

# TOMORROW'S LEADING KNIGHTS

*"Empowering Our World One Child At A Time"*

## Parent Handbook



## **Welcome to Tomorrow's Leading Knights**

Dear Parents and Guardians,

We want to thank you for enrolling your child in the TLK program. We are excited to join together with you to provide a safe and fun experience after school and during summer break.

The policies outlined in this handbook are what you may expect from TLK and what we expect from you in return. In order for your child's experience to be fulfilling, we will need to work together. We hope this handbook is helpful. Please take time to become familiar with the policies and procedures of TLK. Failure to comply with any policies or procedures may result in dismissal from TLK.

Please understand that we want what is best for your child. We want to create the proper atmosphere for them to achieve their highest potentials. This guide is designed to help you better assist your child's growth into a mature, strong, independent, responsible adult. You have brought them to us to teach them, so please trust in our abilities and judgment. We are on the same side, so help us help your child.

We look forward to the months and years to come, working together to assist your child to have a fun, positive, rewarding experience with us.

Please contact us with any questions; we always welcome your input.

*Dylan Sirny*  
*CEO & Master Instructor*

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## **Mission and Who We Are:**

Based on the Hwa Rang Do® tradition TLK is here to provide an after school and summer camp program to educate, train and inspire; in an effort to better our world one child at a time. Our mission is *“to provide care and programming to maximize the potential in every child.”* We provide a safe environment for children to learn and grow physically, mentally, spiritually and socially in order to become leaders in our community and world.

TLK is driven by the knowledge that all children need the opportunities and mentorship to develop the self-confidence and self discipline that leaders carry with them throughout their lives. TLK understands that everyone leads by example every day; we strive to teach children that leadership is less about being *“in charge”* and more about using one’s character to influence others and make positive decisions everyday.

## **Program Goals**

- Create a safe environment of learning that is focused on developing self-confidence and self-discipline through daily training that promotes the values of integrity, honesty, loyalty, courtesy, trust, character, and courage.
- Provide opportunities that will become experiences of growth and reflection for the children; leaving long lasting positive impressions.
- Assist children with relationship building skills; learning to work and play together.
- Collaborate with parents and family members to provide programming tailored to the needs of each individual child.
- Create an atmosphere where staff, parents, and other caregivers are partners who work together to help kids grow up healthy; mentally, physically, spiritually, and emotionally.
- Utilize personalized curriculum that supports activities that are child-centered.
- Help broaden perspectives regarding culture and humanity through projects, activities, service opportunities.
- Follow the traditions and proven methodology of the Hwa Rang Do® way by leading, serving, and protecting the health and welfare of every child who walks through our doors.

## **What to Expect from Day to Day:**

Children should come expecting to learn, be challenged, and have fun. Each day will consist of a well-balanced nutritious snack and Hwa Rang Do® training, as well as leadership training, service learning projects, arts & humanities, and science & technology activities with an emphasis on virtues and character building.

Hwa Rang Do® martial arts training is an essential component to the TLK program. The training is comprehensive and complete in nature. Children will start at White belt and continue to progress through our full belt system just as anyone else would at our martial art school. Children who are already enrolled in the regular program that switch to afterschool programming will continue at their current belt rank and continue to progress from there. Children will be required to wear the appropriate uniform as well as use the mandatory protective equipment during their classes.

Children will be responsible for hanging up their uniforms and putting away their equipment each day. Each child will be provided an area where they can hang and store their HRD uniforms and equipment so that it does not need to be transported back and forth from home and school. TLK will wash all uniforms on a regular basis.

TLK discourages children from bringing expensive items to the program; cell phones, electronics, games, valuables and money. We will do your best to ensure the safety of your child's belongings, but we ask that unnecessary items not be sent to the center. TLK will not be held responsible for lost or stolen items.

Cell phones will not be allowed during program hours. If you need to speak with your child please call the **TLK Cell Phone (612-222-8578)**; a phone will always be available for your child to call you if needed.

TLK provides the majority of supplies your child will need while in our care. Parents are responsible for providing supplemental items for their child such as: change of clothes, appropriate outdoor apparel, medication, HRD uniforms, etc.

