

**MAMBEC (Martial Arts Mind Body Education Centre) Inc.**  
**Morning/Afternoon School Specialty Program**  
**Student and Parent Handbook**  
**2017-2018**

**Copyright MAMBEC (Martial Arts Mind Body Education  
Centre) Inc. 2003**

Updated  
June 26<sup>th</sup>, 2017



**Table of Contents**

Mission Statement \_\_\_\_\_ 3

Welcome \_\_\_\_\_ 3

Schools We Service \_\_\_\_\_ 3

Contact Information \_\_\_\_\_ 3

Registration Form \_\_\_\_\_ 4

Fees and Payments \_\_\_\_\_ 4

Fee Schedule \_\_\_\_\_ 4

Administration Fee \_\_\_\_\_ 5

Late Policy \_\_\_\_\_ 5

Notice of Absenteeism \_\_\_\_\_ 5

In-Service PD Days \_\_\_\_\_ 5

Holidays \_\_\_\_\_ 6

Snow Days \_\_\_\_\_ 6

Pick up and Release of Children \_\_\_\_\_ 6

Notice of Behaviour \_\_\_\_\_ 6

Pictures \_\_\_\_\_ 7

Hands off Policy \_\_\_\_\_ 7

Communication With Parents and Guardians \_\_\_\_\_ 7

Change in Legal Parent/Guardian \_\_\_\_\_ 7

Martial Arts/Leadership and Life Skills \_\_\_\_\_ 8

Frequently Asked Questions \_\_\_\_\_ 9

Features/Benefits Table \_\_\_\_\_ 9

Overview of The MAMBEC Program \_\_\_\_\_ 10

Badging System/Black Belt Tree \_\_\_\_\_ 12

Black Belt Tree \_\_\_\_\_ 13

MAMBEC Morning/Afternoon School Specialty Program Schedule \_\_\_\_\_ 15

What To Bring \_\_\_\_\_ 15

## MAMBEC (Martial Art Mind Body Education Center) Mission Statement

MAMBEC (Martial Art Mind Body Education Centre) has established a unique, innovative, contemporary Martial Art Centre incorporating a new concept, teaching young people “Mental Martial Arts”, the ability to understand and resolve conflict before it becomes physical, individually and socially. MAMBEC teaches skills to create strong people that value life lessons and helps us move towards a more peaceful society. MAMBEC’s structure had been built with children’s programs including a “High Five Mentoring Program” where children teach children. Adults lead by example, teaching an atmosphere of Team Work.

MAMBEC is a contemporary martial arts school. We are focused on peace and defence rather than fighting and offence. We teach conflict prevention by understanding the root causes and our students learn the skills to prevent, resolve, and control conflict. We are dedicated to teaching children to creatively cope with conflict.

### Welcome

**Welcome** to the MAMBEC Morning/Afternoon School Specialty Program. Our program is an opportunity for your child to receive our quality Martial Arts and Life Skills to bring your child to their full potential. Parents of our students report significant improvements in behaviour, and doctors frequently refer children to our program.

During the MAMBEC program, your child will be immersed in skills on a daily basis that will enhance their Martial Art ability. All athletic skills are compatible with the martial arts by promoting endurance, focus and self-control, to name a few. Being in the MAMBEC environment will promote your child’s success, happiness and confidence to become the person they want to be. We hope your child will grow with us and have the MAMBEC spirit!

Information in this document is subject to change without notice. Please visit our website, [www.mambec.com](http://www.mambec.com), for the most up to date information.

***MAMBEC Morning/Afternoon (School Specialty Program) is a private facility and is not part of the Department of Education and Early Childhood Education "daycare act".***

### Schools we service:

**Brookhouse, Bois Joli, Colby, Caldwell, Portland Estates, Astral Drive**

### Contact Information

MAMBEC Staff: Cell. 902.488.6779

Call for all inquiries, and for information about MAMBEC programs.

**If your child will be absent, or if a pickup is expected to be late, call as soon as possible.**

Physical Address:

B2W 6C6

Cole Harbour Place (2<sup>nd</sup> Floor)

Electronic Addresses:

51 Forest Hills Parkway

[www.mambec.com](http://www.mambec.com)

Dartmouth, NS

[mambec@ns.sympatico.ca](mailto:mambec@ns.sympatico.ca)

### Registration Form

Please ensure you have filled out the registration form and given it to MAMBEC Staff. Your child cannot participate in the MAMBEC Morning/Afternoon School Specialty Program without a completed registration form. See Forms at the end of this document or our website.

