



STUDENT HANDBOOK

Columbia Tae Kwon Do
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MISSION STATEMENT

Columbia Tae Kwon Do, a complete martial arts school, is committed to helping men, women, and children of all ages and abilities to achieve their goals through providing smart fitness and serious self-defense.

BACKGROUND INFORMATION ON SCHOOL

Columbia Tae Kwon Do was founded in 1992. The school will celebrate 27 years of dedicated service to the community in October 2019. The school services the student as a whole – body, mind and spirit – regardless of age, ability or background. Columbia Tae Kwon Do provides, develops and nurtures the positive attitudes and spirits of its students. From the school's structured classes, to its assistance with standard student issues such as schoolwork and social concerns, the staff's dedication creates empowered students, filled with confidence, respect and control. In turn, these skills help students to grow as individuals and cope with many of the difficulties associated with adolescence.

The school offers professional martial arts programs in Tae Kwon Do, Combat Hapkido, as well as informal seminars and on-going workshops in self-defense. Taught by experienced martial arts professionals, each class provides students with the skills required to improve their abilities, and the fun, supportive environment necessary for personal growth. Regardless of the program selected, students are guaranteed of an exciting, effective workout for the body, mind and spirit.

OVERVIEW OF PROGRAMS

- ⇒ **Tae Kwon Do**: A dynamic martial art, incorporating powerful hand/arm movements and explosive kicks in a controlled self-defense training. Tae Kwon Do promotes discipline, physical fitness and self-confidence.

- ⇒ **Combat Hapkido**: A new, scientific style of Hapkido based on principles of anatomy, psychology, biokinetics and strategy, regardless of physical size and strength. Combat Hapkido is 100% self-defense with its emphasis on “real life” personal protection.

- ⇒ **Self-Defense Workshops**: Offered periodically and on-going throughout the year, self-defense workshops feature practical techniques and maneuvers to help individuals prevent, control and/or escape potentially dangerous situations. Individuals learn how to avoid abduction and rape, defend themselves against attackers (including those physically larger or stronger), and control virtually any alarming situation.

If you or any organizations you may be affiliated with have an interest in scheduling a self-defense workshop, please see the Master Instructor for more details and find out how it can be tailored specifically to meet your needs.

SCHOOL “DOJANG” RULES

1. Be on time for class.
2. All shoes and jackets must be placed in the locker room or with parents.
3. Students are responsible to keep their own attendance card up to date.
4. Always bow to the flags when entering or leaving the workout floor.
5. Your uniforms must be clean and presentable at all times.
6. Always answer a question by adding " Sir" or "Ma'am" at the end of the answer.
7. Always greet the instructors with a bow upon arriving and leaving the school.
8. No talking during class.
9. No candy and or gum chewing will be allowed during class.
10. Do not wear any jewelry during class. Only wedding bands will be permitted.
11. No horseplay is allowed before, during, or after class.
12. Everything you learn in class should be practiced at home.
13. Please ask for permission before using any of the school's equipment.
14. Please be quiet if there is a class in session.
15. Please bring all sparring equipment on sparring on required days.
16. Please raise your hand if your need to talk or ask anything during class.
17. Please sit in formal sitting when ever you are asked to sit down.
18. Take care of your own attendance cards.
19. Please be courteous and respectful of others at all times.
20. Keep all locker rooms and bathrooms neat and clean.
21. Please respect school property; keep the waiting area neat and clean, throw away all trash in garbage cans, and clean up anything spilled on floors or chairs.
22. Check the “Lost and Found” box in the women’s locker room regularly for missing items. Items will be emptied weekly.
23. Do not keep any money or valuables in the locker room. The school will not be responsible for any lost or missing items.
24. Food is not allowed inside the school. Please do not bring food with you when you come to class.

**** Tae Kwon Do is a Privilege, not a right! ****

STUDENT CREED

1. I intend to develop myself in a positive manner and to avoid anything that would reduce my mental growth or physical health.
2. I intend to develop self discipline in order to bring out the best in myself and others.
3. I intend to use what I learn in class constructively and defensively and never to be abusive or offensive.
4. I intend to use common sense before self-defense.

