

Parents' Guide – please read all

Dear parents, you have a participatory role to play as your child's main supporter in this program. Please read all our guides and communications always carefully, to make sure you are well informed and as to how everything works with the program your child is enrolled in.

1. Code of Conduct: 'Dojo Etiquette'

Please make sure your child reads the Dojo Etiquette (or you read to them) soon after registration.

Also see other Guides: Parents' Guide for parents, and 'Program Guide'. You can find

2. Any Medical Conditions we should know? ←

You are advised to check with your family physician and make sure that your child is fit enough to participate in Karate training, and in case your child comes with certain limitations we expect that you let us know (ADHD? Hearing problems? Asthma?)

3. Supervision

We are NOT able to provide supervision outside of the **training area**. Please try to be there on time, to receive your child when your child's class ends. **We cannot be responsible for your child leaving the building after class** ←

4. Using the washrooms ←

If you believe your child needs assistance with using the washrooms please make sure that you stay in the building while your child is in class. It would be helpful if you reminded your child to visit the washrooms before jumping into class

5. Exams and Report Cards

All members are expected to plan ahead, set their goals, and prepare for their exams or rank promotions at the end of every term, or on the dates they are given by Sensei ahead of time. To get tested members should book their exams (on the PH website) ahead of time (Exam fees: *Kyu* exams: \$22.50 Black Belt Exam: \$75) Note that Belts and Exams are two different things. If you'd like us to pick up a belt for your child you can place your order on our website, or you can buy one yourself

We hope that you will make a Big Deal of the exams, as they are important in the *training system* that we follow in our training (goal setting, built-in) and help your child to get fully prepared for every exam.

After exams students will receive their results and will receive a report. Reports intended to give the students (and parents) some feedback on the student's progress, pointing out their strengths and weaknesses, so they will know what they need to spend extra time on, going forward



>> see our **Program Guide** for more details about Exams, Belt Colours, Stripes, Exams, Top Students, etc. The Program Guide is for members, Parents' Guide is for Parents. But it would be a good idea to read both, and highlight or explain any important information for your child (esp. if your child is very young)

6. Homework (for kids in L2 and L3 classes)

Each term we may assign homework to students (Not L1). Those who have been given homework are expected to complete their homework to the best of their ability and return it to us when they take their exam (whether fully completed or not). They may lose marks if they fail to return their homework.

7. Classes to Attend

Students are expected to attend classes that they are registered for ONLY. But if/when they miss a class because of a Stat Holiday landing they may attend any other class in the SAME WEEK (ONLY) in place of the class they miss. Missed classes may NOT be carried over to following weeks.

8. Do we have your 'PERMISSION'?

Some of the Pictures and Videos we take in class we may want to use in brochures or similar marketing materials from time to time. In case you do not want a picture/video of your child being used without expressed permission from yourself please let us know.

9. Stay in the loop. “Like” our Facebook page ←

We often post instructional videos on our facebook page, as well as pictures or videos of our students. To stay in the loop and up to date, please visit our facebook page now, and 'like' our page to stay in the loop and up to date, and also to enjoy and share your child's pictures or videos 😊

Follow this link please if possible right now:

<https://www.facebook.com/The-Powerhouse-509103349110030/> ←

10. Effective Communication ←

We heavily rely on communicating with you by EMAIL. If you do not or cannot check your emails regularly kindly let us know, so we find another way to communicate with you. We assume that you do read all our messages carefully. Usually you will receive at least one email every weekend, which may include important info that you should be informed of (e.g. Family Classes scheduled, exam dates, etc.). In order for us to stay on the same page its important that you always read our messages carefully. **READING OUR EMAILS IS A BASIC REQUIREMENT** with your membership, without which may not be able to have your child train with us.

Please take a minute now and **add our email addresses** (above) to your address book, and in case you happen to change your email address in the future please do let us know ASAP



11. School Contact

>> for all '**Admin Related**' inquiries please write to: Ellie: DojoStudentService@gmail.com

>> for all '**Program Related**' inquiries please write to Sensei Ramin: PowerhouseOffice@gmail.com

If you need to speak with Sensei about your child's progress or membership please feel free to call **604-812-3656** before 4:00 PM weekdays, or if you believe a meeting in person is needed please write to **Ellie in Admin** and ask for an appointment.

→ Please REFRAIN from approaching the instructors during class times with questions, without prior notice. Instructors can not engage in any lengthy conversations during class times, and especially anything Admin-related (\$) has no place in the dojo. Feel free to call 604-812-3656 weekdays 10:00 - 4:00 or write to Ellie in “admin” if necessary (see admin’s email above)

12. Who is our Main Contact

In order to avoid confusion or miscommunication we ask for ONE person only to be our main contact for each member. Our main contact is expected to read all messages from us and respond to our messages when a response is called for, within a reasonable timeframe, so we do not have to follow up numerous times.

