



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

Enrollment & Paperwork

Students must be at least 5 years old. Students must be independent in the bathroom and changing clothes. We recommend practicing using vehicle seatbelts and putting on shoes/socks independently before starting a camp or after school program if the student(s) are currently unable to consistently.

All new students must take a free trial class prior to registering for any program.

We are not a day care. We are a martial arts school. Taekwondo and developing character values are the priority in all our programs. This is a heavily structured and disciplined environment where specific instructions and strict expectations are given frequently concerning all areas of the program. Students are expected to take to taekwondo class daily, follow all staff directions without argument, and behave in a respectful and disciplined manner at all times.

We reserve the right to judge a participant unfit for the program and refuse or remove any participant who is unable or unwilling to follow staff directions. If a participant is deemed unfit for the program, they will be removed from activities and a guardian will be required to retrieve them immediately.

All students must provide a new Health & Medical form each year. Students will be turned away or not picked up if they do not have a current form on file before the start of their first day.

Any necessary medication must be authorized with an authorization form. Prescription medication requires a physician's approval. If you need a copy of said form, please contact us as soon as possible.

Summer Camp students will receive two (2) Himchari Martial Arts t-shirts, After School students will receive one (1) Himchari Martial Arts t-shirt and one (1) Himchari Martial Arts taekwondo uniform. Students should write their last name on the label of their shirts. Additional t-shirts and uniforms are available for purchase.

Communication

You may receive a paper incident report should your child becomes injured/sick or requires discipline for behavior. Please retain your copy for your records and another copy will be kept on file. You may also receive incident reports for other forms of communication, such as if a camper is missing important equipment. Please read all incident reports.

We ask you conduct all communication over email to retain a written record. Emails are our primary form of communication. Provide an email address that you check regularly.



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

Provide a phone number that you can be contacted at during work hours, as you may be contacted by phone if a student arrives or becomes sick/injured. Repeated inability to reach an emergency contact will result in dismissal from the program.

If a student has an injury and needs to modify their participation, we must receive written notice. To return to normal participation, we must receive written notice.

Staff cannot and will not take a student's word that a parent/guardian has given them an instruction contrary to ours unless the parent/guardian has also informed us of the exception they need. (This includes not taking part in activities.) Please send an email if an exception is needed.

Should a new adult not listed on your child(ren)'s Health & Medical form need to pick up your child(ren), we ask that you send us an email with their full legal name ahead of time so we can check their ID at pick-up. Approved pick-up persons may be added to your list permanently by sending an email as well.

Should you wish to send treats (cupcakes, etc.) to share to celebrate birthdays, we ask that you let us know a week in advance so that we can inform other parents who may need to make alternative plans due to dietary restrictions. Any food must be nut-free. Please specify if homemade.

If you know you will be absent or late, please let us know as soon as possible (email/text preferred).

Prohibitions

Students may not carry their own medication. Please see the "Enrollment" section of this hand-out.

No nuts (peanut or tree nut) or nut products are allowed at our facility. Any nut alternatives (sunflower seed butter, etc.) should be clearly marked to avoid confusion.

Outside electronics, such as iPads or video game consoles, are not allowed. Students may not have cell phones, without prior approval. Students will be required to keep them in their bags and off if they are brought to the facility. Smart watches may be worn but phone like capabilities (calls, messaging, internet access, etc.) is prohibited. If you would like your student to have one available to them, you must contact us beforehand to discuss under what conditions they may be allowed to use them.

We highly discourage students from bringing money, or financially or emotionally valuable items, to school or our facility. Himchari Martial Arts is not responsible for lost, stolen, damaged, or destroyed belongings. We highly recommend labeling all belongings, including t-shirts and bags.

Students are not allowed to trade belongings with or gift belongings to one another at the facility.



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

Operations – General

Students who become ill while attending the program or are sent to the facility by parents/guardians or their school while ill will be separated from other students and must be picked-up by parents/guardians immediately.

Unless the student is seriously injured or we have received written permission from a parent/guardian, all students are expected to take taekwondo class every day. Taekwondo is the center and focus of all our programs.

Students who do not take taekwondo class may not participate in physical games.

