA CORI background checked and trained in CPR.
- We maintain a 6:1 student to staff ratio.
- We are an "electronic-free" environment.

I have read, understand, and agree to all the above-stated *Enrollment Policies, Rules and Regulations* of Fitness Mom Studio. I understand that in enrolling my child, I am authorizing a full-semester commitment and am responsible for all associated fees for the semester.

Print full name

Signature

Date

A COPY OF THIS AGREEMENT WILL BE GIVEN TO PARENTS/GUARDIANS. PLEASE RETAIN FOR YOUR REFERENCE.

MY BEHAVIOR GOALS

By enrolling in the Muscles and Minds Afterschool Program, I understand I am expected to be on my best behavior while there, and to be polite and respectful at all times to the other children, to my instructors and to the other caregivers. At Muscles and Minds, we do not push, climb on or misuse equipment, use “potty talk” or foul language, tease or taunt, bully, or “gang up”. We are nice to each other.

I understand participation in this program is a privilege and I appreciate the opportunity and responsibility with which my parents and the Studio teachers are entrusting me.

CHILD SHOULD PRINT NAME HERE

DATE

APPLICATION

Name of Child _____

Age ____ Gender ____ Grade Entering ____ Teacher (if known) _____

Parent/Guardian's Name and Address

Home/Work/Cell Numbers
E-mail

Parent/Guardian's Name and Address

Home/Work/Cell Numbers
E-mail

_____ (Initial) **FITNESS PARTICIPATION WAIVER**

By signing the document below, I acknowledge that I have been informed of the need to obtain a physician's examination and approval prior to beginning the exercise program. I fully understand that the program is highly strenuous and choose to participate completely voluntarily. I accept all responsibility for my health and any resultant injury or mishap that may affect my well being or health in any way. I hold harmless of any responsibility the instructor, the facility, or any persons involved in this program.

_____ (Initial) **PARENT/GUARDIAN AGREEMENT TO ABIDE**

I have read and agree to the *Enrollment Policies, Rules and Regulations* (pages 3-5 of this package) of Fitness Mom Studio, including fees and cancellation policies. I understand that in enrolling my child, I am authorizing a full-semester commitment and am responsible for all associated enrollment fees for the semester.

PHOTOGRAPH RELEASE WAIVER:

Please check and initial one below:

_____ (Initial) I grant permission for my child's photograph to be used by Muscles and Minds/Fitness Mom Studio for publicity purposes.

_____ (Initial) I do NOT grant permission for my child's photo to be used for publicity purposes.

Print Name _____ **Date** _____

Sign Name _____

MEDICAL EMERGENCY TREATMENT

I hereby give Muscles and Minds™/Fitness Mom® Studio permission to administer basic first aid/CPR to my child _____and/or take my child to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

INSURANCE INFORMATION

Company Name

Policy#

Primary Insured

Primary Care Physician

Physician's Phone Number and Address

Child's Allergies (including Food, Medication, Latex, etc.)

Chronic Health Conditions

Guardian's Signature

Date

EMERGENCY CONTACTS (listed by priority)

1.) Name

Relationship to Child

Address

Phone Number(s)

Do you give permission for child to be released to this person? Yes No

2.) Name

Relationship to Child

Address

Phone Number(s)

Do you give permission for child to be released to this person? Yes No

3.) Name

Relationship to Child

Address

Phone Number(s)

Do you give permission for child to be released to this person? Yes No

Muscles & Minds™ School Year and Summer Program

PHYSICIAN'S STATEMENT

Name of Child: _____ Date of Birth: _____

Address: _____ Phone #: _____

Name of Parents:

Address:

Date of Examination of Child: _____

What is your opinion concerning the child's general health and appearance?:

Has this child been screened for lead poisoning? Yes _____ No _____

If Yes, date screened: _____

Does this child have any disabilities or chronic medical problems (allergies, limited vision, etc.) which require special consideration or care by the child care provider? If so, please detail below:

Physician's Signature: _____

Date: _____

Comments: _____

Please return this form to: Fitness Mom®, Inc., Muscles and Minds, 2 Peckham Street,
Rehoboth, MA 02769*