## **Martial Art Introductions and Explanations:**

We realize the world of Martial Arts is most likely new to you as parents and we want to help you better understand why we do things a certain way as well as have a better understanding our values. We realize that having your child train at our school is a commitment on your part and we want to help you make this journey toward “Black Belt Excellence” for both you and your child as smooth as possible so that everyone receives the most benefits.

This is unlike their educational institution, their gymnastics class, their little league, or anything you and your child have ever experienced before. This is a school of leadership, character development, discipline, respect, strength and courage, all traits of an honorable warrior. We teach Tae Soo Do® (The Way of the Warrior Spirit) and Hwa Rang Do® (Way of the Flowering Knights). Here your child is learning to become a noble warrior. They must learn to be accountable for their actions, understand responsibility, duty, honor, respect, and the strength to become a true leader - **to be able to identify their true calling and possess the strength and determination to make it a reality.** We teach them to self-motivate so that they may motivate others. We teach them that there are consequences to what they do and say, and they must have the awareness to think before they act. We teach them the most valuable attributes a child can gain in order to succeed in this chaotic and unforgiving world we live in today. So, here we go into the wonderful world of Hwa Rang Do® and Tae Soo Do®.

### **What is Tae Soo Do®?**

Tae Soo Do was developed for the beginner martial artist, both children and adults. It is our Undergraduate Program, and is the prerequisite to the Graduate level of the Hwa Rang Do Program. Tae Soo Do focuses on the fundamentals, basic concepts, and mechanics underlying the physical realm of training, while also developing a greater understanding of the philosophies inherent in the practice of a martial art.

We compare the rank progression Tae Soo Do into Hwa Rang Do to that of the educational system. First an individual must learn the general fundamentals of a variety of topics – such as going through elementary, junior high, and high schools (compares to TSD). Then with that basis the individual can then progress to more advanced and detailed levels of study – such as college, graduate studies, and doctoral studies (compares to HRD).

The average person takes between 3 to 5 years or so to achieve the rank of Black Belt in Tae Soo Do. After this Tae Soo Do graduation, the student enters the Hwa Rang Do program as a Yellow Sash.

### **What is Hwa Rang Do®?**

Hwa Rang Do is an 1800 year old Korean Martial and Healing Arts system. Its theory is based on the Um-Yang principle which states that all things in nature possess equal opposites and the state of balance of these opposing forces creates harmony in one’s life.

During the ancient times in the kingdom of Shilla, an elite group of young children were selected from noble families and were taught literature, dance, poetry, music, horsemanship, philosophy, science, and the martial arts. They were known as the “Hwa Rang” the Flowering Knights, and due to their physical

and mental strengths, these Hwa Rang warriors lead their kingdom in the unification of the Korean peninsula for the first time.

This system has been passed down to modern times, and in 1960 Dr. Joo Bang Lee brought this system back to the public when he began teaching in Seoul, Korea. Since then, Hwa Rang Do has spread throughout the world, while keeping a firm hold on its tradition.

Hwa Rang Do is one of the most comprehensive martial arts systems to be found in the world today. It is a balance of both soft/circular principles and hard/linear principles of movement.

### **Weekly Training Schedule:**

There are specific lesson plans for Every Class, Every Week, and Every Month here at our school to make sure that the students progress through all the offerings we have available in terms of the martial art components as well as the leadership and project activities.

While we have a number of students who participate 5 days a week with us, there are also others that do 4, 3, or 2 days per week. In order to help ALL students maximize their experience and have the opportunity to take in all that we offer, our lesson plans and “themed” activities rotate daily each week so that everyone will participate in all types of activities.

### **Difference in Ages & Levels:**

There are different levels of martial art experience as well as ages of participants here with us. We divide up the student body so that each age and experience level can get the most out of their time here with us, and also have a balanced amount of time to interact amongst the entire group so elders and juniors can share the benefit of their experience. We also encourage positive team building aspects and strongly promote values of individuals participating in a healthy community.

The “TIGERS” group is for Kindergarten and 1<sup>st</sup> Graders

The “JUNIORS” group is for 2<sup>nd</sup> Grade on Up

The “TGT” group is a special leadership team for those students who excel in their martial art training as well as leadership attributes here at the dojang, at home, and at school. The “Teuk Gong Team” (Special Forces Team), is an invitational only program for outstanding students, and they gain the privilege of extra responsibilities in our program for assisting classes, partnering with new or younger students, and being a part of our demonstration team.

