

Tomorrow's Leaders
After School Program

**Parent
Essentials
Handbook**

A family's guide to
Tomorrow's Leaders

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Introduction

Where Children Become Leaders

Everyday is made up of learning opportunities. At Tomorrow's Leaders, we have set out to change the after school learning landscape by applying the ideals of Martial Art to traditional childcare. Etiquette is the corner stone of our martial art after school program. A positive attitude, respectful behavior, confidence, and self-discipline are the key ingredients to giving our children the greatest chance of success. Our goal is to empower a love of learning so children can maintain the momentum from the classroom to the martial art floor, to home, and throughout the community.

Our Commitment to Your Family

In our school, our highly trained teachers, instructors, and staff facilitate training, learning and play in a safe, supportive and stimulating environment. We focus on encouraging your child to engage in activities and help develop age appropriate cognitive, gross motor and fine motor skills. Throughout the day we make time to teach those intangible yet ever-important lessons, such as character development, by emphasizing the importance of patience, perseverance, sportsmanship, respect, and embracing difference.

Every minute has momentum and value – in the classroom, at home and throughout the community. Our approach to after school education is built around the fundamentals of traditional martial art. Our martial art training follows us everywhere we go and in turn so does our martial art etiquette. We expect our students to be as respectful at home and school as they are on the practice floor.

A Worldwide Reputation for Excellence

Kuk Sool Won™ of Clear Lake first opened its door in the Clear Lake area in the summer of 1991. Since that time, we have grown to one of the largest and most respected Association schools in the world. Our school is often used as a benchmark school.

Our reputation in the community is second to none and nearly all of our new students come from referrals. For years, our community has asked us to incorporate an After School program and we are proud to meet the needs of our community with the introduction of Tomorrow's Leaders.

By enrolling your child in our school, you are making an investment in the community in which you work and live. It is simple; children immersed in a positive, stimulating, and safe environment, grow into the leaders of tomorrow. Your children will gain confidence, respect, and a strong sense of community in your home, neighborhood, and in their schools.

We look forward to having you and your family become a part of the Tomorrow's Leaders community.



Admissions & Attendance

Enrollment and Tuition

Your enrollment is complete when you return all requisite forms and the required fees for your child. Together, your Enrollment Agreement and the Parent Essentials Handbook govern the contractual relationship between your family and Tomorrow's Leaders. If you have questions after reading both documents, please contact the Director for an explanation or clarification of any policies or procedures.

We kindly ask that all tuition payments be made in advance of services. Your Enrollment Agreement provides further information on the dates payments are due and payment methods. We urge you to make payments in a timely manner, as late payments will incur late and return fees. For your convenience, our computer software system allows you to check your account balance at any time.

Waiting List

If we cannot immediately accommodate your child when you apply, we will place your child on our waiting list. We consider the following factors when making classroom placements:

- Internal movement of a child from one age group to another based on the child's age and individual readiness, their martial art rank, and available openings in the next classroom.
- Sibling of a child currently enrolled
- New children, based on date of application, with registration fee

Please note that if you decline an enrollment opportunity, we will extend that offer to another child on the waiting list.

Forms

Please complete and return the following forms to the Director prior to your child's first day.

Admission Information

This form provides the child's information, parent/guardian information, emergency contacts, and approved pick up personnel.

Enrollment Agreement

This form outlines terms, including, without limitation: tuition, registration, and other fees; and hours of operation.

Health and Emergency Permission

This provides us with information on dietary and environmental allergies, possible reactions, special needs and accommodations, physicians information, and consent for Tomorrow's Leaders to seek medical attention for the child.

Transportation Agreement

This authorizes us to transport your child either by school bus or by a Tomorrow's Leaders authorized vehicle.

Child Immunization Information

Current immunizations records including vision and hearing screening will be kept at the child's Elementary School specified in the enrollment agreement.

Child Profile

This gives us background information on your child, including special interests, likes and dislikes, physical abilities, and social behavior.

Policies and Procedures

Tomorrow's Leaders guidelines, policies, and procedures.

Late Pick Up

Please make every attempt to pick up your child on time. We charge a fee when children are not picked up on time. If someone is unable to pick up your child by 6:30 pm, there will be a late pickup fee of \$1.00 per minute. Please understand, our staff has their own schedules, families and appointments to keep after closing time. Your being late prevents them from keeping their schedules. You may rationalize that this is the only time I have been late, but if everyone thinks that way, that means our staff are probably staying late every day waiting on a late pick up. Fees incurred for late pick up are due upon arrival. If a child has not been picked up by 7:00 pm and all attempts to contact parents and emergency contacts have failed, we are obligated by state regulations to call Family and Children's Services and the police. If a child is left at Tomorrow's Leaders for a half hour or more after closing, and the parent's whereabouts are not known, Tomorrow's Leaders reserves the right to call the proper authorities to pick up the child in accordance with state guidelines. (Please see your Enrollment Agreement.)

Hours of Operations

Tomorrow's Leaders is open from 3:00 p.m. to 6:30 p.m. during the school year and 7:00 a.m. to 6:30 p.m. for full day camps, Monday through Friday, twelve months a year. We are closed ten days a year in observance of the following holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

We charge full tuition for holidays. If the holiday falls on a weekend, the school will be closed on a weekday either before or after the scheduled holiday. Check with the front desk for those specific holidays.

Enrollment Fee

A registration/supply fee is required upon enrollment. This fee is non-refundable and will hold a space for your child for up to two weeks. This is an annual registration/supply fee and will be charged at each anniversary of your enrollment.

