

K2 MARTIAL ARTS ACADEMY

SCHEDULE OF OPERATION

On regular school days, the After School Program operates from afternoon school dismissal until 6:00 p.m.

Daily After School Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:30pm - 1:30pm	Pick up	—	—	—	—
1:30pm-2:00pm	Snack	—	—	—	—
2:00pm-3:00pm	TKD and self defense class	—	—	—	—
3:00pm - 4:00pm	Homework Hour	Pick up	Pick up	Pick up	Pick up
4:00pm-5:00pm	Snack, crafts, reading *Homework Hour or TKD class	Snack, crafts, reading *Homework Hour or TKD class	Snack, crafts, reading *Homework Hour or TKD class	Snack, crafts, reading *Homework Hour or TKD class	Snack, crafts, reading *Homework Hour or TKD class
5:00pm-6:00pm	Homework Hour or TKD class	*Homework Hour or TKD class	*Homework Hour or TKD class	*Homework Hour or TKD class	*Homework Hour or TKD class

*TKD class time depends on belt level of student

SCHOOL PICK-UP

We begin picking up your children from their school at the time of dismissal. We will be picking up from the carpool line at each elementary school. It is the parent's responsibility to advise your child's school and give authorization for K2 Martial Arts Academy to pick up your child.

Please let us know if your child is absent from school or has already been picked up from school and will not be attending the after school program. Please email us at k2powerhouse@gmail.com or call June (703-371-5057) immediately upon any changes.

* Fees will not be refunded due to a child's absence or withdrawal from the Program. Written notice of a schedule change should be submitted to K2 Martial Arts Academy.

HOMEWORK POLICY

K2 Martial Arts stresses the importance of homework and sets time every day for your children to complete their assignments. K2 staff is available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, we are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the

children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

SNACK

Juice and snacks are provided for school children when they arrive at the K2 After School Program in the afternoon. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack to school with your child.

CRAFTS

There will be crafts provided as a quiet time choice in between classes.

POSSESSIONS FROM HOME

Since we cannot guarantee the safe return of personal belongings, K2 asks that any personal possessions be left in backpacks during a child's time in the K2 After School Program. Children may bring electronic games and toys from home on FUN CAMP days if they are used during scheduled times and with the permission of their instructor. Responsibility for the safekeeping of electronic games and toys brought from home remains with the child.

PICKING UP FROM K2

K2 After School Program utilizes a sign out checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the K2 unattended. **Parents must walk into the K2 building and checkout with K2 staff. Please speak directly to K2 staff when dismissing a child from the Program.** The children can help with this responsibility by getting into the habit of saying goodbye to their instructors.

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form unless the child's parent notifies K2 After School Program prior to pickup time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see picture identification before the child is released.

TEACHER WORKDAYS

Unless there are unforeseen circumstances, the K2 After School Program will be open on teacher workdays from 7:30 a.m. until 6:00 p.m. The Program will not be open if Fairfax County Schools are closed for snow. The K2 PowerHouse After School Program information packet includes a detailed schedule of operation.

SNOW DAYS & DELAYED OPENINGS

K2 will be closed whenever school is closed due to inclement weather. Credits will not be issued for days when school is closed due to snow. When the opening of school has been delayed due to weather, K2 PowerHouse will operate as scheduled. If a delayed opening is called on a teacher workday or Fun Camp day the opening of the K2 After School Program will be delayed as well.

K2 MARTIAL ARTS ACADEMY

Mission Statement

K2 Martial Arts is committed to quality martial arts training that help us become better people by:

- Providing a safe training environment
- Offering a friendly, professional staff
- Developing a code of conduct as well as learning effective self-defense

Student Creed

We commit ourselves to mental and physical discipline, to be friends with one another and to develop strength in our group. We shall never fight to achieve selfish goals but to develop wisdom and character, is our ultimate commitment. Unite for right!