## **Martial Art Belt Promotions & Exams:**

Originally, there were no belts in martial arts study. However, there were ranks and titles. A person who went through the rigorous training of both martial and intellectual studies was called a “*Hwa Rang,*” (a Flowering Knight) and the people who followed them were called, “*Rang Do,*” (People of the Way). One Hwa Rang would have up to 5,000 Rang Do under their care. Today we use the belt system to motivate as well as recognize the students for their accomplishments, and along with dividing up the curriculum into digestible step-by-step progressions to advance skills, it is also a great tool to help the students better plan for their journey toward excellence.

### **The Tip Test**

The Tip Test is called that because the instructor gives the student tips and suggestions in order to improve their techniques. This test is essentially a “mid-term” to check in on progress and help students solidify the material of the belt they are working on.

#### ***When does it take place?***

It takes place during the child’s last class of the testing week each month, if they are ready.

#### ***Are there any fees?***

No, there are no fees. It is a service from the Academy.

#### ***What Paper work must be completed and by when?***

None

#### ***How do I know if my child is ready to Tip test?***

**When they have learned half of their material for their belt.** The requirements are available online through their student portal at [www.hwarangdo.org](http://www.hwarangdo.org) If you are not sure of your child’s progress, just email or speak with the Instructor, but not on the actual testing week. The best time to ask is the second week of each month. Instructors also help prepare the kids for these events, however, ALL of the material & requirements are available online, so if they can do what’s there strong, clean, and confidently, then they are ready to test!

#### ***What will your child receive when they tip test?***

They will receive a black stripe on the end of their belt right after the test and they do not need to be here for the formal belt ceremony of the full Belt Rank Exams.



## The Belt Rank Test

The Belt Test is a promotional examination to receive their next rank. They must know **ALL** of the material in each belt in order to test, and it is a performance exam. There are different requirements for Tigers and Juniors, however, good quality and good performance of the required material is essential for a passing grade. Through hard work and then demonstrating one's skill, all people gain real and lasting confidence along with greater technical knowledge. The Belt Test is a powerful experience for everyone!

### **The Requirements for Tigers (Kindergarten & 1<sup>st</sup> Graders):**

They are only required to know the 4 Basics. However, they must be able to perform the movements without prompting or use of targets from instructors – they must be able to do all movements by themselves from memory. The Tigers are not required to know any open hand or weapon forms as part of belt tests. However, they are recommended to learn the long staff form during their Intermediate to Advanced ranks.

### **The Requirements for Juniors (2<sup>nd</sup> Grade on up):**

They must know all the material in each rank.

### **When does the Belt Test take place?**

There are actually 2 sections of Tests that the children must complete in order to move up to the next Belt rank. First is the compulsory segment, and the second is a matching segment plus Belt Ceremony. The Compulsory Test is when the students perform their belt requirements, and this test takes place on usually the Third Friday of each month from 4:30pm to 6:00pm (*check master calendar for official dates*). Sometimes we will finish at an earlier time based on how many participants and we will notify you of an end time prior to the exam.

For all of the children that successfully pass their compulsory material, the Matching Segment & Belt Ceremony of the test occurs on the next day, Saturday, and starts at 11:30am. At this segment of the test the children will have sparring & grappling matches, plus board breaking, followed by the belt ceremony. *\*(only those students doing their first test – white to orange level – do not spar or grapple on Saturday events, however they must be present to learn how the matches work, and also complete board breaking and belt ceremony)*

Students will NOT fail their test based on winning or losing their Saturday matches. Only reason for Saturday failure would be for poor sportsmanship, bad attitude, or failure to break their board requirement. If they try their best in their matches and apply their skills, they will all receive passing marks in sparring and grappling.

As a side note, the TLK Afterschool & Summer Camp Kids are tested at the same time as the Regular Class students. ALL students of the school within any martial art program are participating in the same martial art and have the same standards and expectations. Everyone will simply take turns according to their belt ranks in terms of their performances & matches.

