

# Than Phong TKD

## Taekwondo After-School Program – Student Agreement

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Res. Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ D.L.#: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

To contact in emergency (name) \_\_\_\_\_ Phone # \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

I authorize my credit card to be charged for the amount due plus late fees if applicable. This form of payment, if discontinued, does not release you from your payment obligation or Taekwondo After-School Program agreement. 30 days written notice is required to stop or cancel your agreement.

Initials \_\_\_\_\_ Type \_\_\_\_\_ Card# \_\_\_\_\_ Exp. \_\_\_\_\_ CC# \_\_\_\_\_

**Weeks:** \_\_\_\_\_ **x Tuition:** \_\_\_\_\_ **+ Registration:** \_\_\_\_\_ = \_\_\_\_\_

**Down Payment:** \_\_\_\_\_ **Unpaid Balance:** \_\_\_\_\_

**Begins:** \_\_\_\_\_ **Ends:** \_\_\_\_\_

Total payment due by BUYER in \_\_\_\_\_ Weekly/Biweekly or \_\_\_\_\_ Monthly payments of \$ \_\_\_\_\_.

Payment will be processed each Monday of the week or on the 1<sup>st</sup> of each month for monthly payments, commencing of (MM) \_\_\_/(DD) \_\_\_/(YYYY) \_\_\_ and continuing until the Total Payment Due has been paid in full. A \$15 late charge will be assessed for any fee 10 days past due.

Card Holder:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

IMPORTANT:

- Pick up time begins at 3:30pm until 6:00pm.
- 30 days written notice required to cancel the AS/A&BS Programs,
- For security reasons, parents must call Than Phong TKD if your child is absent or picked up early from school as soon as possible. before pick up time.
- NO CREDITS OR REFUNDS can be issued on services, equipment, uniforms or unused days.
- We do not generate a payment history. It is advisable that you keep all of your receipts for tax purposes.

\_\_\_\_\_ Default and late payment: Should you default on any payment obligation as called for in this agreement, the entire remaining balance shall be deemed due and payable upon demand, and you agree to pay allowable interest, and all cost of collection, including, but not limited to, collection agency fees, court costs and attorney's fee. Should any payment become past due, you will be charged a late fee of \$20 to cover additional administrative expenses.

I \_\_\_\_\_ UNDERSTAND THAT THAN PHONG TKD IS A MARTIAL ARTS SCHOOL AND NOT A DAYCARE IN AS SUCH, THEIR STOCK-IN-TRADE IS NOT SUPERVISION AND CARE. THEIR INTENT IS TO TEACH MARTIAL ARTS PHYSICAL AND PHILOSOPHICAL CHARACTER BUILDING SKILLS. I UNDERSTAND THAT THAN PHONG TKD IS A MARTIAL ARTS SCHOOL AND IS A DROP-IN FACILITY AND THAT SUCH, MY CHILD (REN) IS/ARE FREE TO COME AND GO AND IF MY CHILD(REN) IS/ARE TO STAY AT THEIR FACILITY, IT IS BECAUSE OF MY DIRECTION AND NOT THAN PHONG TKD.

X \_\_\_\_\_ AUTHORIZATION SIGNATURE

# THAN PHONG TKD

\_\_\_\_\_ WAIVER & RELEASE: You, Buyer and Student, agree that you are aware that Student is engaging in physical exercise, and the use of equipment, use of Than Phong TKD facilities, training and instruction, which can be dangerous to the Student and could cause injury to Student. Student is voluntarily participating in these activities and Buyer and Student assume all risks of injury to Student, which may result. Buyer and Student have carefully read this waiver and release, and fully understand it is a release of all liability and damage to Than Phong TKD for any injury. Than Phong TKD will make no evaluation or recommendation whether Students or guests are sufficiently, physically fit for any exercise activities. It is always advisable to consult your physician before undertaking a physical exercise program, particularly martial arts/karate activities.

\_\_\_\_\_ LOSS/DAMAGE/THEFT OF STUDENT'S PROPERTY: Than Phong TKD does not assume any responsibility for the loss, damage or theft of any property belonging to the Student and Student agrees that Than Phong TKD and its personnel are not responsible for, or liable for any such property even if its loss, damage, or theft occurs on or about Than Phong TKD facility.

## Than Phong TKD

### Student Handbook Agreement

Please read and initial each of the following Than Phong TKD Martial Arts rules and regulations.

Students are picked up from elementary school  
After School Program - Tae Kwon Do & Daily Activities Early release days

NOTE: PICK UP TIME IS from 3:30 to 6:00 P.M. PLEASE BE ON TIME!