Tuition Payments

Tomorrow's Leaders requires that tuition be paid in advance on each Friday for the upcoming week. We offer weekly ACH Draft payments for your convenience. Weekly payments can also be made using a credit card on file with 3% transaction fee. For security purposes, cash will not be accepted. Once you enroll in our program, your tuition is due continually each week regardless of whether or not your child attends. Tuition is charged for all weeks from the time a child starts until a proper two-week withdrawal notice is provided and we meet their withdrawal date. Since staffing and other operational costs are incurred on the basis of fixed levels of enrollment and because few of these costs are eliminated when the child is temporarily absent, we cannot give tuition refunds or discounts for days your child is absent. Fees are based on enrollment, not attendance. No tuition adjustments will be made due to illness, holidays, school closings, or transfers. Days cannot be exchanged or made up for other days.

Multiple Child Discount

A discount of 10% off is given to each additional child after the first child's enrollment.

Kuk Sool Won Class Fee

We encourage parents to enroll their child for Kuk Sool Won classes. There will be an additional fee of \$25 if your child is enrolled for Kuk Sool Won Martial Arts classes.

Return Payment Fee

For any payment returned unpaid from the bank or credit card for any reason, there will be a returned payment fee of \$35.00 charged to that account. If there are two or more returned payments only money orders will be accepted for payment on that account.

Late Tuition Fee

Since tuition is due on the Friday before the upcoming Monday, a late fee of \$35.00 will be charged on accounts not paid by Tuesday at closing. An additional \$35.00 will be charged on Thursday if the tuition is still unpaid. If the tuition has not been paid by Wednesday at close for the week you are attending, your child may not attend school until the account is brought up to date. If you dis-enroll, the account must be paid in full with a two week notice. In order to re-enroll, a new enrollment fee must be paid.

In-service and Holiday Fees

We welcome our children to attend additional days and times when needed, such as in-service days, half days, and school holidays. Tomorrow's Leaders will assume your child will need to be picked up every day from school including those days they are released early from school. It is very important that you inform us via verbal confirmation if your child does not need to be picked up from school for any reason including those early release days. We will also assume enrollment will continue during the summer unless you inform us of withdrawal. Tuition rates are adjusted for summer and holiday (all day) care. There is an in-service and one day holiday fee of \$50 and an early release pick up fee of \$25.

Discontinued Enrollment

Parents may withdraw their child(ren) from Tomorrow's Leaders by giving a 2-week written notice of intent to withdraw. Charges are incurred until the end of the 2-week notice. Vacation credit may not be used two weeks prior to your dis-enrollment date. If you choose to re-enroll at a later time, we cannot guarantee there will be space available in the same program. If space is available, another registration fee will be required for enrollment. If no notice is given, charges are incurred equal to two weeks of your regular tuition. If your child is absent for two weeks and we have not heard from you, we will dis-enroll your child. Tuition for those two weeks is charged to your account. Forms are available at the front desk for withdrawing your children and must be handwritten and handed to a member of management. Notifying your child's teacher does not satisfy the requirement of this policy. Please keep us informed of their enrollment. We work hard to fulfill the needs of every child and to provide a positive learning experience for everyone. Special needs will be accommodated whenever possible. We reserve the right to ask parents to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care. In the event that behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required. If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulation, or fail to follow any Tomorrow's Leaders policy or procedures, it may be necessary to dismiss your child from care.

Tomorrow's Leaders reserves the right to discontinue enrollment of a child. Reasons include, but are not limited to:

- Parents failing to cooperate reasonably with Tomorrow's Leaders in the provision of educational services to their child, in the payment of tuition and fees, or in picking up their child promptly.
- The child representing a danger to himself or others.
- The child being destructive of school property or disruptive in ways that impairs the education of other students.
- The child requiring another educational setting more appropriate to his/her needs such as one on one care.

The relationship between parents and center staff is vital to the success of a child's experience. The school reserves the right to dis-enroll a child without notice if the parent is rude, threatening or harassing to school staff. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.

Laundry Service

Tomorrow's Leaders will provide laundry service for students who participate in Kuk Sool Won Martial Art classes. Each child will receive a clothing net with their name labeled on it. At the end of each week, Tomorrow's Leaders staff will wash and dry your child's martial art uniform and return it to their assigned locker. Tomorrow's Leaders will be using laundry detergent for the washer and fabric softener and/or fabric sheet for the dryer. If your child has any sensitivities to these products, we will be unable to provide this service for your child. We will send your child's uniform home on Fridays to be laundered and returned upon returning to the facility. If your child is participating in a Kuk Sool Won event outside of our Tomorrow's Leaders facility, they must take their uniform home with them and return it, washed and folded, back to Tomorrow's Leaders facility for them to resume participation for their scheduled class time. Tomorrow's Leaders is not responsible for any uniforms taken outside of the facility and will not compensate for lost uniforms.

Americans with Disabilities Act

Tomorrow's Leaders provides services for children with disabilities whose limitations can be reasonably accommodated. With the assistance of families and health professionals, our program is designed to help meet children's individual needs on a reasonable basis. Please be open and honest with the school's administration about any physical or developmental concerns you may have about your child. Only through open communication can we provide the best care and education possible.

Vacation Credits

Each child enrolled at Tomorrow's Leaders is allowed two weeks of "Vacation Credits" per year. Each credit reduces that weekly tuition cost by 50%. The following rules apply:

- You have notified the front desk prior to the absence by filling out a "Vacation Notice" form and given it to a manager.
- Your child is absent all 5 days in a single week (Monday-Friday). The child must be absent the entire week before the vacation credit is allowed. Vacations are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- You must be enrolled 90 days to be eligible to use your vacation credit for the year.
- Accounts must be current and paid in full to be eligible for the vacation credit.