### **What kind of parental involvement is expected for Belt Testings?**

In order to maximize the overall experience for the children, we **DO NOT** allow parents to attend the Friday Compulsory Segment of the test, and we **STRONGLY RECOMMEND** parents to come as spectators for the Saturday Segment of the test.

Just as it would be a distracting environment for the children if parents were to attend their math, science, and reading tests at educational school, it would also be distracting if they were present while they try to demonstrate their martial art skills with full sense of focus, concentration, and determination. Hence, the Friday exam is a closed test with no spectators.

However, we also recognize the importance of parental support and encouragement which is why during the Saturday portion of the test, parents are recommended to attend and cheer for their children during the sparring & grappling matches, the board breaking challenge, as well as join in on the celebration as the child receives his/her new belt. Other guests, family and friends are also welcome to the Saturday Events.

Again the entire test process is designed to maximize the experience that the children have to build strength, confidence, and motivation. While the belt test is something different compared to other general afterschool programs – it is an **essential** component of what we do, and is extremely empowering to all kids.

### **Are there any fees?**

Yes, there is a Test Fee for each belt. This is to register you with the WHRDA, and to supply new belts and boards. **All Test Fees must be paid one week before their Belt Test.**

### **What paperwork must be completed and by when?**

The Test Application must be completed as well as the Personal Conduct Profile (*this is the leadership & responsibility evaluation to be completed by the parent and their schoolteachers*). They must receive a certain score in order to test. If they do not meet the proper scores, then they will not be permitted to test. The Application must be turned in on the week before the Belt Test. Check the Master Calendar to confirm dates.

### **How do I know my child is ready to test?**

When they have learned all of their current belt material. The requirements are available online through their student portal at [www.hwarangdo.org](http://www.hwarangdo.org). Staff will also send notifications of students being recommended to belt test each month as well. However, if you are unsure of progress or want more clarification just ask the Instructor. Instructors also help prepare the kids for these events, however, ALL of the material & requirements are available online, so if they can do what's there strong, clean, and confidently, then they are ready to test!

### **What do they receive when they test?**

They will receive an official Belt Certificate and their new color belts, which will be presented at the belt ceremony.

**When is the Belt Ceremony and what do the students need?**

It is held on the Saturday, the day after the Compulsory Test. The sparring and grappling matches will start as soon as the adults finish their Compulsory examination. 11:30am is the usual start time, however, the children should have their uniforms on, sparring gear ready, and completed their own warm-ups prior to 11:30am so the event can jump right in!

**What's the scoop on the board breaking? Is it really true, kids break boards?**

Yes, your child will have to break boards in order to receive their next rank. The boards are cut in the appropriate size & thickness so that all the students can successfully break them if they do a quality technique. Each belt will perform different strikes to break the boards. This demonstrates their focus and proficiency in the new techniques and is also a great self-empowering tool.

**Must a parent be at the belt ceremony?**

Yes, you are strongly encouraged to be present to support your child. We also encourage you to invite friends and family as well. Reaching a higher belt level is a significant accomplishment that is only done through hard work and determination. Supporting your child on these special days will enhance their pride and also build stronger bonds in your relationship with them.

## **Martial Art Equipment:**

In any sport, the participant needs the right equipment in order to maximize their performance. Hwa Rang Do and Tae Soo Do are no different. There are also a number of items and study aids that can be purchased additionally per your desire throughout the duration of one's training. However, by the end of your first semester with us you should have the full set of sparring armor in order to participate in sparring regularly. You may purchase this as soon as you desire, but the protective armor is necessary for that sparring practice, which takes place weekly. You cannot spar unless you have the armor, and for those students who do not have armor they will work on drills related to sparring during that portion of class time.

**Full set of Sparring Armor costs \$225 and includes:**

***Feet, shin, hand, chest, head, face shield, & mouth guards, plus gear bag.***

***\*Boys must also purchase groin cups separately.***

### **Grappling Uniform costs \$150**

The special heavy weight grappling uniform is optional for all students doing the beginner & intermediate "POSITION" type of grappling. However, it is required for ALL students doing the advanced "SUBMISSION" type of grappling.

This uniform is specifically designed for grappling, is made of heavy weight fabric, has reinforced elbows, knees, and collars. Along with full embroidery, it is also made to handle the rigors of all types grappling and wrestling. The standard uniforms will take damage while grappling and can even get ripped, however the official grappling uniforms will last for an extremely long time. For children, we help size them a little bigger so they last a longer!