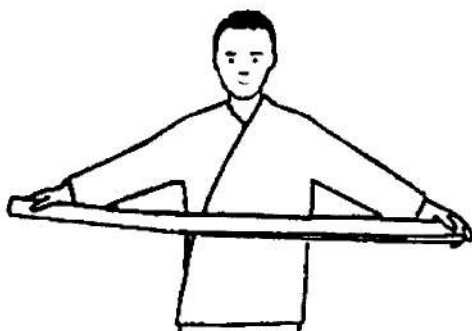
BLACK BELT PRINCIPLES

Modesty
Courtesy
Integrity
Self Control
Perseverance
Indomitable Spirit

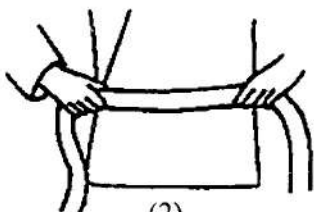
HOW TO TIE YOUR BELT

- 1) Fold your belt in half to determine the center point.
- 2) Place the center of the belt in the center of your stomach.
- 3) Wrap each end of the belt around the back of your body and bring them to the front.
- 4) Cross the left side over the top of the right side. (this side will do all the work)
- 5) Tuck the left side under both sections of the belt and pull up between the belt and the uniform.
- 6) Cross the end that went under the belt on top of the other end.
- 7) Tuck that same side through the hole to start the knot.
- 8) Pull both ends to tighten the belt.
- 9) Both ends should hang evenly in front of your body.

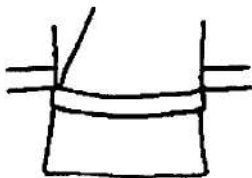
(A properly tied knot should look like a fortune cookie)



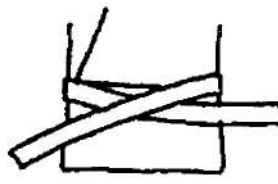
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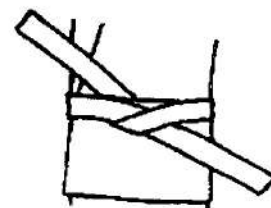
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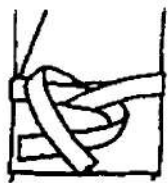
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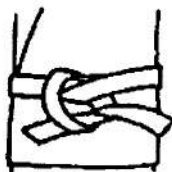
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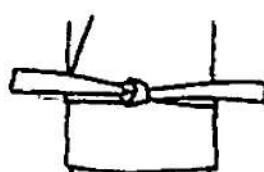
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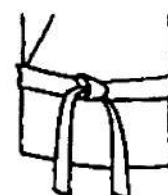
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BASIC KOREAN WORDS

Uniform – Do Bok
Flag – Gook Gi
Tae Kwon Do School – Do Jang
Bow – Gyung Neh
Attention – Chariut
Instructor – Sah Buhm Nim
Turn Around – Dee Rho Doh Rah
Start - Shee Jock

Back to Center – Go Mahn
Separate/Break – Gahl Yuh
Forms – Poomse
Breaking – Gyuk Pah
Sparring – Gyuh Roo Gi
Red – Chong
Blue – Hong
Stop - Bah Roh

Hello—Ahn young ha say yo
Thank You—Gahm sah hom nee da

COUNTING

1 - Hana	20 – Soo Moohl	1st – Ill
2 - Dool	30 – Suh Rune	2nd – Yi
3 - Sett	40 – Ma Hoon	3rd – Som
4 - Nett	50 – Sheen	4th – Sah
5 - Dah Suht	60 – Yeh Soon	5th – Oh
6 - Yuh Suht	70 – Il Hoon	6th – Yuk
7 - Ill Gope	80 – Yuh Doon	7th – Cheel
8 - Yuh Duhl	90 – Ah Hoon	8th – Pahr
9 - Ah Hope	100 – Beck	9th - Goo
10 - Yuhl		10th—Ship

To Count Past 10, add the numbers to the tens place : Examples

11 is $10 + 1 =$ Yuhl Hana	33 is $30 + 3 =$ Suh Rune Sett
75 is $70 + 5 =$ Il Hoon Dah Suht	94 is $90 + 4 =$ Ah Hoon Nett

SPARRING RULES

1. Sparring gear is required for every class - Be Prepared to Spar!
2. Mandatory sparring gear is required for all students while sparring.
3. Mandatory sparring gear includes: Head gear, chest protector, sparring gloves, sparring boots, shin/instep guard, forearm guard, mouth piece, and groin cup for males.
4. All techniques are to be done with the bottom part of the foot or the top part of the foot. Heel kicks are not permitted.
5. All sparring must be performed under the supervision of an instructor.
6. Sparring is a physical activity and requires some contact. The contact is to be light and with control.
7. Even though the sparring gear will provide protection from injury, the student understands that he/she is participating at his/her own risk.

