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Welcome!

The Tiny Tigers Program is a detailed curriculum that focuses on improving preschool-age children's basic motor and listening skills. These skills will help them enter society with a more confident and enthusiastic outlook. They will become better students at school, better listeners at home and more ambitious towards the future. We believe the time between the ages of 4 and 6 are the most important years of a child's development. Our program will enhance positive development in a fun and motivating way.

The Tiny Tigers Program will also prepare your child for our Junior Martial Arts Program. In the Tiny Tiger classes, your child will be exposed to positive social interaction. They will learn how to work with others and follow directions from their instructors. Our Tiny Tiger instructors are good role models who are trained specifically to work with preschool-aged children.

The Tiny Tiger curriculum consists of developing 8 major skills that are necessary for participation in any sport or activity. The curriculum also contains 8 Tiny Tigers Personal Development skills that are used to reinforce family values. Upon completion of our Tiny Tigers Program, your child will become focused and motivated to achieve any goal they set in life!

Skill #1: FOCUS – This skill will help your child's aim, listening and reaction skills. They will excel faster in any physical activities. Your child will also become a better listener and a more focused student in school.

Skill #2: TEAMWORK – Teamwork is a necessary skill for any young child to develop. The more practice your child has working with others, the more he or she will accomplish. Your child will develop character, which will help him or her make new friends and become a better leader in life.

Skill #3: CONTROL – Having control means making good decisions. Whether your child is handling a pet or handling a problem, he or she will learn to make the right decisions. Control builds confidence.

Skill #4: BALANCE – This skill is crucial to develop at an early age. Your child is beginning to participate in many physical activities that are challenging, such as riding a two-wheel bicycle. Through Tiny Tigers your child will develop good balance and a better posture.

Skill #5: MEMORY – Developing a good memory is exercise for your child's brain. The sooner your child exercises his or her solving skills, the smarter he or she will become. Our drills are constantly helping your child think and make smart decisions.

Skill #6: DISCIPLINE – Our instructors use the Tiny Tiger drills to help create the vision that discipline is fun and rewarding. Your child will take pride in doing the right thing. Your child will also follow directions better.

Skill #7: FITNESS - It is important for your child to understand the importance of being healthy and physically fit. If your child does not burn off excess energy exercising, how will he or she rechannel the energy that's left over?

Skill #8: COORDINATION – Your child will learn left from right. They will become better physical participants in sports and activities. The better coordination your child has, the fewer injuries your child will sustain.

In our Tiny Tiger classes, we make learning fun and educational. Our goal is to help your preschooler be the best at everything they put their minds to. Our motto is "Tiny Tigers today, Leaders Tomorrow"

Tiny Tigers Objectives

- To prepare children with the tools necessary to learn the Martial Arts at a more productive rate
- To provide parents with the opportunity for their child to participate in an activity that will benefit them physically and mentally
- To teach safety and awareness rules to children
- To teach children to show respect to others through action and word
- To instill in children a positive attitude toward learning and help them develop better listening and concentration skills which will prepare them for school
- To teach children to respect laws and rules
- To help children develop physically by improving coordination and balance
- To teach children the importance of exercise at an early age
- To provide positive role models at the time when children are the most impressionable
- To instill traditional values at an age when they can be easily accepted

Tiny Tigers Theme

Always try your best, never say “I can’t”, set reachable goals, work hard to achieve those goals

Tiny Tigers Student Creed

- 1. I'm a Tiny Tiger, big and strong. I can tell what's right and wrong.**
- 2. I know that I'm supposed to kick or punch in class, at home or in a crunch.**
- 3. I will never cheat or steal or lie. Cause I'm a Tiny Tiger and that's why.**
- 4. Tiny Tigers are on an awesome quest. I will always try to do my best.**

Your Role As A Parent & Partner

Here are some important tips that will help your child get the most out of our Tiny Tigers Program:

- ➔ **Make sure your child attends classes regularly and on time.** Children adjust to consistency. If taking class becomes an option and not a priority, they will not adjust as well. If your child is going to miss class for any reason, call our school so that the instructor can make further arrangements. Also, because classes are 30 minutes in length, even missing 5 minutes can be detrimental to the student.
- ➔ **Watch your child and participate often.** Your child wants to make you proud. The best way that they can show you how well that are doing is for you to see for yourself. Many of our classes call for parent participation so get out there and enjoy your child!
- ➔ **Monitor your child's progress.** Your child should earn a skill stripe every class, unless he or she has already earned the skill stripe for the day. If your child does not receive a skill stripe and hasn't already earned that particular stripe, speak with one of our Tiny Tigers instructors immediately. Your child may have a challenge with that skill and will need some extra practice at home.
- ➔ **Keep an updated calendar** on the skills covered in each class. If your child misses some classes or falls behind, your child will need to make up the stripes they missed.
- ➔ **Keep track of when the next belt promotion is scheduled to take place.** This way, you can help prepare your child for their next performance. Your child should belt promote every eight weeks to avoid boredom and to keep up with their classmates.
- ➔ **Invite family, friends, and teachers to your child's belt promotion.** This is a big event for your child in his or her martial arts training that only comes around every eight weeks. For your child, eight weeks is a long time. Make it a big event and your child's confidence will grow.

Congratulations on enrolling your child in our prestigious program! We are dedicated to helping your child be the best that he or she can be while preparing your child for the world. We appreciate the opportunity to work with the most precious thing in your life...your Tiny Tiger!!

Tiny Tigers Personal Development Skills

One Know when to call 9-1-1

Two Know what to do if there's a fire

Three What are dangerous objects

Four Know what is OK to put in your mouth

Five Have good street safety skills

Six Stay away from strangers

Seven Always have good Tiger manners

Eight Always take good care of yourself

Other Topics What's your address and phone number

What are the 8 polite words

Summer Safety

Santa's Stranger Danger

Belt Testing Requirements for Tiny Tigers

<u>Belt Rank</u>	<u># Months</u>	<u>Skill/Requirement</u>
Tiger Cub		
White	0	
White/Yellow	2	Basic movements
White/Orange	4	Basic Form 1 (1 st half)
White/Green	6	Basic Form 1 (1 st half)
White/Blue	8	Basic Form 1 (1 st half)
White/Brown	10	Basic Form 1
White/Red	12	Basic Form 1
<i>Kick Requirement</i>	<i>Front kick, side kick</i>	
<i>Vocabulary Requirement</i>	<i>Char-yet</i>	<i>Kyong-yet</i>
	<i>Chun-bee</i>	<i>Ba-row</i>
	<i>Seejak</i>	<i>Koo-ki</i>
	<i>Dee</i>	<i>Dobok</i>
	<i>Numbers 1-5 (Korean)</i>	
Flying Tiger		
Yellow/White	14	Basic Form 2
Yellow/Orange	16	Basic Form 2
Yellow/Green	18	Basic Form 2
Yellow/Blue	20	Basic Form 1 & 2
Yellow/Brown	22	Basic Form 1 & 2
Yellow/Red	24	Basic Form 1 & 2
<i>Kick Requirement</i>	<i>Roundhouse kick, back kick</i>	
<i>Vocabulary Requirement</i>	<i>Dojang</i>	<i>Kwang Jang Nim</i>
	<i>Sah Bu Nim</i>	<i>Tang Soo Do</i>
	<i>Moo Kup Jar</i>	<i>Yoo Kup Jar</i>
	<i>Numbers 1-10 (Korean)</i>	
Juniors Program		
Yellow	26	Basic Form 1 & 2

Forms skills will be tested and taught alongside the eight basic skills stripes. Tiny Tigers will be required to attempt a board break on their own using one of the two required kicks for their rank. Vocabulary will be taught and tested during class times. Sparring sessions will be held with Flying Tigers and higher ranks. Equipment will need to be purchased before their first test. Tiny Tigers may be promoted into the Juniors Program at any time after achieving Yellow/White belt. Instructors will discuss this promotion on a case-by-case basis only.

How The Program Works

In order to thoroughly develop each skill and at the same time make your child's training fun and motivational, the Tiny Tigers curriculum specifies one skill per class. The curriculum includes a variety of drills used to teach these valuable lessons. These drills are easy to follow and fun to do. Preschoolers learn more by play, and in your child's eyes, these drills are more like games. The games will help your child retain more and be more willing to learn and do things he or she wouldn't normally enjoy doing.

How Your Child Will Advance Through The Program

At the end of each class, your child will be rewarded with a skill stripe for developing that skill. Each skill stripe is a different color. Your child must earn all eight (8) colored skills stripes in order to qualify to advance to the next level. Each Tiger with all eight stripes will perform at the Tiny Tigers Belt Promotion to be held every eight weeks.