** This form with copy of immunizations, or equivalent school health form acceptable.*

REGISTRATION/PAYMENT

SEMESTER I: September 2, 2010 – January 31, 2011

SEMESTER II: February 1, 2011 – June 2011 (last day of school)

	<u>One Semester Fee</u>	<u>Total</u>
<input checked="" type="checkbox"/> ANNUAL REGISTRATION FEE <i>(Required with all registrations)</i>	\$ 89./yr	<u>\$ 89.</u>
<input type="checkbox"/> MONDAY & WEDNESDAY - 4:00-6:00PM Judo & 2 nd workshop	\$900.	_____
<input type="checkbox"/> TUESDAY & THURSDAY - 4:00-6:00PM TaeKwonDo & 2 nd workshop <i>(Fee includes \$50. belt test fee)</i>	\$950.	_____
<input type="checkbox"/> WEDNESDAY - 4:00-6:00PM Crazy Creative Arts	\$450.	_____
<input type="checkbox"/> FRIDAY - 4:00-6:00PM Gardening/Cooking	\$450.	_____
<u>SINGLE CLASSES (\$16.00/class):</u>		
<input type="checkbox"/> MONDAY Judo 4:00-5:00PM		_____
<input type="checkbox"/> MONDAY A-HA Moments 5:00-6:00PM		_____
<input type="checkbox"/> TUESDAY TaeKwonDo 4:00-5:00PM		_____
<input type="checkbox"/> TUESDAY Languages 5:00-6:00PM		_____
<input type="checkbox"/> WEDNESDAY Judo 4:00-5:00PM		_____
<input type="checkbox"/> WEDNESDAY Creative Arts 5:00-6:00PM		_____
<input type="checkbox"/> THURSDAY TaeKwonDo 4:00-5:00PM		_____
<input type="checkbox"/> THURSDAY Life Skills 5:00-6:00PM		_____
<input type="checkbox"/> SATURDAY - 9:00-9:40AM Teenie-Weenie TaeKwonDo (3-5 years) <i>(No class Nov. 27, Dec. 25, Jan. 1)</i>	\$190.	_____
<input type="checkbox"/> SATURDAY - 10:00-10:45AM Martial Arts Sampler (6-10 years) <i>(No class Nov. 27, Dec. 25, Jan. 1)</i>	\$190.	_____

PAYMENT: You will receive an invoice for single classes, based on a rate of \$16.00/per class. Fee must be paid in either one payment (at the beginning of the semester), or in two equal payments (you will be informed of when the second payment is due).

We no longer accept credit cards. Payment may be made by check only. Checks are payable to "Fitness Mom, Inc." and can be paid in full for the semester or in two equal installments. All payments must clear prior to the start date of the semester AND checks must be for the full amount required. Financial Aid applications are available. These must be completed and sent with year-to-date pay stub and most recent validated tax return.

TOTAL _____

DEPOSIT _____

BALANCE DUE _____

CHECKLIST:

- Signed copy of Enrollment Policies and Procedures (p. 5)
- Child's signed Behavior form (p. 6)
- Application Form with Waiver and Agreement to Abide by Rules signed (p. 7)
- Emergency Treatment Authorization & Emergency Contacts (p. 8)
- Photocopy of License of All Authorized Persons (listed on p. 8)
- Physician's Statement (p. 9) with immunization record or school health clearance form
- Schedule and payment information (p. 10)
- Visit to see Facility/Meet Director
- Received Uniform, T-shirt (optional) - All Must be Labeled and Placed in Bin
- Received Parent's Handbook (pp. 1-5 of this application)
- Made Payment for Semester (50% or 100%)

CONTACT INFORMATION:

Julia Sweet, President/Owner Muscles and Minds™/Fitness Mom®, Inc.
Muscles and Minds™ Children's Programs at Fitness Mom®, Inc.
(508) 336-0123
(508) 252-2313 Studio Direct
www.fitnessmom.com
fitnessmom@comcast.net

Dianne Lounsbury, MS, Assistant Director
(774) 240-1129

All correspondence and checks should be mailed to: 2 Peckham Street, Rehoboth, MA 02769

The Studio is located at: 340 Anawan Street, Rehoboth, MA 02769
No mail is received at this address.