PAYMENT OVERVIEW AND PROCEDURE

Initial Sign-up:

At the time a student signs up for classes, a down payment is made and a contract is signed. The contract serves as an agreement between the school and the student to abide by all applicable policies and procedures.

Each student receives an attendance card upon enrollment. It is your responsibility to make sure you attend class on a consistent basis, in order to fulfill the attendance criteria. Lost cards will be replaced at your expense.

Payment Options:

Students have the option of paying for one year of lessons in advance or through monthly automatic draft. Payment up front can be paid with cash, check, or credit card. The monthly draft can be paid through a checking account or credit card. Columbia Tae Kwon Do has a third-party billing company, who specializes in assisting martial arts schools, that handles the tracking of all payments, contract expirations, and reporting of any delinquent accounts. The billing company communicates any issues directly with the student and or parent/guardian.

It is your responsibility to notify the school of any changes to your contact or billing information. Example: credit card expiration date, a new checking account number, or any modification to your current program. Applicable fees will be assessed to accounts that are delinquent with any monthly payments. In these instances, students will lose the opportunity to utilize the automatic monthly draft payment option and coupon booklets will be issued at an additional monthly cost.

Contract Renewal:

All agreements are renewed on an annual basis during your anniversary month. You will receive a notice from the school approximately one month prior to your expiration date notifying you that your contract will automatically renew. Your renewal notice will indicate any change to your monthly payment amount. If you choose not to renew your contract, please let the office know prior to your expiration date. If you do not notify the office prior to the expiration date and your contract is renewed, you will be required to give a 60-day written notice to cancel.

Contract Adjustments:

Columbia Tae Kwon Do does not handle contract cancellations directly. If you have an issue with your program, you are asked to speak with the Master Instructor for your options and direction on how to proceed. If for some reason you wish to cancel your program, you must complete a cancellation request form and submit it directly in person to the Master Instructor. All cancellations require a 60-day notice and you must attend classes during this time period.

The school also reserves the right to void out a student's contract at any time, with notice, if a situation arises where the school finds no alternate recourse.

TESTING PROCEDURE

Testing Information:

- Testing is held on a quarterly (every 3 months) basis.
- Black belt testing is held semi annually (every 6 months).
- Testing schedule is posted approximately one month in advance.
- Students will receive their test notice and applicable fee amount two weeks prior to the week of testing.
- A modified class schedule is in effect during the week of testing.
- Students who are unable to test on their regularly scheduled date must give advance notice and make arrangements with the office for a make-up date.
- Students must arrive in full uniform at least 15 minutes prior to their test time.
- Graduation (belt advancement) ceremonies will take place immediately after testing.
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Testing Requirements:

- Students must achieve the required number of stripes at their belt level to be eligible to test.
- Students must have regular attendance and meet the minimum number of required classes in order to be eligible to test.
- Students must keep track of their attendance using their attendance card.
- Students must demonstrate readiness to advance to the next belt level.

Testing Payment Procedure:

- All notices and fees must be turned into the office by the deadline given.
- Any notices or fees turned in after the deadline will be assessed a late fee.
- If you turn in your test notice and payment after the deadline, you will be required to test during make up testing.

SCHOOL CALENDAR

The following is intended to give the student an overview of the school calendar throughout the year. The school also tries to coordinate a winter and summer event and we are always looking for new ideas that we can explore.

The staff will keep you informed of any changes to the school calendar throughout the year through class announcements, the monthly school newsletter, and through the website.

A. The School is Closed to Observe the Following Holidays:

- December 24th through January 1st – Holiday Break
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving, Thanksgiving Day, as well as the Friday and Saturday after Thanksgiving.

B. Annual School Picnic : is held on a Saturday or Sunday in August.

C. Camp: a full-week camp is available once during the summer. Additional camps can be added during the summer based on student interest.

D. Summer Vacation: the school is closed for one week each year, usually the last week in August. We often take this time for maintenance projects for the school.

E. Annual Open House: is held on a Saturday afternoon in October.

F. Annual Kid’s Halloween Party: is usually held during the afternoon or early evening during the week of Halloween at the school.

G. Annual New Year Party: is held on an evening in mid-January from 5:30 pm to 7:30 pm at the school.

H. Movie Night: is held periodically throughout the year on a Saturday Evening. *A great time for parents to have an evening out without kids...*

MISCELLANEOUS INFORMATION, PROGRAMS, AND PROCEDURES

Birthday Party Information:

Columbia Tae Kwon Do would love to plan your birthday party! These fun and unique birthday parties can be booked on Saturday or Sunday afternoons throughout the year. Parties are booked for a two-hour block of time and are hosted by our very own professional martial arts staff.

