

# School Policies and General Information

## Class Times and Attendance

Please refer to your schedule for class times. Classes are divided by age and rank. Students are required to attend at least two classes per week, however, we recommend three classes per week for most students. Class times attended are decided upon at enrollment and should be maintained during your course so that attendance becomes part of your weekly routine. Makeup classes are available if a class is missed during the week due to illness or other reason. If for some reason you are not able to attend class, we ask that you call the school and inform the receptionist. Parents dropping off children should do so ten minutes prior to class start time and pick them up within ten minutes of class end time. **We are extremely interested in the safety of your children. However, the school becomes very busy around class times and we cannot be held responsible for watching unattended children. Please make an extra effort to pick your children up on time.**

**Class Attendance** is tracked by our computer system in the lobby. Students are responsible for scanning their ID card which is kept in the box by the lobby computer each time they attend class. Parents of younger students should assist in this process. This is the only way that attendance is kept. Students who fail to scan their card will not receive credit for that day's class. This could result in not having enough classes in a testing cycle to be eligible for promotion. Students who attend more than one class in a single day must have the front desk person manually enter their attendance for the second class or they will not receive credit for the second class attended.

## Class Tardiness

Students are required to arrive on time for class. Tardiness for class causes major disruption for the students who are already in class and wastes valuable class time. Students who continue to be late for class will be asked to attend a later class.

## Safety Equipment

Students are required to purchase and maintain certain mandatory safety equipment. This equipment must be purchased from the school to meet required safety regulations and dress code. Safety equipment must be brought to every class and taken home every night. Storing your gear at the school is not permitted. The schedule for acquiring equipment is as follows:

**Enrollment Kit:** Uniform, patch set for uniform, single mouth guard w/case, and a groin protector (males) or a t-shirt (females) – provided with your initial enrollment

**Basic Sparring Kit:** Chest Guard, Head Guard, and Equipment bag – **MANDATORY**  
within 1<sup>st</sup> three months of classes

**Enhanced Protection Kit:** Hand Pads, Shin/Instep Pads, Foot Pads, and Forearm Guards – **Optional**  
for class but mandatory for tournament competition

**Missing Equipment Policy** – Students who do not have their required safety gear will be given one warning and disqualified from sparring practice for that day. If safety gear is missing for any subsequent class, the student will be required to rent safety gear (chest guard/head guard) or purchase safety gear (mouth guard/groin protector). Students will be invoiced for the charges associated with rental/purchase. Invoices not settled by graduation day will result in a student being disqualified for graduation to the next rank.

**Damaged Mandatory Equipment Policy** – Students who have damaged mandatory safety equipment that jeopardizes their own safety or the safety of other students will be required to purchase replacement equipment. Students will be told when replacement gear is required and will be given a one week grace period in which to replace the damaged equipment. During that time, mandatory safety gear will be loaned to the student for sparring. After the grace period, the student will be issued/rented replacement equipment and will be invoiced for the cost. Invoices not settled by graduation day will result in a student being disqualified for graduation to the next rank.

## **Late Pick-Up Fees**

A late fee will be applied if the student is not picked up within 10 minutes of class end time. Late fees are \$1.00 per minute and is due at the time the student is picked up. Failure to pay late pick up fees and/or being late more than three times may result in cancellation of belt promotion test for that quarter. If you know you are going to be late ahead of time, please notify the receptionist. We are not responsible for watching unattended children.

## **Viewing Classes**

Parents are encouraged to watch classes. In fact, you may be asked to participate in a particular drill for the day. We only ask that you respect the class by keeping noise levels to a minimum. Also, we do not provide a play area for children who are watching brothers/sisters/parents in class. Children are not allowed to run around and play in front of the classroom and are not allowed on the mats. Some of our students have very short attention spans and/or are easily distracted by this behavior. In addition, children and toys going onto the floor are a safety hazard for our students. Spectators who disregard this policy will be asked to leave the classroom area.

## **Instructor Notices**

From time to time, the instructor may send a note home with your child to inform you of an event that happened in class. This notice must be signed and returned to the school no later than one week after receipt for inclusion in the student's record.

## **Family Memberships**

Once you are enrolled in a regular program any family members can enroll for a 20% discount off regular tuition for the second person and a 30% discount for the third family member. We recommend that any additional family members start with the FREE Introductory Course to make the transition to the regular program more comfortable. To get started, please call 752-2221 to make an appointment.

