

DOJAHNG (STUDIO) POLICIES

ADDRESSING INSTRUCTORS - Please refer to Grandmaster Bruce Chung as either Kwan Jahng Nim or Grandmaster Chung, Master Susan Chung as Sah Bum Nim or Master Chung and black belt instructors as Kyo Sah Nims. This is what we teach the children and we need your help to reinforce it.

BOWING - Students should always remember to bow to those of higher rank, each other, the Kyo Sah Nims, Grandmaster Chung and Master Chung as a sign of respect. Students should bow upon entering/exiting the dojahng.

UNIFORMS - Students must wear a Bruce Chung's imprinted uniform including belt and patch. In the summer, students may wear a Bruce Chung's T-shirt instead of their uniform top. Lost or switched uniforms, belts, patches and sparring gear will not be replaced free of charge. You are responsible for your belongings. Please write your child's name on all of his/her belongings, i.e. sparring gear, belt etc. Uniforms cannot be returned once worn.

OUTDOOR SHOES/COATS - Students should carry their outdoor shoes and jackets into Studio B as they go to line up for class. One of the Kyo Sah Nims will place outdoor shoes into the cubby holes and hang up jackets.

INDOOR SHOES/SOCKS - STUDENTS MUST WEAR INDOOR TAE KWON DO SHOES (available here) OR NON SKID SOCKS IN THEIR CLASS. Students should change into their indoor shoes when they arrive for class. Outdoor sneakers/tennis shoes are not allowed in the dojahngs (Tae Kwon Do training rooms). Remember to write your child's name on both indoor and outdoor shoes.

JEWELRY - Students should not wear jewelry of any kind (especially earrings) or watches.

HYGIENE - Uniforms should be washed in warm soapy water (no bleach) after every class. Do not wash the belt. Students should keep finger and toe nails short and clean. Additionally, for those students who spar, please wipe your helmet with a damp cloth and wash your mouthguard with warm, soapy water after every class.

BATHROOM BREAKS - Students are permitted to use the bathroom at any time. Please let your Kyo Sah Nim know before you go.

SPARRING - Sparring is allowed only with full safety equipment including groin cup for boys and mouthguards for everyone, under Black Belt supervision and never between classes!

DROPPING OFF/PICKING UP CHILDREN - If you drop off your child, please be sure he/she enters the dojahng (not the waiting room) before you leave him/her. Students should be picked up immediately after class ends. Studio is not responsible for children left 5 minutes after their class has ended. If you are not going to pick up your child immediately after class ends, you **MUST** notify us in advance and instruct your child to wait **INSIDE** the building.

PARENTS INSIDE THE DOJAHNG - In order to begin Tae Kwon Do, students should be able to separate from parents with little or no problem and enter the dojahng by themselves. If they can't, we will permit parents inside the dojahng one time only.

ATTENDANCE - Class attendance and consistency are extremely important. Students must attend a minimum number of classes to be eligible for promotion.

MAKE UP CLASSES - If your child misses his/her regularly scheduled class, please call to schedule a make up class. You must call in advance to be sure we have a spot available for the make up. There are no refunds, deductions or extensions permitted for routine absenteeism. If your child is out because of a chronic illness, we will extend your membership past the expiration date **IF A DOCTOR'S NOTE IS PROVIDED** upon returning to class.

PROMOTION TESTS AND BELTS - We hold a formal promotion test every three months. Based on a number of different factors, students may or may not be eligible to test. In order to test, you must a) know all criteria, b) have trained consistently with little or no absences c) met the minimum time requirement for that belt and d) be a member in good standing. **If your membership has lapsed you will not be eligible to test.**

MEMBERSHIPS - Students may enroll for 3, 6, 9 or 12-month programs. Payment in full is required at time of enrollment*. Memberships are refundable only up to the first two weeks of the member's very first session and are not transferable. Some of our memberships are done by the "session" but many are based on a "rolling admission" meaning that everyone's start and end date is different.

REFUNDS - Refunds will be issued up to the second week of classes for brand new white belts only. The refund will be for the tuition portion of unused classes only. Registration and uniform fees will not be refunded. Refunds will not be issued to any student higher than white belt.

***Bruce Chung's Tae Kwon Do is a fully bonded health club with the State of New York.**

IN THE WAITING ROOM

- **CHILDREN** - **Never leave your children unattended in the waiting room.** Please control children and keep them quiet (bringing an activity for siblings is a good idea).
- **OBSERVING CLASS** - Parents are welcome to sit in the waiting room and observe classes quietly, however, we encourage parents to drop off students whenever possible. Remember, Tae Kwon Do training requires concentration, which is difficult if there are distractions in the waiting area. Don't tap on the glass window. If you **MUST** get a student's attention ask the person at the front desk to get the student out of class for you.
- **STROLLERS** - **PLEASE, leave your strollers OUTSIDE.** Strollers take up a great deal of space and they also injure little bare feet and toes!
- **FOOD** - Due to food allergies, no eating is allowed in the waiting room.
- **PETS** - No pets of any kind allowed in waiting room.

VIDEO TAPING/PICTURE TAKING

Please be aware that many parents are concerned with privacy issues and Internet safety and do not want their child to be videotaped or photographed. It is for this reason that ***we absolutely do not allow videotaping or photographing in our classes.***

RENEWING YOUR MEMBERSHIP

- Membership reminder notices are routinely mailed home prior to student's expiration date. Membership tuition should be paid on time or before the expiration date. There will be a penalty imposed if the membership is renewed late.

STUDIO CLOSINGS

A calendar of all closings, vacations and promotion tests for the school year is mailed to all students in August. If you need one, please ask at the front desk.

INCLEMENT WEATHER

- Please call and listen to the recorded message to make sure we're open before you come if the weather is questionable.

NEWSLETTERS

- We print a newsletter every other month and distribute it to all students at the end of class. Upcoming events, tests, closing dates, etc. are printed in the newsletter.

CLASS SCHEDULE

- Class schedule is subject to change as students are promoted in rank and based on enrollment.

QUESTIONS/COMMENTS

- If you have a question or comment about our program, please feel free to call us at (914) 835-0665 anytime between 9:00am to 9:00pm.

PARKING

- You may park in any of the spaces behind our building (including the spaces along the fence) or in any spaces along Halstead Ave. (except in front of the post office). There is additional parking on Maple Ave. and King St. (pass our building, go up to the 1st light and make a right then another quick right onto Maple Ave. and King St.), in the Municipal Lot off of Harrison Ave. or in the Municipal Lot on Halstead Ave. **Never double park on Halstead Ave. when dropping your child off, police will issue tickets without warnings.**

BruceChung

T A E K W O N D O



**POLICIES
2007/2008**

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