Severe Weather/Disaster

Tomorrow's Leaders recognizes that you rely on us to provide care for your child even when there is severe weather, and we make every effort to do so. We are typically open on time—even in the event of severe weather. In the event of a localized disaster or state of emergency, we may close and will notify you via a predetermined form of communication prior to opening. (i.e., Facebook, School's website, text message or phone). If an emergency forces a closure while children are in the School, we will call you immediately. Please ensure that we always have up-to-date emergency contact information. We do charge full tuition for these days regardless of the closure.

A hand is pointing at a digital screen displaying a colorful chart or graph. The background is a blurred classroom or office environment. The text 'School Security' is overlaid on the left side of the image.

School Security

Your child's safety and security are paramount. Our facilities and outdoor areas have secure entries and exits that are carefully maintained and monitored. Please take a moment to review the following policies that will offer you peace of mind while your child is in our care.

Signing Your Child In/Out

We use a secure, computerized system for signing your child in and out of our School every day. Each parent or guardian will choose a unique PIN or QR Code that must be used each time when signing a child in or out. In the unlikely event that the computer is not functioning, all parents or guardians will manually sign in or out.

Your children will only be allowed to be picked up by individuals you have listed on the Approved Pick up List and Emergency Contact List.

Pick Up

Please greet your child in his or her classroom at the end of each day. To reinforce our security policies and procedures, please avoid holding open the door for anyone you do not know.

Please remind your emergency contacts that any individuals who pick up a child in an emergency situation will be asked to present proper ID and must possess an appropriate-sized child safety seat.

Security Precautions

Tomorrow's Leaders have adopted security measures that may include specialized training, identification badges for teachers, electronic security codes, a biometrics system and door alarms. Please do not give the entrance security code to any unauthorized individual.

Release Authorization

Only individuals listed on your child's Approved Pick up List and Emergency Contact List are authorized to pick up your child unless you notify us in writing. We will not, under any circumstances, release a child to a person not authorized by you. Therefore, we require written notification regarding every individual who is authorized to pick up your child.

When picking up a child, each person must be required to show a photo identification before the child is released.

All custodial parents must complete all forms and provide it to the Director.

Smoke-Free Environment

Tomorrow's Leaders maintains a smoke-free environment. When dropping off or picking up your child, please do not smoke in view of children.



Transportation

Tomorrow's Leaders offers safe transportation services. Our staff may transport children to and from school or on field trips through the use of a Tomorrow's Leaders vehicle. We require a signed and fully completed School Age Transportation Plan form that allows us to transport your child. If our School does not receive a completed form from you, no transportation can be provided for your child.

For after school care, Staff members mark the roster once a child is placed on a Tomorrow's Leaders vehicle escorted by an elementary school employee and again the roster is marked when they exit the bus upon arriving at Tomorrow's Leaders location.

It is vital that Tomorrow's Leaders be notified of any changes in the scheduled transportation. We will assume that the schedule will be followed unless we receive verbal instructions from the parent/guardian. Notify us by phone at or before 2:00pm the day that care is needed to change for afternoon transportation. Failure to notify us of changes in afternoon pickup causes confusion and delays in our schedule. Failure to adhere to this policy will result in a \$10 charge to your account.

Field Trips

To enrich and enhance the day-to-day learning experiences in the classroom, we plan a field trip for the children during Summer or holidays. Buses provide transportation for field trips. We will have multiple fields trips a week and your child will be assigned to an age-appropriate group. Each group will have at least one field trip per week. You will be given notice of when and where these field trips will occur. All permission slips must be signed by parents or guardians and returned, along with any fee, prior to attending the field trip. While children look forward to field trips, they are welcome to remain at the school in another classroom if you are uncomfortable with the planned outing.

Water Activities

Some field trips may include water activities (such as Splash Pad or Sprinkler Play). On those days please bring a bag with a change of clothes, towel, safe non-skid water shoes, bathing suit, and sunscreen with your child's name labeled on all of the items brought for your child.



Privacy Policy

Tomorrow's Leaders employees are not permitted under any circumstances to provide any information about your child (including whether the child is enrolled at the school or if your child is in attendance at the school on a particular day and/or time) unless you have provided written authorization for that person to receive such information. Only you and the other individuals you include on the Emergency Information Form will be provided personal information about your child, unless you specifically tell us otherwise in writing.

Parent Custody and Visitation

If a family member is denied custody of, or visitation rights for, a child, or if those rights are in any way limited by a court order, please provide a certified copy of the related legal documents to the Director. We will store your documents in your child's file and will treat them as strictly confidential. We depend on open communication along with receiving the most current and relevant information in order to provide a secure environment for your child. If we do not receive copies of all relevant legal documents, we may not be able to follow your wishes regarding visitation and pick up. Please know that we enforce our security policies and procedures to provide the maximum level of safety for every child who attends Tomorrow's Leaders.

Health Check

Every day, a trained staff member should conduct a health check of each child. This health check should be conducted as soon as possible after the child enters the child care facility and whenever a change in the child's behavior or appearance is noted while that child is in care. The health check should address:

- Reported or observed illness or injury affecting the child since the last date of attendance;
- Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day;
- Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
- A temperature check if the child appears ill
- Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or bruising).

The daily health check will be performed in a relaxed and comfortable manner that respects the family's culture, as well as the child's body and feelings. Staff will gain information necessary to complete the daily health check by direct observation of the child, querying the parent/guardian, and, where applicable, conversation with the child.