***Special Note:*** You must purchase all of your equipment at the Hwa Rang Do Minneapolis Academy. The reasons are simple: 1) School Support, 2) We have specific colors and designs with our logo on them, 3) The equipment is standardized just like the uniforms for all Hwa Rang Do Academies and Clubs throughout the world. If you do not have the proper equipment, you may be asked to return them and will not be allowed to use them at our Academy.

## **WHRDA Online Training & Resources:**

The World Hwa Rang Do Association has developed a phenomenal online resource center for all of our students throughout the world!

**www.hwarangdo.org** Is the place where you can find access to video content of your Belt Material, plus other lessons regarding training, from tying belts to grappling drills. Along with the training content there will also be a place for you to journal progress with your child and help build a sense of reflection and accomplishment.

Practice outside of regular classes always reinforces skill and better movement. Also, when preparing for Belt Tests, you as parents can see the movements, techniques, and performance points that your child will be graded on – and oversee the practice that goes on at home if your child needs additional help. The videos have both fast and slow speed, as well as alternate viewing angles. Truly a **WONDERFUL** resource for all students at our school and around the world!

### **Access**

In order to get into the website you must be in good standing with our school and the association. The WHRDA has an annual fee of \$50 for all students – this first year is paid upon initial enrollment at our school, and then you will be responsible for updating your dues online through the student portal.

Just go to [www.hwarangdo.org](http://www.hwarangdo.org) to create an account and then add your child(ren) to your household.

### **Renewal**

On the year anniversary of your original date joined, the association membership dues will expire and have to be renewed. All students must be current to access the site content as well as test for their next belt level. Renewals can be completed directly through the hwarangdo.org website, and it will notify you when the date is expired.

The association does countless things to support our local school as well as ensure the integrity of our martial art throughout the world, and these member fees support the efforts. The WHRDA is also a non-profit organization that focuses on humanitarian empowerment & development through our specific martial art training. We encourage you to learn more about all the association is doing to positively impact the world! Learn more about our mission at [www.hwarangdo.com](http://www.hwarangdo.com)

## **Special Events, Tournaments, Seminars, & Parties:**

Along with all of the regular training and Belt Testings that go on here at our school, we also have some special events from time to time. Some of these are optional fun extras and some of these are seriously important in terms of all students' martial art education. Please stay tuned to email blasts, flyers, and announcements as they occur for all of the specific details, however, here is a list of some KEY events that are held each year.

### **Holiday Party and All-School Demonstration**

This event is held a couple weeks prior to winter break on a Saturday here at our school. Along with an all-school demonstration, Instructors put on a demonstration, we have a pot-luck dinner, and a late-night party! Super fun time, and TLK student involvement is highly valued.

### **Annual "MUSA CHALLENGE" Tournament – late April each spring here in Minneapolis**

This is a **MAJOR** event held each year here with our school in which all students are required to compete to gain significant experience and truly test their skills. While we are definitely not a "sport" martial art school (*most places do 10 tournaments or more per year*), it is essential to stand in the ring and test your skill levels. While all events are done with control and safety at the forefront, the sport challenge of meaningful competition does bring the best out of people. All TLK students in afterschool program, along with all other martial art members of our school are **required** to participate in this one special extracurricular event each year and must participate to remain in good standing with our school.

### **Seminars**

From time to time we host special martial art seminars with Hwa Rang Do Masters & Grandmasters. These are always exceptional events to learn more about the technical as well as philosophical aspects of what we do. Not only are these events incredible educational, they are also inspirational!

### **Bully Prevention & Self-Defense Workshops**

We also offer FREE Bully Prevention and Self-Defense Workshops from time to time. These are important training sessions that can help both parent and child deal with these more serious issues. While we do address these topics in our classes, the extra focus time involves parents and the community at large. Stay tuned for details, and if you have specific concerns on this topic when your child is at educational school, with friends, on the playground, etc, please bring up with staff so we can help them build confidence and learn some tools to prevent and stop it from happening!

