



Full Circle

**Martial Arts
and Fitness Center**

Student Handbook

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Welcome To Our School

Thank you for considering Full Circle Martial Arts and Fitness Center! We are very excited for you to become part of our team, working hard toward learning self defense, leadership and martial arts!

Full Circle Martial Arts offers students the opportunity to excel in life skills and fitness through the practice of martial arts. Our classes are taught by high-ranking black belt instructors, each with over a decade of experience in martial arts training and instruction. We work with both children and adults of all ages and levels, sweating, smiling and learning in a fast-paced, fun class environment.

Our curriculum goes well beyond learning self-defense and includes valuable leadership lessons that are practiced in every class. We are dedicated to fostering self-confident leaders for our community and provide students with tools to succeed for life!

To best prepare for your first class, please read the Student Handbook in its entirety. For our younger students, we ask parents to read this handbook with their children and explain it to them. It is a comprehensive guide to our school practices and procedures.

Together, we welcome you, and offer our expertise and experience in helping you achieve your physical and life goals. Your martial arts development will take commitment, but the rewards of your effort will span a lifetime!

We Look Forward To Working With You!

Your Full Circle Team



Our staff works hard to ensure an open line of communication between students, parents, and instructors. We use a variety of platforms for announcements and progress updates. Please feel free to contact us through any of the avenues provided below. We are here to answer your questions and help keep students on track as they progress through our program.

Basic Contact Info

Phone Number: (386) 202-2755

Email Address: fcmafitness@gmail.com

School Address: 2751 Enterprise Rd. Unit #213 Orange City, FL 32763

Facebook

Our private Facebook page is an excellent platform to stay involved and updated with what is going on at the school. We recommend all parents and adult students follow this private Facebook page. We use this Facebook group as a first line of communication for any school announcements, upcoming events, or status updates. This group also serves as a easy place for parents to share photos of student accomplishments and post questions. If you would like to be added to our Full Circle Parent's Facebook Group, please send us a message with your request.

Front Desk & Lobby

Our office staff is available to address any questions during business hours. If you need to meet with an instructor or staff member for a sit-down, please call or text message us so we may schedule time between classes. We have a screen located in the front lobby, where we display upcoming announcements and photos. This another source we update them regularly for your convenience. Check this screen for announcements whenever you come in the school.

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Owner



Nick manages Full Circle Martial Arts in Orange City. He has 25 years of leadership experience in Fortune 100 companies. Nick oversees the Leadership Program at Full Circle Martial Arts.

Driver



Shaikh drives for Full Circle Martial Arts. He also maintains and cleans our facility and ensures our location is comfortable and safe.

Child Care



Kelly has 10 years of experience in child care and supervises the children in the After School Program. Kelly picks up children from school for our afterschool program.

Martial Arts Instructors



Brittany has a 3rd Degree Black Belt in Tang Soo Do. She is the curriculum leader and manages the DEMO Program. Brittany teaches MMA and self defense for women.



Jeremy has a 3rd Degree Black Belt in Wado Kai Karate and 1st Degree Black Belt in Tang Soo Do. He has taught karate for 10 years and manages the Black Belt Club Program.



Ryan, has a 2nd degree black belt in Taekwondo. Ryan competed in the Taekwondo World Championships in 2022 in Korea. Ryan manages the Sparring Program at Full Circle Martial Arts.



Steven is a Deputy Black Belt in Tang Soo Do and aiming for his 1st Degree. With a background in Krav Maga and Brazilian Jiu Jitsu he specializes in self-defense.

Mission Statement

Our Mission is to utilize exercise and fitness as a vehicle to developing physical control over the body and mind. Through experienced instruction, we aim to motivate and inspire students to strive for success in the facility and in their daily lives. We are dedicated to teaching engaging classes in a well-controlled, safe environment. Through teamwork, competition, and professional support, we make it our goal to build self-confidence and foster leadership throughout our school and community.



Philosophy

As you become more experienced in the martial arts, you will see improvements in your capabilities, including speed, coordination, discipline, confidence and performance under pressure. The skills required to succeed in martial arts are the same that are required to succeed in life. Setting goals, maintaining consistent practice, and improving from mistakes are the foundation to mastering anything in life.

