

Parents' Guide

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 (or you read to them) these guides before they attend their next class. The '**Program Guide**' also is there for students to read and understand how everything works at the PH. these guides are either handed to new members or emailed soon after enrolment (have yours?)

2. Any Medical Conditions? ← 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 is supposed to end. **We cannot ensure that your child will not leave the building after class** ←

4. Using the washrooms: In case your child needs assistance with using the washrooms please make sure that you stay in the building while your child is in class. And please remind 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/rank promotions every 3 months - unless they are asked specifically to "skip" an exam. We hope that you will make a big deal of the exams, as they are important in training system Karate comes with (just as other educational systems). After every exam your child will receive a **Report Card** (Not a new belt. Belt's are up to you to get for them, and if wish you can order them through us -see our website). Report Cards are intended to give the students and also yourself detailed feedback on how they are doing, pointing out their strengths and weaknesses if any, so they will know what they need to spend some extra time on in the new term in order to ensure steady progress. See the **Program Guide** for more details about Stripes, Exams, Belt colours, Top Students, etc.

6. Homework (L2 and L3 students only): Each term we may assign homework to students (Not L1 youngest group). 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). 'Black Belt Club' members are expected to also hand in any Life Skills 'Assignments' they may have been given

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 on one of their classes (only), they may attend another class to make up but in that SAME WEEK. Missed classes may NOT be carried over to following weeks (unless your child is a Black Belt Club member).



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. Facebook: We post picture and video of the student on our facebook page, and also post instructional videos for easy reference. Please be sure to visit our facebook page and **'like'** our page to stay up to date and also enjoy your child's pictures or videos 😊

10. School Contact:

For all 'Admin Related' inquiries please write to: Ellie: DojoStudentService@gmail.com and...

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

If you need to speak with someone about your child's membership or program please feel free to call 604-812-3656 before 4:00 PM weekdays, or if you ask us we will be happy to set a time to meet in person if necessary. Please do NOT catch up with any of the instructors during class times, or in between classes. Please email us first and we will arrange for a time to phone or meet with you so we can focus on your inquiry.

11. Effective Communication: ← Please read ALL EMAILS that we send you carefully so you stay up to date and informed of what our agenda is for upcoming weeks.

Please take the time to add our email addresses above to your address book now. And in case you happen to change your email address kindly let us know ASAP, as we use email for communicating with you primarily. We need one person to take responsibility for each child in our class and to read all emails from us. In order to avoid confusion we can have only ONE parent/guardian to be our Main Contact who we communicate with regarding a child in our class - not two or three contacts for one member. Please decide who that one person is and if that person is anyone other than the one who signed the child up please do let us know -- IMPORTANT!!

12. Weekly Emails: "Focus of Training" Every weekend we send you one email which highlights the Focus of each class, or "Focus of the Week". Please pass any important information to your child. Missing these messages could set your child up for disappointment - as they may show up to a class not knowing that they need to have their sparring gear for that class (as an example). Plus, any class cancellations or special events, etc.

13. Absence Credit: If your membership comes with 'Absence Credit' the amount of credit you can ask for is mentioned on the Registration Form you filled out. Note that Absence Credit is given only for **future** absences that are reported to us by Email ahead of time, and only if they happen to be **one week or longer** (not single classes) you do not need to inform us every time you miss a class.

Note that:

- a) No credit is given for Stat Holidays and Term Breaks. When a holiday lands on one of your classes you may attend any other class that week to make up.
- 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 Absence Credit please send an email to Ellie at dojostudentservice@gmail.com and look for an email back confirming your credit (do not tell us in person).

14. 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.

14. 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.

15. 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. The best way you can motivate your child and, keep him/her motivated in the long run

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 see that their parents also do something for their own health and fitness they copy the lifestyle they witness. At the same time you will learn a little about what goes on in your child's class. So in case you decide to train and share the experience with your child in the dojo or at home you will be able to.

FAMILY CLASSES:

If you cannot train with us regularly at least try to attend our Family Classes. You don't 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 involved in training stay motivated and last longer with their training. They enjoy their experience more and also will be more successful. If your child has a friend who he/she enjoys spending time with please refer them to us, or have them contact us, and we will give them a chance to train with us for a week or two free of charge, hopefully they will love their experience and will stay.

19. How do kids benefit from training at The Powerhouse?

Our children learn how to defend themselves (mentally first, and also physically) so they feel protected and confident

Our kids grow to be athletically fit, and will learn how they can *keep* themselves in great shape forever, feeling capable and confident

Our kids will learn what social values like, Respect, Self control, Discipline, or Sportsmanship actually mean, and why they are important

Our kids will learn how to set "goals" and "achieve" goals.

Our kids will develop a "life-style" that will be focused on Strong Living

18. Be patient; KARATE WORKS

Rest assured that we take every student's training with us very seriously, and are dedicated to their success, as we strongly believe that any of the kids we train, could be masters in the future. We can earn better results if all parents also shared our understanding and vision and treated our teachings as an education that is "essential" for all, and possibly a life-transforming experience. Therefore, we hope you would make Karate a priority, just as going to school is. A priority, and usually not negotiable at all. Karate is a discipline, a tune-up for the mind and the body, done for reasons other than fun. Rather for enhancing ones performance, not only athletically, but also intellectually and mentally. **We believe young people need a complete conflict and values education to help them live safer, healthier and happier lives**

Thank you for your time and attention

Dedicated to your child's success

Sensei Ramin Emami and Team