

Parent Handbook

PEAK PERFORMANCE TRAINING CENTER

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TRADITIONAL MARTIAL ARTS WRESTLING MIXED MARTIAL ARTS

NUTRITION COMBAT CARDIO YOGA

After School Enrichment Program

Skills Based Summer Camp Program

PEAK PERFORMERS PROGRAM

After School Enrichment Program

“Buildings today’s leaders for tomorrow’s world”

General Information

Dear Parents and Students,

Thank you for choosing Peak Performance Training Center's After School Martial Arts Skills Program. We are very excited about the unique programs we have to offer, and we feel you will be as well. The After School Program is a structured learning environment centered around the traditional teachings of the Martial Arts. The program provides your child a structured environment that will challenge them both mentally and physically, as well as academically.

Our program offers a challenging, exciting and fun environment for our students. Our Physical Development Programs offer 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. Should the students excel in the program, they may earn the invitation to join our Peak Performers Program.

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, the phone number is 918.8921. You can also reach me via email at gschill@peakperformancemartialarts.com. We believe ongoing communication with the parents and teachers is a key component to the success of this program and the growth of your child.

As an enrolled member of our academy, please visit the web site at PeakPerformanceMartialArts.com and click the register button in the top right hand corner. Once you register, you will be granted rights to our web site. On the resources tab you will find support materials to ensure you and your child receive the maximum benefit from our program. One of the requirements that we have for new parents is to attend our "Parents as Coaches Seminar."® This program will walk you through step by step the methods we use to obtain such great success with the children.

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

Best regards,

Gary A. Schill, President/CEO

Hours of Operation

We open the doors generally by 9 a.m., depending on our activities and schedules. The children need to be picked up by 6:30 p.m. Monday thru Thursday and by 6 p.m. on Friday's. If you know that your child is not to be picked up that day please call us by 1:30 p.m. Should you forget to call us we will give you one reminder about the policy and each time there after there will be a \$20 charge. If we have to stop the run and start searching for a child, it causes a great deal of frustration on the part of the school district with us being late to other schools.

Holidays and Martial Arts Camp

Peak Performance ASEP and Peak Performance Martial Arts will be closed during the following holidays. **The tuition fees must still be paid in full** during the weeks of Thanksgiving, Christmas, New Years and Spring Break whether your child is here or not.

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| <p style="text-align: center;">Monday September 5, 2011 Labor Day Wednesday-Friday November 23-25, 2010 Thanksgiving Holiday Wednesday-Friday December 22-30, 2011 Christmas and New Years Break Friday April 06, 2012 Good Friday Monday, May 28, 2012 Memorial Day</p> |
|---|

We offer Day Camps on the days that the children have off from school not including those listed above. The cost of Martial Arts Camps are **included in your** tuition. Listed below are the days the children are out of school and Day Camp will be available. Day Camp will open at 7 a.m.; pickup times and late fees are the same as listed in the hours of

operation. Early release days are **also included in tuition. The only charge is for field trips and meals associated with that day.**

| | | | |
|-------------------------------|------------------------------|-------------------------------------|-----------------------------|
| Wednesday, September 21, 2011 | Early Release (LISD) | Monday, January 16, 2012 | Day Camp |
| Monday, October 10, 2011 | Day Camp | Wednesday, January 25, 2012 | Early Release (LISD) |
| Wednesday, November 2, 2011 | Early Release (LISD) | Mon-Wed February 7-9, 2012 | Day Camp (LISD) |
| Mon/Tue Nov. 21, 22, 2011 | Day Camp (LISD) | Monday, February 20, 2012 | Day Camp (RRISD) |
| Wednesday, December 8, 2011 | Early Release (RRISD) | Monday, February 22, 2012 | Early Release (LISD) |
| Mon/Tue Dec. 20, 21, 22, 2011 | Day Camp | Mon - Fri March 12-16, 2012 | Spring Break |
| Monday, January 3, 2012 | Day Camp (RRISD) | Fri May 25, 2012 Last Day of School | (RRISD) |
| | | Fri June 3, 2012 Last Day of School | (LISD) |

Non-discrimination Policy

Applications of enrollment are accepted regardless of race, religion, color, sex and national origins.

Forms and Paperwork

PPMA ASEP Inc. must have all necessary forms completed and 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, phone numbers at home and work in writing as soon as they occur.

