

# ***STUDENT PROGRAM GUIDE***

Updated 1.1.2016



# On your first day of class

Please arrive 10 min early and stop by the front desk on your first day of class. We will have your attendance card waiting for you. We will also review the process for finding your card in the card boxes, how to bow on and off the training floor, and answer any questions you may have. Please take note of the number of classes your program allows you to attend in a given week as this will insure that you are on the right track and on schedule for your program.

Attendance cards are used to monitor your progress, attendance and membership status. Your card may be in the office if:

- You are nearing expiration of your membership
- You have been absent for an extended period of time
- We need to speak with you for other reasons

## School guidelines & policies

**Punctuality:** Arrive to class on time! Students are encouraged to arrive in uniform. Class credit will only be guaranteed to those that arrive to class on time. If you arrive more than 5 minutes late for class, you may or may not be allowed to enter class depending on class size and instructor discretion. Chronic tardiness will not be tolerated and are grounds for demotion or removal from the program.

**Parent Supervision:** Parents/Caregivers of students age 6 and under are required to stay for the duration of the class. No dropping off!

Parents of children ages 7 and up are encouraged to stay for class. However, whether you stay or not, children age 7-12 must be escorted to and from the school. Parents must come in to receive their student. For your child's safety, please do not allow your child to walk the parking lot to see if you are there.

**Parking:** There is ample parking on the west side of the building. There are limited

spaces on the East side of the building to be used for those with disabilities and visitors.

**Lobby Etiquette:** Please be respectful and set a good example for your student and other children. Keep food and drink to a minimum. If a mess is made please tend to it promptly. If cleaning supplies are needed contact an instructor immediately. Loud talking and playing, rowdy behavior, foul language etc. will not be tolerated. Please be conscious of others who are around you and keep the noise down. When possible please take cell phone calls outside. Please do not speak to your student during class. It is considered rude and disrespectful to the instructor and disrupts the class in general. If you have a concern please see an instructor before or after class or schedule a time to meet with Mr. Morris to discuss it.

**Uniforms:** Students will wear an approved white uniform. Special uniforms are reserved for special programs, Black Belts and instructors. Uniforms are to be properly fitting, clean and stain free for EVERY

CLASS. Uniforms that are not properly maintained will be required to be replaced immediately. School T-shirts may only be worn during the summer months (which will be announced) and must be tucked in to the uniform pant.

**Belt Testing:** Testing Will be held at of each quarter. You will be notified, by receiving an official test recommendation, of your test day. Color Belts should expect to be eligible for test every 10-12 weeks. Test forms and fees are to be returned with the top section completed by the date listed or an additional \$10 will be added to the test fee, separate from any and all discounts or credits. Test fees are non-refundable regardless of Pass or Fail. If a student fails the test they will be permitted to retake the test at no charge the following week or on a day announced by the school.

**Testing Procedures:** Students must wear a complete uniform (No T-Shirts) to test. A panel of judges will preside over the test and your Master Instructor will lead. You will be asked to demonstrate your knowledge and ability in a manner similar to your training. At the conclusion of test the panel will dismiss themselves and determine the pass/fail status of each candidate. Passing students will be announced and presented with a belt and certificate. Failing students will be announced, and an explanation of the decision will be made.

**Tuition:** Tuition will be paid according the terms of each individual membership but in general are due on the 1<sup>st</sup> of each month. Any account not kept current will be subject to additional fees and possible suspension from the program until such time as the account is made current. If you plan to leave for an extended time, such as for vacation, you must notify the school 15 days prior to the next scheduled payment for a hold to be placed on the account.

\*Accounts will not be allowed to be placed on hold or payment amount altered for sports seasons. i.e. "Can we hold our account while Johnny is in football?"

**School closings and inclement weather:** Prime Taekwondo Academy

follows the Fort Worth and Crowley ISD's for holidays and emergency closings. If either closes, or releases early, all classes will be canceled until the schools reopen. On the first Monday of each month, Prime Taekwondo Academy will close for staff development.

**Holidays and Vacations:** The school will close for major holidays and will close for 1 week during Spring Break, 7-10 days for Christmas/New Year and 1 week during Summer Vacation. No discounts will be given during these times but you will be allowed to attend extra classes during those months to compensate.

**Student Handbooks:** Student handbooks are not required but are highly encouraged. These books are training aids but will not replace time on the mat with a certified instructor.

**Grades and Behavior:** Honor Roll grades will be rewarded. If you have exceptional conduct and grades please show us a copy of your most recent report card for a reward and a high five! Students struggling with grades may be asked to limit their activities at the academy until grades are brought to acceptable levels.

Behavior issues will be addressed by the instructor and are the sole discretion of the instructor. Students will be counseled and or placed on probation. If behavior has not improved to the satisfaction of the instructor, the student will be placed on suspension with terms decided by the instructor.

