



Tiger-Rock Martial Arts of Hutto
2021 Summer Camp
Handbook

Karen Hatchett, Director
(512) 846-1112
503 W. Front St
Hutto, TX 78634

MISSION STATEMENT

Our mission is to provide quality martial arts and a leadership program with a commitment to excellence by facilitating learning in a safe and nurturing environment.

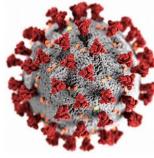
Completed forms and payments must be submitted and processed prior to camper’s first day.

1. Registration Form
2. Registration Deposit
3. Billing Agreement or payment-in-full
4. Agreement of Release
5. Operations Policies
6. Handbook Agreement w/ Emergency Contact Information
7. Uniform for Extended Care and weapon during weapon training week

*(if applicable) Custody Order, Food Allergy Emergency Plan, Emergency Medication & Form

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Coronavirus Pandemic and Program Modifications

COVID-19

The virus that causes COVID-19 can infect people of all ages especially those who may be at high risk for severe infection. Infected people with mild or even no symptoms can spread COVID-19. Some will experience severe illness or even loss of life. COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed.

There is no way to guarantee that you or your family will be risk-free from becoming ill. Attending Tiger Rock programs and events in-person is a choice that each person and family need to make for themselves.

Tiger Rock Martial Arts of Hutto (TRMAH) complies with Texas Health and Human Services (HHS) Child Care Licensing (CCL), Center for Disease Control (CDC), and other government agencies. Emergency rules and enhanced procedures were put in place in March 2020. Our procedures may be modified if changes occur to Executive Orders or pandemic conditions.

Pandemic Procedures

Prior to leaving your home, household health checks should be performed, including taking temperatures and looking for signs of illnesses or symptoms of COVID-19. **Sick individuals and those who have been exposed to infected individuals are to remain at home.**

Face covering must be worn over the NOSE and MOUTH when dropping off and picking up children as recommended by the CDC and as a social courtesy to others. Health screening to those arriving will be assessed prior to entry and **access will be denied to those with a fever equal or greater than 100.0 degrees Fahrenheit, feeling feverish, signs or symptoms of a respiratory infection such as cough, shortness of breath or difficulty breathing, sore throat, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, or diarrhea. Per current CDC guidelines, individuals must quarantine if they have a confirmed diagnosis of COVID-19 or have been in close contact to someone who has tested positive for COVID-19.**

TRMAH is required to report contagious diseases to Williamson County Health Department. Staff, campers, and members of their households are obliged to report any known close contact with infected persons that could compromise the health of others at TRMAH. Please refer the CDC for current COVID-19 guidelines.

Steps TRMAH is Taking for Healthy Environment

Drop-off and pick-up of children will take place outside of the operation at the westside door. Face coverings must be worn over the NOSE and MOUTH except while eating or drinking. Social distancing is encouraged when possible. Frequent hand washing/hand sanitation will be prompted. We will periodically play outdoors if weather permits. Campers should have multiple changes of clothing available to change into if contaminated by secretions including additional masks. Routine cleaning and disinfecting efforts will be intensified on surfaces and objects that are frequently touched. HVAC system is equipped with Environmental Conditioning Air Scrubber System. UV ozone machine is operated nightly. Childcare staff have completed health and safety training related to COVID-19 through the Texas A&M AgriLife Extension.



Welcome to the 2021 Tiger-Rock Summer Camp Program!

Tiger-Rock Martial Arts of Hutto (TRMAH) is a licensed School-Age Before and After-School Program through the Texas Health and Human Services (HHS), Department of Family and Protective Services (DFPS), license #1624625. Tiger-Rock Martial Arts of Hutto's Summer Camp is a disciplined summer training to excel in martial arts through participation, dedication, and positive attitude. Participants in the program are expected to maintain high standards of behavior, as well as fully potty trained without accidents. Our summer program provides martial arts lessons along with valuable life skills, educational summer activities, and fun!