If students are missing their belts during class, they cannot earn tips or new belts. We encourage students to keep track of and be responsible for their own uniforms and belts.

Belt promotion is not guaranteed by attendance. Students must apply themselves, present good character values, follow instruction, and master their curriculum. We encourage students to practice outside of class.

When a student learns a required skill for their belt level, they will receive a colored tape tip on their belt. Once they earn all their tips, they will be eligible to test for their next belt level and receive a test recommendation. Student unable to attend their scheduled date and time must contact us as soon as possible. Private test scheduling will incur an additional fee.

Lost & Found contents are presented to students on Friday afternoon but they are free to check for their belongings at any time. The previous week's contents are donated to local charity or thrown away Friday evening at close of program. All possessions should be labelled for ease of return to owners.

Operations – Camps

Every day, campers must bring a water bottle, lunch, two snacks (morning & afternoon), and a zippered or closing bag to hold all their things.

The camp will be divided into teams by age. The campers are split 50/50 into Red Team and Blue Team. Just because a camper is in one team one week does not guarantee they will be in the same team next week. Requests for campers to stay on the same team will be taken into account but are not guaranteed to be granted. If siblings are requested to stay together, the older sibling will be placed with the younger team.



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

Campers must wear a Himchari Martial Arts t-shirt on all camp days where we are going on a field trip. As of Summer Camp 2023, Mt. Kim t-shirts are not accepted. If a student does not have a Himchari t-shirt at departure time, they will be given one and you will be automatically charged the t-shirt cost.

Students must arrive at camp by 9:45 AM at the latest. We will not wait for campers who do not arrive before field trip departure and parents/guardians may not drop off/pick up students at the field trip destination. No personnel will remain at the facility during field trips.

There will be two snack times per day- morning and afternoon. Your child is expected to eat their lunch at lunch time and snacks at snack time and will be asked to do. Besides where medically necessary, these are the only times campers may eat.

It is our policy to require students to eat their “entrée” or protein source first during lunch time and to finish their meal. We understand that parents may have different philosophies concerning food attitudes and we ask that you email us to let us know if this is contrary to your wishes.

If a student does not have a lunch at lunch time, parents will be contacted to bring them one. If parents cannot be contacted or are unable to bring a lunch, staff will check Health & Medical form for dietary restrictions and buy a Lunchable for the student, and you will be charged \$6 automatically.

Students will not be provided snacks, whether or not they bring their own. We encourage parents to check in with their child(ren) to see if they have enough food to not be hungry. Our camps are very active and your child(ren) may need more food than on a regular day.

Operations – After School Martial Arts Program

Part-time memberships must have set days to attend. We will not accommodate schedules that change every week.

Your school-issued uniform (dobok) should be labelled with the student’s first name and last initial in three places: The inside cuff of the left pants leg, the inside of the shirt collar, and on the side of the belt with the size tag (once the student earns a belt). The outside of the uniform should not be labelled, except on the collar by the instructor.

Uniforms will be sent home on Thursday/Friday only after belts tests to be washed and returned on Monday the following week. **Full white uniforms must be worn for belt testing. Students without their uniform may be required to reschedule their test.**



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

Belts should be left at the facility until end of the school year. Possessions or equipment left at the end of the school year will be donated to local charity or thrown away. Please be sure to collect all your belongings (including taekwondo equipment and uniform) on your last day.

Drop-Off & Pick-Up

Morning drop-off runs from 7:00 AM to 9:30 AM and must be done at the front door. Please wait until your child(ren) are screened for entrance before leaving.

At the Rolling Valley Location:

For dismissals, you must enter the building. Students will not be sent to a waiting car outside.

Please text at 703-688-2975 prior to pick-up so we can make sure the student(s) get ready. This is a text-only line and will not receive calls, please call at 703-337-2288.

At the Burke Commons Location:

For dismissals, please pick-up your child(ren) from the backdoor, accessible from the Dunkin Donuts drive-thru. There are two lanes, marked with paint. Please pull up to the back door in the left lane so Dunkin Donuts customers can pass you. The door will have a sign with our name.

Please text at 703-278-2959 prior to pick-up TWICE: first when you are leaving to pick-up so we can make sure the student(s) get ready and once you have entered the pick-up line so we can bring them to you. This is a text-only line and will not receive calls, please call at 703-503-0202.