### **Regional Events**

Along with our local events, there are other special events, seminars, and tournaments in the Midwest region. The majority of our students and all instructors support and get engaged in

these events, as they are always designed to enhance everyone's martial art experience. While we do not require participation in these regional events, they are always strongly encouraged!

### **Anniversary Party!**

Each Spring after the June Testing we hold a special school anniversary party commemorating the time when Master Sirny first started teaching here in Minneapolis. Again, super fun time – hope you can make it!

### **Other Events and Our Yearly Master Calendar**

The master calendar is available online on our local website. It is a Google calendar so you can add to your calendar selections to view TLK and Minneapolis Academy events from testings, to seminars, to all the special events too!

You can also find our school's upcoming events as well as the regional and global Hwa Rang Do events at Hwarangdo.org under the "Upcoming Events" link.

We understand that EVERYONE has to plan for many things all year around – especially with kids involved! So we do our best to stick to our dates, so feel free to plan ahead accordingly! Actually we have only had to change 1 test date in our entire school's history, so things are set unless something truly MAJOR occurs.

Calendar can be found online here:

<http://hwarangdominneapolis.com/wp/resources/event-calendar/>

## **General TLK Afterschool Policies & Points:**

### **Accommodation Process**

Please inform us during the enrollment process if your child requires any special accommodations. TLK will work with every child, consideration will be given to the level of their needs and the ability of our program to meet those needs. Please note that we do have a second floor for some classes, and there is no elevator in the building. All staff working with a child with special needs will be trained on how to care for and meet those needs as determined by the parents in collaboration with the Program Director.

Please inform TLK if your child has any food allergies that we need to be aware of and accommodate for. We will do our best to provide an alternative snack or beverage when there is an allergy concern. If you feel that your child needs more than one snack while they are at TLK please send it with them in their backpack.

### **TLK Staff/Volunteers**

All staff and volunteers are selected based on their education and experience working with children and youth. All Team members must submit to and pass a criminal background check to ensure the safety of your children. All team members are expected to follow the TLK mission and goals, live by example both at the center and in their personal lives. At least one team member working is current in CPR and First Aid at all times.

### **Data Privacy**

TLK complies with state and federal privacy laws. Information gathered from the registration and health history forms is shared only with our team members and emergency medical personnel as needed.

### **Parent Communication**

Parents/guardians are encouraged to communicate openly and often with staff about their child's progress and the program in general. Staff will make an effort to communicate in person and via signs with parents/guardians regarding any upcoming activities. TLK will also send detailed announcements via email.

**PLEASE** make sure to add the following 2 email addresses to your email safe lists! We use icontact as our email group manager, and due to the nature of some sensitive SPAM filters, our messages may be sent their occasionally based upon your email client settings.

Dojang & TLK Announcements = "**dojang@hwarangdomn.com**"

Hwarangdo.org = "**admin@hwarangdo.org**"

If you need to contact our staff regarding any issues when it is not at pickup time, please connect with us via email at **tlk@hwarangdomn.com** or call/text the **TLK Cell Phone (612) 222-8578**. Please do not call dojang primary # as TLK staff do not have constant access and do not check those messages.



Please direct questions regarding billing or registrations to “[office@hwarangdomn.com](mailto:office@hwarangdomn.com)”

### **Conferences**

A parent may request a conference with the Program Director or CEO at a mutually convenient time to discuss his/her child’s overall development. TLK team members may also request a meeting with a parent as needed.

## **TLK Closing Policy**

TLK will cancel all afterschool programming when the Minneapolis Public Schools cancel classes, close early or if the Minneapolis Afterschool “KIDS” Programs cancel. TLK will send out email notifications with as much advance notice as possible in order for parents to make arrangements for their children, and we will also post to our website. Due to safety issues related to transportation & bussing service to our program we must also follow those general standards. This applies to ALL schools that attend TLK, Minneapolis District, Annunciation, and others.

## **Absence from Program**

TLK understands that there will be absences from the program. Please make sure to notify the program staff **prior** to the absence. Since we pick up children at schools and bus stops it is **important** that we know if your child will not be attending so that we do not wait at the school for longer than necessary looking for a child. If we are at a school or bus stop and your child does not arrive as anticipated we will call you, call schools, and other contacts to ensure that your child is safe and where they are supposed to be. Parents can either e-mail the program staff = [tlk@hwarangdomn.com](mailto:tlk@hwarangdomn.com) or can call the TLK cellphone number **(612) 222-8578** at any time to speak to staff and/or leave a message. Please **do not** call the Minneapolis Hwa Rang Do Academy main phone number to leave a message if your child will be absent, the TLK program staff do not access this voice mail and they might not get the message.