The Tiny Tigers Belt Promotion gives your child the opportunity to show the instructors and parents how developed each skill has become. A panel of judges will be evaluating each Tiger to monitor his or her progress. After the performance, an awards ceremony is held to reward the Tigers with their new rank. The rank advancement gives your child a new challenge for each skill. Your child will then begin to collect the colored skill stripes again as they set their goal for their next belt performance. This keeps the program exciting and challenging. Your child will learn how to set goals and achieve them by accomplishing their new ranks.

The following is a list of each skill with the color skill stripe:

Focus-Red	Teamwork-Blue
Control-Green	Balance-Yellow
Memory-Orange	Discipline-White
Fitness-Black	Coordination-Purple

Tiny Tiger instructors monitor your child's progress by his or her stripe skills. Make sure your child is consistent with his or her attendance so that he or she earns each skill stripe before the Tiny Tigers Belt Performance. In order to avoid excess time at each rank and prevent boredom, please see the curriculum calendar that shows the skill covered on each day. It will be included in the monthly newsletter or available at the front desk.

If your child has difficulty with a specific skill, the instructor may ask you to work with him or her at home to improve the skill. Homework assignments are provided to help your child be the best that he or she can be. Our goal is to thoroughly develop the eight skills in the Tiny Tigers Program. With your help, your child will learn and grow with commitment and dedication to excellence in everything that he or she does.

Word 1

FOCUS: \fo-kes\, to bring or come to attention

Focus plays a key role in the mindset of our Tiny Tigers. These young students have a limited attention span. Your Tiger will learn how to focus on the task at hand. Tiny Tigers experience focus for one of the first times in their lives as they train in class. This will help them become more prepared for the regular program. This quality skill will help your child's aim, listening, and reaction skills. They will excel faster in any physical activity. Your child will also become a better listener and a more focused student in school.

Some drills we cover in class can be easily used at home. These include:

Tiger Ball: parents will bounce the ball to their child. The child must strike the ball back to the parent using any of the techniques learned in class such as block, punches, or kicks. (Your child will begin to look specifically at what they are doing. For example: when your child does dishes, he/she will have the focus to look where he is going when handling your breakables)

Tiger in the Middle: blindfold the student. Friends and family are to surround the student. The parent points to one person at a time to tag the student. The student is to react and tag whoever touched them before they get back to their place in the circle. (This drill will help your child pay more attention to their surroundings and respond faster. If they hear a loud noise like a car horn, they'll react quicker and move out of the way if they have to)

Tiger Target Practice: parent holds a small pillow in two hands. The child will strike the pillow as hard as they can using any of the techniques taught in class. Ask them to hit it as far as possible. Measure their results and set goals for distance. (This drill will help your child throw a ball and reach their target. It will also help their aim which is an important skill for your child to have when they reach the regular program)

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (1st half)

Front foot front kick/front foot side kick

Part one of Tiny Tigers Creed

Vocabulary- Char-yet (attention)

Kyong-yet (bow)

Seejak (begin)

Dee (belt)

Chun-bee (ready position)

Ba-row (return to ready position)

Kook-ki (flag)

Dobok (uniform)

Word 2

Teamwork: \tem-werk\, the work of activity of a group of people to achieve one goal.

Teaching teamwork to young children is very important. Tiny Tigers are exposed to positive interaction with other children. By having an organized game plan and instructor supervision, Tigers will learn together and have fun in the process. Tiny Tiger Instructors are one of the first people to influence their lives with good social skills. Your Tigers will become leaders at school and at home.

Teamwork skills are necessary for any young child to develop. The more confidence your child shows towards working with others, the more they will get accomplished in life. Your child will develop character, which will help him/her make new friends and become a better leader in life.

Some drills we cover in class can be easily used at home. These include:

Tiger Clean-up: Help the child to make a small mess in the room. Time the child to see how fast and neat the child can make the room in the shortest amount of time. (This drill will show your child that cleaning can be fun. Use this drill at home when your child cleans their room. Your child will love it.)

Bubbles in the middle: Two Tigers work together as they use their martial art techniques to pop the bubbles. (This is a fun drill that your child is doing with another child. Your child will begin to play with others and not fight over who gets a turn or who goes first.)

Tiger Relay: The class will be split into two teams who will compete against each other in a variety of drills. (This drill will build the healthy competitor inside of your child. Competition is how your child will learn to strive to become the best they can be.)

