

# Glendale TaeKwonDo School Policies

- This is a drug-free environment. Do not smoke or drink alcoholic beverages in the center or on or in front of the premises. Use or possession of illegal substances will be immediately reported to the police.
- Do not eat on the workout floor. Drinks appropriate for fluid replacement during strenuous activity are permissible in non-breakable containers.
- Do not stand or sit in the doorways.
- Do not go on the workout floor except in uniform, unless given permission by the instructor.
- Be on time for class. Parents, pick up students at the end of class time.
- Do not interrupt the Instructor once class has begun.
- Do not try to signal or communicate with anyone in class.
- Keep the noise level low in the lobby.
- Do not cheer, boo, applaud, or make other gestures of approval or disapproval while class is in session.
- Do not leave children in center unattended.
- Parents are to remove loud, crying, and/or unruly children from the school.
- Do not use the school phone for personal business. If use of phone is essential, ask permission and limit call to 30 seconds or less.
- The Taekwondo school is a place for positive actions and communications. If you have concerns or problems, including testing or tournament results, talk **ONLY** with the instructor at the appropriate time and place. Negative comments and gossip are destructive and may be cause for membership cancelation.
- Students and Instructors agree that while enrolled in Taekwondo, they will not train or participate in any other martial arts programs without the Instructor's approval.
- The management and staff reserves the right to refuse entry into or to require exit from the school at any time; any student, parent, guardian or visitor who violates specifically posted or generally understood policies while on school premises.
- The school is not responsible for lost or stolen items.
- Clothing, uniform, and personal hygiene sufficient to preserve modesty, health and safety is required at all times. The Instructor reserves the right to determine these standards. No jewelry of any kind except wedding bands are allowed while in uniform.
- Proper language and etiquette is to be observed at all times. No loud slanderous, discriminatory or foul language will be allowed.

- The facility may be closed for testing's, tournaments, summer camps, conventions or other Taekwondo special activities requiring the instructor's attendance. School closure for events will not be cause for monthly dues reduction.
- Class size- our goal is to have a similar instructor/student ratio as most academic classrooms, 30 students per instructor. Normally the ratio is less. As class size grows, instructors may be added but not required.
- Do not bring sick children to class.
- Parents and students understand and agree to comply with all items listed in the Agreement of Release.
- Children should not be left more than 10 minutes before class and must be picked up when class ends. Instructors will not be responsible for children after class is over. Students who are more than 10 minutes late for class will not be allowed to participate.
- Policies apply to students, parents, guardians, relatives and visitor's during school and/or associated events.
- Parents and students must obtain all safety and training materials to aid learning, promote hygiene and safety. There are additional costs for Testings, Tournaments, Special Events, Equipment and Learning Material.
- Students must conduct themselves according to the tenets of Taekwondo and must demonstrate the qualities of an artist.
- Policies may be revised or rescinded at any time as deemed appropriate.
- Only students listed as members of Taekwondo classes have membership privileges. Parents, relatives and friends are not considered members but will be allowed to enter the school on the condition they are not disruptive to the students' learning or routine business operation. Parents, relatives or friends must observe all school policies.
- Students and parents must additionally abide by all policies contained in Student and Instructor manuals and any school operational manual and policies posted in school.
- No soliciting or badgering of other members is allowed.
- No selling of Taekwondo supplies, uniforms or any other martial arts equipment to other members is allowed.
- Violations of any school policy by member, member's guest or persons in the members family, will be determined solely by management and/or staff. Termination of membership privileges will be effected in the best interest of the school and its members.