Repeated failure to notify us regarding absences may result in additional charges per future occurrence. We will give notification if this becomes an issue.

### **Drop-In Afterschool Option**

TLK is excited to offer a Drop-In Rate for our afterschool program. If your child is currently enrolled in TLK and you find a need for immediate afterschool care you may utilize our drop-in afterschool option. TLK staff must be notified via the TLK Cell phone 612-222-8578 **before noon** on the day care is needed. The drop-in rate is \$29/afternoon per child. An invoice will be sent to you via e-mail.

### **Adding Days to Weekly Schedule**

We are happy to add additional days per week for your child if we have space availability on those particular days. We will prorate tuition to a weekly level of participation based upon start date of additional days. No fees will be incurred for adding days to your permanent schedule.

### **Permanent Schedule Change Policy**

A permanent schedule change is defined as permanently subtracting days or switching the days of the week that your child attends TLK for anything more than the temporary schedule change listed below. Two weeks written notice will be needed in order to accommodate a permanent change in schedule. There are some days per week that attendance is completely full and on those days we may not be able to accommodate day switches. We will have to check attendance numbers before committing to any permanent schedule changes, however, we will do our best to help out. Any permanent change of schedule will incur an administrative fee of \$15 per child.

TLK does not swap days or credit for incidental days missed.

### **Temporary Schedule Change Policy**

A temporary schedule change is defined as switching the days your child attends TLK for a period two weeks or less. 7 Days written notice will be needed to accommodate a temporary schedule change with no fee. If 7 Days written notice is not made there will be a fee of \$15 per child. An invoice will be sent to you via e-mail.

TLK does not swap days or credit for incidental days missed.

### **Special Note On Day Changes Related To Holidays, Various School Closings, etc:**

We recognize that there are a few days per year that educational schools close for holidays, conferences, or weather, however we **CANNOT** swap days of the week to “make-up” a missing day from your regular days-per-week TLK schedule for those reasons. While we always do our best to be flexible and would love to accommodate these changes, if 10% of students let alone EVERY child on a Monday happened to want to make that change our program would be completely over run, and not only would the programming quality be diminished, we do not have the staff or facility size to handle an influx of kids to that degree and maintain proper safety.

However, we do want the kids to train and be here as much as possible, so if there does happen to be a holiday, school closing, or weather situation that does affect one of your TLK days, the effected children are welcome to attend one of the “Regular” martial art classes that are offered in the late afternoon/evenings here at the dojang on one of your “off” TLK days, at no additional charge. Children will just have to attend an appropriate class that is available for their age (Tiger or Junior) as well as Belt Level (Beginner or Advanced).

We thank you for your understanding about this issue.

### **Payment Policy**

TLK has several payment options that families can take advantage of. Payments or payment plans and a completed registration form must be submitted prior to the first day the child is scheduled to start. Due to liability reasons TLK cannot pick up your child at the school or a bus stop without the registration form submitted.

Overdue payments may be assessed a late fee of 5% per 30 days overdue. Repeated failure to pay on time may require prepayment for future services. You must resolve any outstanding balance prior to future events, training registrations, or attendance at our school.

### **No Refunds**

As stated in the registration agreement, TLK does not issue refunds for any fees paid should you choose to withdraw your child for any semester/yearly package. We are happy to work out a transfer to another family member – however since we have a limited amount of spaces in our program and then deny admission to other interested parties based upon who is registered first, we cannot refund fees in the hope that balances would be met after the fact. If you are unsure if you want to continue long term in our program for any reason, please consider the higher priced month-to-month rates.

If you wish to switch to regular classes at our Academy instead of continuing afterschool programming, we can arrange a transfer of the remaining prorated balance to our regular class tuition.

