2025
2026

STUDENT HANDBOOK

Welcome to Ellendale Martial Arts Academy!

Our mission at Ellendale Martial Arts Academy (EMAA) is to provide the best martial arts education by promoting the mental, physical, and emotional benefits of martial arts and to do so in the martial arts way, as has been handed down from one generation to the next.

We are pleased to present you with a copy of the EMAA Student Handbook. Read it thoroughly and refer to it regularly. We look forward to your contributions to our martial art family.

Master Charlene Blondo

Master Charlene Blondo
Owner & Master Instructor

INTRODUCTION

Your Student Handbook is designed to introduce EMAA and summarize its policies, procedures, and benefits. While it is not a contract, it guides EMAA's organizational practices. If you have questions, please see your Master Instructor.

EMAA may need to change the policies and benefits discussed in this handbook. Therefore, EMAA reserves the right to revise, adapt, and delete provisions. Students will receive updated material and are encouraged to keep copies for their records.

Mission Statement

Our mission is to provide the best martial arts education by promoting the mental, physical, and emotional benefits of martial arts and to do so in the martial arts way, as has been handed down from one generation to the next.

Vision Statement

EMAA believes that all people can succeed in martial arts with the right instruction and the development of a confident, yet humble martial arts attitude.

Values

At EMAA, we see our role of building strong students as contributing to healthier, safer, and better schools, communities, regions, and world.

Instructors

All our instructors hold appropriate certifications for what they are teaching. All our instructors are First Aid trained and certified. In addition, all instructors are thoroughly background-checked and vetted before managing classes.

Lineage

EMAA is a Greenquist Academy Association member, a United States Chang Moo Kwan Taekwondo Union member, and a Cchung Ryoung Hapkido Federation member under the direction of 9th-degree Grand Master Eric Greenquist.

TRAINING POLICIES

Registration & Enrollment

EMAA offers registration and enrollment year-round; however, all students must schedule and attend one free class trial before registration. The Master Instructor will evaluate the student during their trial class. To complete enrollment, a Registration Form and a Drop Off & Pick-up Release Form must be filled out.

EMAA reserves the right to refuse enrollment to any student based on the evaluation results.

Pum & Dan Certification

Any new student who presents their Pum and/or Dan certification from the Kukkiwon (Chung Do Kwan, Ji Do Kwan, Moo Duk Kwan, Chang Moo Kwan, Soo Moo Kwan, Han Moo Kwan, Oh Do Kwan, Jung Do Kwan, and Kang Du Won) will be admitted into training at their current level. The expectation is that students will be expected to learn the new curriculum and begin assuming the same level of responsibility as other advanced-ranked students as assigned by the Master Instructor. Pulling rank and overstepping will not be tolerated at any time. In addition, the students will be expected to abide by the procedures in place, maintain professionalism in and out of the facility, maintain a professional presence with the students and families at EMAA at all times, and answer directly to the Master Instructor. Finally, the students will be expected to set a good example of what martial arts is and hold up our mission statement.

EMAA reserves the right to refuse involvement of students with Pum and/or Dan certification mentioned above.

Any new student who presents their Pum and/or Dan certification from an outside organization will be admitted to training but must undergo a skills assessment. The skills assessment will take one month and be conducted by the Master Instructor. At the end of the skills assessment, the Master Instructor will confer with the Greenquist Association Council and the new student may be award a belt rank consistent with their skill set. New students must accept the approved rank to continue to train at EMAA.

Program Age Restrictions

All programs have a set age range that will be followed and monitored. Age range restrictions ensure that effective teaching strategies and student interactions are developmentally appropriate and manageable for all students and instructors. Possible exceptions can be made to support student family needs and will be determined by the Master Instructor as a case-by-case basis.

Waitlist

Free class trials are scheduled based on enrollment availability. In the event that spaces are unavailable, students will be placed on a waitlist. All waitlisted students must provide updated contact information.
Waitlisted students will be contacted by email and/or phone when class space is available. Students have 72 hours to respond to the communication and schedule their free trial class. If no response is received within 72 hours, the student will be removed from the waitlist.

Monthly tuition, fees, and equipment

Monthly tuition is a fixed rate. This helps to keep the monthly fees lower. Monthly tuition fees are due the 10th of every month. Exceptions can be made when or as needed if communication is present. Payments can be in the form of cash or check.

Monthly tuition, equipment orders, and testing fees are non-refundable. There will be no prorating or refunds given due to missed classes.

Seminars are not included as part of the monthly tuition. Seminar fees vary.

Holiday Closures

EMAA does not offer make-up classes for pre-scheduled holiday closures.
Extra classes or open gym times are scheduled throughout the year at no extra charge so families and students can feel as if their tuition investment is fair.