The teachings of Tang Soo Do hold clear value, so it is no surprise that they are founded on the principle of respect. Students are expected to respect their instructors, parents, and fellow training partners. Over the years students will earn a deepened respect for themselves and their effort throughout their martial arts journey. This self-pride is deserved; however, a black belt is to be humbled by wisdom and the drive to further achieve.

As your martial arts 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. Conflicts are ALWAYS best resolved using communication, compassion, patience and compromise. The greatest achievement a student can gain is the knowledge and self-confidence to avoid physical confrontation all-together. In the instance where your only option is to protect yourself, your martial arts training should be used to quickly defend oneself and create an opportunity to escape.

Student Creed

*To build true confidence, through:
Knowledge of the Mind,
Honesty in the Heart,
and Strength in the Body.*

*To keep friendship with one another,
and to build a strong and happy
community.*

*Never fight to achieve selfish ends,
but to develop, Might For Right!*

This is the mission we strive for students to achieve, and for Black Belt's to uphold. The Student Creed is recited at the end of each class.



After School

Full Circle Martial Arts coordinates with most pre-K, elementary and middle schools in our community to offer an after school pickup, directly from the local schools. Speak with our office to see if we have availability to pickup from your child's school.

Students are brought to Full Circle Martial Arts for classes each day school is in session. Time is available before and after class to work on homework, or relax with other students. The After School Program runs until 5:00pm and we will hold students for pickup until 6:00pm.

We follow the Volusia County Schools calendar and pickup at 1:30 on scheduled Wednesday early release days.

After School Schedule

2:30-3:00	Pickup from local schools
3:00-3:30	Snack time and change into Uniforms
3:30-4:00	LEAD Class. Leadership and life skills
4:00-5:00	Karate classes
5:00-6:00	Parent pickup

L.E.A.D. Class

Considered by some of our parents to be the highlight of our afterschool program, L.E.A.D is a leadership and life skills program conducted for 30 minutes each day, prior to karate class.

Instructors focus on character development and teambuilding exercises. Topics include discussions on loyalty, integrity, respect, communication and honesty. Students have the chance to work in a team and after time will learn how to lead a team during exercises. Presented as a short daily class, the objective is to teach life skills and give students some experience as a leader. Belt Stripes can be earned through the completion of monthly challenges.

Our goal is for students to develop enough experience and confidence in leadership and decision making allowing them to have the confidence to lead teams when the opportunity arises.



Evening Karate

We offer evening classes throughout the week. Students can train in a small class setting in the Korean art of Tang Soo Do. Instructors will teach a variety of practical skills including offensive as well as defensive tactics. Classes also include forms as well as sparring and are designed to prepare students for their next belt graduation, with the ultimate goal of earning their black belt!

Lil' Dragons (Ages 3-4)

Our Lil' Dragons program is a brief 30-minute class for toddlers ages 3-4, meant to focus less on karate skills but rather to build mental focus and motor skills through the use of games and physical activity. We also work with dragons on listening and interacting with others.

Offered Tuesday and Thursday 5:00pm-5:30pm

Tiny Tigers (Ages 5-7)

Our Tiny Tigers program, for many, is the start of their journey in martial arts. In our 45-minute tigers class we begin to focus on the fundamentals of martial arts, building motor skills, focus and discipline through the use of simple karate techniques and fun interactive karate-based games. Tigers go through their own level of belt progression indicated by the white belt with colored stripes where they learn the basics of Tang Soo Do combined with life skills like courtesy, confidence, and self-discipline.

Offered Tuesday and Thursday 5:00pm-5:45pm

Youth Karate (Ages 8-12)

Our Youth Karate program takes children from the age of eight through the traditional progression of Tang Soo Do. Students will learn martial skills, self-defense, discipline, confidence and so much more through professional instruction, structured activities, drills and practice.