13. Weekly Emails

You will receive one weekly email every Sunday, informing members of the Theme of each week, and what equipment they may need, or. We need you to read all weekly emails, and pass any important information that we send you to your child, to make sure your child is always informed of what goes on in class

14. Absence Credit

If your child’s membership comes with 'Absence Credit' the amount of credit you can ask for is mentioned on the Registration Form you filled out, or in the Reg email we sent you (if registered online). Note that Absence Credit is given only for **Future Absences** that are reported to us ahead of time, and only if they happen to be **One Week or longer**. You don’t have to report to us every single class that your child is going to miss (only if one week or longer – we don’t keep track of or issue credit for single sessions missed)

- a) No credit is given for classes missed for because of Stat Holidays and **Term Breaks** (1 week every 3 months, after every exam, we are closed). When a holiday lands on one of your classes you may attend any other class on the same week when we had the holiday.
- b) Credits have no cash value and may not be used before your child's membership is expired.
- c) We cannot stop and start the monthly billing every time students miss class
- d) We do NOT keep a record of anyone's absences or credit on our end. You must keep and have your confirmed credits with you to use upon renewal.

To ask for Credit please send your request to Ellie at dojostudentservice@gmail.com and look for an email back confirming your credit. Please do not tell us in person, as we do not keep track of credits that way.

15. Closed on Term Break and Stat Holidays

We are closed on all Stat Holidays, and are off for one week at the end of each term. On our Term Breaks we may not answer any calls or respond to any emails. When a holiday lands on one of your sessions you may attend any other class that week to make up.

16. Membership Terms

Please take the time and read the copy of the '**Registration Form**' you filled out upon enrolment to make sure you are aware of all Membership Terms, particularly our 'Cancellation Policy' as we need to hold all members to the same rules with no-exceptions. Note that generally memberships that come with a **Trial Period** may only be canceled strictly before the end of any Trial Period.

17. Class Cancellation ...up to 1 week

Because of the relatively small operation and us relying on only a few instructors we reserve the right to cancel all classes for up to one week, if absolutely necessary. If and when we exercise this right we will issue "credit" for as long as we are closed.

16. Advance Billing

Your dues for each month is collected on the 20th of the previous month. Note that we do not stop and start the billing because of absences. If you have a Short Term membership you may cancel with a 60-DAY NOTICE and stop the payments. If you cannot stay committed to a long-term membership (12-24 months) you are advised to switch your membership to Short Term before your trial period expires

17. Lost or Stolen

We cannot accept responsibility for any items lost or being stolen in our building. The dojo is generally a safe place, however, you are advised to lock up all your belongings, and avoid bringing anything valuable to class with you

18. The best things you can do to motivate and support your child

a) Yourself?

The best way you can motivate your child is by getting involved in our training **yourself** - even if at a minimal level. When kids witness their parents doing something for their own health and lifestyle they are more likely to stay on the same path. At the same time you will learn about what goes on in your child's class, so in case you decide to train with or help with your child with their training you will be able to share their experience, easily

FAMILY CLASSES:

If you cannot train regularly, you can always attend our Family Classes which we schedule to take



place every now and then, to give our parents a chance to come in and learn a thing or two about our training. You do not need to be a paying member to attend these classes

Families that Kick together Stick Together

b) A Training Buddy?

Experience has shown that students who have a friend or two involved in their training tend to stay motivated longer and more committed to their training. Does your child have a friend who he/she likes to spend extra time with? If yes, simply refer them to us, or have them contact us.

19. How does your child benefit from training at The Powerhouse exactly?

Our students will learn how to defend themselves effectively, both mentally and physically, so they can protect themselves against aggression, mental abuse, bullying and physical attack

Our students will improve their not only fitness, but also athleticism (which is different to fitness), and will learn how they can keep themselves in great shape, feeling capable and confident forever

Our students will walk away with better understanding of certain values and life skills; Respect, Self control, Self Discipline, Sportsmanship and more

Our students will learn how to set "goals" and be determined "achievers" in life – not quitters

Our kids will go through life proud of their accomplishment as a martial artist, who will always will stand for the right thing, advocating justice and, peace

Our students will develop a "life-style" that will be focused on Strong Living in general

20. Supervising kids by their parents

Sometimes a fair bit of yahooin, running around yelling and screaming, goes on by kids that are in the building but not in class (or even out in the parking lot) which firstly is unsafe, and also the noise makes it very uncomfortable for others in the building waiting for their kids. Please help us by keeping an eye on your children and by reminding them that they should NOT run around and practice their somersaults at the entrance ☺

21. Our Website www.the-powerhouse.ca

Please take a close look at our website. You can find a lot of useful information on it. You can book your exams on it, or order uniforms and equipment, and you can find the following on the homepage under “more”+”Current Members” section; It’s important that Parents will read the Parents’ Guide (at least) and members to read the rest:

- **Dojo etiquette**
- **Grading requirements**
- **Program Guide** (a more detailed version of Parents’ Guide)
- **Terminology**

22. BE PATIENT. **KARATE WORKS**

Have no doubt that Karate Works, and that we take your child’s training with us very seriously.

We hope that yourself also can take our training seriously, and see it as a form of **education** (not just a sport or game, played for fun) so you will treat it as a ‘priority’ for your child. Working together as a team with your help, your child will get the most out his/her training

Thank you for your time and attention

Dedicated to your child’s success

Sensei Ramin and Team