



New Student Guide

Welcome to the International Black Belt Academy family. The Kaizen staff is committed to making your experience with our school a great one. To help you get started we have developed this new student packet to provide the basic information you need to know. Please take a moment to read through this material. If you ever have any questions, please don't hesitate to ask.

The Website: Please take the time to visit kaizenibba.com, our school website. We post upcoming events, photos to our gallery, and important announcements. Under the Members tab (password "Kibba"), you can find downloads for testing forms, schedules, etc. as well as curriculum. It is important that you download and print off the information appropriate to your class/age group after each belt test. Put the curriculum in your notebook and use it as a study aide.

Attendance: Consistent attendance is the key to progress. A minimum of two classes per week is recommended to gain all the benefits our program has to offer. Check your new student checklist or ask us at the front desk if you are unsure how many classes you are registered to attend.

Class Times: Please refer to your schedule for class times. We highly recommend that you make it a habit to attend class on consistent days and times. This way you will get to know your fellow classmates, and your instructors can better assist you in your progress. However, should you miss a class for any reason, you are encouraged to make it up another time. **Should you be out for a week or more, we ask that you please contact the front desk so that we can help you catch up.**

Attendance Procedures: When you come in to the karate school, please stop at the front desk and collect your attendance card from the appropriate box. The first day you come in you will find your card in the "A Box." Every day for the rest of the week your card will be in the "B Box." You will give your attendance card to the instructor when class begins. You can use the back of your card to check for perfect attendance – if you have attended 2 classes/week of the cycle you can fill out a perfect attendance sheet at testing to receive a special patch, stars for your gi, and trophies!

Dojo Etiquette: There are special ways that we behave while at the Dojo based on tradition, as well as our honor and respect for the school and the art. We always bow when entering the Dojo and workout floor to remind us this is a special place. To practice respect we refer to instructors as "Sir" or "Ma'am." We ask that children not be allowed to run about and that conversation be kept at a respectful level so as to not interfere with class. Parents who are in class and have children waiting are responsible to ensure that they remain quiet and under control at all times. Only students participating in class are allowed on the workout floors. **Please remember: never wear shoes on the mats unless they are pre-approved training shoes.**

Announcement & Closures: Please make it a practice to notice signs posted at the dojo for upcoming special events and important dates. We also communicate notices, special announcements, and closure notifications by email. Make sure you let us know at the front desk if you are not receiving emails or if you change your email so you can stay informed. All notices are also posted on our Facebook page, so make sure you are following! We are closed on most major holidays and during severe weather: our policy for weather closures is that if weather conditions cause dangerous travel conditions, we will cancel classes and send out an email and post to Facebook.

Parents Dropping Off Children: We encourage parents to become involved with their children's activities here at the dojo and provide seating for parents to watch classes. However, we do understand that you may have obligations or other children that are unable to wait quietly. **If it is necessary for you to drop off your child, we ask that you do so no more than ten minutes before class and pick them up within ten minutes of class ending.** The dojo becomes very busy and we cannot be responsible for watching unattended children. Siblings of students should never be left at the school unattended.

Dress: A student uniform consists of an official IBBA gi top, pants, and a belt. Any of the official school t-shirts may be worn as a substitute to the gi top, with the exception of testing day. To participate in class, students must be in uniform. We do have "loaner" gis if your student has misplaced any part of their uniform.

Testing: The purpose of testing is to help the student learn the importance of setting and achieving goals, as well as progressing on their journey to Black Belt and beyond. We are a Black Belt school with a set curriculum that is continually advancing and it is expected that students will attend class regularly and work hard to be prepared for exams. Exams are held approximately every 6 to 8 weeks (dates are posted on the calendar for the entire year and reminders are posted in the school and by email). Please register a week prior to testing so that we can make sure to have a belt and certificate for you. Testing fees are posted at the front desk. There is a late registration fee of \$10 for students who register the day of their test. We emphasize that belts are not given, they are earned. In the event the instructors feel that your student is not ready to receive their belt, they will speak with you and your student privately after the test and arrange times to work with your student to master the material to earn their belt.

Extra Help: If for any reason you fall behind and need extra help, PLEASE speak with an instructor. The setting and achieving of goals is a vital instrument in building a student's confidence and self-esteem. We are always available to answer your questions and are available for private lessons to help make up for missed classes, forgotten material, or to explore additional specialty material. Please inform us of your needs.