Offered Tuesday and Thursday 6:00pm-7:00pm

Adult Karate (Ages 13+)

It's never too late to learn something new! Our Adult Karate program starts at age 13 for teens, young adults and adults. Through a combined method of traditional and modern teaching techniques, this program can take anyone from any stage in life from white to black belt. Our Adult program is higher intensity, faster paced and more diverse as we focus not only on traditional Tang Soo Do belt progression but diversifying knowledge in martial arts and self-defense.

Offered Tuesday and Thursday 6:00pm-7:00pm

Private Classes

Private instruction is available for students who seek that extra personal touch. Our instructors offer classes in Karate, Taekwondo, Kickboxing, BJJ and MMA and will personalize a schedule to fit your needs. Private classes are a great way to get ready for an upcoming graduation test or to accelerate your learning in a one on one environment. **Offered by appointment**

Sparring

Sparring is taught in all karate classes. Students will learn numerous sparring techniques and develop speed, agility and intensity with sparring. Skills that can be used to protect and escape an attack; these techniques are most effectively practiced through controlled sparring (fighting matches). Sparring is a favorite class amongst Full Circle students, and we are dedicated to providing a safe atmosphere for students to practice and perfect their self-defense skills.

Additionally, Taekwondo sparring clinics are offered on Saturday mornings. This class is taught by Instructor Ryan who competes and coaches at a global level. Saturday classes are high energy sparring workouts and will focus on fitness, technique, sparring rules and competition tactics.

Offered Saturday 9:00am-10:30am



Karate Programs



Black Belt Club

Black Belt Club is a class designed by black belts for future or current black belts. Exclusive to deputy red belts and above this program is designed with your black belt in mind.

Students train at a higher, more intense level in preparation for their black belt exam and continue to hone their skills thereafter. Black belt is only the beginning!

Junior belt students that show exceptional dedication, skill, and heart will invited to this exclusive program. Students are encouraged to push themselves even harder to keep up with the accelerated black belt level classes.

Offered Wednesday 5:00pm-6:00pm and Saturday 10:30am-12:00pm



Karate Programs



Demo Team

Demo Team is one of our most fun and sought-after programs! Team Nightfall is Full Circle's official Demo Team and has travelled and performed in numerous events and competitions. Our Team competes statewide, bringing home 2nd place at the Florida Taekwondo Open Demo Competition in Bradenton FL.

Students will learn to flip, trick, kick and boardbreak in the competition! We practice beginner and advanced level gymnastics, train in the art of weapons like swords and staffs and choreograph fight scenes and stunts like in the movies! Team Nightfall choreographs martial arts routines to music and puts on performances to demonstrate their skills all over Florida.

Team practice Friday 5:00pm-6:00pm





Summer Camp

During summer vacation, we offer summer camp daily for 10 weeks from 8am-5pm. Extended hours are available upon request. Summer camp is open to both current students as well as children from outside our school. Campers will get to participate in fun classes, games, crafts, and dress-up days across 10 different themed weeks.

.We teach a karate class daily and hold field trips, weekly. Students are welcome to join us for a few select weeks, or the entire summer!

Summer Camp is a great way to stay active, have fun, and get some extra practice with our Full Circle instructors. Space is limited as this program fills to capacity each year. Speak with the office early to reserve your child's spot!



RULES AND ETIQUETTE

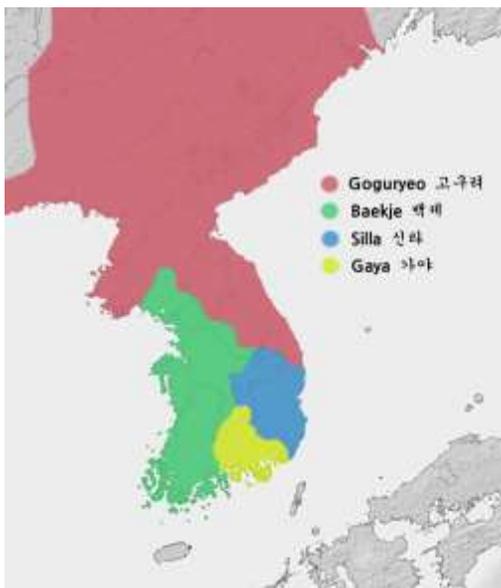


Students at Full Circle Martial Arts are striving to earn their Black Belt. In order to do so, they must follow the rules and etiquette of our dojang (school). Parents, please go over the following rules closely with your child, as they contain important information on the standards and procedures we expect to see in our school.