Camp Deposits

Camp deposits are due at the time of registration. Reservations will not be secured or honored without paid deposits. Camp registration is on a first-come basis. Deposits will be applied to your overall weekly camp fee. Deposits are NON-REFUNDABLE and NON-TRANSFERABLE after submitting registration for camp.

Summer Camp Rescheduling and Cancellation Policy

Camp reservations may be cancelled or rescheduled MINUS DEPOSITS up until TWO WEEKS PRIOR TO CAMP START DATE. Deposits are reservations for designated week/s. This fee is non-refundable and non-transferable after submitting registration. Deposits will be applied to your weekly camp fees. Cancelling or rescheduling **LESS THAN TWO WEEKS** from camp start date will forfeit tuition payments for that week or weeks. Tuition is NON-REFUNDABLE, NON-TRANSFERABLE, and tuition will remain DUE-IN-FULL if cancelling less than two weeks. Attendance is the responsibility of the participant. Absences do not entitle make-up days, transfer dates, prorated fees, or refunds. This includes cancellations due to illnesses, quarantines, or emergency closures.

Emergency Closures

Should any part of the Tiger Rock academy, including summer camp, experience an emergency closure, summer camp tuition during that week of closure will not be refunded. Closures beyond one week will have camp tuition credited, refunded, or canceled; or camp may be rescheduled to an alternative available week.

Summer Camp Hours of Operation

Check In: 7:30am-8:45am

Summer Camp Program: 9:00am-3:00pm

Extended Care: 3:00pm-6:00pm

Official Time

The clock by the sign-in/sign-out log is radio controlled by the National Institute of Standards and Technology (NIST). The time it displays is the official time and will not be disputed, nor up for debate by any other time piece shown. If drop off or pick up occurs outside of the designated camp times, fees will be incurred. See *"Drop Off & Pick Up Procedures for Summer Camp"* and *"Drop Off & Pick Up Fees"*.

Absents and Late Arrivals

We welcome a courtesy call if your child will be absent from camp (512-846-1112). However, campers who have not arrived by 8:45am will be assumed absent and marked out for the day. Schedules do not permit waiting for late arrivals. Please keep in mind, camp space is limited! Your reservation takes a spot that may have otherwise been utilized by another child. Therefore, absences do not entitle you to a credit, prorated, refund, or transfer to an alternate date.

Drop Off & Pick Up Procedures for Summer Camp

Licensing requires children are always properly signed in and out for camp. DROP OFF and PICK UP for camp is at the **SIDE DOOR ON THE WEST SIDE**. Children must be walked to the door by the adult dropping off. Please knock and wait for assistance. Children may enter after clearing a wellness screening. For the safety of the participants only staff and campers should enter the camp room. Campers are to arrive with all their required materials for the day which should be sanitized and labeled clearly with their first and last name (water bottle, lunch, pillow/blanket, uniform, gear, etc).

Campers will be released at the **WEST SIDE DOOR** only to individuals listed on the "Emergency Contact & Consent for Care" form. Photo ID's are required before staff will release a child, including to parents. A **signature** and **time of pick up** must be written on the sign out log by the person who is picking up the child. If a camper needs to be picked up early, please communicate in advance with the staff. Once a camper is signed out, they are no longer under our care and are dismissed for the day. For your child's safety, please do not ask your child to walk to your vehicle unescorted. We are not flexible on this request. Fees will be incurred for failing to properly follow procedures on signing in or out. See "Drop Off & Pick Up Fees".

Drop Off & Pick Up Fees

It is necessary for campers to be dropped off and picked up on time. Please be aware the staff is scheduled for specific hours and they have families and other commitments to attend to. Let us know if you will be late so we can reassure your child. Dropping off prior to 7:30am or picking up after their scheduled release time **WILL INCUR FEES**. Payments are due at the time of occurrence and will be charged to your account and processed that day. Please inform others who pick up your child about procedures to avoid charges to your account.