<http://www.mambec.com/PDF/MAMBECREGISTRATIONFORM2016.pdf>

Be sure to inform staff of ALL individuals authorized to pick up your child or children. Only authorized individuals can pick up a child. Parents and legal guardians are automatically considered authorized.

### Out Team and Safety

All MAMBEC staff have a criminal background check, vulnerable sector check, and child abuse registry check updated yearly. All staff have First Aid Training. First aid kits are taken with groups outside the studio. The studio and Cole Harbour Place is equipped with closed circuit cameras. Children are never left unattended. Staff regularly check to ensure all students are present. Students are escorted to and from the washrooms and water fountain with a staff member or trusted youth leader.

### Fees and Payments

MAMBEC requires payment on the 1<sup>st</sup> of the month. If the payment date falls on a weekend or statutory holiday, the payment is due the previous business day.

There is a \$25 charge for all late payments that will be processed with your next payment.

For e-transfers, there is a late charge of \$5 per day.

\$45 charge for all NSF.

All monies are not refundable or transferrable.

Official Tax receipts are given at the end of January.

### Fee Schedule Includes Tax (Effective September 2017)

**Tax receipts are sent out every January. If you do not receive a receipt, please contact us at [mambec@ns.sympatico.ca](mailto:mambec@ns.sympatico.ca)**

Chart 3

# of Children	Afternoon Only	Morning and Afternoon
1 Child	\$322.00/month	\$375.75/month
2 Children (10% discount)	\$579.60/month	\$676.35/month
3 Children (15% discount)	\$821.10/month	\$958.17/month
Fees include the MAMBEC Martial Arts Program, and PD/In-service Day Camps. Fees do not include Belt Testing fees and uniforms.		
<b>Summer Camp/March Break Camp Pricing for Children Registered in the Morning/Afternoon Program</b>		
1 Child	2 Children	3 Children
\$127.95 + tax/week	\$230.31 + tax/week	\$326.28 + tax/week
<b>Summer Camps/March Break Camps include Sunrise/Sunset Hours.</b>		
If you are registering for camps by the day, the cost is \$32 + tax per day. Includes Sunrise/Sunset hours.		

### In-Service PD Days

Students' registered in the MAMBEC Morning/Afternoon School Specialty Program may attend our In-Service, PD Day camps at no extra charge. **Please register at least 2 weeks in advance of any desired days in person or online.** Our In-Service PD Day camps do not include Christmas Break, March Break, or statutory holidays. In-service/PD Days for the 2017/2018 school year are as follows: Sept. 5, Sept. 6, Sept. 29, Oct. 27, Nov. 22, March 9, April 19, May 18 and June 28.

### Registration/Administration Fee

Pre-registration for the new school year (beginning in September) is required for your child or children. The pre-registration fee is \$50.00 + tax and covers administrative fees, insurance, and Nova Scotia Karate Membership dues.

### Late Policy

The MAMBEC Morning/Afternoon School Program ends at 6:00pm each day. In the event you do not pick up your child by then, the following late fees will be payable at the time of pickup.

6:01-6:15      \$25

There is an additional \$25 fee for each 15 minute increment after 6:15pm.

**These fees must be paid in cash directly to the staff members that stays late with your child. Please have the courtesy to call as soon as possible to inform staff that you will be late to pick up your child.**

**Please contact us if you are going to be late. We will attempt to contact the person picking the child up, and, if that fails, we will contact listed emergency contacts.**

### Notice of Absenteeism

Parents and guardians are required to contact the MAMBEC Morning/Afternoon School Specialty Program if their child will not be attending the MAMBEC Morning/Afternoon School Program for any reason. **The parent must call 902.488.6779 by 1pm of the day the child will be absent.** If no call is received a \$25 charge will be added to your account.

**This is a safety issue. If we arrive at a school and a child is not present, we must locate the child before leaving. Emergency services may need to be contacted.**

We cannot accept notes or messages from siblings or friends. You must call 902.488.6779 to let us know your child will be absent. This is for the safety of your child.

## Holidays

MAMBEC is closed on all statutory holidays, and closes when HRM schools do in December. These days are incorporated into your monthly fee schedule.

The following are mandatory statutory holidays and vacation days: Thanksgiving Day (Oct. 9), Remembrance Day (Nov. 13), Christmas Vacation (Dec. 22 – Jan 2), New Year's Day (Jan 1), Family Day (Feb 19), March Break (March 12 – 16), Good Friday (March 30), Easter Monday (April 2) and Victoria Day (May 21).

## Snow Days

If schools are closed so are we. There will be no MAMBEC Morning/Afternoon School program on those days, and our van will not be picking up students.