- Bowing** is a formal greeting, and a very important sign of respect in Tang Soo Do. Students will bow before and after class, a drill, or whenever working directly with a partner or instructor. Students are expected to bow towards the front any time they enter the main training room. This is to ensure respect for instructors, fellow students, and your facility.
- When lining up for class, quietly organize by belt rank. The lines should start with the senior belt in front, and organize by descending belt rank. If you are early for class, quietly find a space to practice or get lined up and stretch out.
- While going through class, please refrain from talking while the instructor is teaching. Focus when the instructor is giving drills, and listen to any corrections the instructor offers. If you have a question, wait until the instructor is not talking and raise your hand for help. In class you should be focused on your training; avoid being distracted by other students or people in the lobby.
- If you are asked to hold a target or work with a partner, do so properly and respectfully. Junior belt students should not correct senior belts, and Senior belts should only offer help in a positive, supportive manner. ALL contact must be light and controlled; larger/senior students must be mindful when working with smaller/junior students.
- When ending class, line up in your spot from the beginning of class and bow out to your instructor. Be sure to bow before you exit the training room.
- Plan to be on time and stay for the duration of class. If you do arrive late, stand quietly at the edge of the mat until an instructor bows you in. If you must leave class early, quietly get the instructors attention and bow out before leaving.
- Always address an instructor or staff member as “sir” or “ma'am”, and bow before you speak to them.
- When sitting down, sit crisscross with your back up straight and your hands on your knees.
- Students will not tease, bully, or otherwise put down their training partners.
- Students will not touch or hit their fellow training partners at **ANY** point unless they have bowed into a drill under the supervision of an instructor. Hitting out of anger or frustration will not be tolerated, to uphold the safety and control of our classes.

Historians are not quite sure where martial arts first originated in the world. Their best theory is that formal hand-to-hand combat instruction began in many places across the globe at different periods of war and unrest. Tang Soo Do originates from the ancient art of Taekyon, which was first documented around 50 BC in what is now South Korea. The Korean peninsula was divided into four kingdoms: Goguryeo, Baekje, Silla, and Gaya. Taekyon was taught to military officers and spread across the kingdoms through allied association.

The original masters of Silla deeply respected the art, teaching only the highest ranking officers the ways of Taekyon. These distinguished fighters became known as the Hwarang Warriors (meaning “Flower of Youth”), noted in history not only for their extensive military training, but for their dedication to intense conditioning of the body and mind. These young men got their name from the techniques of Taekyon, which many likened to elements and systems of nature.



The Hwarang Warriors were committed to mastering Taekyon, and integrated their knowledge of the art into their everyday lifestyle. In addition to rigorous physical training, the warriors were guided by the Five Principles and Nine Virtues of the Hwarang Code. This code is still referenced in many Korean martial arts schools as the proper qualities of any Black Belt.

Taekyon (or Subak, as it was later called) persisted in Korean culture throughout the many dynasties. Once exclusive to only the highest-ranking troops, the art was later passed down through generations of families. It’s popularity grew and fell over the many centuries, and instruction began to show some deviation from the traditional teachings of the Hwarang.

In 1909, Japan invaded Korea and banned all practice of military art forms. In protest, the Subak following saw a surge in students; loyal masters defied the law and organized the spread of their disciple through underground and out of town practice sessions. Upon the Korean Liberation in 1945, these groups quickly became established schools, or *kwans*. These kwans taught the values of the ancient Taekyon, with variances in form and style according to the master instructor’s preferences. Each kwan ran under a different name (Chung Do Kwan, Moo Duk Kwan, and Song Moo Kwan to name a few) and incorporated some elements pulled from Japanese and Chinese combative arts.

The list of kwans grew on until 1961, when the Korean government decided to consolidate the art of Subak under one kwan: Taekwondo. Today, this style of martial art is very commonly practiced around the world, and was even accepted as an Olympic event beginning in 2000.