Five Tenets

- 1. Courtesy**
- 2. Integrity**
- 3. Perseverance**
- 4. Self-Control**
- 5. Indomitable Spirit**

For the Kids

In Tae Kwon Do, we train hard everyday to make our bodies strong. Because we are strong, we can choose between fighting and not fighting. In the animal world, a tiger protecting her cubs will fight ferociously because she is scared. People are similar. When we are scared, we will fight. But we must avoid fighting. Because we have become strong enough through our Tae Kwon Do training. We have confidence in ourselves and know that we can walk away from a fight. This is the most important lesson in Tae Kwon Do. We must always do our best to walk away from a fight.

It is good to practice Tae Kwon Do and train hard. At the same time though, you must also study hard at school and listen to your teachers. Being strong only in your sport is not good enough. You must make your mind strong as well as your body. At home, do your best to help your parents. Listen to what they tell you and do what they say. If you do this now, you will achieve many things as you grow up.

Dojo Etiquette & Rules

- Always bow when entering and leaving the dojo.
- Be on time. If you are late for the start of class, assume front position near the class, wait for the Instructor's attention and ask permission to join class.
- There is no running in the dojo unless an Instructor directs you to do so.
- When the Instructor calls for line up, do so quickly and quietly.
- Listen carefully and sincerely to all instructions.
- Respect all of your Instructors equally.
- Always bow to fellow students and Instructors with sincerity & appreciation.
- Maintain your uniform in good condition. Never wear a torn, stained or wrinkled uniform.
- You may wear a K2 Martial Arts T-shirt instead of a regular uniform top. The shirt must be presentable and worn tucked in.
- Do not eat or drink while in uniform (only water). No food or drink is allowed in the workout area.
- No shoes or sneakers allowed in the training area. However, you may wear special martial arts training shoes.
- Review the calendar, bulletin board, posted notices, newsletters and visit our website at www.k2maa.com before or after class.
- Let your instructor know if you expect a lengthy absence from classes.
- Always let your Instructor know if you are injured or ill.
- Inform Instructors of incidents that occur outside of class or if you are experiencing any bullying. We have ZERO tolerance for any bullying, inside or outside of K2.
- If you arrive early, you may practice quietly. Never interrupt a class or private lesson in progress. PARENTS: Please keep ALL siblings not attending class with you, STUDENTS ONLY in the Dojo.
- Remove all jewelry (possibly, with the exception post-style earrings). You could injure yourself, someone else, or otherwise damage the jewelry.
- You must get permission to use any of the equipment.
- Keep the locker area and spectator area clean and orderly. No roughhousing anywhere in the dojo.
- You should be clean and neat. Keep fingernails and toenails trimmed short and clean.
- Do not lean or sit against the walls.
- Follow rules of good sportsmanship before, during and after each activity or game.
- Acknowledge corrections or constructive criticism regardless of age or rank.

- Follow all instructions your Instructor gives you. We will not ask you to perform beyond your capabilities. Use the restroom before class to avoid interrupting class. Please use shoes when using the restroom.
- If you must leave the training area for anything, get permission first.
- When you have questions, raise your hand and wait until the Instructor calls on you.
- Only an Instructor is permitted to teach new material. Do not ask a fellow student for new material.
- Purchase any equipment or other martial arts materials you need through the school. Sales must be paid in full at the time the order is placed.
- We are committed to providing a drug-free, healthful environment. There is no smoking permitted in any part of the school.

Waiting Area Rules

We provide a waiting area and seating while classes are in progress.

- Be respectful by keeping noise to a minimum
- Monitor the activities and noise level of any children for whom you are responsible.
- Do not interrupt a class in progress, disrupt your child during class, or otherwise interfere with an Instructor. It is disrespectful to the students and the Instructor.
- When watching class, please step outside for conversations on your cell phone so you do not disrupt others in the spectator area

The waiting area is a privilege not afforded at many schools; please do not abuse it. Disruptive spectators will be asked to leave.

K2 Martial Arts staff will enforce these rules for everybody's protection and to maintain order before, during and after classes. Individuals who violate these rules are subject to disciplinary action.