Learning and Classroom Environment

When it comes to learning, Tomorrow's Leaders is committed to educating the whole child: mentally, emotionally, socially and physically. What sets Tomorrow's Leaders apart is the experience of our staff and the integration of an after school program with our proven martial art system. As martial art teachers, we have decades of experience motivating our community's children to become the best they can be. We strive to teach and develop positive self-esteem in an environment that promotes and provides successful experiences, opportunities, and skill building. Our after-school environment allows martial art training that has statistically shown improved academic achievement, reduced behavioral issues, increased social competence, and better relationships with peers and adults. Etiquette is defined as a behavior motivated by respect. This is the cornerstone of our martial art program and will, in turn, be the basis of our after school program.

Our Mission Statement

By incorporating the martial art philosophy into our after-school program, we go beyond childcare. We develop confident and inclusive leaders. Through encouragement, goal setting, and learning through skill building, we teach emotional and physical development, social and leadership skills, and self-regulation. It is our goal to teach these essential life skills through character building and personal development, and create a culture that builds positive relationship opportunities between their peers, parents, and the community. Tomorrow's Leaders will set the path for your child's personal and future professional success. Furthermore, your child will acquire the skills and strength of character that will foster success now and in the future. To achieve these high standards, Tomorrow's Leaders is committed to providing:

1. A caring, nurturing, and skill-based learning environment
2. A creative, developmentally appropriate curriculum for every age group that encompasses all facets of learning
3. World class martial art instruction
4. Peace of mind for parents based upon an open-door policy and safe, secure surroundings
5. Well-trained childcare professionals who are dedicated to partnering with families and passionate about educating children
6. Experiences that raise each child's awareness and understanding of our diverse world

Center-Based Learning

Tomorrow's Leaders believes that the best way to encourage learning is through a center-based learning approach. Research shows that center-based room arrangements help children establish classroom routines, make greater connections to the outside world, and develop more ownership over new skills and milestones.

While the center-based teaching approach is evident in each classroom, so is attention to the specific needs of individual age groups; each classroom is designed to meet the growing needs of those particular children.

Our Values and Philosophy

We are driven to help develop not only your child's individual ability but to:

- Provide an environment where we can teach the value of kindness, sharing, and caring for others so that your child can be both a team leader and a supportive and collaborative team player.
- Create a positive outlet and a safe place that introduces a variety of activities and experiences designed to help your child learn more about themselves, their friends, and their environment.
- Build social skills and empathy through emotional intelligence, maturity, and growth by recognizing and accepting emotions, thoughts, and feelings in themselves and in others.
- Teach constructive and acceptable ways to express their thoughts and feelings in a healthy and appropriate manner through encouragement, guidance, and support.
- Expand your child's perspective and appreciation by exposing them to a rich culture, history and tradition, lifestyle, language, and art.
- Provide and set goals that will help them foster responsibility in themselves which will build their confidence, self-discipline, mental and physical health, and facilitate appropriate independence.
- Teach them to be a positive, respectful, kind, and inclusive member of the community and society through essential life principles that we call the 5 principles:

1. Virtue
2. Trust
3. Intelligence
4. Bravery
5. Discipline

Summer "Warrior" Camps

Tomorrow's Leaders summer camps are like no other camps! The integration of advanced martial art training, team building activities, and field trips gives children the opportunity to spend their summers exploring their connections to the world around them. The Camps are divided into sections by age and rank, so that each children's developmental needs can be addressed through fun and engaging activities.

Tomorrow's Leaders camps offers authentic experiences in which all areas of learning are integrated. Through teacher facilitation, each child will take ownership over his or her daily activities and collaborate with other children through project-based group investigations.

Classroom Graduations

Tomorrow's Leaders wants all children to be comfortable and feel successful in their respective classrooms. That's why we carefully consider children's development before moving them on to the next level classroom. Set guidelines have been established for each classroom, including chronological age and the development of their social, self-help, and self-regulation skills.



Positive Guidance and Re-Direction

Positive Guidance focuses on acknowledging children's feelings and emotions, as well as focusing on the positive aspects of children's actions and interactions with one another. It's a technique that allows teachers to guide children through difficult social situations, rather than separating the children from a group or disregarding their feelings.

Our teachers and staff praise and recognize children for appropriate behaviors and their attempts at solving problems. By providing children with social scripts, problem-solving techniques, self-calming activities, and choices and activities geared toward their interests, teachers give children the tools they can use for lifelong success in every situation.

- Physical punishment will never be used. No child will be subjected to cruel or severe punishment or verbal abuse.
- No child will ever be shamed, frightened or humiliated.
- No child will be denied food, toileting, rest, or recess privileges as punishments.
- No harsh or profane language or implied threats promising physical punishment will be used.
- No child will be punished for soiling, wetting or not using the toilet.

Behavior Management

In the event that a child displays inappropriate behavior on an ongoing basis, the Director will observe the classroom and the child's behavior, then set up a meeting with parents and staff and develop a Behavior Plan to implement during daily care. If those efforts do not improve behaviors, dis-enrollment of the child will occur. Care will be offered through the end of the week before dis-enrollment, unless the inappropriate behavior jeopardizes the health or safety of other children or members of the Tomorrow's Leaders staff. In such cases, immediate dis-enrollment will occur. (Please read your Enrollment Agreement.)

Special Visitors

To enrich and enhance the day-to-day learning experiences in the classroom, we occasionally will have special visitors (or In-House Field Trips) to Tomorrow's Leaders Children look forward to these special visits. We will provide you with notice of when these special visits will occur.

Extracurricular Activities

Extracurricular programs, such as Kuk Sool classes, are available at Tomorrow's Leaders for an additional fee. Kuk Sool Won is not just an activity, it is an education. This is a unique educational experience that is developmentally appropriate for your child physically and mentally.