One grandmaster, Hwanag Ki of the Moo Duk Kwan, disagreed with this consolidation. His belief in the more traditional ideals of the art conflicted with the modified teachings and sport mentality of Taekwondo. He instead established Tang Soo Do, which emphasized the physical and mental growth of students valued in Subak.

Hwanag Ki is considered the founder of Tang Soo Do and is credited with popularizing the art worldwide. During the Korean War, he opened schools on military bases and offered martial arts training to the U.S. officials stationed in Korea. Service members deeply respected the structure and discipline of Tang Soo Do, and many went on to open schools of their own after the war.

Hwanag Ki and his son Jae Joon Kim eventually moved to the United States, establishing the Moo Duk Kwan Tang Soo Do Federation and opening many schools of their own. Many of their students have branched out, creating their own federations and opening their own schools. Next to Taekwondo, Tang Soo Do is one of the most prevalent martial arts practiced in the United States today.

Our School

Full Circle Martial Arts and Fitness Center opened its doors in 2011. Our program teaches traditional lessons in a modern, collaborative class environment.

We maintain an emphasis on leadership and life skill practice, taught in engaging classes by our top instructors. No two classes are the same, with students learning something new in every drill!

Each Tang Soo Do school is typically associated with a federation. Each specific federation and its grandmaster are responsible for consistency in instruction and certification of student's new belt ranks.

Full Circle Martial Arts gets it's certification under the World MATA Tang Soo Do Federation, based in Auburn California.



Five Principles

1. Loyalty to one's country
2. Obedience to one's parents
3. Trust among friends
4. Courage to face battle
5. Avoidance of violence when at all possible

Nine Virtues

1. Humanity
2. Justice
3. Courtesy
4. Wisdom
5. Trust
6. Goodness
7. Virtue
8. Loyalty
9. Courage

Your Uniform (Dobok)

All new white belts will be given a white dobok (uniform), consisting of a top and pants. Both should be worn to every class. Your top should be tied closed. Students may wear a shirt underneath their uniform as long as it is tucked into their pants.

Students may purchase a different colored uniform as they progress through the program and reach certain milestones:

- Red:** Green belt or higher
- Black Trim:** Black Belt

All uniforms are available for purchase from the school lobby and have the Full Circle logo on the back.

Wash your uniform regularly, keep it clean and folded. Periodically treating with starch keeps it clean and crisp.

If you lose a portion of your uniform you will need to replace it before your next belt promotion.

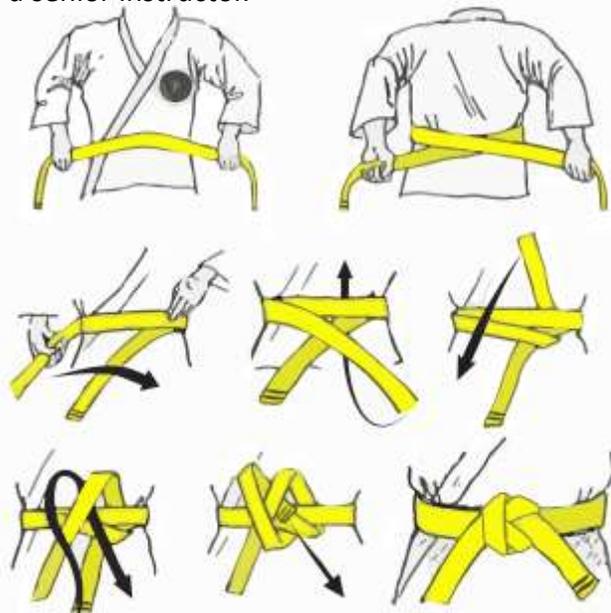
Tips: Your tied belt knot should have two small knots atop each other on your left and one larger knot to the right. If you have stripes on your belt, orient the belt so that your stripes are on the right side at Step 1. This ensures the stripes end up properly on the left side when the belt is fully tied.

Correctly dressing and taking pride in our appearance is an important piece of the Black Belt mindset. Students are responsible for arriving to class properly dressed and ready to train. Forgetting or losing part of your uniform could negatively impact your ability to practice drills, so always come prepared!