### **Parent Grievance Procedure**

If you have a grievance regarding anything occurring at TLK please immediately set up an appropriate time to discuss it with the program staff. If it is not resolved, please then discuss it with the Program Director. If it is still not resolved, please then discuss it with the CEO. We want to address any concerns or questions you or your child might have regarding the program. Please encourage your child to speak directly to any staff in the program about issues or areas they are uncomfortable with, so we can address them in a timely manner. Our staff is extremely dedicated to the overall success and experience that the students have, and are committed to finding solutions to issues.

### **Health Information**

If the child sustains a minor injury such as a small cut or scrape, the staff will administer first aid at our school. In cases which appear more serious, the staff will contact the parent/guardian and if they cannot be reached staff will start calling the emergency contacts listed on the child's registration form. In an extreme emergency 911 will be called first and the parent will be called second.

### **Child Pickup**

Parents/Guardians must "signout" their child(ren) at pickup time each day – form is on counter next to training area entrance. Children will be released only to the parents/guardians or to the person(s) whose names appear on the emergency form or another individual authorized by parent, a photo ID may be required if the staff are unfamiliar with the person picking up your child. If you need to add other people to pickup, please notify our staff prior to the actual pickup time/day. We can always add people to your official list – however we will not let children go with someone who just showed up and said *"I am here to pickup so-and-so today, so-and-so's mom said ok for today."* We will have to gain confirmation from you or an emergency contact through phone call or other means before we let the child(ren) leave our facility in such a case.

All children must be picked up prior to 6pm each day, with the exception of juniors who are attending the late afternoon class upstairs. Any younger siblings of those students must still be picked up or supervised by a guardian by 6pm. You may wait with them at the front entrance or in the 2<sup>nd</sup> floor waiting area. Our game room is closed and our TLK staff are released by 6pm each day. Repeated late pickups (past 6pm) may result in additional charges.

## **Program Rules:**

All children, team members, and parents should be following the values of TLK: integrity, honesty, loyalty, courtesy, trust, character, and courage. In addition to these values the program rules are:

### **I. Respect Yourself**

- Positive Attitude
- Act with Integrity

### **II. Respect Others**

- Kind Words
- Kind Actions
- Good Manners

### **III. Respect the Property**

- If you use it, put it away
- Gentle with toys/equipment
- Respect other students' belongings and property
- Take responsibility of your own items  
*(uniform, weapons/equipment, things from home/school, etc.)*

### **Consequences For Disrespectful Behavior**

- A. Staff will verbally process with the child to help them understand the importance of being respectful.
- B. Staff may ask the child to write a paragraph (or talk it through with a staff if not able to write yet) about the importance of being respectful, how the child can be a leader, or what the child could have done differently in a given situation.
- C. Staff may ask the child to pick, or pick for the child, a strength training activity that will refocus the child's mental attention while continuing to strengthen the child's body; push-ups, sit-ups, squats, etc.
- D. If the child continues to be disrespectful a staff member will contact the parent/guardian to make a plan of action to assist the child in learning the importance of being respectful.

\*\*\*\* Serious disrespectful behavior will result in an automatic suspension or revocation of privileges pending meeting with parent, Program Director, and Master Sirny if necessary. A serious infraction may include: harming another child or staff member, stealing, intentionally damaging property, and being completely disruptive and uncontrollable in the group.

If your child is witnessed maliciously damaging center property you may be asked to pay for the repair or replacement of the item.

The overall safety of all children in the program is our highest priority. Please encourage your child to

Speak to a program staff if they are having any concerns with other participants or program staff.

## **TLK Contact Information**

### **Reporting an absence**

Prior to 1pm text TLK Cell Phone (612) 222-8578 or email [tlk@hwarangdomn.com](mailto:tlk@hwarangdomn.com)

### **Martial Arts Questions**

Contact your child's primary martial art instructor

If unsure of their direct email, simply send to [TLK@hwarangdomn.com](mailto:TLK@hwarangdomn.com)

Phone = (612) 824-5425

### **Enrollment Questions, Tours, General Questions, or Concerns**

Preferred = [tlk@hwarangdomn.com](mailto:tlk@hwarangdomn.com)

### **Payments, Billing, Registrations =**

Preferred = [office@hwarangdomn.com](mailto:office@hwarangdomn.com)

### **Our school phone numbers**

TLK Cell Phone: (612) 222-8578

Main Dojang Phone Number: (612) 824-5425