Tax Statements

IT IS YOUR RESPONSIBILITY TO KEEP ALL FINANCIAL RECORDS. OUR TAX ID # IS 26-1972487. WITH YOUR RECORDS AND OUR TAX ID # YOU WILL BE ABLE TO FILE YOUR DEDUCTIONS PROPERLY.

Registration Fee

A registration fee of \$75 is due upon enrollment of each school year. . It is very important to pay your registration fee to secure your child's placement in our program. We cannot hold your position without paperwork and registration fees.

If your child is a new student to Peak Performance, please purchase the Introductory bundle for \$120, the bundle contains all of the equipment your child will need to participate in our Introductory Classes.

REGISTRATION FEES AND EQUIPMENT FEES ARE NON-REFUNDABLE.

Tuition and Fees

Peak Performance ASEP and Peak Performance Training Centers, operates on a budget, just like every other business and home. We count on receiving payments on time to ensure we satisfy our obligations. For that reason we have established a policy concerning payment and tuition fees. You have the option of paying on a WEEKLY, EVERY OTHER WEEK or MONTHLY basis. Once you have established your method of payment, it will be maintained via our billing company Affiliated Acceptance Corporation. Their contact information is 1-800-233-8483. They will do an automatic withdraw from checking account or credit card. **If you want to pay via debit card, please provide a voided check instead.**

STUDENTS ENROLLED IN THE ASEP PROGRAM, WILL BE ALLOWED TO JOIN THE ORIENTATION PROGRAM AND BY INVITATION ONLY THE PEAK PERFORMERS PROGRAM. IF YOU ARE ENROLLED IN ONE OF THESE PROGRAMS YOUR WEEKLY ASEP PROGRAM WILL BE DISCOUNTED.

| | |
|----------------|---|
| Weekly Tuition | \$ 55 per week for PP or BBC Students, Testing and Tournaments included with PP/BBC tuition. |
| | \$ 65 per week for Orientation Students. Testing and Tournaments included with PP/BBC tuition. |
| | \$ 99 per week for Martial Arts After School Program, Testing and Intramural Tournament Fees Included |

Any payments that are not paid on time will result in a late fee being assessed to your account. The late fee will be added to your TUITION and will be collected by Affiliated Acceptance Corporation

The fees for the After School Enrichment Program are for each of the 41 weeks of the school year, regardless if your child comes zero or all five days during the week, the weekly fee must be paid. Should you wish to remove your child from the program we require a 30-day written notice. This notification needs to be given to Peak Performance Martial Arts and AAC by Certified Mail. The 30 days starts from the time the letter is received, not the day that it is dated. Should this notice not be given, you will be responsible for the weeks that were not paid for, until proper notification is received. The weekly fees are also due the week of Thanksgiving, the week of Christmas, the week of New Years and the week of Spring Break. Should these fees not be paid you could lose your spot in our program and your spot will be filled from our waiting list.

When paying any equipment, cost associated with field trips or any occasion you are paying us money for your child, please write the name of your child in the memo section of your check. For Credit Card and Cash payments please notify a staff member who the payment is for so we can log it to the correct account.

We cannot accept split amounts for your child (ren) if you are multiple family parents that are sharing cost of After-School. Please work out a payment schedule with one parent responsible for all payments. **This parent must have their card number on file.** Our software is not designed to handle split payments from two different people within our database. However, we do have the ability to write two separate payment agreements should a parent wish to alternate weekly payments. One payment is drafted from one account one week and the other payment from the other account the other week. Since there are odd weeks, you will be responsible for who pays for the additional weeks.

Late Pick-Up Fees

It is necessary for children to be picked up on time. Parents who pick up their children after 6:30 p.m. Monday thru Thursday and 6 p.m. on Friday's will be charged a late fee of \$30 for the first 15 minutes and a \$1 per minute there after. You will be required to sign a late form if you do not have the money right then. The credit card number you have on file will be charged.

Returned Checks

There will be a \$35 charge for all returned checks in addition to any additional fees charged to Peak Performance Martial Arts, PPMA ASEP, Inc. or AAC by the bank. Any checks not honored will be turned over to the Williamson County District Attorney's office for collection.

Clothing and Personal Belongings

Each student will have a martial arts uniform (dobok). This dobok should be brought on Monday and taken home on the day of their last class for that week. The uniforms should be washed on the weekends and placed back in their backpack on Sunday evening to ensure they have it Monday for class. Girls should also bring a white or black t-shirt to match their top to wear under their uniform and if they have long hair, they will need a Pony Tail Band, this should be part of their uniform.