Your Belt (Dee)

Every incoming student will receive a white belt. Your belt represents all your hard work and dedication; you should be proud of your belt and treat it with respect. Never let your belt touch the floor, do not eat with your belt on, and avoid washing your belt.

Your belt should be worn to every class, properly tied tight (see the diagram on the next page for how to tie your belt). If your belt does fall off in class, fold it and place it to the side until there is a break for you to retie it. Never tie your belt facing towards the flags or a senior instructor.



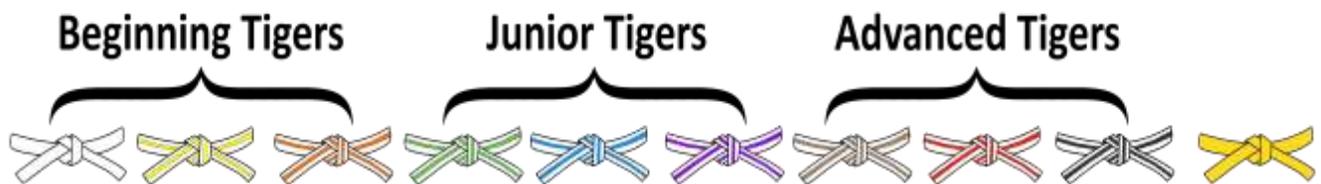
The Road To Earning your Black Belt



Having received your white belt, you have taken the first steps on your journey towards achieving your black belt! As you train in class, you will learn a wide range of forms and techniques. Some of these will need to be mastered before progressing on to your next color belt rank. Our curriculum is designed to pace students over time and keep instructors and parents involved on individual progress and improvement.

Students younger than age 7 are a part of our Tiny Tiger Program, which has their own Tiny Tiger belt system. Tiny Tigers are eligible to test for their solid yellow belt when they reach the age of 7 or reach their Tiger Black Belt (whichever comes first).

Tiger Belt Ranks



****Students will train for at least 4 months to progress to the next belt rank****

Colored Belt Ranks

Students 7 and older are in our Youth or Adult Programs, and all follow our solid color belt system. It takes approximately 4 years to progress from white belt to black belt. This timeline will be slightly longer for students who began in our Tiny Tiger's age group.



****Students will train for at least 4 months to progress to the next belt rank****

Deputy Black Belts have an 8 month training period before reaching their 1st Degree Black Belt

Keep in mind that these timelines are the minimum amount of time required between each belt rank. Students may need more time to meet their attendance requirements and get in some extra practice. Your instructors will keep you up to date on your progress and what you need to promote to your next belt rank.

Tracking Progress

Our instructors are dedicated to being involved in every student's training and progress, from white belt to black belt, and beyond; to do this we track progress to ensure every student is on track for their next rank. Every belt rank has certain one step moves and forms that must be mastered in order to promote. They will also focus on specific techniques to practice. We will work on these through our class lessons and drills. Requirements can be found on sheets around the school, and students are encouraged to check these regularly and practice before or between class.

We encourage parents to also remain involved and updated on their child's progress. To help with this, we will send an individual progression sheets home periodically. This sheet is very informative and contains everything the student needs to know to graduate, including:

- Techniques
- Forms
- One Step Moves
- Board Break Technique
- Attendance
- Expected Graduation Date
- Individual and Overall attempts/progress
- Any notes or tips from instructors/parents

TANG SOO DO

May 2020
Progression Report
Name: John Smith
Current Belt:



Basic Techniques				
	Attempted	Practicing	Learned	Mastered
Ax Kick			✘	
Jumping Sidekick		✘		
Push Block				✘
Elbow				✘
				Progress: 81%

Form				
	Attempted	Practicing	Learned	Mastered
Kicho Hyung Fee Boo		✘		
				Progress: 50%

Sparring				
	Attempted	Practicing	Learned	Mastered
One-Step Technique 5				✘
One-Step Technique 6				✘
				Progress: 100%

Breaking Technique				
	Attempted	Practicing	Learned	Mastered
Ax Kick			✘	
				Progress: 75%

Progress to next Belt:	77%	Notes:
Attendance:	14/24 Classes	John is progressing well, needs to work on xyz at home. He also needs sparring gear in order to participate in sparring practice on Fridays. We are working with John on focusing and listening
Targeted Graduation:	May 15th, 2021	
Next Belt:		

We will include in our notes techniques and attitude points for the student to focus on. Parents with concerns over home or school behavior are encouraged to talk with our staff. We can make note of it on our progress sheets and work with students through these challenges, alongside their curriculum.