## **Financial Responsibilities**

Financial obligations are a necessary part of our lives. Likewise, your school has financial obligations as well. Similar to courses at a university or a private school, you are enrolling in a course of study that includes knowledge and personal attention. Your account is due whether or not you or your child attends class or completes the course. You may cancel your enrollment only within the first three (3) business days of enrolling, if you move your residence more than 25 miles from the school (must provide proof of new address or Military Orders), or you are medically disqualified from continuing Martial Arts training (must provide medical proof and certified letter from a medical professional). Your tuition is divided into monthly payments for your convenience. You are required to keep your accounts current and up-to-date. We are fully committed to keep our promise to you to provide the best training facility and course of instruction that we can. We know that you will keep your promises to us, too. We appreciate your sacrifice to make tuition payments on time.

Students who budget their programs do so through our billing and tuition company, Educational Funding Company. If you do not receive a notification from EFC within two weeks or you do not see a deduction for your tuition on your bank statement of a payment that has been made, please notify Ms. Heidi as soon as possible. Or, if you wish, you may call EFC at 301-654-8677.

Payments may be made at the school for program down payments, to purchase equipment, or for seminars, tournaments, etc. Payments may be made in cash, money order, or personal check. However, any checks returned from the bank due to insufficient funds or other reasons will result in a \$25 return check fee in addition to the amount of the returned check. Parents and students have 10 days from notification to pay the outstanding balance or will incur a late charge of \$10. We will no longer continue to accept checks on any account that has had more than two returned checks. You will be put on a money order or cash only basis.

Students who leave the school with a completed program or under good terms are considered Inactive-Good Standing. You retain all rights, ranks, and privileges for life and are welcome to visit or return to complete your training at any time. Students who quit without notification, are dismissed for rules violations, or owing a balance due are considered Inactive-Incomplete Standing. Any students who are in Incomplete Standing will not receive their belt certificates, references, etc., until they have fulfilled their obligations to place them into Good Standing.

## **Uniform Dress Code**

Student uniforms consist of a white traditional Karate uniform plus a colored belt. Males do not wear shirts under their uniform tops. Females are required to wear solid white, solid black, or solid belt color shirts under their uniform tops. T-shirt days are Wednesdays, Thursdays, and Saturdays. On these days, students may wear an approved Martial Arts T-shirt with their pants and belt instead of their uniform top. Black Belt Club members may wear their T-shirts during Black Belt Club class. During classes and promotional testing, all students must wear their full uniform. Uniforms worn to class **MUST** be kept clean and neat. Uniforms that have holes, tears, or that are too small for the student must be replaced. Students who attend class with uniforms that do not meet standards will not be allowed to participate and will not get credit for that day's class.

Belts, except for red, red/white, and red/black, are not allowed to be washed. Belts with red should be washed once before wear due to the red color bleeding out onto the uniform when it becomes sweaty. It is customary to not wash the student's belt, no matter how dirty it becomes. In addition to tradition, it will teach the student how to care for and maintain his belongings. Belts should never touch the ground until the day of promotional testing. Students are allowed to participate in class if they forget their belt. However, students may not participate if they have forgotten their pants and/or top on non T-shirt days.

Uniform Flags/Patches are provided with your initial enrollment and must be sewed onto the uniform as soon as practical. Additional uniforms and patches may be purchased at the Pro Shop at anytime.

- **Patch placement**  
USA patch – on the right sleeve of the uniform top, just below the armhole seam  
Korean patch – on the left sleeve of the uniform top, just below the armhole seam  
Federation patch – on the left side of the uniform front, over the heart, with the top of the triangle pointing up  
Black Belt Club patch – over the top of the Federation patch  
Academic Achievement patch – on the left sleeve cuff  
Weapons Achievement patch – on the left sleeve cuff  
**Please see Ms. Heidi or Master Chapman if you would like your uniform marked for placement**
- **Belt tying**  
Locate the center of the belt and place it on your stomach  
Wrap the belt around your waist, bringing both ends to the front. Make sure the ends are even.  
Cross the right end over the left end and bring it up against the stomach.  
Cross the left end over the right end, through the loop, and pull tight.

