

Parents' Guide

Dear parents, you have a participatory role to play as your child's main supporter in this program. Therefore, we need you to be informed of how everything works at The Powerhouse, and to remain dedicated to your child's success, and your child will too.

1. 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?)

2. 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?)

3. 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

4. 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** ←

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" the 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 your **Program Guide** to learn about Exams, Stripes, Belt colours, etc.

6. Homework: Each term we assign homework to students in L2/L3 (only). 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' that they may have been given. Any Homework and/or Assignments should be kept in good shape, and, to be handed in when your child takes his/her next exam

7. Classes to Attend: Students are expected to attend classes that they are registered for. But if/when they miss a class because of a Stat Holiday landing on one of their classes, they may attend another class but in that SAME WEEK. Missed classes may NOT be carried over to following weeks (crowd control) - unless your child is in the Black Belt Club.

8. 'PERMISSION' for using Pictures and Videos taken in class: From time to time we may take videos or pictures of students during training, which we may use on our website or print them on our marketing materials. In case you do not want a picture/video of your child being used please let us know.

9. Facebook: IMPORTANT! 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** at **DojoStudentService@gmail.com** and...

For all '**Program Related**' inquiries please write to **Sensei Ramin** at **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 ask us and we will be happy to set a time to meet in person if necessary. Please do NOT catch anyone off-guard showing up without prior notice. And note that we do NOT talk about any admin related inquiry on the dojo floor

11. Effective Communication: ➡ Please read ALL EMAILS that we send you carefully so you stay in the loop and informed of what our agenda is for upcoming classes and any important announcements. Please take 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. We need at least one parent who takes responsibility for reading all weekly emails (Titled: "Focus Of Training"). Especially, we expect to receive a response to any emails sent to yourself directly, so we don't have to follow up.

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).

Note: No credit may be claimed for Term Breaks (when we are off). Credits have no cash value, and may be used only upon renewal as cash towards your tuition if/when your membership is renewed.

To ask for Absence Credit please EMAIL Ellie at **dojostudentservice@gmail.com** and look for a confirmation to be emailed back to you. Then Save your credits and hand them in when your child's membership is up for renewal. We do NOT keep a record of anyone's absences on our end.

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 the missed period (but not a refund). How Credits work is explained above.

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.

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 many of these same kids will be our karate masters of the future, who will carry our beloved tradition into the next generation. It will be most helpful if you also treated your child's training with us as a 'Big Deal' (not just a game or another activity to burn some energy with). Just as going to school is not negotiable matter, we hope that you will see the dojo the same way and will take a strong stance with your child if they ever show weakness, trying to cut corners.

To us Karate is neither a game nor a sport, it's a '**Way of Life**' that we hope our kids will pick up and carry with them, for the rest of their lives. We hope you also share this vision with us.

Thanks again for choosing The Powerhouse

The Powerhouse Team