Attendance

We offer multiple daily classes Monday-Friday beginning at 4:00pm. In order to ensure consistent training and progress, students should attend class regularly.

We ask that students attend a minimum of two classes a week. Students must be present for at least 75% of class to be credited for attending. Taking extra classes is of course encouraged, especially for our Black Belt Club students. If you miss a class, let your instructor know and be sure to take an extra class the following week. If you will be absent from class for more than two weeks, please let our staff know.

Students must attend at least 32 classes over the 4 months between belt promotions in order to be eligible for graduation.

Belt Graduation

Most students will be eligible to test for a new color belt every 4 months, depending on their rank. Students will promote as long as they have met their attendance requirements and have made positive improvement on their progression sheet (See the diagram on page 14).

Parents will be directly contacted that their student is eligible about three weeks before graduation. Parents will need to fill out a graduation form and pay a \$50 graduation fee prior to the ceremony. Tests will be staggered according to belt groups Tigers, Junior Belts, Senior Belts, and Black Belt Club.

We welcome friends and family to come out and watch our students promote to their new belt! This is a time of celebration, and students should be proud of all their hard work. After all tests are completed, we will hold a small celebration to honor our newly advanced ranks. Food and drinks will be provided.



REQUIRED GEAR

To ensure the safety of our students, we require certain gear to be worn when sparring in class. Sparring gear may be purchased through our office. The following gear is required to participate in sparring matches:

- Chest Guard
- Head Gear
- Mouthpiece

Other protective gear is offered, if desired. We recommend student's purchase sparring gear and attend Friday Sparring Class by the time they reach their Orange Belt. Sparring gear is required in order to test for Green Belt.

Sparring gear should be stored in a bag and placed in a cubby until directed to be utilized in class. Lost or misplaced gear must be replaced in order to participate in sparring.

SPARRING

Instructors may have students spar with gear spar at any point, so it is recommended that you bring sparring gear to every class. Every Friday we hold classes specifically focused on sparring drills and matches. If students need extra help on sparring techniques they should attend this class.

Rules of Sparring

- In order to spar, student's must be dressed in all the required protective gear
- Students may **ONLY** spar under the direct supervision of a senior instructor. There must always be a senior belt present to bow in the sparring match. Fighting without an instructor or senior belt present is grounds for loss of sparring privileges.
- Following Tang Soo Do traditions, students will bow to each other before and after sparring. This bow signifies respect for your opponent and establishes that the fight will be fair and controlled.
- While sparring, students **MUST** utilize control and light contact. Students should always meet the contact level of the smaller or lower belt rank (meaning the larger, higher rank student should use slower techniques and lighter contact).
- Contact below the belt, to the face, and to the back are prohibited. Extremely light kicking techniques may be thrown towards the sides of head gear for Senior Belts or higher. Punches and hand techniques may **NOT** be thrown to the head. Students will be issued one warning for improper contact/control in a match. Habitual improper contact/control is grounds for loss of sparring privileges.
- Students should not spar if they are upset or angry. Students **MUST** maintain control throughout the duration of the match, and never let emotion impact their fight. When students bow out, they will shake their opponent's hand in good sportsmanship.

Students who are a part of our After School Program must follow some additional procedures and rules, to ensure safety while on the road and checking in at the school. Please read the following, and explain these procedures with your child, so they are prepared for their first day.