Parents: Partners in our Community

At Tomorrow's Leaders, we believe that strong parent and teacher communication is critical to building your child's self-confidence and ensuring your family's continued satisfaction. Each family is welcome to a tour of the facility with a member of management. During the tour we discuss the family expectations or needs of the child(ren). The family is, then, introduced to the student's perspective teachers and classroom. Should the family choose to enroll, a member of management will do an overview of school guidelines and the family will receive a copy of the Parent Essentials Handbook. During this time there is also a discussion of the various resources and opportunities for involvement that Tomorrow's Leaders provides for the families.

Parent Involvement

We want parents to be engaged in a consistent, organized and meaningful way in the consultation, planning, implementation and evaluation of programs and activities that assist their child's development. It is essential that parents play an integral role in their child's development and that they are encouraged to be full partners in their child's educational and social progress. We encourage parent involvement at Tomorrow's Leaders in various ways. Periodically, classes may ask for donations of items from home for curriculum activities or to help enhance the classroom environment. Classes may also ask for parent volunteers for special holidays or celebrations and we also encourage our parents to participate in Teacher Appreciation Week. Parents are encouraged to attend any special performances that their child(ren) may participate in and are given proper notice of such events ahead of time through notices posted in both the classroom, as well as at the front of the school. The school has an Open Door Policy where parents are allowed to come visit their child throughout the day. We do ask, however, that parents check in to the front desk and do not continue to stay in the classroom for long periods of time or interfere with the teaching of curriculum in the classroom.

Daily Lesson Plans

Each classroom has Family Information Board that posts specific lesson plans, including their daily schedule, themes, and our menu. These plans detail the classroom activities for the week.

Parent Communication/Conference

Tomorrow's Leaders endorses an open door policy. We welcome your questions, comments and suggestions at any time. We encourage you to discuss any classroom issue with your child's teacher if needed. We strive to provide the highest quality of care and education to the families we serve. We welcome parent input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule an appointment/conference with a member of management. If a member of management is not available to address your concerns immediately, request a conference at the earliest convenience.

The relationship between parents and center staff is vital to the success of a child's experience. The school reserves the right to dis-enroll a child without notice if the parent is rude, threatening or harassing school staff. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.

Any changes made in Tomorrow's Leaders policies or procedure will be communicated through notifications through our school's computerized system or will be posted in the facility.

Our Staff



At Tomorrow's Leaders, we take pride in providing your child with an inspiring, motivating and nurturing staff. As a highly respected child care provider, our rigorous hiring and training programs ensure that our educators always provide the highest quality care possible. Additionally, all our educators are required to participate in ongoing professional development programs. These comprehensive internal training programs hold our staff to standards that, on average, exceed state requirements for child care providers.

We require background checks through local, county, state and/or federal agencies prior to employment. We obtain medical history information for staff members and keep it on file. It is available for review by local health and licensing officials.

Meet the Staff

To help you become familiar with our staff, we maintain a Meet Our Staff board. The board includes a picture of each staff member, along with his or her qualifications and biography.

Equal Opportunity Provider

Tomorrow's Leaders is an equal opportunity child care provider. We accept applications for admission without regard to race, color, national origin, sex, sexual orientation, disability, age, religion or any other status protected by law.

Outside Babysitting Services

Upon hire, our staff members agree not to accept offers for babysitting engagements from families who have a child enrolled at Tomorrow's Leaders. This includes families seeking to hire a Tomorrow's Leaders staff member on a full-time basis or to babysit or transport children in their personal vehicles. Because of this policy, we ask that all families refrain from asking staff members to enter into such an arrangement.

Staff Health Notice

While all employees are encouraged to stay current on all recommended immunizations, we do not require employees to obtain immunizations. We leave this decision to the staff member, as determined between doctor and patient. OSHA guidance for Hepatitis B vaccinations indicate that all staff members determined to have potential workplace exposure to human blood and other potentially infectious materials must be offered the Hepatitis B vaccination series at no cost to the staff member and within 10 days of hire. This series of immunizations is available at no cost to staff members. If a staff member has previously received the HBV vaccinations, or wishes to waive his/her right to receive the vaccinations, a Hepatitis B Vaccination Consent/Waiver form must be completed.

Standards of Care

We are licensed by the Texas Department of Family and Protective Services and meet or exceed all licensing requirements. Our license, as well as the Director's License, is always displayed in the front lobby. A copy of the minimum standards is available at our school for parents to review as well as online at <https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>. A copy of our latest inspection report from licensing is always posted and also available for parents to review. For information about local day care licensing offices look on the DFPS website at: <http://www.dfps.state.tx.us> or call the Child Care Information Line at 1-800-862-5252.

Reporting Child Abuse/Neglect and Preventing and Responding to Abuse and Neglect of children

Our personnel are required by law to report any suspicion of child abuse (physical, sexual or emotional) or neglect to the proper authorities. All investigations are confidential; therefore, staff members are not at liberty to discuss them, even with parents. Our staff attends training classes to become more aware of indicators of abuse or neglect.

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Tomorrow's Leaders are considered mandated reporters. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. This Act also provides immunity from liability for mandated reporters who in good faith report suspected instances of child abuse or neglect.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation.

To report child abuse or neglect, call 1-800-252-5400. This number is accessible from across the United States and is the Texas Abuse and Neglect Hotline. To report to Childcare Licensing the closest office is located at 2221 West Loop S, Houston, TX 77027 and the phone number is 713-940-5200.

All caregivers must receive 15 clock hours of annual training. The Director must receive 20 clock hours of annual training. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including: (1) factors indicating a child is at risk for abuse or neglect; (2) warning signs indicating a child may be a victim of abuse or neglect; (3) internal procedures for reporting child abuse or neglect; and (4) community organizations that have training programs available to child-care center staff members, children, and parents.