\_\_\_\_\_ Complete uniform (top, pants, belt & patches) is mandatory for class every day. Students are not allowed to take class without the proper uniform. On Fridays, Early Release & Full Days is mandatory to bring also the Than Phong TKD T-Shirt. Uniform is required at all times when students are at Than Phong TKD. Even if the child is sick, injured or unable to participate of class he/she must wear the uniform.

\_\_\_\_\_ Pick up time begins at 3:30pm until 6:00 p.m. if your child is NOT picked up promptly by 6:15 p.m. then there will be a late fee charge of \$1.00 per min. late. This fee must be paid at the time of pick up; otherwise the fee will be process automatically on the credit card account on file. Parents must call Than Phong TKD to notify they will be late for pick up since we have to make special arrangements, late fees will still applies. Calling Than Phong TKD to announce that you will be late will not release you from paying late charges. No exceptions. Your timeliness helps us provide a good example for our children.

\_\_\_\_\_ It's very important if your child is absent or picked up early from school you must call Than Phong TKD from 7:00a.m to 12:00p.m. If nobody answers, please leave a message including your child's name and school. Please do not wait until last minute to call. Calling Than Phong TKD is very important because we will show up to pick up the student, if the student is not there we will charge you for that day. We are not affiliated to SPRING ISD OR ALDINE ISD; when you call them please call us too.

\_\_\_\_\_ Payments are due on Monday of the week of attendance. A \$15.00 late fee will be applied to payments received after 10 days.

\_\_\_\_\_ A valid credit card account number must be provided on the ASP application. We will keep the account information on file in order to collect unpaid amount due plus late fees if applicable.

\_\_\_\_\_ There is a \$25.00 service charge for returned checks and \$15.00 service charge for re-processed checks/PAYMENTS.

\_\_\_\_\_ NO CREDITS OR REFUNDS can be issued on services, equipment, uniforms or unused days.

\_\_\_\_\_ I am responsible to read the Than Phong TKD calendar posted in the lobby area, to inform myself about the Board Breaking days, and any other event during the year, I am responsible to make the payments of those fees before the due date that will be the only way my child participates.

\_\_\_\_\_ We DO NOT generate a payment history. We advise you to keep all your receipts for tax purposes.

## Than Phong TKD

\_\_\_\_\_ When the student behavior becomes inappropriate a warning will be issued. Than Phong TKD reserved the right to terminate the students after three consecutive warnings

\_\_\_\_\_ We will NOT stop or cancel your agreement until Than Phong TKD receives the 30 days written notice. When the notice is received you will be notified as to the day your program will be cancelled.

\_\_\_\_\_ We are not responsible for making any cancellations without a written letter. If the child is sick or have any medical situation that does not permit the child to continue with Tae Kwon Do, you are still responsible to pay until the last day of your cancellation.

\_\_\_\_\_ If a child is left behind at school, an additional charge of \$20.00 applies if our Taekwondo school van has to return to the elementary school a second time for pick up.

\_\_\_\_\_ Than Phong TKD does not assume any responsibility for the loss, damage or theft of any property belonging to the student. The use of cell phones is strictly prohibited. Please refer to your student agreement.

\_\_\_\_\_ Please write the child name on their belongings, including clothes and/or uniform, lunch boxes, etc...

\_\_\_\_\_ Students that show up, without the proper equipment or uniform, more than once a week, can be suspended and/or terminated from the taekwondo after School Program. Parents must ensure that their children have all necessary items to participate every day.

\_\_\_\_\_ When the students are riding in the school bus, the students must observe certain rules and regulations, they can't eat, play fighting, shout and all the time they must have their seatbelt on. If any student breaks this rule, he/she will receive a warning, after three consecutive warnings, Than Phong TKD reserves the right to suspend or terminate the student.

\_\_\_\_\_ If the student is sick or unable to take the Taekwondo class, it's the parents responsibility to send a note to inform Than Phong TKD, otherwise the student will take the class at instructor discretion.

PLEASE READ BELOW BEFORE SIGNING. PLEASE BE SURE ALL HIGHLIGHTED AREAS ARE COMPLETED BEFORE TURNING IN YOUR REGISTRATION FORM(S).