- All students in After School MUST return the medical form. This form has important medical and allergy information, and will be kept with the driver in case of emergency.
- Parents must notify the school that Full Circle Martial Arts will be picking their child up at dismissal. At the end of the school day, students should go immediately to their designated pick up area, and look for our Full Circle van.
- Students must remain buckled and seated for the entire trip. They are expected to keep their hands and feet to themselves and talk with an inside voice. During stops, students should remain buckled and seated unless directed otherwise. There is no eating allowed in the van.
- When we arrive at the karate school, students will take all their belongings and wait to go up the stairs with their driver. Students will line up outside the door to be checked in by another staff member.
- Students will immediately change into their uniform and have their afternoon snack in the break room. Students may bring their own snacks if they wish. They may also bring money to purchase snacks at the school.
- Students may rest in the media room or practice in the main room before class begins. They are expected to be inclusive and respectful to the supervising staff as well as each other. When it is time for class, students will clean up after themselves and get lined up.
- Students may only be picked up by parents or those on their approved pick up list (filled out with sign-up paperwork). If you would like to add someone to your child's approved pickup list, speak with a staff member in the office.
- If your child is absent from school or going home with someone else, please notify our staff at least an hour before pickup.

Full Circle holds a number of in-school events, and we encourages students to participate in some events every year. Below are some events that we hold annually, but keep in mind we frequently offer new, different opportunities for students to get involved in. Keep an eye out for event announcements posted in the school, and on our Facebook page.

- ❑ **Tournaments:** We occasionally will host an in-house sparring and forms tournament. This tournament is a first step into competitive martial arts. All students are encouraged to compete, and awards will be presented to a variety of winners.
- ❑ **Birthday Parties:** Karate Birthday parties are available for an affordable price. Parties include a class, karate games, and an awesome demonstration performed by instructors. Please contact the school office if you would like to schedule.
- ❑ **Holiday Party:** In mid-December our annual Holiday party brings together all of our students and their families. We use the event to reflect on special accomplishments of the year, and our new friends made. Awards are distributed, and all are welcome.
- ❑ **Buddy Bash:** Students may invite a friend to a special Buddy Class, and show their friends what Tang Soo Do is all about! Students and buddies will work together in a fun class full of games and board breaking practice. All participants will have a special chance to break a board.
- ❑ **Board Breaking Clinic:** Those who attend will have to opportunity to practice their board break for their upcoming promotion. Students will receive extra practice and special tips from instructors to master their breaking technique. This is excellent practice for graduation, and highly recommended to attend.
- ❑ **Graduation Ceremonies:** Every 4 months, students may test for their next belt rank. We invite all students and their families to come and watch our belt promotions in support of our graduating students. After the test we will hold a small party to celebrate our newly promoted ranks.
- ❑ **Parent's Night Out:** Students are invited for a fun night including dinner, karate games, and movies, while parents get a night off!
- ❑ **Mother's/Father's Day Class:** Our karate parents play an important role in their child's training, and we want to honor that! In these classes, students may bring their mom/dad in for class! Parents will get to participate in drills with their child and have the opportunity to break a board!



Tuition Payments and Cancellations

We accept tuition payments made by credit card. It is required you have a card for us on file for us to bill automatically. You will receive a digital receipt for all autopay charges processed. Late fees may be enforced for past due payments.

After school students are billed weekly on Friday for the subsequent week. If you are aware that your child will not need after school pickup, please let our office know as soon as possible.

Evening students are billed monthly at the beginning of the month.

If you wish to end your tuition contract early, we require 60 days notice. Let our staff know of your desire to cancel 60 days prior to ending payments. We will do our best to address any issues or concerns that you have during that time. At the end of 60 days, if the student still wishes to cancel, the contract will be closed and tuition payments will end.



A Final Note

We are so excited to have you a part of our Full Circle family. Martial arts offers endless benefits and rewarding challenges as you progress through the ranks. Through our teachings we aim to develop students into self-confident citizen motivated to improving themselves, their schools, and their community.

Full Circle appreciates the role parents play in their students training. Besides ensuring attendance and participating in school events, you the parent are essential in motivation and support as your child progresses in our program. We do our best to involve parents in our school and keep them updated on what goes on in class. Please do not hesitate to contact our staff with any comments or questions you have regarding your student.

Students should refer to this handbook or our instructors if they have any questions; we are here to help you succeed! Come to class, work hard, get involved, and most importantly...have fun! We'll look forward to seeing you in class.