## Pick Up and Release of Children

Only authorized individuals may pick up a child from our program. Staff will ask for picture identification if they do not recognize the individual. Staff may ask to take pictures of authorized contacts to assist in identification. If someone without authorization attempts to pick up a child, parents and police may be notified. Even if the child recognizes the person picking them up, we cannot release the child unless the individual is authorized by a parent or guardian. All authorized individuals must sign out the child in our logbook.

Parents may opt to allow their child to leave the MAMBEC Morning/Afternoon School Specialty Program unattended, by signing a waiver. Typically this is for students who have sports or classes in Cole Harbour Place. Parents must indicate at what time, and on what days the child will be leaving. The child must sign out at that time. Parents may rescind this permission in writing.

## Notice of Behavior

If your son or daughter's behavior becomes problematic (after coordinator's discretion) the following course of action will be taken:

- 1st offence – Written notice to parent(s).
- 2nd offence – Meeting with child and parent(s).
- 3rd offence – 1 week suspension.
- 4th offence – removal of child from the program.

Note: At program director's discretion, any level of action can be taken.

In all cases an incident report will be filled out as soon as possible. This documents what happened, when and where, and indicate the actions taken by staff. Please refer to our Code of Discipline policy on our website.

We are committed to the safety and security of all children in our care. Bullying, be it physical, verbal, electronic, or other, will not be tolerated.

## **Pictures**

The participant, as well as parents and guardians, agrees to the use of his/her name and photograph, video, Photostat, etc. in broadcasts, newspapers, brochures, and other media without notice or compensation.

## **Hands off Policy**

We have a strict policy at MAMBEC that is hands off. No child may touch, grab, hold, or strike another child. This will be handled in the strictest discipline and parents will be notified if this happens. If you as a parent, have been told that a “hands on” situation has happened to your child or by your child, please inform the staff immediately so that we can take steps to ensure this does not happen again. Our staff are also required to be hands off save under necessary circumstances.

The exceptions to this rule are as follows: child/child and child/staff contact for purposes of training or in games such as tag. Note we do not spar or do weapons training. No games involving tackling, pushing and such are played. Staff may touch a child to render aid, assist to prevent injury and any other reasonable action to care for children in our charge.

## **Communication With Parents and Guardians**

When picking up your children, staff will be available to discuss the day’s activities and your child’s participation and progress. Incidents will be reported to parents or guardians at that time if possible. A schedule of events is available on our website [www.mambec.com](http://www.mambec.com).

We collect email addresses mainly to email receipts. We may occasionally send a mass email, but you can unsubscribe at any time, and still receive emailed receipts if desired.

If your child is going to be absent from the MAMBEC Morning/Afternoon School Specialty Program on any given day, please contact staff at (902.488.6779) right away.

In the event of an emergency, MAMBEC staff will call parents first, then emergency contacts if no parent or guardian can be reached.

## **Change in Legal Parent/Guardian**

Any changes in the legal status of a parent or legal guardian must be reported to MAMBEC as soon as possible. It is the parent or guardian’s responsibility to ensure MAMBEC staff are informed of any such legal changes.

## Martial Arts/Leadership and Life Skills

An essential part of every MAMBEC student's education centres around life skills and leadership in conjunction with Martial Arts. We teach respect, kindness, safety awareness, emotional intelligence, public speaking, anti-bullying techniques and more. **It is expected that MAMBEC students will behave appropriately at home, at school, and at MAMBEC.** Our advanced students help guide our new students, and display leadership in their good behaviour.

If you have concerns about your child's behaviour, or the behaviour of any other child in our programs, please do not hesitate to discuss your concerns with us.

Our children's martial arts programming is Karate based, with strong emphasis on overall fitness. We do not spar, or hold or participate in tournaments. Our students strike pads held by leaders or instructors, as well as freestanding or hanging pads. There is minimal contact for practice drills involving blocks and grab escapes.



### Why are Life Skills (Conflict Education) important?

Because violence is the last resort. We want our students to know how to avoid and manage conflict peacefully. We balance physical and mental self defence because we recognize that violence among young people is increasing in our society and both skills are necessary. Children who learn about conflict are better prepared to deal with potentially dangerous situations. They are more confident, and able to use words and other skills rather than violence. We can reverse this terrible trend if we take it seriously and get help from qualified professionals like MAMBEC. We use holistic education, teaching children to understand conflict and create healthy relationships founded on self-respect, respect for others, and knowledge.

### MAMBEC Program Structure

MAMBEC offers 12 week programs registering 3 times a year (September, January, and April). The 12 week program includes 10 weeks of instruction, followed by parent's day and belt advancement. We are closed for the summer months, with a 9 week summer camp that includes the martial art/life skills program. Children registered for the Morning/Afternoon (School Specialty Program) receive reduced rates - see chart above.