- **\$5** neglecting to escort a child to the building for drop off/screening, or not signing in with the time
- **\$5** not signing out with **time AND signature**
- **\$10** early drop-off/late pick-up fee during any part of the first 10 minutes (prior to 7:30am, after 3:00pm for regular camp, or after 6:00pm for extended care)
- **\$5** early drop-off/late pick-up fee per each additional minute beyond initial 10 minutes
- **Fees double** after 2 occurrences per child/family
- **\$50** surcharge in addition to above charges for 4 or more occurrence per child/family with possibility of removal from program

Sunscreen and Insect Repellent

If you would like your child to have sunscreen or insect protection, please provide *spray-on* sunscreen or repellent to us 1) labeled with your child's first and last name, 2) expiration date or date of purchase on product, and 3) signed permission for application to your child. **TRMAH will NOT apply any products in lotion form to a child.** Lotions can only be applied by the camper without assistance of others. To avoid possible skin reaction, please test products on your child at home prior to supplying them to our program.

Transportation and Field Trips

Due to ongoing COVID-19 concerns and restrictions, field trips are currently suspended or may be limited if they occur. If field trips resume, children will travel in Tiger-Rock vans. Permission slips must be signed in advance and children must dress accordingly for the scheduled field trip.

What to Bring to Summer Camp

PLEASE PUT FIRST AND LAST NAME ON ALL PERSONAL ITEMS

- Lunch at the time the child arrives to camp (exception: Wednesday Pizza Day)
- Clean and sanitized refillable water bottle
- Optional rest time materials (ie travel sized pillow, travel sized blanket or towel, book)
- Wear regular clothes to camp and bring additional clothing to change into should contamination by secretions occur (COVID protocol)
- Socks and tennis shoes
- Extended Care: uniform, mat shoes or socks, rank belt, gear

Other optional items that are accepted for personal use: books, hat, sunglasses.

Do not bring electronics, jewelry, or valuables. TRMAH is not responsible for lost, damaged, or stolen property. Due to coronavirus and our need to sanitize items, please do not bring toys, stuffed animals, or games.

Lunch & Snack Schedules

8:30am Breakfast Ends. Breakfast is *not provided* but may be brought and eaten if arrived prior to 8:30am.

10:00am Snack. Snacks offered should not be considered a meal replacement.

12:00pm Lunch. Lunch is *not provided*, except on Wednesday Pizza Day. Campers must arrive to camp with their own healthy, non-microwavable, non-refrigerated lunch. Wednesdays, campers will be provided two slices of cheese or pepperoni pizza. Children may bring their own lunch on Wednesdays if they do not wish to eat pizza, or they may bring additional food for lunch. Please label lunch containers with first and last name. Items *not* permitted while in camp are: candy, sugary deserts, gum, soda, energy drinks, Gatorade/PowerAde over 12oz, and drinks high in sugar or containing caffeine.

3:15pm Snacks for Extended Care Campers. Snacks offered should not be considered a meal replacement.

Rest Time (Nap or Quiet Time)

Supervised rest times are provided from 1:00pm-2:00pm. Children may nap, read a book, or listen to quiet music. You may supply a clean *travel sized* pillow and/or small blanket or towel for your child to use during rest time. All of camper's belongings must be able to fit inside a 13"x13" cubby. All belongings will be sent home at the end of the week to be cleaned and sanitized.

Year-End Accounting Reports

You are highly encouraged to personally track the amount you have paid for Summer Camp tuition, either through your billing agreement, or from your bank statements. **Requests for Year-End Summer Camp Tuition Reports, require additional account management and will incur an Accounting Service Charge per request.**

Tax ID# 11-3818592

Parent Quick Reference

Tiger-Rock Summer Camp Daily Schedule

Schedules are subject to change

7:30am-8:45am Check In Time
7:30am-8:30am Finish Breakfast

9:00am **Camp Begins**
9:00am-11:00am Life Skills Lesson/Organized Activity
10:00am Snack Break
11:00am-12:00pm Martial Arts Lesson
12:00pm-1:00pm Lunch (Wednesday PIZZA day)
1:00pm-2:00pm Rest Time
2:00pm-3:00pm Martial Arts Lesson
3:00pm **Camp Ends**

