

MAMBEC (Martial Arts Mind Body Education Centre) Inc.
Morning/Afternoon School Specialty Program
Student and Parent Handbook
2019-2020

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Welcome to the MAMBEC Morning/Afternoon School Specialty Program. Our program is an opportunity for your child to receive our quality Martial Arts/Life Skills (with a focus on bullying) to bring your child to their full potential. Parents of our students report significant improvements in behaviour.

During the MAMBEC program, your child is immersed in skills daily that enhance their Martial Art ability. All athletic skills are compatible with martial arts by promoting endurance, focus/self-control, to name a few. Being in the MAMBEC environment promotes 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!

- Payment for the Before/Afterschool Program will be made on the 20th of each month beginning Aug. 20/2019 up to and including May 20/2020 will be your last payment. If you are paying by Post Dated Cheques, please make 10 Cheques consistent with the chart. Please ensure that you drop the cheques off at the MAMBEC office prior to April 15th, 2019. If you are paying by E-Transfer you will receive an invoice 1 week before payment is due. Registration for the following year will be in February/March 2020, with the standard 63.25 tax inc. non-refundable registration fee at the time of registration for each student.
- Your child's Life Skills/Martial Arts classes are twice a week, finished before 5pm. Children learn leadership through our mentoring program. They practice public speaking in a safe environment that encourages self-confidence and self-control. We have broken down the groups into A Group, B Group, and C Group. During the first week of September your child will be assigned to their group and will be given the days for training. Each child will train 2 days per week from 4:00 to 5:00PM. If it is a training day for your child, we ask that you pick them up after 5:00 PM on those days. Friday there is no Martial Art Training we offer the children Lego and Robotics.
- **Your child can participate in Swimming Lessons during the afterschool program. Swimming lessons will be offered on your child Non-Martial Art Day. The only information we will need is your child's age if they are a beginner or the last level achieved. The cost will be \$57.50 plus tax for 7 weeks. If your child would like to participate in this opportunity, please call 902-488-6779.**
- **NEW! Your child can also participate in Hip-Hop Fridays through Dartmouth Dance. Stay tuned for more information!**
- We offer a package for In-Service/PD day camps for all schools we service including Bois Joli Elementary School. The cost is \$125.00 plus Tax and includes Sunrise and sunset hours from 7:00 AM to 6:00PM for 2019/2020 school year.
- We offer reduced prices on March Break and Summer Camps.
- Before school, you can drop your children off as early as 7:00AM. Please note that our bus leaves at 7:55AM. Parents can pick children up as late as 6:00PM in the evening.
- Tons of activities! We keep the kids moving with indoor and outdoor activities, Lego, Robotics, Library etc.

In short, it's everything you know MAMBEC offers and more in one convenient package. It saves you time, and money.

About MAMBEC

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/resolve conflict before it becomes physical, individually/socially. We teach skills to create strong people that value life lessons which helps us move towards a more peaceful society. Our structure had been built with children's programs (with a focus on bullying) 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, focused on peace and defence rather than fighting and offence. We teach conflict prevention by understanding the root causes, students learn the skills to prevent, resolve, and control conflict.

Morning/Afternoon School Specialty Program begins at 7:00am. Afternoon pick-ups begin as early as 1:50pm. Guardians must pick up children from our facility by 6:00pm. For more information, contact Lavonne Carroll at 902-488-6779 /mambec@ns.sympatico.ca.

Schools We Service: **Astral Drive Elementary, Brookhouse Elementary, Colby Village Elementary, Caldwell Road Elementary, Portland Estates Elementary and Bois Jolie New – Joseph Giles Elementary**
*Parents of students at Bois Joli should contact your school and Stock Transportation (902) 481-8400 regarding busing to Cole Harbour Place. Also see [HRSB's page on Student Transportation](#).
If your school is not listed, there may be alternative transportation options available. Please contact us or your school for more 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".

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 nd Floor)	Electronic Addresses:
51 Forest Hills Parkway	www.mambec.com
Dartmouth, NS	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. 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.

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 20TH of the month beginning in August up to and including May 20. 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.