### What are the critical issues facing our children?

Bullying and violence are rampant in the world today. Indeed, they are among the most critical issues facing our children. Unfortunately, young people are victimized more than any other age group.

### What causes conflict and how can MAMBEC help?

Conflict happens anytime people disagree. It becomes a problem when the people involved are unable to control their anger and emotions. Conflict can be resolved peacefully and usually is. However, people often have difficulty recognizing why there is conflict and how their emotions and behaviour may be part of the problem. MAMBEC students practice mental martial arts by role playing conflict situations to learn the skills to safely handle conflict.



Below is Chart 2, describing the life skill (conflict education) programs taught. Red Tool Box, Gold Book of Rules and J's Bad Day are the initial curriculum taught to the children and are the foundation of the MAMBEC program. Rights and Responsibilities, Leadership Skills, Life Skills for Kids, Character for Kids, Bullying Triangle, We are Human and Heroes Circle are the advanced curriculum for the more advanced student. MAMBEC has over 500 hours of programming, including stories to reinforce all lessons taught.

**Life Skill/Martial Art Program taught at MAMBEC**  
**Chart 2**

<b>Life Skills/Martial Art Programs</b>	<b>Designed to Teach</b>
Red Tool Box	An introduction of your personal weapons and personal space.
Gold Book of Rules	Respect and Values (build self-esteem)
J's Bad Day	A safety tale teaching awareness, observation, instincts and safety.
Rights and Responsibilities	With every right, there is a responsibility.
Leadership Skills	Older children gain leadership and interpersonal skills while younger children are mentored. Children gain confidence in public speaking through our hands-on approach.
Life Skills for Kids	Social coping skills and personal accountability.
Character for Kids	Builds character, self-esteem and creative thinking.
Bullying Triangle	What is a bully, victim, bystander, upstander...students learn how to deal with bullies peacefully through conflict resolution.
We are Human	Enhances critical thinking.
Heroes Circle	Understanding different roles that we play and how to safely help in a potentially dangerous situation.

For the technical skills, MAMBEC is compatible with any martial art however we are karate-based. During the second component of our program, we teach stances, kicking, punching, kata and the fundamentals of body mechanics. As the students get to the higher belt levels, self-defence maneuvers and more complex kicking, punching and kata are taught. At the end of each class (fourth component), there is a skills drill (game) that reinforces the techniques taught during class.

## Features & Benefits of the MAMBEC Morning/Afternoon (School Specialty Program)

**Chart 1**

FEATURES	BENEFITS
Includes MAMBEC Martial Arts/Life Skills Program, and we pick your children up.	Parents save time and money, by having their children participate in the Martial Art/Life Skills Program at a more convenient time. A savings of approximately \$550 per year.
PD/In-service Day camps Included in Our Monthly Fee	A savings of approximately \$300 per year.
Discount on Summer Camp	Discounted rate on Summer Camps. \$127.95 +tax and sunrise sunset. You can register for a week or up to all nine.
Discount on March Break Camp – only for children registered in MAMBEC Morning/Afternoon (School Specialty Program)	We are offering a reduced discounted rate for registered Morning/Afternoon students only of \$125.00 plus tax or \$25.00 per day plus tax.
Highly Trained Staff	Children’s individual needs are met, while the group remains organized and active. We model good behavior, and pass on leadership and conflict resolution through our Life Skills Program. Our staff are trained in the MAMBEC program and many hold MAMBEC black belts and various other belts.

### Frequently Asked Questions

**When can my child join the Morning/Afternoon (School Specialty Program)?**

We begin registration in April for September. We register until we are full and maintain a waiting list after that. Please contact us for availability at any time of the year.

**Are you open on snow days?**

No. If HRM schools are closed so are we. This is a safety issue for schools and thus is also a safety issue for us.

**Do you have camps for PD days?**

Yes. Our PD/In-service Day camps are included with your monthly fees. Please let us know what days, if any, your child will be attending our camps.

**Do you offer summer camp?**

Yes. We have day camps for the summer months. Children registered in the Morning/Afternoon (School Specialty Program) get discounted pricing of \$127.95 + tax per week and includes sunrise and sunset hours (7:00am to 6pm). This is a savings of over \$40 per week. You can register for any number of weeks. Camps run Monday to Friday

## OVERVIEW OF THE MAMBEC PROGRAM

The MAMBEC Program is broken down into four components in each hour.