Tuition will still be expected on time, according to your agreement, during the probation and or suspension periods.

**Gym Improvement:** Each year on May 1<sup>st</sup> we collect a gym improvement fee of \$25 per student. This fee is vital to help replace equipment and provide for new equipment. An invoice will be emailed or given to you. Fee is due by the 15<sup>th</sup> of May. Thank you!

**Private Lessons:** Private lessons are highly encouraged. While we strive to give each student as much attention as possible during class, one on one time with an instructor is invaluable to make sure that you are getting as much as you can from the program. See an instructor to schedule.

Private lesson rates are as follows:

Instructor: \$25/ ½ hr, \$35/45min  
 Master Instructor: \$40/ ½ hr, \$50/45min  
 Multiple Lesson discounts apply, see instructor for details.

# General Information

## Membership Oath

1. We as members train our spirits and bodies according to the strict code.
2. We as members are united in mutual friendship.
3. We as members will comply with regulations and obey instructors.

## Tenets of Taekwondo (The Strict Code)

1. Courtesy
2. Integrity
3. Perseverance
4. Self-Control
5. Indomitable Spirit

## School Rules

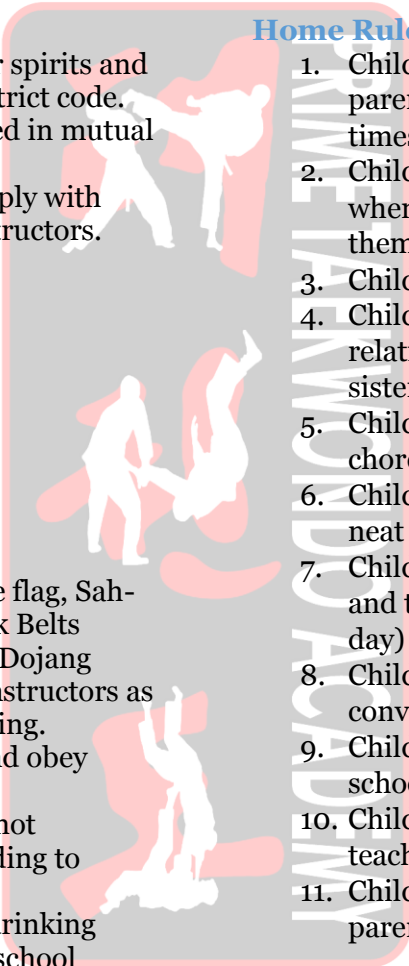
1. Students must bow to the flag, Sah-bum-nim and other Black Belts when arriving or leaving Dojang
2. Students must address instructors as sir or ma'am when speaking.
3. Students must respect and obey instructors.
4. Speaking during class is not permitted unless responding to instructors.
5. Swearing, smoking and drinking liquor are prohibited on school grounds.
6. Students must attend classes regularly for their own good.
7. Students must help keep the Do-Jang clean!