Martial Arts Development & Code of Conduct

As you train in the martial arts, you will see improvements in your speed, flexibility, coordination, discipline, confidence and ability to focus your mind. You will find that the skills that it takes to succeed in martial arts are the same skills that it takes to succeed in life. The lessons that you learn in Tae Kwon Do can be applied to everything else in your life including your education, career, relationships and philosophy of life.

If you can master Tae Kwon Do, you can master anything. Set goals, take consistent action toward your goals, monitor your progress and refine your actions until you succeed. Then, set new goals.

As your self-defense skills grow, it becomes very important to understand that conflict is to be avoided and your skills are not to be used in an abusive manner. Rather, it should be

remembered that unavoidable conflicts are resolved using intelligence, compassion, patience and compromise. Being a good martial artist means developing a code of conduct. Cardinal principles to remember are character, sincerity, discipline, self-control, courtesy and loyalty (gratitude).

While your martial arts development will take a commitment on your part, the rewards that come back to you will be many!

Attendance

Students should attend classes on a regular basis. If you cannot do so, please see your instructor. Review the schedule posted for class times for your age and rank.

Cancellations

Weather-related class cancellations are announced on our telephone answering system. Please call us one hour before your scheduled class. An email is also normally sent to everyone on our email list.

Non-weather closings are announced and will be posted and announced by Instructors well in advance. You may also view our web site at www.k2maa.com

School Functions

K2 Martial Arts will sponsor or support several functions throughout your training. Such functions include training camps, seminars and tournaments. Some will be only a couple of hours while others may be conducted over several days.

We recommend attending as many special functions as possible, especially functions that are hosted by K2 Martial Arts. If a function is important enough to post a flyer, then it is important enough to attend. We will do our best to advertise all functions well in advance so that all students can make the necessary arrangements to attend. Your support helps to ensure the success of all functions and it allows K2 Martial Arts to continually bring various Instructors and concepts to all of the students. Though you may not be able to attend every school function, you will directly and indirectly benefit from them. Some of the school functions include:

- Parents Night Out
- Birthday Parties
- Holiday Parties
- In-house seminars
- Tournaments

Dress Code

Proper dress and appearance is an important part of martial arts discipline. The rules and etiquette guidelines on the preceding pages are designed to benefit the student in the real world by increasing one's self-respect and self-esteem.

Your Uniform

A white K2 uniform is required for all students ranking White through black belt. Take pride in your appearance; never wear a stained or wrinkled uniform. Do not eat or drink while in uniform, only water.

Unless otherwise instructed, you should also wear full uniform anywhere you represent K2 Martial Arts (e.g., tournaments, demonstrations, etc...).

Your Belt

Be proud of your rank, whether you are a White belt or a Black belt. Always wear your belt to every class. Learn how to properly tie your belt. Always feel free to ask your instructor for help. Remember, while you should regularly wash your uniform and school t-shirts, never wash your belt.

T-shirts

For regular classes and seminars, students may wear a K2 Martial Arts t-shirt with uniform pants. The shirt should be presentable and worn tucked in.

Footwear

Most students train barefoot. If you prefer, you may purchase martial arts training shoes which are allowed in the training area, not to be worn outside. Remember, no other shoes or sneakers are allowed in the training area.

Benefits of Training

While becoming proficient in Tae Kwon Do, Martial Arts is a commitment, the benefits you will receive are many!

- Improved fitness, including improved flexibility, stamina, and muscle tone
- Improved discipline, by setting goals and achieving them; developing a code-of-conduct
- Improved confidence; by seeing improvement in yourself and new possibilities
- Stress relief; exercise and meditation are great stress-busters
- Self-defense skills; learn methods to avoid conflict and techniques to protect yourself when necessary.
- Fun; meet new people, exercise in an exciting and challenging way
- Improved focus; through training you will learn how to manage your emotions by controlling on *what* it is you focus your attention, and *how* you focus your attention