Tax receipts are sent out every January. If you do not receive a receipt, please contact us at mambec@ns.sympatico.ca

Chart 3 – 2019/2020 Price Chart (Prices Effective September 2018)

All Prices Include Tax

# of Children	Afternoon Only	Morning and Afternoon
1 Child	\$345.00/month	\$400.74/month
2 Children (10% discount)	\$602.60/month	\$699.36/month
3 Children (15% discount)	\$833.75/month	\$969.67/month
Fees do not include Belt Testing fees and uniforms.		
Summer Camps/March Break Camps include Sunrise/Sunset Hours. Cost \$133.95 plus tax		
\$35.00/Day plus tax includes Sunrise/Sunset		
NEW - In-Service/PD Day Package - \$125.00 plus – Offered to all Schools we service including Bois Joli Elementary for School Year 2019/2020		

In-Service PD Days

Students' registered in the MAMBEC Morning/Afternoon School Specialty Program may attend our In-Service, PD Day camps by purchasing the In-Service Day Package \$125.00 plus tax.

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 \$63.25 including tax, non-refundable registration fee at the time of registration for each child.

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 Remembrance Day, Christmas Vacation, New Year's Day, Family Day, March Break, Good Friday, Easter Monday and Victoria Day.

Delayed School Opening Service

Delayed openings are considered when there is a severe weather event (for example, snow clearing or other operations that require additional time) as well as if the school is experiencing an issue with power or water. On school days when conditions exist such that it is not safe to open schools at regularly scheduled times, but it is predicted that conditions will improve, parents can drop their children at MAMBEC at 7:00am. This includes both morning and afternoon children. MAMBEC will shuttle all children to their appropriate schools (Colby Elementary, Astral Drive, Caldwell Road Elementary, Portland Estates, Bois Joli and Brookehouse). The cost for this service will be \$20.00 per child (plus tax), over and above regular program costs. This cost will be added at the end of the month that the delayed opening service is required.

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 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 – Written notice to parent(s).
- 3rd 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.

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?

Conflict education is important because violence should be the last resort. We want our students to know how to avoid/manage conflict without resorting to violence. We balance the physical/mental self-defence because we recognize bullying among young people is increasing in our society and both skills are necessary to help stop this trend.

Children who learn about conflict are better prepared to deal with potentially dangerous situations. They are more confident, therefore able to use words and other skills rather than violence. We can reverse this terrible trend of violence if we take it seriously and get help from qualified professionals like MAMBEC. We use holistic education for children to understand conflict and

create healthy relationships founded on self-respect, respect for others and knowledge.

MAMBEC Program Structure

We offer 12-week programs registering 3 times a year (September, January, and April). Program includes 10 weeks of instruction, followed by Parent's Day and Belt Advancement (please note: if your child is not re-registering or belt advancing, their last class will be week 11, Parent's Day). We are closed for the summer months, with a 9-week Summer Camp that includes the Martial Art/Life Skills Program.

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 our Life Skills programs that target all areas of bullying from different angles. These include Red Tool Box, Gold Book of Rules and J's Bad Day, the initial curriculum taught to the children and the foundation of the MAMBEC program. Rights and Responsibilities, Leadership Skills, Life Skills for Kids, Character for Kids, What is Bullying, We are Human and Heroes Circle are the advanced curriculum for advanced students. MAMBEC has over 500 hours of programming, including stories to reinforce all lessons taught.

**Life Skill/Martial Art Program taught at MAMBEC
(With an Emphasis on Bullying)**

www.mambec.com

Chart 2

Life Skills/Martial Art Programs	Designed to Teach
J's Red Tool Box	An introduction of your personal weapons and personal space.
J's Gold Book of Rules	Respect and Values (build self-esteem)
J's Bad Day	A safety tale teaching awareness, observation, instincts and safety.
Character Development	Builds character, self-esteem and creative thinking.
Mentoring Level 1/2/3	
Physical Fitness	Core work.
Meaningful Words (Intermediate)	Students learn how to deal with bullies peacefully through conflict resolution.
Meaningful Words (Advanced)	See above.
Leadership (Intermediate)	Older children gain leadership and interpersonal skills while younger children are mentored. Children gain confidence in public speaking through our hands-on approach.
Leadership (Advanced)	See above.
C.O.N.N.E.C.T	Develops empathy and understanding.
Heroes Circle	Understanding different roles that we play and how to safely help in a potentially dangerous situation.
We Are Human	Enhances critical thinking.
Life Skills	Social coping skills and personal accountability.
Rights and Responsibilities	With every right, there is a responsibility.