Students should keep personal items at home, except during sleepovers or special events. Should a student bring personal items, Peak Performance Martial Arts and PPMA ASEP, Inc. are not responsible for these items. Electronics are not allowed on a daily basis due to risk of damage or loss.

PPMA has a Lost & Found. This is the best place to look for lost items. Please label any and all clothing, books and toys, including underwear and karate uniforms. This enables lost items to be returned to their rightful owner. The lost and found will be cleaned out and taken to Goodwill every 30 days.

Arrival and Departure

Your child should arrive at the After School Program between 3:00-3:15 p.m. They will have Martial Arts instruction every day. Please do not pick them up until their classes are over unless there is specific reason. The Physical Curriculum

is core element to our program and we want to see every child receive as much training time as possible. Please do not ask your child to walk out to your vehicle unattended at the end of the day. This is for your child's safety and we are not negotiable in this request. Should there be extenuating circumstances please call us on the phone and we will try to accommodate you. PPMA ASEP and Peak Performance Martial Arts, Inc. are not responsible for custody arrangements. If there is a court order for any reason that affects us 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.

Illness

Your child's health is of great importance. If your child becomes ill while at PPTC, you will be notified to pick them up. This needs to be done within one hour. Please make sure we have updated information on how to get in touch with you at all times. No child may attend PPMA After School Program with a fever, any open or draining areas, including 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.

Transportation

We will be transporting your child everyday from school; on the day we have Day Camp we may take field trips. 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 with these rules may cause your child be asked to leave the program. If this occurs, you will still be responsible for the 30 days or 4 weeks of payments.

Medication

A written statement from the parents and/or the physician must accompany all medications given to a child at the school. All medications must be in the original container, indicating the child's name, type and date of the prescribed medication, and amount of dosage. Over the counter medications will be given according to the labeled directions only.

Emergency Drills

Emergency drills are held periodically to prepare your child with evacuations 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

In addition to our regular programs, field trips will be planned for Martial ARts Camps. We will inform you of these activities in advance so you can prepare properly. All field trips are posted on the Student Center Announcement Board in the PPTC's Studio. All parents must sign up their child to attend the field trip. Please do not send any money with your children unless otherwise requested by the PPTC or ASEP staff.

Food

PPTC, ASEP and Peak Performance Martial Arts, Inc. will provide one snack per day as part of the After School Programs. A lunch will need to be provided for the Karate Day Camps on school holidays. Students can purchase an additional snack for \$.50 per snack. Parents when packing your child's lunch please do not send any soft drinks, dairy products and or sweets. If there are any allergies to food please list these on their registration form. We sometimes give them a treat or a parent will bring a birthday cake.

Injuries

PPTC makes every effort to prevent childhood accidents during their training times, 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 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 numbers. **Please make sure that if your child is allergic to plants, animals, insects, food or drink of any kind, that this information is listed in the medical section.**

Required Equipment

Each child will be issued a uniform. These items must be kept here in their lockers or their cubbies during the week. On the days that we go on field trips PPTC t-shirts must be worn. They can be purchased at the front counter for \$12.

Etiquette Training

As part of the Martial Arts Physical Development training your children will also receive etiquette training. Due to this training we have specific rules that must be followed by students, families and guest. Gentlemen, please remove your hat when entering the studio. Please do not walk on the training mat with your shoes. Please do not chew gum in the studio. We prefer you do not bring outside food or drink in the studio, if you do please pick up after yourselves. When inviting or bringing guest, please inform them of the rules before they arrive so they do not feel they are being singled out. Parents, please make sure that your children ask for permission to leave so we can make sure they are not going out the door with a random person. In addition, they should bow and say goodbye sir, goodbye ma'am, when they are leaving. Please remember to do this with them to reinforce their discipline training.

All Martial Arts Classes and Testing Days

Parents, we require you be involved with the studio and to support your child's training. We do ask that unlike other team sports please, no coaching from the side. Please let the instructors do their job; encouragement from the side is welcomed, as long as it is not instruction on what to do. We are teaching these children life skills necessary to deal with a bully or aggressive individual diplomatically, but we also teach them to defense techniques required to defend themselves should the diplomatic process fail.