We will work with various community resources to better inform parents and staff about issues regarding child abuse and neglect and prevention techniques by suggesting opportunities to learn more. Please go to <https://www.hhs.texas.gov/> for Texas Health and Human Services online.



Health & Safety

Health and Safety

Tomorrow's Leaders recognizes that a healthy environment is essential to your child's growth and development. From nutrition to sick children to first aid, we have policies and procedures in place to make certain your child is cared for. All children get sick from time to time, and our Sick Child Policy helps to maintain the environment for all the children in our care.

Nutrition

At Tomorrow's Leaders, we will not be providing food services to the children.

Food will need to be provided by the parent. Tomorrow's Leaders will not provide lunch during full day hours and parents must provide a packed lunch and snack (breakfast and/or afternoon) for your child. Please do not send candy, gum or sodas. We cannot refrigerate lunches, so if something needs to be kept cold, you should use an ice pack designed for lunch boxes to keep it cold. We are unable to cook individual lunches brought from home so if something needs to be kept warm, please send it in a thermos.

Additionally, snacks will need to be provided by the parent. Snacks may include breakfast snack (for full day hours) and afternoon snack (for full day and after school care hours). Please do not send donuts, candy, soda or other unhealthy items. We cannot provide any food and if a child requires a special diet, parents may furnish that child's specific food needs. In this case, the parent must understand that the lunch and snacks they provide may not meet the nutritional value for the child's daily food needs.

Tomorrow's Leaders is not responsible for the nutritional value of lunches and snacks brought in by parents. We do not serve peanut items in consideration of the large number of children who cannot have these foods. **We are a peanut free zone. Please pack lunches and snacks that are peanut free.**

Food Allergies and Dietary Restrictions

We recognize that food allergies are common among young children. We ask parents of children with food allergies to document—with the help of their pediatrician—all necessary and related information on our Health Form. Due to the large number of children with peanut allergies, we do not serve peanut products.

If your child will need substitute food items due to religious or cultural preferences, please provide this information on the Health Form.

Information about any allergies or religious/cultural food preferences is entered into our computer system, and prints out on our rosters along with an updated allergy list.

Peanut Free School

We may have children enrolled in the school with peanut allergies ranging from mild to life threatening. Children with life threatening peanut allergies can be affected simply by smelling a peanut laden product. It is for this reason we have decided to make our school a Peanut Free School. Do Not send any food to school that may contain peanuts. Read label ingredients -checking for peanuts, peanut oil, traces of peanuts or prepared in a facility where other peanut products are used. This applies to food sent for your child's lunch or snack and, more importantly, to food intended to be shared with the entire class. Your conscientious help can make Tomorrow's Leaders a safe environment for these children and is appreciated by the staff and parents alike.

Pets/Animals

There may or may not be animals at our school. Any animals present will be healthy and properly vaccinated. If your child has allergies, please see that we are informed of this. When dealing with animals, Tomorrow's Leaders will follow the state licensing guidelines.

Sick Child Policy

If your child becomes ill, we will call you or a designated adult included on your Emergency Information form as soon as possible so that your child can be picked up. While your child waits for you or another trusted adult to arrive, he or she will rest quietly away from other children.

Returning to School

Children must be symptom-free for 24 hours without the use of acetaminophen or other fever-reducing medicines before returning to the center. This will allow the child to fully recover and return rested and able to participate in all activities. We may request a physician's medical clearance upon your child's return to ensure your child may participate in daily activities.

Additionally, a medical clearance is required for all illnesses that are either communicable or contagious, regardless of the time your child is away from the center.

Children returning to school should be prepared to go outside to play and participate in all activities. We are not staffed to accommodate requests for certain children to stay inside. If a child is not well and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

Specific Symptoms and/or Conditions

To maintain the healthiest environment for all children, we ask that parents please be respectful of the other attendees and staff members, and refrain from bringing children to Tomorrow's Leaders when a child exhibits any of the following:

- A contagious or communicable disease
- A temperature of 100 degrees or higher
- Heavy nasal discharge that is yellow or greenish in color
- A persistent cough
- Draining eyes, ears, nose or any open sore
- Diarrhea or vomiting
- Lack of proper immunizations
- Inability to participate in play/activities, both indoors and outdoors
- Strep throat (child must be out of Tomorrow's Leaders for a minimum of 48 hours and must be taking prescription medication)
- Pinkeye: Conjunctivitis must be excluded from care until 24 hours after antibiotic treatment has begun
- Head Lice: Excluded from care until after treatment has begun.
- Unknown questionable rashes and impetigo, measles, chicken pox, etc. Highly infectious conditions will require a physician's written approval before returning.
- Tomorrow's Leaders reserves the right to require a physician's written approval to return due to any illness

Note: children who have been sick must remain fever-free for 24 hours before returning.

Medications

Please understand that Tomorrow's Leader is NOT required by law to administer medicine. In keeping with state regulations, Tomorrow's Leaders may not dispense any medication to your child without your written authorization via a Medication Authorization Form completed and signed by you. By filling out this form, you give our designated, trained staff permission to administer the medication. Please understand that these medication policies are in place for the protection and well-being of your child while he/she is in our care.

- All medication must be in its original container, labeled with the child's complete name, address, physician's and pharmacy's name and phone number, recommended dosage, and times and method of administration.
- Medicine is administered once daily during After School care between 4:30 pm. to 5:00 pm and during full day care at 11:00 am and between 4:30 pm to 5:00 pm.
- All medications are left at the front desk with the person in charge (no medications can be left in the classroom).
- Parents sign-in any needed medications by filling out the Medication Authorization Form at the front desk. (This must be filled out completely before medications can be administered).
- All medications are taken home after they are no longer being administered (if not picked up after a certain amount of time, medication will be thrown away)
- Medications will only be given according to the directions.
- Medicine is not expired.
- Cream or spray sunscreens and topical lotions that is labeled with your child's name may be applied as needed under written parental instructions. A Medication Order form may be needed based on state's requirements.