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (1st half)

Front foot side kick/front foot side kick

Part one of Tiny Tigers Creed

Vocabulary- Char-yet (attention)

Kyong-yet (bow)

Seejak (begin)

Dee (belt)

Chun-bee (ready position)

Ba-row (return to ready position)

Kook-ki (flag)

Dobok (uniform)

Word 3

Control: \ken-trol\, to exercise restraining or directing influence over

Control will help our Tigers respond and perform correctly. They will strive to be cool, which means not losing their temper and not being too rough. The Tiny Tiger Program will help Tigers develop control of what they say, how they feel, and what they do physically. Tigers also learn at an early stage not to give up. The more control your Tigers gain, the stronger the commitment they will have in school.

Having control means making good decisions. Whether your child is handling a pet or handling a problem, your child will learn to make the right decisions with good control. Control builds confidence in children.

Some drills we cover in class can be easily used at home. These include:

Mirror Movements: Have your child face you. You should be on the same level as they are. Perform a movement such as a block, drill, or kick in slow motion. Have your child follow you performing the same technique with the same speed. Do not allow him/her to go faster than you. (This drill is used to control your child's physical movements. Children tend to be very rough only because they do not know the difference between playing rough and playing soft. Here, your child starts practicing physical movements that are slow and soft)

Tiger block drill: Stand with your child in an area that is big enough to swing a pillow. Give your child a number to remember. Call out different numbers until you are ready to call out the number that you gave your Tiger. When you call his number, have him swing the pillow at you with control. Try this several times and occasionally switch and have him pick a number for you. (Here is where control means courtesy when they are swinging the pillow at others)

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (1st half)

Front foot side kick/front foot front kick

Parts one of Tiny Tigers Creed

Vocabulary- Chary-yet (attention)

Kyong-yet (bow)

Seejak (begin)

Dee (belt)

Chun-bee (ready position)

Ba-row (return to ready position)

Kook-ki (flag)

Dobok (uniform)

Word 4

Balance: \ba-lens\, to bring or come to a state of proportion

Balance is an important skill for Tigers to have to properly develop their martial arts kicks and punches. Having good balance will also increase their speed and agility. Balance especially leads to better posture, which will make your Tigers appear more confident.

This skill is crucial to develop at an early age. Your child is beginning to participate in many physical activities that are challenging, like riding a bicycle without training wheels. Your child will develop good balance and better posture.

Some drills we cover in class can be easily used at home. These include:

Tiger and Crane (or the Karate Kid move): Have your child face you. Have your child hold their foot to their knee for 5 seconds. If they put their foot on the floor, have them try again. After they have mastered this, increase the time by 5 seconds each time. Make it a goal to hold their foot up for 1 minute or longer. Once they have mastered this, have them hold their foot up in a side kick position. (This drill will help your child have better balance which is necessary for other activities such as riding a bicycle.)

Tiger Walk: Have your child stand up and face you. Place a small pillow on top of his head. He must balance the pillow on top of his head for 5 seconds. If it falls, have him try again.. Try increasing the time he has to hold it on his head without falling. Next, have him walk a short distance with the pillow on his head. Try increasing the distance each time. (This drill will help your child walk with better posture and give them a confident look. Having a confident look will help them gain leadership positions later in life.)

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (2nd half)

Back foot side kick/back foot front kick

Part two of Tiny Tigers Creed

Vocabulary- Hana (one)

Dool (two)

Set (three)

Net (four)

Dasut (five)

Word 5

MEMORY: \me-me-re\, the mental function or capacity of recall

Memory is a valuable skill that Tiny Tigers will develop. Your Tiger will be able to retain techniques and lessons. They will remember the important things that you teach them, which will help them to make smart decisions. Remembering their martial arts techniques will also prepare them for the Juniors Program where memorizing forms is a necessity.

Developing a good memory is exercise for your child's brain. The more practice with this exercise, the smarter they will be. Our drills are constantly helping your child to think and make smart decisions.

Some drills we cover in class can be easily used at home. These include:

Sensei (Mommy/Daddy) Says: Similar to Simon Says, your child must follow the directions that you give them only if you say "Mommy/Daddy says" first. You can make it more challenging for your child and really work their memory skills if you tell them to do multiple tasks in order or at the same time.

Tiger Memory: Stand with your child facing a mirror. Do a hand or a foot movement in front of the mirror. Have your child then do the movement. Now add another movement to the 1st. Have your child do both movements. Continue adding movements for as long as your child can remember the correct order. Try making the chain longer each time.

