



## Open Door Taekwondo Policies

**Attendance:** All students are expected to attend at least two hours of classes each week. Class meets on Sundays at 4 p.m. and on Tuesdays at 5 p.m., 6 p.m., and 7 p.m.

**Tuition:** Monthly tuition is \$20 per family (\$25 for families with children in the nursery) and is due by the 15<sup>th</sup> of each month. The check should be written to Open Door Baptist. In order to maintain proper bookkeeping, please write **tuition and the month** on the memo line. If paying in cash, please place the money in an envelope, write your name, the month, and what the money is for on the outside the envelope. The checks or envelopes should be placed in the YELLOW tuition folder by the 15<sup>th</sup> of each month.

**Returned Checks:** A \$30 service fee will be incurred on all returned checks. If two NSF checks are received from a student, all future payments must be made in cash.

**Uniforms:** Student uniforms generally cost \$17. **Payment must be received at the time you receive your uniform.** Student and black belt uniforms must be purchased as a set (top and bottom). The uniform top and bottom can be different sizes, but it must be purchased as a set. The checks should be written to Open Door Baptist with “**Uniform**” written on the memo line. This check should be given to the TKD representative at the time you receive the uniform. Flag patches are available for purchase for \$3. These may be purchased initially or at a later time.

**VTCDKA:** After attending class for two months, students are required to join the Victory Taekwondo Chung Do Kwon Association. This is our national organization that provides our credentials. The annual cost is \$30 per person per year or \$80 for a family per year.

The amount is prorated quarterly if you join in a month other than January. The application is in the back of your yellow folder. EACH student should complete an application. All applications from a family unit should be paper clipped together along with a check made payable to OPEN DOOR (please write VTCDKA in the memo line). VTCDKA membership is required in order to be eligible for testing. Membership is renewed annually in January.

**Nursery:** A nursery is provided for families with children four and under. Each family with children in the nursery should add an additional \$5 per month to their tuition in order to contribute to the costs of childcare. This amount in no way covers the expense of our childcare workers. We provide nursery to facilitate families to be able to participate in taekwondo as a unit. Please only use nursery if all the adults in your family are active in taekwondo. Black belt instructors are allowed to use the nursery for children five and under if they are instructing during the week.



## Open Door Taekwondo Policies Continued

Please do not bring your child to the nursery if they have a fever over 99.9 or if they have colored drainage from their nose or eyes. This will help keep everyone healthy.

Also, please pick your children up no later than 10 minutes after the normal class ending time. On Sundays, pick your children up by 5:25 p.m. On Tuesday, pick your children up by 6:10 p.m. if attending only the first class and no later than 7:10 p.m. if attending the second class. If class is running over, please bow out before class is over to pick your children up by the stated time above.

A light snack of rice chex will be provided on Tuesday nights. Due to the numerous possible food allergies, please **do not** bring in outside snacks.

**Testing Requirements:** Each belt has testing requirements that include TKD techniques, verbal tests, and Scripture memory verses. These requirements are available on-line at [www.opendoortkd.net](http://www.opendoortkd.net). In addition to testing requirements, additional forms are also available on-line. Each student will need a Church/Community Service form for each testing. Also, the Intent to Promote Form is required for preschool and school aged students. The appropriate forms for each testing candidate should be completed and brought to testing.

To be eligible for testing, a student must pass pre-testing by the senior instructors, average at least 2 classes per week between testings, **and** be current on all fees. If your tuition or other fees are in arrears, the fees must be paid by the Tuesday before your testing date.

The cost for testing will be **\$20 per person (\$10 for Little Gators)**. The check should be written to Open Door Baptist with **Testing** on the memo line. If possible, include the names of the people testing or the family's last name. This check must be received on the day of testing. These fees cover the cost of your belt and the cost of the VTCDKA certificates.

**Portfolios:** When students progress through the ranks, a portfolio is required. A portfolio allows the student to document their participation in TKD classes, testings, and other related TKD activities. One portfolio must be maintained for each student.

**NOTE: VTCDKA portfolios are still in production. Portfolio procedures will be updated as available.**



## Open Door Taekwondo Policies Continued

**Gear:** Gear is one of the most expensive items that that must be purchased for Taekwondo. A complete standard set of gear costs an average of \$104. Upgraded gear may be purchased at an additional cost. Each person is measured in advance in order to decrease the number of returns. Gear measurements are taken at your yellow belt testing. If you are not measured at that testing, the next opportunity will be the following month's testing date. Gear must be completely paid before the order can be placed.

- a. Gear may be paid for in a lump sum. The cost will be given to you when the measurements are taken. However, if the shipping is more than anticipated, an additional payment will be required.
- b. Gear can be paid for over several months. The complete payment must be received before the gear can be ordered. However, if the shipping is more than anticipated, an additional payment will be required.

Checks for gear should be written to Open Door Baptist Church with **gear** on the memo line. All gear checks should be given to Tina Carrow. **Once you receive your gear, please write your name on each piece with a permanent marker.**

**Gear Resale:** The school cannot buy back or resale gear. If you would like to resale your gear, place a note in each family's folder and have any interested parties contact you directly.