## **Tournament Competition**

Periodically, we hold competitions at the school or we attend competitions in other locations. Information about tournaments that we feel are suitable for our students will be posted and announced in class. Tournament competition is strictly voluntary, however, we encourage all students to compete in at least a few tournaments in their Martial Arts career because the experience that comes with competing is unmatched in the classroom setting. We provide, free of charge, tournament competition training seminars for those students who are interested in competing. Don't forget that tournament competition requires additional safety gear not normally required for class. Leave yourself enough time to purchase and receive any gear required.

## **Seminars and Clinics**

Pak's Karate Academy hosts a multitude of seminars and clinics each year to provide additional training to our students. Many of the seminars are free but some will cost a small registration fee. You are encouraged to attend as many of these events as possible. Some may be mandatory for a particular belt rank or for Black Belt Club and others are included to enhance the overall experience of the Martial Arts. It is best to support as many of these clinics as possible for the benefit of all students.

## **Special Help, Makeup Classes, and Private Lessons**

If for any reason you or your child falls behind in classes or if you feel that there is a need for some extra help, please see Master Chapman or Master Heidi to schedule a time for a private lesson. Sometimes the instructors may feel that a student needs some additional practice with a form or a kick. If so, they may recommend an additional makeup class or a private lesson for you or your child. Makeup classes are held on Saturdays and are free of charge. Private lessons will be charged at a rate of \$30 per session which is due prior to the scheduled session.

## **Holiday Schedule**

Pak's Karate Academy is closed for most major holidays. Please be sure to check the announcement sheet or bulletin board to see if we are open. Closed holidays normally include: Mardi Gras weekend, Memorial Day, Fourth of July, Labor Day, Veterans Day, Easter weekend, and Thanksgiving holidays. We are closed during the Christmas break. We are generally closed the weekend following promotional belt exam day to do paperwork and prepare certificates.

## **Vacations or Extended Absences**

If you will be absent from class for more than two weeks due to a medical reason or vacation, please notify Ms. Heidi. Time that you miss can then be added back into your program for credit.

## **Sparring**

Sparring is the application of all of the technical aspects of Tang Soo Do such as basic movements, breaking, forms, as well as the mental discipline and the school philosophy. Sparring benefits the student in many ways.

- It improves endurance, balance, and flexibility
- It builds reflexes for quicker movements of attack, block, counter attack and ability to dodge an attack
- It develops greater muscle and respiratory control

Your partner is your friend, without whom you cannot improve your techniques. You must show respect for your partner through light contact and control. If during sparring, your partner accidentally hits you too hard or in the wrong location, students must learn to control their temper. Losing control of yourself would mean defeating your mental discipline objectives. Be patient and show friendly support for your partner.

Sparring is introduced to the student gradually, beginning with learning how to do one and two-step sparring. This is sparring with a partner, without contact. Basic sparring necessities (mouth guard and groin protector for males) is provided to you at enrollment. Insurance regulations require the student to purchase their basic sparring kit within the first three months of enrollment. Other safety equipment is available at the student's convenience. Please see your equipment price list for details.

## **Lost and Found**

If you have left something behind, please check our lost and found box at the front desk. Items will be held for two weeks before being discarded or donated. Please do not interrupt classes to ask the instructors for something that is lost.

## **Special Orders**

We have several different Martial Arts catalogs available. If you are looking for a weapon, video, book, or any particular type of equipment, please ask our front desk staff to see the most current catalog. Catalogs may not be removed from the front desk. A 50% deposit is required on all special orders. Deposits are non-refundable once the order has been placed. Special orders take approximately 2-3 weeks to come in.

## **Newsletters**

Each month the school publishes two newsletters: *The Student Express*, which is designed for our youth program, and *Fastbreaks*, which is designed for the older crowd. We also have *Kid Kick*, which is for our 4-7 year olds. The newsletters contain dates for upcoming events, a message of the month, tournament results, outstanding students, and other timely information. The newsletter is distributed in class but extra copies may be picked up at the front desk.

## **Inclement Weather**

Pak's Karate Academy's policy is to close if the weather/road conditions become hazardous. The school will open as soon as possible, but will always keep the safety of our students and staff first in mind. If the weather becomes hazardous during class, we encourage all parents to pick up their students as soon as possible. If you suspect that we may have implemented our inclement weather policy, you may call the school to find out if we will be open or if we need to close early.