Birthday Party Procedure:

The first step is to ask the office staff if the date you are interested in having the birthday party is available. The best recommendation is to book the party well in advance, since there are limited dates available for parties, and booking is done on a first come first served basis. Once you book the date and time for the party, a deposit will be required. If you cancel the birthday party, the deposit will not be refunded. You are responsible to provide food, drinks, and a cake. We will provide the fun and games, as well as a happy birthday sign. The balance of the fee will be payable at the time of the party.

Please ask the office staff for more information on birthday parties. Book your next party with Columbia Tae Kwon Do and experience why students love to share their birthday with us!

Referral Program:

The best compliment you can give us is to refer a friend or family member to Columbia Tae Kwon Do. We ask that you encourage your friends and family to come in and sign up for an introductory lesson. If your friend or family member is interested and signs up with us, we will reward you with a special gift as a token of our appreciation. A copy of the list of special gifts is available upon request. Please remember, the more you refer, the more gifts you can receive!

Private Lesson Information:

Private lessons are available to all students who would like or feel that they need more practice with their current belt level requirements. Private lessons can be purchased at any time throughout the year based on availability. Private lessons can be purchased one at a time, as needed, or you can purchase a block of several lessons. If you would like to schedule a private lesson with the Master Instructor or with any instructor of your choice, please contact the office to make arrangements. All private lessons are offered in one-half hour (30 minute) increments. Ask the office about our discount, if you schedule a block of private lessons.

School Merchandise:

Columbia Tae Kwon Do is proud to offer a merchandise store on the premises. Students are encouraged to look at our store to see what merchandise can be purchased or ordered. If you see something you would like to purchase, but we do not have the item in stock, let the office know and we can order it for you.

Periodically throughout the year, we offer promotions on various items we have in stock and discounts on new items we order. We also have several catalogs you can browse through at any time throughout the year. Catalog orders are placed on a monthly basis, unless otherwise noted, and all orders must be pre-paid.

Our merchandise makes great gifts for you, your friends, or your family! Make sure you check our store on a regular basis to make sure you take advantage of any sales or promotions.

We also offer gift certificates for lessons and in-stock merchandise.

Inclement Weather—School Closing Procedure:

There are three(3) convenient ways to find out if the school is closed and classes are canceled during the winter months due to inclement weather.

***You can enroll for Text Messaging Alerts by texting the key word CO-LUMBIA and your full name to (518) 375-1444*

Please use one of the following methods first:

1. Check your text enabled cell phone for a text alert.
2. Check the main page on our website at www.columbiatkd.com.
3. Check School's Facebook Members Group.

As always, if classes are not canceled, please use your discretion before deciding to travel to class. Your safety is important to us!

No Food in the School Policy:

Food is not allowed inside the school. This policy has been implemented due to the daily extra cleaning that is necessary to maintain the furniture and waiting area.

As a reminder, during the summer months, we have a picnic table outside which parents and students can use to eat at, if you bring food to the school.

Otherwise, please abide by this policy and do not bring food inside the school. The appearance and cleanliness of our school is a priority to us!

HOLD HARMLESS AGREEMENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT

Student hereby represents that he/she is physically fit to take the prescribed course of instruction and that he/she has had the opportunity to observe and participate in this art of self-defense prior to signing this agreement.

Student understands that during the course of instruction, instructors of Columbia Tae Kwon Do, or other students or authorized persons will be engaged in a course of conduct requiring physical contact, and he/she gives full consent to such contact. Student also agrees to abide by all rules and regulations relative to the use of protective equipment required by the school.

Student understands and agrees Columbia Tae Kwon Do will not be held liable for any injuries, damages, etc. not caused by or resulting from negligence of the owners, instructors, or persons in charge of this school.

Student understands that his/her picture (s) and name may be used for publicity purposes without further compensation to him or herself.

I have received a copy of Columbia Tae Kwon Do's Student Handbook and understand that I am responsible for becoming familiar with and abiding by the policies and procedures outlined in it. Columbia Tae Kwon Do reserves the right to make any changes or revisions at any time, with or without any notice. I understand that this handbook supersedes all prior policies, procedures and memorandums.

Student Name (Print)

Student Signature
(Parent or Guardian signature if student is under the age of 18)

Date

Original: Student File

Revised: December 2018