



1136 West Broad Street  
Falls Church, VA 22046  
703-237-7433 [RheeFC@gmail.com](mailto:RheeFC@gmail.com) JhoonRheeTKD.com

## **Policies and Procedures** **Subject to change without notice (updated 8/21)**

### **How To Enroll**

The Jhoon Rhee after school program is a service provided for **students of our school** who need aftercare. We pick up students from Haycock, Kent Gardens, Lemon Road and Shrevewood Elementary schools. For your child to be accepted, he or she must be an active student of our TKD school. Nonmembers of Jhoon Rhee must first participate in our 4-week trial membership to determine eligibility. The trial membership will give you and your child a chance to evaluate our program and to make sure they enjoy the Tae Kwon Do lessons. Participation in the Tae Kwon Do is mandatory for all students in our aftercare. If your child does not like Tae Kwon Do, our program will not be a good fit for your aftercare needs. **Please read our disciplinary policy below.**

### **Disciplinary Policy (READ CAREFULLY)**

In December and March, a grade will be provided to the parents, one given by the after school room staff and another by the Tae Kwon Do instructors. The after school grade is based on your child's ability to follow instructions and the ability to get along with others in the program. The Tae Kwon Do grade is based on your child's ability to follow instructions, effort and enthusiasm in class. The grades are on a letter scale A, B, C, D or F. Children who receive a D grade in any area of the program may have their after school membership revoked. Your child will be placed in a one month probationary period during which time they will be given a chance to improve their behavior and effort in class. Children who continue to show a disregard for the rules or a lack of enthusiasm in the Tae Kwon Do class will be removed from the program. Students who receive an F in any area will be removed from the program with 4 weeks' notice. We carry a **2 strikes you're out** for bullying (physical or verbal). 2 weeks notice will be given if your child is removed from our program. **No refunds or credits will be given for dismissal from our program.**

### **Special Needs and Past Disciplinary Issues (READ CAREFULLY)**

If your child has special needs or a history of disciplinary issues, please disclose this information prior to enrolling. Please note that our staff is not trained to help kids with special needs. Students with a history of disciplinary behavior may also find our program challenging due to the high expectations we hold for all our students.

### **Masks will be required!**

*Secure mask that fully covers nose and mouth. Bandanas, masks with valves, and loose head coverings will not be permitted. Students will be required to always wear a mask in the pickup van and while in the studio until further notice. Please keep extra masks in your child's backpack*

### **Belt Exams/Graduations**

All students in the Black Belt Club will test for rank belts on Saturdays (usually at the end or beginning of each month) Testing fee for each belt is \$50 and is not included in the tuition. There is no belt test fee for children in the ninja program. Students will be notified of testing at least 3 weeks prior to the test date and will be required to present their notebook, test application, paragraph and power goals prior to testing. Please refer to the Student Manual for more information about testing.

### **Billing**

All payments are due on the 5th day of the month and are automatically processed through billing system. A voided check must be kept on file with Jhoon Rhee Tae Kwon Do. Any bounced/declined payments will incur a \$25 fee.

### **Cancellation of Contract**

Contracts with a monthly payment can be cancelled with 30 days written notice to Jhoon Rhee Tae Kwon Do. A cancellation request form must be completed in person for any cancellation to take effect. Any tuition paid in advance or contracts paid in full are non-refundable/non-transferable. Jhoon Rhee Tae Kwon Do also reserves the right to cancel a student membership due to disciplinary reasons. (Please read disciplinary policy).

### **Class Attendance**

All students must meet a minimum weekly class attendance based on the number of days they are picked up. Please note that class attendance is mandatory for a student to retain their membership in our program. After the first month, please coordinate with Mr. Sang the days you want your child to attend class. Please note that there might not be an appropriate class available for your child to attend.

*\*2 days or less **must** attend class each day (Please choose days that match your child's TKD schedule)*

*\*3 days must attend at least 2 classes per week (Please choose at least 2 days that match your child's TKD schedule)*

*\*5 days must attend at least 3 classes per week.*



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## Class Attendance when Aftercare is Closed

If you bring your child to a class on a day Jhoon Rhee Aftercare is closed (When schools are closed for a snow day for example), please check the regular class schedule and follow your child's schedule based on their **current belt rank**. Students may attend a class at or below their current belt rank. Please note that if your child is in the ninja class, a Parent must stay in the school. Students in the Black Belt Club classes must be picked up when their class is completed (45 minutes). We do not provide aftercare on days the Fairfax County school system is closed.

## Equipment and Uniform

A school uniform is mandatory for all students participating in a Tae Kwon Do class. All orange belts and above must have sparring equipment. Students who do not have their uniform or sparring gear will be required to sit out of class. Sparring gear can be purchased through Jhoon Rhee Tae Kwon Do (gear purchase is separate and not part of the tuition). Gear not purchased at the school must be approved by Master Rhee. Sparring gear can be left at the school (must be in a suitable duffle bag), but uniforms must be picked up on Fridays for cleaning.

## Homework

Jhoon Rhee Tae Kwon Do staff will be on hand to help any child who needs help with homework. If your child does not have homework, we will provide them with an activity to occupy their time while the other children finish their homework.

## Inclement Weather Policy

If Fairfax County schools are **closed** due to inclement weather, Jhoon Rhee Tae Kwon Do Aftercare will also be closed. PLEASE NOTE EVEN IF AFTERCARE IS CLOSED, WE STILL MAY BE OPEN FOR REGULAR CLASSES. Please always check your email if we are open for classes. If public schools **open 2 hours late**, we will pick up the kids as scheduled. If the public schools **close 2 hours early**, pickup will run as scheduled weather permitting. In severe icy/snowy conditions, Jhoon Rhee pickup will be cancelled. Parents are required to have a backup plan during early closings when driving conditions are dangerous.

## Label Everything!

Please label all your children's belongings! (Uniforms, sparring gear, water bottle, lunch box, clothing, jackets, etc)

## Pick Up

Students must be picked up no later than 6:30 pm. If your child has a late class (6:45 pm), you must pick them up when the class ends at 7:15 pm. If you are late for pick up, a \$15 fee will be assessed for each day you are late.

## Refund Policy

There are no refunds of the registration fee or pre-paid tuition for any reason. This includes students who are expelled from Jhoon Rhee Tae Kwon Do.

## Sick days/Medical Needs **(Important! Please read carefully)**

If your child will not be at school for pickup for any reason, please **group text BOTH** Master Rhee and Mr. Hwang first thing in the morning 703-405-8734 and 703-608-4710. One of us will reply to your text to confirm receipt. If you don't receive a confirmation within 1 hour, please call one of us directly. **Do not** leave a message at the main number of the school 703-237-7433. Only call the school number if you need to reach the staff after 4 pm. **Failure to notify us that your child will not be at the pickup site will result in a \$15 fee.** Children who are sick, have a fever or otherwise appear to be infectious will be required to be picked up immediately. Due to insurance regulations, Jhoon Rhee staff will not be able store or administer medicines for your children except for the emergency use of inhalers or Epi-pens.

## Snack

Snacks will no longer be provided by Jhoon Rhee TKD. Please make sure you pack a snack in your child's backpack each day. Please refrain from packing peanut products.