



D4Karate: Studio Procedures

Attendance:

Students enrolled in the BASIC membership, we recommend 2 to 3 classes per week. Students in the BLACK BELT/MASTERS CLUB are entitled to unlimited attendance.

Changing Rooms:

There are changing rooms for males and females where you may change into your uniform. If you need to change, please allow enough time before the scheduled class time. All bags and shoes are to be placed in the “cubbies” in the workout area. Please do not leave any personal belongings in the school for any extended period of time. The staff or studio is not responsible for any lost or stolen items left in the studio.

Patches:

Three patches are required on your uniform: the American Flag (placed over the right shoulder), Korean Flag (placed over the left shoulder with the red crest on top), and the Charlie Lee Karate school patch. The Black Belt/Masters Club patches are also available for students enrolled in these programs on the right chest. The optional Competition Team patches should be placed on the right chest under the Black Belt Club patch. The “Star” patches should be placed on the lapel.

Practicing at Home:

Practicing at home is vital for the student to progress in martial arts training. 80% of what a person learns is directly attributed to the amount of time a student spends taking what they learned in class and practicing it at home. All you need is a little space and as little as 15 minutes a day. Not having enough space or time is no excuse not to practice! Some of the activities, such as stretching and balancing, can be done while you are wasting your time watching TV! Remember the saying, “Practice makes Perfect.” If you are not sure about any of these activities, please ask your instructor. Practice takes discipline and in order for it to be effective, you must develop a habit of practicing. Start today and monitor your progress for 21 days straight, by then you should have developed a habit of practicing.

Vacations:

The school is typically closed for most all major holidays. If you will be missing class for vacation or an illness for a period of more than a week, please notify the program director in writing with Program “Freeze” Notification. You are still expected to make payments on your program during the time you are away. Upon your return, time will be added to the end of your program. Additional time can be added to students in the Master’s Club.

Email Newsletter:

On a regular basis, emails are sent out to inform students of any important events such as graduation, school closings, parties, etc. Please be sure that the studio has your home or work email address. The email address for the school is listed on the cover of this manual.

You are also encouraged to download the D4Karate App on Google Play or follow us on Facebook (@d4karateandfitness) to stay up-to-date on upcoming events and information.

Sparring and Protective Equipment (See Safety Rules and Equipment Requirements): Due to mandatory insurance regulations, all protective padding for the feet, hands, ribs, head, and mouth piece are required. School policy requires that only APPROVED D4Karate equipment be worn. This equipment can be purchased at the school. It is a requirement that White Belt students must get their gear after their 2nd stripe check. Lil Samurai's must get their kicks, punches, bag after they get their green stripe. Once a student has achieved the level of Orange/Gold belt, the rest of the protective gear is required. All sparring activities must be supervised by an adult Black Belt.

Testing and Graduations:

Testing is generally held every month. You will always be notified when you are nearing your test date. Students who pass the test for the orange belt or higher rank will receive their belt during a formal school graduation. The testing fees for belts range from \$35-\$45 depending on belt level. The testing fee for black belt is \$200. At the graduation the student will receive a belt and diploma.

Tuition Payments:

All tuition payments are due on your due date and must be set up automatically either with a debit card (MasterCard or Visa). If you go on vacation you are still you are still expected to make payments on your program during the time you are away. Please be sure to let the school know in writing, using the Program Freeze form, **prior** to your vacation/travel that you will be missing class. There will be a late payment charge of \$10 for any payment over 3 days.

Uniform:

The white uniform is the standard uniform for students. If you are enrolled in the Black Belt or Master's Program, you may also wear the Black and Gold uniform. Only Black Belt instructors are allowed to wear other color/style uniforms. Uniforms must always have uniform patches and always be clean, odor free, and pressed before each class attended.