Extended Care

3:00pm-3:30pm Snack and prepare for martial arts lesson
3:45/4:45/5:30pm Martial arts lesson based on belt rank schedule. Free time when not in lesson.
6:00pm **Extended Care Closed**

Weekly Theme Schedule

Schedules are subject to change

June Week 1-4

May 31 – Closed for Memorial Day

Week 1, June 1- June 4, 2021: Speed Camp
Week 2, June 7 - June 11, 2021: Power Camp
Week 3, June 14 - June 18, 2021: XP Tricking & Tumbling
Week 4, June 21 – June 25, 2021: Ninja Camp

July Week 1-4

Week 1, June 28 – July 2, 2021: Leadership Camp
July 5 – Closed for Observance of Independence Day
Week 2, July 6 – July 9, 2021: Speed Camp
Week 3, July 12– July 16, 2021: Camp of Champions
July 19 – July 23, 2021: NO CAMP, World Tournament Week
Week 4, July 26 – July 30, 2021: XP Tricking & Tumbling Camp

August week 1 & 2

Week 1, August 2 – August 6, 2021: Strength & Conditioning Camp
Week 2, August 9 – August 13, 2021: Warrior Workshop

SAMPLE Parent Checklist for Camp
Put first and last name on all items sent to camp

- Lunch
- Water bottle
- Rest materials (travel sized pillow, travel sized blanket or towel, book)
- Change of clothing (COVID protocol in case contaminated by secretions)
- Uniform and gear (for campers in Extended Care)
- Socks
- Tennis shoes
- Sunscreen (optional)
- Insect repellent (optional)
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Emergency Contact & Consent for Care

2021 Summer Camp, Tiger-Rock Martial Arts, 503 W Front St, Hutto, TX 78634

All enrollment paperwork is required before beginning the program. Incomplete paperwork will not be accepted.

Child's First Name	Child's Last Name	Gender	Date of Birth	Next Grade
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		
		<input type="checkbox"/> M <input type="checkbox"/> F		

If siblings enrolled have different parents or different home addresses from each other, for clarity, please use one form per child.

Child/children primarily resides with: <input type="checkbox"/> both parents <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> guardian/other:			
Existing custody order for the enrolled child/children? <input type="checkbox"/> NO <input type="checkbox"/> YES A copy of the current court order MUST be provided.			
Child's Home Address, Street: City, State, Zip:			Child's Home Phone #
Parent/Guardian #1 First & Last Name:		Relationship to child:	
Home Phone:	Cell Phone:	Work Phone:	
Email:		Employer:	
Home Address (if same as child, write "same") Street: City, State, Zip:			
Parent/Guardian #2 First & Last Name:		Relationship to child:	
Eligible to pick up child <input type="checkbox"/> Yes <input type="checkbox"/> No (attach legal documents)			
Home Phone:	Cell Phone:	Work Phone:	
Email:		Employer:	
Home Address (if same as child, write "same") Street: City, State, Zip:			

My child/children's immunization records are current and on file at their academic school. Copies available upon request. Signature: _____ Date: _____			
My child/children's vision and hearing screening are current and on file at their academic school. Copies available upon request. Signature: _____ Date: _____			
ACADEMIC SCHOOL name:	Phone #:		Zip Code:
Address:	City:		

MY CHILD HAS A DIAGNOSED FOOD ALLERGY or EMERGENCY MEDICATION		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> PHYSICIAN DIAGNOSED FOOD ALLERGY (child's name and food/s allergic to):			
Food Allergy Emergency Plan is attached or is on file w/ TRMAH		Signature: _____	Date: _____
<input type="checkbox"/> Emergency Medication (reason lifesaving medication):			
Emergency Medication Form is attached or is on file w/ TRMAH		Signature: _____	Date: _____
MUST BE PRE-APPROVED Director signature:		Signature: _____	Date: _____