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (2nd half)

Back foot side kick/back foot front kick

Part two of Tiny Tigers Creed

Vocabulary- Hana (one)

Dool (two)

Set (three)

Net (four)

Dasut (five)

Word 6

DISCIPLINE: \di-se-plen\, displaying orderly conduct

Discipline is what martial arts are based on. Tiger instructors teach Tigers how to discipline themselves to show self-control. Tigers must have self-control of their body and mind. Once they learn to have good discipline, they will become better students who are focused on their goals.

Our instructors use the Tiny Tiger drills to help create the vision that discipline is fun and rewarding. Your child will take pride in doing the right thing and he/she will also follow directions better.

Some drills we cover in class can be easily used at home. These include:

Tiger Rating Game: Your child will demonstrate to you on a scale of 1-10 how they should perform an act. With this game, speed is not as important as quality. Things that can be rated include: making the bed, getting dressed, brushing teeth, cleaning room, etc. This drill helps your child see the difference between sloppiness and neatness.

Tiger Speed: Have your child stand in front of you at “attention”. At your command, he will either sit, kneel, or jog in place as fast as possible until you say “attention” again. Make sure that you give your child a special little reward for working hard for you. This drill will teach your child to respond quickly and pay attention.

Other homework assignments for this month include:

Basic movements

Basic Form 1 (2nd half)

Back foot side kick/back foot front kick

Part two of Tiny Tigers Creed

Vocabulary- Hana (one)

Dool (two)

Set (three)

Net (four)

Dasut (five)

Word 7

FITNESS: \fit-nes\, the act of becoming physically and mentally sound

Being physically fit is a necessity for any martial artist. The sooner you enforce this concept, the better and more developed your Tiger will be. Fitness can be very fun and rewarding, especially with Tigers because they have so much energy to burn. Develop a passion in them early and you will not have to retrain them in the future. Besides, what better way to spend time with your children than by exercising with them.

Some drills we cover in class can be easily used at home. These include:

Tiger Push Ups: This drill makes doing push ups fun!! Your child will grow great upper body strength and have fun doing it. Have your Tiger lay down in front of you in push up position. As they go down and then come up again, have them growl like a Tiger. You can even have them “paw” at you as they come up.

Tiger Jump Ups: This drill is designed to help you child develop strong legs. Have your child put his hands on his head and bend his knees as low as he can go while keeping his back straight. At your count, have him jump as high as he can while making a growl sound.

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (2nd half)

Back foot side kick/back foot front kick

Part two of Tiny Tigers Creed

Vocabulary- Tang Soo Do (Korean martial arts) Dojang (Karate school)

Tae Kwon Do (Korean sport karate)

Kwang Jang Nim (Grandmaster)

Sah Buh Nim (Head Instructor-4th Dan and up)

Word 8

COORDINATION: \ko-ord-n-a-shen\, the act of having your body parts work together harmoniously

One of the best benefits of training in the martial arts is that it creates coordination. This skill is important for children to have if they want to be active in sports. The better the coordination, the better an athlete they will be. Once you create coordination in your Tiger, you can sit back and enjoy watching him or her perform using their martial arts talents.

The main coordination drills we use involve teaching left and right. The Tigers will become better physical participants and will have fewer injuries.

Some drills we cover in class can be easily used at home. These include:

Left hand/Right hand: This drill will help your child learn his left from his right in a fun way. You need two small pillows for this drill. Have your Tiger strike the left pillow with his left hand and the right pillow with his right hand. Mix up which pillows he must hit with and begin to increase speed so that it becomes much more challenging.

Tiger Jump & Move: This drill will help your child develop quick reaction skills. Children often get injured during physical activities because they are not quick enough to move out of the way. Teach your child to duck as you swing a small pillow over his head, then teach them to jump when you swing at their feet. Increase your speed as your Tiger becomes more confident in his skills.

Other homework assignments for this stripe include:

Basic movements

Basic Form 1 (2nd half)

Back foot side kick/back foot front kick

Part two of Tiny Tigers Creed

Vocabulary- Tang Soo Do (Korean martial arts) Dojang (Karate school)

Tae Kwon Do (Korean sport karate)

Kwang Jang Nim (Grandmaster)

Sah Buh Nim (Head Instructor-4th Dan and up)

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 1st 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 from the school 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. Sparring rules are as follows: light controlled contact is allowed to the chest guard area for all white belt and color belt students and on the head guard only for students Blue Belt or higher. No strikes are allowed to the face, neck, back, or below the belt. Students who continuously disregard sparring rules or are dangerous and malicious in sparring with other students will be expelled from the school.

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 1st 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 and 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.