This is a contact sport and sometimes it is difficult to watch. If something is difficult for you to watch please get up and step outside or in the bathroom. The children feed off their parent's emotions and it sometimes causes a chain reaction. If you are uncomfortable with something please come talk with us, we will try to help you through the emotion. The children test every 3 months or 12 weeks and each student is tested on their individual ability. Please try not to compare your child to someone else; each child's ability is not the same. During classes and testing please turn off your phones or pagers or at least put them on vibrate mode. Please step outside to have any kind of conversation. Please do not bring laptops or handheld computer or electronic games. It means a great deal to the children that they have your undivided attention as well as no distractions from the sound of a mobile phone, laptop computer or electronic game.

PPMA ASEP and Peak Performance Training Center, Inc. Is Not a Day Care Facility

Parents, we are not a day care center. We are a Skills Based Program. Please do not refer to us as a day care center as we are not. We are a Personal Development Program that provides After School Enrichment Program as an extension of our Martial Arts Development Programs. If there are any questions regarding the differentiation, please let us know we will be glad to explain our position.

Tuition Schedule

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|----------------|---|
| Weekly Tuition | \$ 55 per week for PP or BBC Students, Testing and Tournaments included with tuition. |
| | \$ 65 per week for Orientation Students. Testing and Tournaments included with tuition. |
| | \$ 99 per week for ASEP Students, Testing and Tournament fees extra. |

Teacher Communication Release

We are very pro-active with this program, we require a communication release be signed and contact information be given to us and to the teacher. We want to ensure that their education requirements are satisfied as much as possible here at the studio.

Transportation Release

I hereby grant Peak Performance Martial Arts Inc. permission to transport my child(ren) _____, to _____, _____, to an from the premises of Peak Performance Martial Arts, Inc. located at 500 Brushy Creek Rd. Ste 504, Cedar Park, TX 78613. This transportation includes Peak Performance Martial Arts, Inc. buses and private vehicles.

Medical Release

As the parent/legal guardian of _____, _____, _____, I grant permission to Peak Performance Martial Arts, Inc. and PPMA ASEP to take necessary steps for medical treatment should I be unavailable at the time any medical treatment is required. Peak Performance Martial Arts Inc. and PPMA ASEP IS _____, IS NOT _____, granted permission to give my child (please circle one) Tylenol or Ibuprofen for pain. The dosage given will be according to their age and weight. If you would like your child to take another brand, please provide the brand of medicine and please put in writing the dosage you want administered. In addition I grant Peak Performance Martial Arts, Inc. and PPMA ASEP permission to give my child their maintenance medication.
 Medication Type _____, Dosage _____.

Parent Handbook Acknowledgement

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

Students Name (s), _____

| Topic | Initial Each Line: | Topic | Initial Each Line: |
|--------------------------------|--------------------|--------------------------|--------------------|
| General Information | _____ | Hours of Operation | _____ |
| Holiday's | _____ | Nondiscrimination Policy | _____ |
| Forms and Paperwork | _____ | Tax Statements | _____ |
| Registration Fee | _____ | Tuition and Fees | _____ |
| Late Pick-up Fees | _____ | Returned Checks | _____ |
| Clothing & Personal Belongings | _____ | Arrival & Departure | _____ |
| Illness | _____ | Transportation | _____ |
| Medication | _____ | Emergency Drills | _____ |
| Field Trips | _____ | Food | _____ |
| Injuries | _____ | Required Equipment | _____ |
| Transportation Release | _____ | Medical Release | _____ |
| Etiquette Training | _____ | Karate and Testing Days | _____ |
| Not a Day Care Facility | _____ | Tuition Schedule | _____ |

Signature Parent/Guardian

Date

Sign and Return this page to Peak Performance Training Center Inc.

Transportation Copy for Buses

Transportation Release

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Medication Type _____, Dosage _____. Must not be more than three months old.

Parent Emergency Contact Numbers

MOM _____
Home _____
Work _____
Mobile _____
Other _____

DAD _____
Home _____
Work _____
Mobile _____
Other _____

Alternate Emergency Contact Person when parents unavailable

NAME _____
Home _____
Work _____
Mobile _____
Other _____

NAME _____
Home _____
Work _____
Mobile _____
Other _____

Signature Parent/Guardian

Date

Sign and Return this page to Peak Performance Training Center Inc.