Pick Up Authorization & Emergency Contact IMPORTANT: If parent/guardian is unavailable and no one is listed below or information is incomplete, children may be placed in the care of Child Protective Services. Excluding those listed above, identify additional local individuals you authorize to pick up your child/children or in the event of an emergency who TRMAH may contact to care for your child.			
Name _____	Phone # _____		
Relationship: _____	Address _____		
Name _____	Phone # _____		
Relationship: _____	Address _____		
Name _____	Phone # _____		
Relationship: _____	Address _____		

Statement of General Health

Please list any additional conditions that TRMAH should be aware of, such as: any prescribed medication for long-term continuous use along w/ dosage (ie ADD/ADHD or allergy meds), allergies, serious illness, injuries, surgeries, physical handicaps, or hospitalizations within the past year.

Authorization for Emergency Medical Attention

I give consent for TRMAH to secure necessary emergency medical care for my child. In the event I cannot be reached to make arrangements for emergency medical care, I authorize Tiger Rock staff to call an ambulance, or to take my child to:

Name of Emergency Medical Care Facility:	Phone:	Address:
Name of Physician:	Phone:	Address:
Signature:		Date:

COVID-19 I recognize the global COVID pandemic. Masks shall be worn over the NOSE & MOUTH until future notice. It is my choice to enroll in TRMAH programs and assume any risks that may be associated with COVID-19. I will report any known health indications that could compromise the health or wellbeing to those at TRMAH.

Signature: _____ **Date:** _____

Camp Rescheduling & Cancellation Policy I understand deposits are non-refundable and non-transferable. Camp tuition will remain due-in-full if cancelling less than 2 weeks from reserved camp start date. Absences do not entitle makeup days, prorated fees, or refunds.

Signature: _____ **Date:** _____

Fees & Charges I understand and consent for automatic withdrawals for: tuition, billing processing charges, drop-off/pick-up procedures including early/late fees, rescheduling & camp cancellation policy, emergency closure/illnesses, NSF, and year-end accounting reports.

Signature: _____ **Date:** _____

Sunscreen & Insect Repellent I authorize TRMAH to apply sunscreen/insect repellent to my child that I have provided.

Signature: _____ **Date:** _____

Transportation (in Operations Policies) I authorize my child to be transported in TRHMA vans.

Signature: _____ **Date:** _____

Martial Arts & Weapons Training I recognize TRHMA is a martial arts academy with sports related risks outlined in the Agreement of Release. I give consent for my child to participate in martial arts & weapons training.

Signature: _____ **Date:** _____

Photographs (in Operations Policies) I will give written notice if I choose not to have photos of my child displayed or recognized publicly.

Signature: _____ **Date:** _____

Exclusions from Summer Camp (in Operations Policies) I understand my child may be excluded from TRMAH programs without refunds due to: illness, breaking the Code of Conduct, or delinquent account.

Signature: _____ **Date:** _____

Operations Policies I acknowledge receipt of TRHMA Operation Policies, including those for Discipline and Guidance. I have read, understand, and had an opportunity to ask questions.

Signature: _____ **Date:** _____

Summer Camp Handbook I acknowledge receipt of TRHMA Summer Camp Handbook. I have read, understand, and had an opportunity to ask questions. I will update information on the Emergency Contact & Consent for Care form and billing information when changes occur.

Signature: _____ **Date:** _____

Office Use ONLY Karen Hatchett, Director	Date of Admission:	Date of Withdrawal:
<input type="checkbox"/> Registration Form <input type="checkbox"/> Deposit <input type="checkbox"/> Agreement of Release <input type="checkbox"/> Billing Agreement/Paid-in-full <input type="checkbox"/> Uniform/Gear/Weapons	<input type="checkbox"/> Operations Policies Acknowledged <input type="checkbox"/> Emergency Contact & Consent for Care with Handbook Agreement <input type="checkbox"/> Field Trip/Transportation Consent <input type="checkbox"/> Sunscreen/Bug Spray Consent	If applicable <input type="checkbox"/> Custody Order <input type="checkbox"/> Food Allergy Emergency Plan <input type="checkbox"/> Emergency Medication & Form