1. First Component: WARM-UP, including YOGA for kids
2. Second Component: TECHNICAL, including punching, kicking, kata, fundamentals of body mechanics etc.
3. Third Component: LIFE SKILLS, in this component we find young students, learn more information faster, and retain answers longer by listening to a short story, answering a few well-placed questions followed by role-playing.
4. Fourth Component: GAME, that reinforces the lessons learned during class.

- 1<sup>st</sup> component: Warm Up, including yoga for kids.



- 2<sup>nd</sup> component: TECHNICAL, including punching, kicking, kata, fundamentals of body mechanics etc.



- 3<sup>rd</sup> component: LIFE SKILLS, in this component we find young students, learn more information faster, and retain answers longer by listening to a short story, answering a few well-placed questions followed by role-playing.



- 4<sup>th</sup> : GAME/SKILLS DRILL, that reinforces the lessons learned during class.





### Children's Belt Structure and Badging System

MAMBEC uses 2 full belt structures. The Children's Belt Structure uses an alternating stripe system from a stripe of colour on a white belt to a stripe of white on a coloured belt. Students in the children's program wear white uniforms. Students receive badges for life skills, technical skills and for satisfactorily completing MAMBEC's lesson programs. To advance to the Animation team, students must have completed: Red Tool Box, Safety Awareness, Gold Rules, Safe Options System Kata (SOS), Jay's Bad Day.

Technical Skills: 10 crunches, 10 push-ups, 10 squats, 10 jumping jacks, Horse stance, Front stance, Attention stance, Kick and Spin and Middle Punch with Kia. These must be completed to the satisfaction of the head instructor.

Life Skills badges should be placed on the right sleeve starting at the top seam, two abreast on either side of the fold running down the side of the sleeve. Life Skills Lesson badges are mounted on the left sleeve starting below the top seam and are centred on the fold. Technical skills badges are mounted on both elbows and below. See picture for an example of how to place badges.



### Animation Team Belt Structure and Badging System

Students age 8 and up are eligible to enter the Animation Team subject to the approval of the head instructor. MAMBEC uses 2 full belt structures. The Animation Team Belt Structure uses an alternating stripe system from a stripe of colour on a white belt to a stripe of white on a coloured belt. Students on the Animation Team wear black uniforms. All students are awarded a belt board once they achieve their black with red stripe belt with MAMBEC logo. Belt boards have colored belts with a stripe of white starting at white belt and up to and including black belt.

The Animation Team is a mentoring team where older students assist in teaching and mentoring younger students. Badging system for the animation team includes: Life Skills, Mentoring Level 1, Mentoring Level 2, Mentoring Level 3, Junior Instructor, Senior Instructor, Proper Technical Skills, Kata, Blocks, Punches, Stances, Front Kick, Back Kick, Side Kick, Scissor Kick, Roundhouse Kick, Crescent Kick.

These must be completed to the satisfaction of the head instructor. Life skills badges are placed on the right sleeve starting at the top seam 2 abreast on either side of the fold running down the side of the sleeve. Mentoring and instructor badges are mounted on the left sleeve starting below the top seam and are centred on the fold. Technical skills badges are mounted on each elbow and below. See picture for example.

### **Belt Board**

Children who achieve the black with red stripe belt (Junior Black Belt) are presented with a belt board at their belt advancement.



### **MAMBEC Black Belt Tree**

MAMBEC Black Belt Tree is dedicated to all students who achieve their black belts in the MAMBEC system. A leaf is designated with the students name and date their black belt was awarded to them. To date, MAMBEC has awarded over 75 students with their black belts.



## **MAMBEC Morning/Afternoon School Specialty Program Schedule**

- 7:00am** Parents may begin dropping off their children.
- 7:55am** MAMBEC begins transporting children to their schools. Please ensure your children are dropped off no later than 7:55am so they reach their schools on time.
- 1:50-3:45pm** Children are picked up and dropped off at the MAMBEC Studio by either MAMBEC's Van or a School Bus.
- Instructors will be leading the class in short, active games or creative activities.
- 3:45-4:45pm** Martial Arts and Life Skills instruction.
- 4:45-6:00pm** Active time. Most children are being picked up during this hour. Student's will have a choice of martial art games and creative martial art movements.

This is a tentative schedule only.

### **What to Bring**

Children should bring appropriate clothing for weather conditions. Depending on Belt Level, students may require an appropriate uniform. Beginner students should have a MAMBEC short sleeve shirt and comfortable pants. All training is barefoot. No crocs or sandals, only sneakers to be worn inside. Boots are acceptable depending on weather conditions. It is advisable that your child have a change of clothing and that all clothing has their name written on it. Please pack appropriate weather gear.

Pack peanut free snacks for your child. Generally, they are hungry at the end of school, or will be after physical activity with us.

MAMBEC is a scent free environment.