## **Emergency Information**

It is essential that you keep all records current. If your business or home phone numbers change, or if you change jobs or move to a new address, make sure that the information is given to us to change on the student's records. Emergency notifications cannot happen if our records are outdated.

## **Illness**

Pak's Karate Academy is a place for well children, so please do not bring your child when he/she is sick or has signs of a contagious illness. Students should be free of fever for 24 hours before returning the Pak's Karate Academy. If a student becomes ill while at the school, his/her parents will be notified immediately and asked to come for the child. If the student is not picked up within 30 minutes, the emergency number or a third person will be called. We reserve the right to ask a student to leave due to medical reasons restricting them from safely functioning in classroom activities.

## **Birthdays**

The student's birthday is special to us! If you would like to send refreshments for your child's class to share, please speak to an instructor. Pak's Karate Academy can host your birthday party if you wish to have a Karate themed birthday party. Please see a staff member for more information.

## **Conferences**

Students/parents may request a conference to discuss progress or other concerns. From time to time, staff members may request to have a conference with you to provide feedback or address a concern. Conferences may be scheduled at the front desk, however, we ask that you make every effort to keep scheduled conference times.

## **Arrival and Departure**

We have limited parking spaces available. Parents may park and attend classes with the student. However, if you are dropping a student off at the door, please make sure that the student is completely in the building before leaving. Also, be aware that during change of classes, the parking lot becomes extremely busy. Please watch out for students and other vehicles. Children are not allowed to leave the building without a guardian and are not allowed to wait outside of the building for a ride. We strive to put the safety of our students first. Please be courteous and help us out.

## Other Available Programs

### After School Program

Pak's Karate Academy of Bossier has an active After School program. We pick up the students from Sun City Elementary, Curtis Elementary, Bellaire Elementary, Parkway High School, and Elm Grove Elementary. Students are assisted with homework on a daily basis, given a snack, and provided with arts and crafts as well as other projects. If you are interested in more information concerning the After School Program, please contact Master Chapman.

### Te-Geri Kickboxing Fitness Program

Pak's Karate also offers a kickboxing aerobic program for those over the age of thirteen (13). This program combines the Martial Arts moves with the advantages of circuit training. Students learn balance, control, and self-defense moves while getting into the best shape of their lives. Please see Ms. Heidi if you are interested in information.

### Tiny Tigers Program

Tiny Tigers is a Martial Arts Program designed specifically for our 4-5-6 year old students. The students are taught basic Martial Arts skills in a fun and exciting atmosphere with drills and games that are intended to focus on a particular skill for the month. The classes are parent-interactive and lessons may be converted to home use for practice. Ms. Heidi is the Head Instructor of this program and can be reached for more information.

### Beginners Tai Chi Program

Tai Chi is a Martial Arts Program designed to teach relaxation techniques in a non-stressful environment. The students are taught Qigong(breathing techniques), Tai Chi Forms, and other methods of dealing with today's stressful world. The class is designed for students 12 years and older. Contact Mr. Mark if you are interested in information about this program.

### Black Belt Club

The Black Belt Club is a special program for those students who have set their long-term goal of reaching the coveted ***Black Belt***. Members receive an extra class each week, special extra-curricular activities, a 1<sup>st</sup> Dan ***Black Belt*** to go on our BBC wall with their picture, a club patch and t-shirt, as well as discounts on supplies and school-sponsored events. If you are dedicated to the Martial Arts, have a goal of ***Black Belt***, and have been nominated by the Instructor Staff, you should talk to Master Chapman to convert your membership to that of the Black Belt Club.

### Student Referral Program

Throughout history, all institutions of learning have been judged by the quality of the students they produce. Martial Arts institutions such as our are no exception. As our numbers have grown, our school has strengthened. This is because of the fact that the greater number of good examples a person comes into contact with, the greater the chance that he will become like those examples. Also, if a student is surrounded by positive energy and enthusiasm, he will become a positive person characterized by greatness.

Our student strength is due largely in part to referrals from our students. It is an indication of the confidence that the students have in their instructor and school. It is also an indication that the student is sincere and thinks not only of their own development, but the development of others.

Our referral program rewards the student for their loyalty. Any student or parents who refers an individual who becomes an active member of Pak's Karate Academy will receive a \$50 gift certificate which can be used for pro shop items, new uniforms, equipment, etc.