## Home Rules for Children

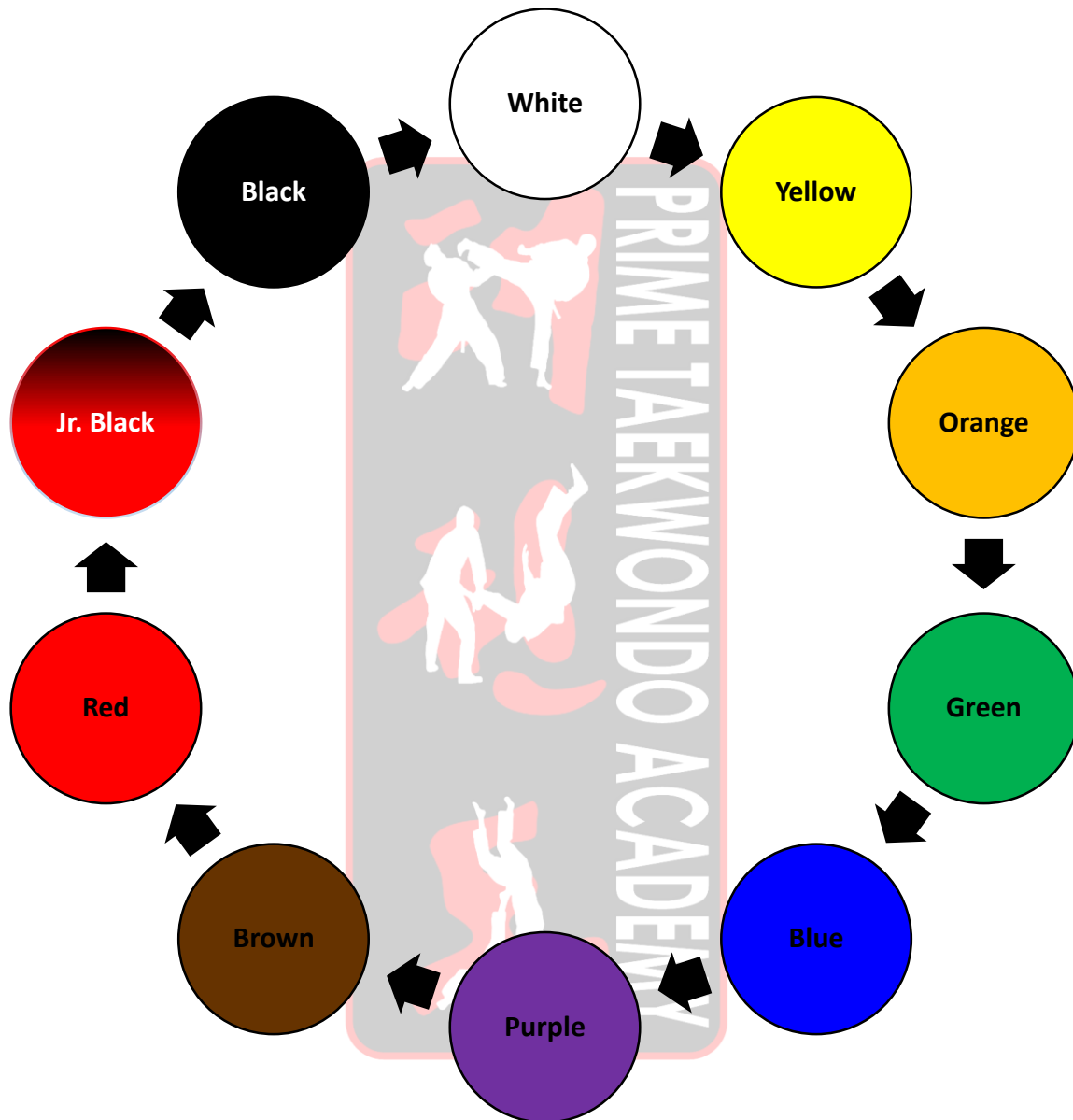
1. Children must show respect to their parents and family members at all times.
2. Children shall greet their parents when they enter the house and tell them goodbye when they leave.
3. Children will be truthful at all times.
4. Children shall maintain a good relationship with their brothers and sisters.
5. Children must help with household chores
6. Children shall keep their own room neat and clean
7. Children must keep their body, hair and teeth clean at all times. (every day)
8. Children shall not interrupt adult conversations.
9. Children shall study their schoolwork at school and at home.
10. Children must show respect for teachers and peers at all times.
11. Children who do not obey their parents may be reduced in rank.

## Spirit of Taekwondo

1. Loyalty to Country
2. Obedience to Parents
3. Respect to elders
4. Faithfulness to friends
5. Courteous in all situations
6. Consider all alternatives before killing any living thing
7. Never give up, always finish what you start



# Belt Progression



Students should spend a minimum 12 weeks at each rank up to Jr. Black. Students stay a minimum of 6 months to a year at Jr. Black until they are recommended to test for 1<sup>st</sup> Degree Black. Black Belt circles back to white to represent the attitude of a black belt, that we always have more to learn. In essence we are always white belts, but over time the belt has aged and been stained with dirt and sweat so that it looks black. The journey from white to black belt should take approximately 3 -4 years. Refer to the individual Belt Handbooks for a more detailed explanation of times and meanings for each belt as well as the specific requirements for each.

# Equipment Requirements

School policy requires that all necessary equipment and uniforms be obtained directly from Prime Taekwondo Academy. Routine Equipment/Uniform checks will be conducted and you will be notified if any item is in need of replacement or repair. You will be provided a form that details the failing item or items. Failing items must be replaced at the first opportunity. Failing protective equipment will result in the student not being permitted to participate in sparring activities until the item is replaced. Failed uniforms must be replaced before the student will be permitted to test for the next rank. Any out of stock item must be paid in full before the order will be submitted.

## Final Note

Thank you for taking the time to review this guide and all of its information. Knowledge of our school policies and the overall structure of how our academy is operated will only help you have a positive and enjoyable experience with us on your journey to Black Belt. If at any time you have questions or concerns please see an instructor or Mr. Morris. We are always here to help you and look forward to many years of training together.

This document may be updated at any time by the President and Master Instructor of Prime Taekwondo Academy.

Please print, sign and detach this form and return it to Prime Taekwondo Academy.

I have read and agree to the policies and guidelines set forth in the Prime Taekwondo Academy Student Program Guide. I understand that violation of the policies set forth may result in the suspension or expulsion of myself, or my student, from the Academy.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent or guardian (if not student) name: (Please Print) \_\_\_\_\_

Parent or guardian signature: \_\_\_\_\_ Date \_\_\_\_\\_\_\_\_\\_\_\_\_