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 fundamentals of body mechanics. As students get to 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 techniques taught during class.

Chart 1 - Features & Benefits of the MAMBEC Morning/Afternoon (School Specialty Program)

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.
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.
Swimming Lessons	Your child can participate in Swimming Lessons during the afterschool program. Swimming lessons will be offered on your child Non-Martial Art Day. The only information we will need is your child’s age if they are a beginner or the last level achieved. The cost will be \$57.50 plus tax for 7 weeks. If your child would like to participate in this opportunity, please call 902-488-6779.

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.

- **1st component:** Warm Up, including yoga for kids.



- **2nd component:** TECHNICAL, including punching, kicking, kata, fundamentals of body mechanics etc.



- **3rd component:** LIFE SKILLS (with a focus on bullying). 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.



- **4th component:** GAME/SKILLS DRILL, that reinforces the lessons learned during class.



MAMBEC BELT STRUCTURE

Students in the Children’s Program/ Animation/Mentoring Team are awarded belts according to their progress in Technical Skill. Students start at white belt then move to a belt with a stripe of colour on a white belt to a stripe of white on a coloured belt up to and including MAMBEC Black belt.



Students in our Children’s Program wear white uniforms (ages 4 – 6).

Children’s Program Curriculum Badges Include:

J’s Red Tool Box, J’ Gold Rules, J’s Bad Day and Character Development. See image for details.

Life Skills Badges – attitude, character, confidence, commitment, control, courage, courtesy, determination, endurance, focus, goals, honesty, integrity, loyalty, manners, patience, practice, respect, spirit, teamwork, trust.

SEWING BADGES ON UNIFORM

Life Skill Badges – Placed on right sleeve starting at top seam 2 abreast on either side of fold running down side of sleeve.

Children’s Curriculum Badges – Mentoring/Instructor badges are mounted on left sleeve starting below top seam, then centred on fold. See image for details.

Animation (Mentoring Team) Badging Structure

Students in our Animation (Mentoring) Team Program ages (7 and up).

Animation Team/Mentoring Curriculum Badges

Include: Mentoring Level 1, Mentoring Level 2, Mentoring Level 3, Physical Fitness, Meaningful Words (I), Meaningful words (A), Leadership (I), Leadership (A), C.O.N.N.E.C.T., heroes’ Circle, We are Human, Life Skills and Rights/Responsibilities.

Life Skills Badges – attitude, character, confidence, commitment, control, courage, courtesy, determination, endurance, focus, goals, honesty, integrity, loyalty, manners, patience, practice, respect, spirit, teamwork, trust.

SEWING BADGES ON UNIFORM

Life Skill Badges – Placed on right sleeve starting at top seam 2 abreast on either side of fold running down side of sleeve.

Curriculum Badges – Mentoring/Instructor badges are mounted on left sleeve starting below top seam, then centred on fold. See image for details.





There is a **Special Award Ceremony** for students who achieve **MAMBEC Black/Red Belt (Junior Black Belt)**. These students are presented with a **BELT BOARD** at their belt advancement ceremony that represents all belts achieved.

To achieve a MAMBEC Black Belt – First students are informed they are ready, and must submit their most recent school report card, then complete 7 required components and the final MAMBEC Black Belt Test.

The components are as follows:

1. Testing Student Must Teach a Class
2. Physical Fitness/Core Work
3. Life Skills/Written Essay
4. Fundamental Movements
5. Kata/ Safe Option System
6. Hand and Foot Techniques
7. Attitude/Attendance

Once Black Belt Components and test are complete students are awarded **Embroidered MAMBEC Black Belt, MAMBEC Black Belt Certificate and Letter of Recommendation.**

Children's Badge Structure



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.