We will only administer over-the-counter medications, such as cough syrup or Tylenol, with a note from a physician detailing the child's name, amount to be given and number of days to be given.

Nebulizer Treatments

If your child needs a nebulizer treatment, we need a signed note from your physician stating:

- The type of medication to be given
 - The amount to be given
 - The time it should be given
 - Any other specific instructions
- We will administer nebulizer treatments more than once a day.

EpiPens

If your child has severe allergic reactions, you may leave a prescribed EpiPen at the school. Written instructions from a physician on administering it must be provided, as well as written permission from the parent for us to administer it in an emergency situation.

Medical Emergency

If a child becomes injured or ill while at the center, the parents will be notified immediately. If parents cannot be reached, emergency contacts will be notified. If it is necessary to seek immediate medical attention for a child, emergency medical technicians will be called to transport an ill or injured child to an emergency medical facility. A Tomorrow's Leaders staff member will accompany your child to the hospital in an emergency situation. The child's Health and Emergency Permission Forms, as well as the Transportation Agreement on file will accompany the child. Tomorrow's Leaders uses HCA Houston Healthcare Clear Lake as its designated emergency care center. (HCA Houston Healthcare Clear Lake 500 medical Center Blvd. Webster Texas 77598 281-332-2511) In the event of an occurrence of a communicable disease as defined by the Department of Health, written notification will be posted on the affected classroom door within 24 hours or the next working day.

Accidents and Incidents

Even in the highest quality centers, accidents can happen as children explore the world around them. Many precautions are taken to ensure a safe environment including routine staffing that exceeds the minimum state standards. It's not uncommon for children to receive bumps and bruises on occasion. The staff will use basic first aid procedures to care for bumps and bruises. If more care is needed for the injury, we will ask that you follow up with a physician's visit or seek emergency medical care. Sometimes children are involved in various "incidents" worth documenting. You will be notified of these events through an Incident Report form that will be provided to you when you pick up your child. The form requires your signature, thereby letting us know you have been made aware of your child's accident/incident. We place these reports in the individual child's file. Parents whose children are involved in an incident may request a conference to discuss strategies to prevent future occurrences. If an incident or injury occurs, first aid is administered and the incident report is filled out. You will sign this report at pick-up. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group-care setting, we do witness most incidents, but occasionally, there may be an incident we do not see. Our teachers simply cannot see everything. If your expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see our Director if you have any concerns about this matter.

First Aid

We maintain a completely stocked first aid kit in Tomorrow's Leaders at all times. If the children leave Tomorrow's Leaders on a field trip, the teachers are required to carry copies of the children's Emergency Information form and a first aid kit. All staff members attend training for health and safety issues instructed by qualified, registered trainers. In addition, we require staff members to be certified in first aid and CPR for children and adults.

Kuk Sool Won Martial Art Class Disclosure

Tomorrow's Leaders, Kuk Sool Won of Clear Lake, and World Kuk Sool Won Association are not responsible for any incidents or injuries that occur at our facility.

Emergency Situations Protocols

If an emergency situation develops such as severe weather, fire, physical damage to the building, gas leak or any other situations that poses a threat, the safety of the children is our first concern. Tomorrow's Leaders is equipped with a fire alarm, fire extinguishers, and carbon monoxide detectors. Drills are conducted regularly and teachers are trained on these skills and evacuation routes. Every classroom has Evacuation Routes posted at every EXIT. Tomorrow's Leaders also has an Emergency Preparedness Plan that is located at the front desk. The plan is available for all parents and staff to view at anytime.

If there is an emergency situation and it becomes necessary to close Tomorrow's Leaders parents will be notified to make arrangements for early pickup. If there is severe weather that prevents the school from opening, parents will be notified through our parent app and social media. If an emergency situation develops and it is determined that the building or premise is unsafe, your child(ren) will be moved by using name-to-face to keep track of children to our alternate shelter location. (Stand alone martial art building or Advanced Auto Parts). Parents will be notified of the situation by phone call, parent app and our social media. You will be required to pick up your child as soon as possible from the communicated location. We will unite children with their parents by using our electronic system to check children in and out. Parents must bring their government form of identification, if our electronic system is down to verify pick up authorization. Parents must meet us at the evacuation sites or when sheltering/lock-down is lifted to pick up their child.

The first responsibility of our staff in an emergency evacuation or relocation is to move our children to a designated safe area. Should an emergency occur, we would evacuate to our On Site Evacuation Location. Our "On Site Evacuation Location" for the Main Building at 15230 Galveston Rd Building A is to our Martial Art building at 15230 Galveston Rd. If the stand alone martial arts building is also unsafe for the children's care our second Evacuation Location is Advanced Auto Parts located at 15460 Galveston Rd., Webster TX 77598. Phone number is 281-286-3919.

Staff are responsible for transitioning children out of the building in a safe manner. The owner, Director, and Assistant Director are responsible for conducting a headcount of children and verifying the number of children on our rosters. We will communicate, by phone, with the Houston Police Department, Houston Fire Department, EMS and Health Department in case of emergency.

A Family of Masters

A lifetime of Experience



Master Barry Harmon has been training in Kuk Sool since 1971. Master Barry holds the rank of 9th degree black belt and was the first non-Asian practitioner to achieve Master Level. His title is Su Suhk Kwan Jang Nim. It is important to always address our school Master by his proper title. Master Harmon also holds a Professional Degree in Acupuncture from the NCCAOM and is licensed to practice in Texas. Master Barry is known throughout the world for his expertise in Kuk Sool Won.