Instructor Schedule

Since the Master Instructor has work obligations that sometimes conflict with the regular class schedule and when the Assistant Instructor is unavailable, there are times throughout the year when the martial arts classes are rescheduled on different days. This schedule is part of the printed calendar summary. Since those altered schedules may not work for every student, EMAA also has extra

classes or open gym times throughout the year. Students are asked to refer to the calendar frequently. Open Gym does not count for regular class attendance requirements.

Inclement Weather

EMAA's inclement weather policy follows the Ellendale Public School. If the Ellendale Public School is canceled or let out early due to inclement weather, EMAA classes will be canceled. EMAA will notify all students of cancellations. In addition, we will post updates on our social media account. The student is responsible for staying in communication.

EMAA does not prorate monthly tuition for inclement weather closures, but we offer open gym times built within our calendar.

Make-Up Classes

If EMAA cancels a class for unexpected reasons or if the winter weather causes several cancellations and the number of classes cancelled outnumbers the scheduled open gyms, the Master Instructor will communicate possible make-up classes and will consider if prorating of tuition is needed.

Program Attendance

Being present in class is vital to student success. If you miss a class, you must notify the Master Instructor. Repeated absenteeism or tardiness will affect student progress and could lead to class suspension.

EMAA offers three TKD testing seasons: Spring (January-May), Summer (June-August), and Fall (September-December). Students must attend 75% of classes during the testing season to be eligible for testing recommendations. ** Hapkido testing seasons differ and are dependent upon availability of another Master Examiner.*

Students are allowed to miss 25% of classes. Missed classes include; excused, late, and unexcused absences. View the chart below to see how many absences are allowed for each testing season.			
	***Spring (5 months)**	**Summer (3 months)**	**Fall (4 months)**
All TaeKwonDo Classes	10	6	8

Program Scheduling & Information Dissemination

EMAA can only run smoothly and efficiently with communication. Therefore, EMAA has designated the following communication methods for providing information: phone calls, text messages, emails, our facebook page, and in-class verbal and paper announcements. Students are responsible for staying informed through these methods.

To help facilitate easy scheduling, EMAA has printed calendar summaries available to families.

Student Drop Off & Pick Up

To ensure the safety of all minors, we have implemented the following drop-off and pick-up policies.

- **Doors to the facility will be open approximately 30 minutes before the scheduled program time. There may be times when this isn't the case.**
- **All students should be dropped off and picked up at most 15 minutes before their program start time if possible, and 15 minutes after their program end time. If needed, considerations can be made on a case-by-case basis.**
- **Students will not be released to someone who is not their guardian or not listed on the Drop Off & Pick-up Release Form.**

Training Equipment

Students must purchase equipment through EMAA, not other sources. Students must follow the equipment guidelines.

- **All Taekwondo and Hapkido students must purchase a class-specific uniform after their first promotion test (or sooner).**
- **All Taekwondo students must purchase shin guards at registration.**
- **All students participating in sparring competition must purchase shin guards, mouth guards, and groin cups (male competitors). Gloves are available for all to use, but students can also order their own.**

Class Withdrawal

To withdraw from classes, whether temporarily or permanently, students must fill out a Withdrawal Form. All withdrawal forms must be submitted 30 days in advance. The 30-day notification begins when the Master Instructor receives the completed Withdrawal Form.

Students who wish to withdraw from classes temporarily so they can participate in other activities must complete a Withdrawal Form.

EMAA does not prorate or provide refunds due to withdrawing from programming. Therefore, students are responsible for the next payment if they do not provide written notice.

Any student who is gone for one month without communicating with their Master Instructor will be considered inactive and lose their class spot. Any inactive student who wishes to continue training must re-register before re-enrolling in classes.

Dropping out from classes without completing a Withdrawal Form and communicating with the Master Instructor could result in a request for tuition to be paid for the time absent without formal withdrawal.

EMAA reserves the right to refuse re-registration to anyone who quits without communicating and following withdrawal procedures.

<u>A Guardian's Role</u>

For students to be successful, guardians and EMAA instructional staff must work together. Therefore, a guardian's and student's role are essential, and these six guiding principles will help.

- **Commitment: We expect guardians to be engaged and committed to their child's training by financing training, providing transportation, and helping them stay connected and aware of all programmatic information.**
- **Communication: We expect guardians to utilize constant and open communication.**
- **Involved: We expect and encourage guardians to be involved in the gym and their child's training. This includes (but not limited to) encouraging students to practice at home and learning a way to write down what they remember.**
- **Encouragement: Guardians greatly influence their children, and their encouragement may be the difference between success and failure.**
- **Advancement: The difficulty level and progress speed are up to the student. The more work put into training, the faster the student will improve. Helping convey this idea to your child helps reinforce a collective expectation for the learning process.**

Student Rules & Etiquette

Students must be aware of and follow gym rules and etiquette.