1. I UNDERSTAND THAT MY CHILD WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THE SPRING/ALDINE INDEPENDENT SCHOOL DISTRICT CODE OF CONDUCT AND THAN PHONG TKD CHILD PROGRAMS.
2. I UNDERSTAND THAT THERE WILL BE NO REFUNDS, CREDITS OR REDUCTIONS IN FEES FOR ABSENCES DUE TO ILLNESS OR VACATION.
3. A REGISTRATION FEE IS DUE WHEN SIGNING THIS AGREEMENT AND IS NON REFUNDABLE.
4. I ACKNOWLEDGE RECEIPT OF THE SCHEDULE OF FEES TO BE PAID BY ME FOR MY CHILD'S ATTENDANCE IN Than Phong TKD. I UNDERSTAND THAT PAYMENT FOR AFTER SCHOOL CARE WILL BE MADE IN ADVANCE OF MY CHILD RECEIVING CARE.

USE THIS SPACE TO LIST ANY ADULT AUTHORIZED TO PICK UP YOUR CHILD(REN):		
NAME	RELATIONSHIP	CELL #

THE EVENT I FAIL TO PAY THESE FEES ON TIME, I WILL BE HELD RESPONSIBLE FOR ALL FEES AND COLLECTION COSTS ON ALL UNPAID CHARGES. I UNDERSTAND THAT IF MY CHECK IS RETURNED FOR ANY REASON, I WILL BE CHARGED ALL BANK FEES AND ACKNOWLEDGE PAYMENTS THEREAFTER WILL HAVE TO BE MADE IN CASH, OR MONEY ORDER.

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REFUND POLICY: "LEGAL NOTICE REQUIRED"

Than Phong TKD CHILD PROGRAMS PROVIDES PARTIAL PERIOD REFUNDS IN VERY LIMITED AND SPECIFIC CASES TO INDIVIDUALS WHO QUALIFY DUE TO THE CONDITIONS LISTED BELOW:

1. A Than Phong TKD STUDENT HAS BEEN WITHDRAWN FROM THE SCHOOL IN WHICH THEY ATTEND DUE TO DISTRICT MANDATED RESIDENCY, ZONING, OR BOUNDARY.
2. A Than Phong TKD STUDENT IS EXPECTEDLY HOSPITALIZED OR HOME BOUND DUE TO A MEDICALLY DIAGNOSED MENTAL CONDITION.
3. A Than Phong TKD STUDENT UNEXPECTEDLY LOSES A PARENT OR LEGAL GUARDIAN.
4. Than Phong Taekwondo DISCONTINUES OR CANCELS A SERVICE OR PROGRAM FOR WHICH THE CHILD HAS BEEN REGISTERED FOR.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE POLICIES AND CONDITIONS.

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT DISCIPLINE POLICY:  
AT TKD AFTER SCHOOL CARE, CHILDREN ARE OUR NUMBER ONE PRIORITY!

WE FEEL STRONGLY THAT A POSITIVE, SUPPORTIVE AND STRUCTURED ENVIRONMENT PROMOTES GOOD BEHAVIOR. A FULL DAY OF VARIED ACTIVITIES IS PLANNED TO DIRECT YOUR CHILD'S ENERGY INTO POSITIVE CHANNELS. WE BELIEVE THAT CHILDREN LEARN FROM US AND THAT WE ARE POSITIVE ROLE MODELS.

ONE OF OUR MANY GOALS IS TO HELP CHILDREN FEEL GOOD ABOUT THEMSELVES BY BUILDING THEIR SELF-ESTEEM AND SELF CONFIDENCE. OUR MARTIAL ARTS INSTRUCTORS AND PROGRAM DIRECTOR HAVE BEEN TRAINED IN "COOPERATIVE DISCIPLINE" BY OUR DIRECTOR OF EDUCATIONAL PROGRAMS AND QUALITY ASSURANCE. WHENEVER DISCIPLINE IS NECESSARY, CORRECTIVE DISCIPLINE IS USED TO CHANGE THE INNAPPROPRIATE BEHAVIOR OF THE CHILD, NEVER TO HURT THE CHILD. THE FOLLOWING STEPS ARE TAKEN TO CORRECT INNAPPROPRIATE BEHAVIOR IN OUR PROGRAMS AND TO ENSURE THE SAFETY AND WELL BEING OF ALL OF OUR CHILDREN:

- - PROGRAM DIRECTOR WILL FIRST TAKE YOUR CHILD ASIDE AND QUIETLY SPEAK TO HIM/HER ABOUT THEIR BEHAVIORAL CONCERNS. IF THE INNAPPROPRIATE BEHAVIOR WARRANTS, THE PROGRAM DIRECTOR WILL EITHER PUT THE CHILD IN TIME OUT (APPROPRIATE TO THEIR AGE) OR IF NECESSARY, HAVE THE ON SITE SUPERVISOR SPEAK TO THE CHILD. THE CHILD WILL RECEIVE A VERBAL WARNING AND A WRITTEN BEHAVIOR REPORT REQUIRING A PARENT / GUARDIAN SIGNATURE.
- - A CHILD'S SECOND BEHAVIOR INCIDENT WILL RESULT IN A PHONE CALL TO THE PARENT / GUARDIAN AS WELL AS A WRITTEN BEHAVIOR REPORT COPIED TO THE TKA SCHOOL ADMINISTRATION.
- - A CHILD'S THIRD BEHAVIOR INCIDENT WILL RESULT IN A PHONE CALL TO THE PARENT / GUARDIAN, A WRITTEN BEHAVIOR REPORT COPIED TO THE TKA SCHOOL ADMINISTRATION AS WELL AS SUSPENSION AND / OR DISMISSALN FROM THE TKA CHILD CARE PROGRAM.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE POLICIES AND CONDITIONS.

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZATION FOR MEDIA RELEASE:

I ACKNOWLEDGE THAT Than Phong TKD CHILD PROGRAMS IS A PRIVATE PROVIDER AND UNDERSTAND THAT MYCHILD'S PICTURE MAY APPEAR IN NEWSPAPERS, FLYERS, PARENT BOARD AND/OR ON TELEVISION AS PART OF MEDIA PUBLICATION ON Than Phong TKD CHILD PROGRAMS.

I DO AUTHORIZE: \_\_\_\_\_ (INITIAL) I DO NOT AUTHORIZE: \_\_\_\_\_ (INITIAL)

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGN IN/SIGN OUT: PLEASE COME INTO THE FACILITY TO PICK UP YOUR CHILD DAILY. IF FOR SOME REASON YOU SHOULD BE LATER THAN USUAL PICKING UP YOUR CHILD, PLEASE GIVE US A CALL SO THAT YOUR CHILS DOES NOT PANIC THAT FORGOT HIM/HER. IF YOU HAVE SOMEONE OTHER THAN THE USUAL PERSON PICKING UP YOUR CHILD, YOU MUST CALL US IN ADVANCE AND LET US KNOW THE PERSON'S NAME. THE PERSON MUST PRESENT A PHOTO ID BEFORE WE WILL RELEASE YOUR CHILD, ALSO, YOU MUST NOTIFY US IF SOMEONE IS NOT ALLOWED TO PICK UP YOUR CHILD. YOU MAY DO SO ON YOUR CHILD'S REGISTRATION PACKET. WE CAN NOT LEGALLY BAR A PARENT FROM PICKING UP A CHILD. WE WOULD NEED A COPY OF A COURT ORDER ON FILE.

ALL OF THIS IS YOUR CHILD'S SAFETY AND PROTECTION!

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LIST MEDICAL CONCERNS / ALLERGIES:

THERE IS ANY INFORMATION THAT YOU THINK AS A PARENT WE SHOULD KNOW?

**Note: please return this paper to the office!**

\_\_\_\_\_ Waiver and release: I understand that all possible precautions are taken to ensure that the taekwondo program and activities at Than Phong TKD are conducted by mature and qualified personnel in a safe and responsible manner. However, I further understand that because of the nature of some activities within the taekwondo program there is a potential for accidental injury. I do recognize these risks and agree to allow my child to participate in the taekwondo program. I understand these risks and hold no claims against Than Phong TKD, or agents as to, any injury that may occur to my child/children.

\_\_\_\_\_ I have carefully read the entire document and fully understand and agree to comply with every detail including tuition and any condition for dismissal. I also grant permission to Than Phong TKD to use any individual group photo of my child/children taken in taekwondo activities for publications and advertising purposes.

\_\_\_\_\_ The school is not responsible for any loss, damage or theft of any student property. Parents and students agrees that Than Phong TKD and their staff are not responsible for, or liable for any such property even if it's lost, damaged or a theft occurs on or about the school's facility.

I \_\_\_\_\_ understand that Than Phong TKD is a martial arts school and not a day care in as such, their stock-in-trade is not supervision and care. Their intent is to teach martial arts physical and philosophical character building skills. I understand that Than Phong TKD is a Martial arts school and is a drop-in facility and that as such, my child/children are free to come and go and if my child/children are to stay in their facility, it is because of my direction and not the school.

\_\_\_\_\_ I have received the Taekwondo After School Program Handbook. I understand I'm fully responsible to read both documents entirely and I agree to comply with every detail, rules and regulations included in both handbooks. Disregarding of the rules and regulations may result in a temporary or permanent suspension of the Karate After School Program.

\_\_\_\_\_ Parent Print name

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

\_\_\_\_\_ Date

\_\_\_\_\_ Student name