Master Choon Ok Harmon has been training in Kuk Sool since 1970. Master Choon Ok also holds the rank of 9th degree black belt and is the highest-ranking woman in Kuk Sool worldwide. Master Choon Ok's title is Su Suhk Ya Kwan Jang Nim and should always be addressed as such. Both of our school masters are world renowned martial art practitioner as well as innovative teachers. They have pioneered the philosophy of a family Martial Art environment and actively take part in all aspects of our school.



Master David Aue has been training in Kuk Sool under the Harmon's since 1993 and is one of the youngest practitioners to promote to Master level. Master Aue has been named Grand Champion at over a dozen National and World Tournaments. Master David currently holds the rank of 5th degree black belt; his appropriate title is Pyung Kwan Jang Nim and is actively testing for 6th Dahn. PKJN David is the Head Instructor of our school as well as the School Manager. He holds a Bachelor's Degree in Business Management from the University of Houston.

Master Emerald Harmon Aue is the daughter of our School Masters and one of the youngest women to promote to Master. She has been training since 1993 and currently holds the rank of 5th degree black belt. She has been named Grand Champion in both National and World competitions. Master Emerald holds a Bachelor's Degree from the University of Houston and is a certified elementary school teacher. She was a manager for a licensed child care facility and is currently the Director of Tomorrow's Leaders. Additionally, she is an expert in the Korean Folk Arts and has studied under top teachers in both the United States and in Korea. Master Emerald has performed live hundreds of times and has been featured on TV and in documentaries.



Jada Harmon is a 2nd degree black belt in Kuk Sool Won and has been training since 2001. She has won both regional and national tournaments and has been named Grand Champion in her divisions. She was in Teacher Education Training in school and a manager at a child care facility. Jada is the Assitant Director of Tomorrow's Leaders. She also has experience as a Veterinary Assistant in an Animal Hospital and loves working with both children and animals.

A Brief Introduction to Kuk Sool Won™

The name, Kuk Sool Won™ is easier to understand when broken into its 3 parts. Kuk means nation, state or country. Sool means martial art technique, but has a deeper implied meaning, including the mental, spiritual, cultural, and philosophical heritage of Korean martial arts. Won means institution or association.

The roots of Kuk Sool date back to the beginning of Korea with Sah-doh Moo Sool- family or tribal martial art. The next development was Bool-kyo Moo Sool-Buddhist martial art. Shortly afterwards came Koong Joong Moo Sool-royal court martial art. These are the three segments of Korean life and history from which the techniques of Kuk Sool evolved. Modern Kuk Sool is not a style or type of martial art, but a systematic study of Korea's martial art techniques that date from ancient to present time. Kuk Sool was formally systemized in 1958 by Grandmaster Suh, In Hyuk and the association was officially founded in 1961 in Korea.

Kuk Sool, as organized by Kuk Sa Nim (Korean National Teacher) Suh, In Hyuk has three levels of study: Student Level, Instructor Level, and Master Level. Each level of study has a specific lesson plan, which has been systematically outlined from a basic level, progressing upwards. Kuk Sool lesson plans are patterned along the principle of our educational system. A comparison would go as follows: Ki Cho is pre- school level, Cho Guep is grammar school level, Joong Guep is middle school level, Go Guep is high school level and Dae Guep is college level. Completion of the Instructor Level lesson plan is the martial art equivalent of a university master's degree. The third or Master Level lesson plan is equivalent to the university level Ph.D. degree. It is a course of study that must be pursued over an entire lifetime.

The basis of Kuk Sool is the building and use of Ki-internal power. Therefore, Kuk Sool is classified as an internal martial art system. However, to classify Kuk Sool under any one name is in error because of its vastness.

To be correct, one must say Kuk Sool is an internal, external, hard, and supple martial art.

Kuk Sool is kicking, punching, throwing, joint locking, pressure points, falling, choking, weapons, physical fitness, mental control, meditation, breathing, acupressure, and acupuncture. These are some, but not all of the technique categories contained within Kuk Sool Won™.

Kuk Sool leg techniques, Jok Sool, use all types of kicking, sweeping, and grappling motions. There are 68 different basic kicks with several variations for each, and literally hundreds of different kicking combinations. Punching includes open and closed hands, using all parts of the hand, arm and shoulders for attack and defense. Throwing, joint locking, and choking utilize every part of the body to form an enormous variety of Soo-technique. To be exact, Kuk Sool contains 3,608 Soo. Falling and some gymnastics are important aspects in escape, evasion and self-protection against a variety of attacks.

Pressure points are used in striking and grabbing. Attacking pressure points properly can be painful, paralyzing or may even cause death depending on the strength and precision of the attack. Pressure points are also used in acupressure and acupuncture for healing. Breathing, mental control, and meditation are taught to help develop and learn how to control Ki--internal or universal energy. A strong Ki will mean a healthier and longer life. Learning to control and use a strong Ki will make a superior martial artist.

Kuk Sool weapons date back to the time when man used stone throwing as a method of self-defense as well as to kill small animals for food. Over the course of Korean history, many different types of weapons evolved. There are 24 different traditional royal court weapons in Kuk Sool. Of these 24 major weapons, there are as many variations as there are masters who used them.

To explain the many different categories within Kuk Sool, it would take at least one volume for each category. This is only an outline of some of the types of techniques that make Kuk Sool. Kuk Sool is a martial art of the past, present, and future. It benefits everyone who practices it regardless of age, background, or gender.



Tomorrow's Leaders
After School Program