

Oyama Karate Dojo Youth Martial Arts Program Behavior Policy

It is the goal of the Oyama Karate Dojo Youth Martial Arts Program to provide a healthy, safe and secure environment for all program participants. Oyama Karate Dojo promotes character development values of caring, honesty, respect and responsibility. Children who attend the Oyama Karate Dojo Youth Martial Arts Program are expected to follow the behavior guidelines and to interact appropriately with staff, volunteers and other program participants.

The following behaviors are not acceptable in the Oyama Karate Youth Martial Arts Program:

- Endangering the health and safety of participants, volunteers and/or staff members
- Stealing or damaging Oyama Karate Dojo, facility or personal property
- Engaging in any violent behavior including but not limited to hitting, pushing, biting, etc.
- Leaving the program site or property without permission
- Continuing to disrupt the program
- Refusing to follow behavior guidelines or program rules
- Use of profanity
- Acting in a lewd manner

When the participant does not follow the Oyama Karate Dojo Youth Martial Arts Program behavior policy the following action will be taken:

1. Staff will redirect the participant to a more appropriate behavior.
2. The participant will be reminded of the behavior guidelines and program rules through a discussion with staff. The staff will document the incident(s) in writing in the behavior log book on site. This will include what the behavior issue is and the corrective action taken.
3. If behavior requires a consequence beyond redirection, a parent/guardian will be notified that day of the situation by staff.
4. If the inappropriate behavior continues, a conference will be scheduled with parent/guardian so that together they can determine the appropriate action to take.
5. Staff will schedule a progress check or a follow up conference.
6. If the issue still persists staff will schedule a conference that includes the parent, participant, and Program Director. The staff will have all documentation and the notes from any previous conferences for review.
7. Should a participant exhibit behavior deemed unsafe to themselves, other participants or the Staff by the Program Directors, or if the behavior becomes so that we are not able to be fully focused on the remaining participants and the duties of running a safe program, the above steps can be skipped, The Oyama Karate Dojo will require a parent/guardian to arrange immediate pick-up of the child from the premises. Should no attempt by a parent/guardian be made to assist in the pick-up of a participant, one phone call to each listed contact on the child's application will be made if we are unable to reach the parent/guardian the Oyama Karate Dojo reserves the right to arrange alternate transportation such as police or emergency personnel at no cost or fault to the Oyama Karate Dojo.
8. Should a reasonable attempt be made but a parent/guardian is unable to pick-up the participant, transport by taxi will be arranged by the Oyama Karate Dojo, at no cost to the Oyama Karate Dojo, to a predetermined location agreed upon by Oyama Karate Dojo Staff and parent/guardian. If the parent/guardian prefers a staff member to accompany the participant, this will also be at no cost to the Oyama Karate Dojo.
9. If an individualized plan has been created under the agreement of the parent/guardian and Program Director, then this policy will be applied. If the behavior it was desired to decrease is continuing, the program Staff and/or Director have the right to implement other methods to decrease and/or eliminate the behavior. The parent/guardian will be notified.
10. Immediate expulsion will occur if a participant is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or other weapons, or explosives.
11. If a problem persists and a participant continues to disrupt the program, the Oyama Karate Dojo reserves the right to suspend the participant from participation in the program for a specified period of time. Permanent termination from the program will be considered in extreme situations.

Parent/Guardian Signature Required: I have reviewed with my child the Behavior management Procedures. I understand and agree to all of the terms presented in this Document.

Parent/Guardian Print Name _____ Relationship _____

Parent/Guardian Signature _____ Date _____

**Oyama Karate Dojo Youth Martial Arts Program Parent/Guardian
Contract & Statement of Understanding**

- 1) I have read, understand and signed the Oyama Karate Dojo Youth Martial Arts Program Behavior Policy.
- 2) I understand the Oyama Karate Dojo staff and volunteers are not allowed to transport participants at any time outside of the Oyama Karate Dojo Youth Martial Arts Program. The Oyama Karate Dojo is not responsible for any contact between its staff and program participants outside of Oyama Karate Dojo Youth Martial Arts Program hours.
- 3) I understand that I am not to leave my child at the Oyama Karate Dojo Youth Martial Arts Program site unless an Oyama Karate Dojo Youth Martial Arts Program staff person is there to receive and supervise my child.
- 4) I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on registration form, or other arrangements must be made in writing or by calling the Oyama Karate Dojo office and speaking directly to the Program Director to make change known. All persons picking up Oyama Karate Dojo Youth Martial Arts Program participants must be prepared to present a photo I.D. to properly identify themselves. The Oyama Karate Dojo reserves the right to deny release of any participant if proper identification cannot be provided.
- 5) I understand that should any person who arrives to pick up my child that appears to be under the influence of drugs or alcohol, staff may choose to not release the child and to call the police for assistance.
- 6) I understand that at drop off and pick up times, the safety of the Oyama Karate Dojo Youth Martial Arts Program participants is of utmost importance and that drivers should proceed with precaution and according to the procedures as directed by staff.
- 7) I understand that if I am late in picking up my child and cannot make other arrangements for another authorized adult to pick them up, I am to call The Oyama Karate Dojo as soon as possible to inform them of my situation, and that **I will be subject to a late fee**. I also understand that if lateness occurs more than three times, the Oyama Karate Dojo can suspend my child's registration until other suitable arrangements are made.
- 8) I understand that it is my responsibility to read Parent/Guardian Registration Packet and other publications sent home for basic program information.
- 9) I understand that it is my responsibility to know the Oyama Karate Dojo emergency contact numbers and procedures as stated in the Registration Packet.
- 10) I understand that if I have a concern or comment regarding Oyama Karate Dojo programs, I agree to maintain a courteous and civil manner when addressing staff, and that the Oyama Karate Dojo Staff will do the same.
- 11) I understand that the Oyama Karate Dojo has the right to terminate a participant's enrollment for parent/guardians who disregard these statements.
- 12) I give the Oyama Karate Dojo permission to use any photographs taken of my child in promotional material for the Oyama Karate Dojo.
- 13) I have provided the Oyama Karate Dojo Staff with complete and correct information so that they may best provide a safe, happy environment.
- 14) I understand that the above statements pertain to any and all family members and friends who may drop off or pick up my child.

Parent/Guardian Signature Required: I have reviewed the Parent/Guardian Contract & understanding Statement. I understand and agree to all of the terms presented in this document.

Parent/Guardian Print Name _____ Relationship _____
Parent/Guardian Signature _____ Date _____