- **Inform the Master Instructor of all class absences, tardiness, or sick leave.**
- **Students must be on time for all programs.**
- **Students should come prepared for all programs, including bringing program-specific equipment.**
- **Equipment must be clean, wrinkle free, and in good condition.**
- **While training, students must remove all accessories (e.g., jewelry, hats, jackets, watches, and gum).**
- **Students are expected to enter the training space quietly and without behaving inappropriately. The space is not a playground.**
- **Students must either wait quietly on the bench and wait for instructions, or students may quietly review pattern, stretching and any techniques that don't require equipment.**
- **Shoes are not to be worn on the training mats unless doctor recommended.**
- **Students with longer hair must have hair pulled away from the face.**
- **Students must implement and pay attention to personal hygiene.**
- **Students should learn how to care for their own equipment (not expect Guardians to do it).**
- **Students should be prompt, including after training, so the person(s) responsible for their transportation are not made to wait longer than necessary.**
- **Students must clean up after themselves.**
- **Students must be respectful to guardians, instructors, other students, and themselves.**
- **Students must follow directions and be open to the learning process.**
- **Students must demonstrate and practice positive attitudes.**
- **Students must practice the tenants in all areas of their lives.**

Promotion Testing

EMAA offers 'all school' testing in our traditional TaeKWonDo martial arts programs three times yearly (Spring, Summer, and Fall). Two other dates are offered between the 'all-school' testing dates for students who are lower belt ranks or for advanced students who have demonstrated readiness. Testing dates are set annually and listed on our calendar summary. Hapkido testing is dependent on the availability of another Master Examiner.

<u>Testing is a privilege, not a right</u>. Students must meet specific requirements for promotion testing.

- **Students meet the class attendance policy.**
- **Students demonstrate an age-appropriate physical fitness level.**
- **Students demonstrate an age-appropriate understanding of the martial arts curriculum.**
- **Students can demonstrate up-to-date, age-appropriate notes and study habits.**
- **Students follow and demonstrate all gym rules and etiquette.**
- **Students maintain personal hygiene.**
- **Students maintain personal training equipment.**
- **Students demonstrate a positive and respectful attitude.**
- **Students show age-appropriate and rank maturity**
- **Students are in good standing in school.**
- **Students are in good standing at home.**
- **Students' financial accounts are in good standing.**
- **Students must submit their testing application and testing fees by the set deadline.**

EMAA reserves the right to withdraw a testing recommendation anytime and for any reason.

EMAA will notify students of recommendations via in-class recommendation letters. To accept your testing recommendation, complete your testing application and submit testing fees by the deadline(s) outlined in the recommendation letter.

Students reserve the right to decline a testing recommendation. Acceptable reasons for declining a recommendation are outlined in the recommendation letter.

<u>EMERGENCY & SECURITY POLICIES</u>

<u>Bullying & Offensive Behavior</u>
EMAA is dedicated to providing a safe and healthy training environment free from bullying and offensive behavior from personnel, students, and visitors.

EMAA has zero tolerance for bullying and offensive behavior in the gym.

Individuals found instigating, threatening, or perpetrating bullying or offensive behavior will be subject to disciplinary action, including suspension from training temporarily or permanently.
Students who experience or witness bullying or offensive behavior in the gym should report it immediately to a Black Belt or the Master Instructor. Students can raise concerns and make reports without fear of reprisal or retaliation.

EMAA has an open-door policy for all students. Our open-door policy encourages open communication, feedback, and discussion about any matter of importance to our students.

Health
EMAA wants students to be healthy, safe, and feel supported. To help promote a healthy environment, we ask that all students who are sick with fever symptoms to stay home. By staying home at the first sign of sickness, you reduce the spread of illness to others.

If a student becomes sick while in class, EMAA will have them sit out until they can go home. In the event of a severe illness or injury, the student's guardian will be contacted if they are not present so the student may be taken home or to the emergency facility. In the event a student suffers a life-threatening event, 911 will be called first.

EMAA has an AED available in the case of emergency.

Emergency Procedures
In case of a fire, evacuated instructors and students will assemble down Main Street in front of Starion Bank. If evacuating through the back of the building, instructors and students will assemble in the Blumhardt parking lot across the alley.

In case of a tornado, instructors and students will take shelter in the basement of EMAA.

Drug & Alcohol-Free Training Space
EMAA provides a safe, drug and alcohol-free working environment. Therefore, EMAA prohibits possessing, transferring, dispensing, distributing, selling, or manufacturing illegal drugs or alcohol while on EMAA property.

Smoking & Tobacco Free Training Space

Smoking, smokeless tobacco, or vapor/e-cigarettes are banned while on EMAA property.

EMAA STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT

I understand that EMAA may change policies and practices, and EMAA reserves the right to change class times, schedules, and procedures at any time. EMAA will communicate all changes through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Master Instructor of EMAA can adopt any revisions to the guidelines in this handbook.

Furthermore, I acknowledge that I have received the Student Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____ _____

Guardian Signature **Date**

_____

Guardian Name (Print)

_____

Participating Students Name (Print)

TO BE PLACED IN THE STUDENT'S FILE