Program closes at 6:30 PM. There is a \$10 fee for every ten minutes after 6:30 PM your child is not picked up. (Call ahead please!)



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

After School Absences

For planned absences, we ask you inform us at least one week in advance. For absences due to illness or emergency, we ask you inform us as soon as possible for communication with the route drivers. If we have not been informed that a student will be absent from the After School program and they do not come to the vehicle at dismissal time, the drivers' routes may be disrupted, and the driver may be late drop students off at the facility and to arrive at the next school.

In the case of an unreported absence, it is our policy that drivers the use procedure as follows:

- The driver will contact the elementary school office to let them know that a student is missing and ask them to confirm the absence or find the student and send them immediately to the pick-up line. If the school cannot locate them, the driver will then contact the parent to let them know that their child has not shown up to the pick-up line.
- If after 10 minutes the student still has not arrived without explanation, the driver must leave to continue their route. Only after their route is completed would the driver be able to return.

We understand that most of our members take part in this program because they are unable to transport their children to and from the facility. However, we are unable to guarantee that any individual child will be picked up at the cost of picking up all the students from another school.

We request that all parents and guardians discuss with their children how they are responsible for arriving at the studio vehicle as soon as they are dismissed, just as they would be responsible for not missing their school bus.



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

Billing

Automatic payments will be made using the credit card used to register. If you wish to change your credit card information, you must send us an email and you will be sent a secure update portal online. Staff will not take down card information in person or over the phone.

If payment is not received before the start of the first day of the week, your child(ren) will be turned away. If a payment fails, you will be charged an additional late fee.

Weekly programs are billed by the week. You will be charged the Thursday before you attend each week. When you are charged, you are paying for the next/following week, not the current week, and so you may receive a charge during a week you are not attending.

You are responsible for paying for any program you are enrolled in, whether or not you attend. Refunds will not be issued except in the case of error by Himchari Martial Arts. Credits will not be applied automatically or retroactively. They must be requested ahead of time.

Week-long closures will not be billed for. Partial week closures (student holidays, etc.) will not be prorated.

AMP Billing Only

If you do not request a hold ahead of time, you will be charged and no credit will be applied for your absence(s). Partial weeks for full time members will not be prorated.

We will close for national holidays and hold day camps for other school closures, including for inclement weather, so long as it is safe for our staff to travel. Day Camps for school closures are not covered in your membership but you will receive a discount on registration for them.



NEW STUDENT POLICIES HANDOUT – DAY CAMPS & AFTER SCHOOL MARTIAL ARTS PROGRAM (AMP)

General Student Rules

Students are expected to behave responsibly, respectfully, and with good self-discipline. The rules below are not all-inclusive but outline the basic expectations of all students.

General Rules	Backroom Rules
Bow to flags when you come in or leave, bow to adults when you say hello, goodbye, or thank you	Sit nicely until given instructions
No shoes on the mat, no socks during games/class	Get permission before going somewhere or getting something and push in your seat
No screaming or fake crying	Clean up whatever you are using before moving on
No touching mirrors or walls	Your belongings must be in your cubby, in your bag, zipped up, and not hanging out
No touching, climbing on equipment	Do your homework first
Walk along the walls, not in the middle of the room	Lunch/Snack Rules
Raise your hand, don't talk out of turn	No sharing or trading food
Follow instructions the first time	Do not make a mess, clean up after yourself
Answer loudly and respectfully (use sir/ma'am)	Stay only in your area
Respect personal space, privacy, and belongings	Pick up any trash, not just your own
Take and give objects with two hands and a bow	No playing during lunch/snack
Always use taekwondo sitting on the mats (hands on your knees, criss-cross applesauce style)	Physical Games Rules
Driving Rules	Teachers are referees, follow their instructions
Sit down and buckle up immediately	Listen to the rules before each game
Follow driver's directions on where to sit, and keep that same seat	No falling or lying down
Stay seated, buckled, with your hands to yourself, and facing forward the entire ride until driver tells you we are stopped	Share the equipment, give everyone a turn
Stay quiet so the driver can focus	Show control, sportsmanship, & kindness