STUDENT HANDBOOK

Traditional Taekwondo Center of South Tampa

3605 Henderson Blvd | Tampa, FL 33609 | 813-350-9400

Welcome

Welcome to Traditional Taekwondo Center of South Tampa. We are pleased to have you as part of our martial arts community.

Our mission is to provide excellence in traditional Taekwondo instruction while encouraging respect, discipline, confidence, and personal growth. We uphold the traditions of martial arts through structured, engaging classes that challenge students to give their best, develop practical self-defense skills, and carry the values of Taekwondo beyond the training floor.

Our after-school and summer camp programs share this commitment to quality, safety, and a positive student experience. This handbook explains the expectations and procedures that help us maintain those standards.

Getting Started in the Dojang

New students begin with an introductory class to learn basic techniques and become familiar with our school. Your instructor will guide you through your first classes and answer questions.

- Remove your shoes and place them on the racks in the changing room area.
- Keep personal belongings in a gym bag in the changing room. Leave valuables at home or secured in your vehicle.
- Wear a clean, complete uniform (dobok) and bring a water bottle.
- Let your instructor know if you need to leave the training floor.
- Bow when entering and leaving the training area.

Our students and instructors support one another. Come prepared to learn, work hard, and enjoy your training.

1. Our Philosophy and the Tenets of Taekwondo

Traditional Taekwondo develops inner and outer strength. We expect students to practice respect, self-control, perseverance, and responsibility in class and in daily life. Our five tenets guide that commitment:

- Courtesy — Treat others with politeness and respect.
- Integrity — Be honest and do what is right, even when no one is watching.
- Perseverance — Continue working toward a goal, even when it is difficult.
- Self-Control — Manage your actions, words, and emotions.
- Indomitable Spirit — Meet challenges with courage, determination, and confidence.

These principles shape our training, our relationships, and the way we represent our school.

2. General Policies

Attendance

- Arrive at least 10 minutes before class to prepare and warm up. Students more than 10 minutes late may not join that class.
- Attend regularly. Consistent practice is essential to progress.

Uniform and Equipment

- Wear a clean, complete traditional Taekwondo uniform with required patches. Tie your belt properly.
- Keep sparring gear and other equipment in good condition; report damage to an instructor.

Dojang Etiquette

- Bow when entering and leaving the training area.
- Address instructors and staff respectfully using their appropriate titles, such as Sir, Ma'am, Kyosa-nim, or Sahbum-nim.
- Listen carefully and keep conversation to a minimum during instruction.
- Parents should not speak to or coach children during class. Please allow instructors to lead the training.
- Maintain personal hygiene and leave shared spaces clean and orderly.

3. Class Expectations

- Treat instructors, staff, and fellow students with respect.
- Follow instructions promptly and remain focused during training.
- Give your best effort—our standard is 110% commitment to learning and improvement.
- Disruptive conduct may result in a student sitting out or a conversation with a parent or guardian.

Parent and Guardian Observation

Parents are welcome to watch classes. Please remain quiet, avoid interrupting instruction, and do not enter the training floor unless invited. Remove shoes before stepping onto any training floor.

4. Safety Guidelines

Health and Injuries

- Tell your instructor about any health condition or injury that could affect safe participation.
- Notify your instructor immediately if you feel unwell or become injured.
- Hydrate throughout the day before class.

Sparring and Emergencies

- Sparring requires instructor approval and supervision. Required protective gear must be worn.
- Follow staff instructions in an emergency and keep emergency contact information current.

5. Promotion and Belt Testing

Progress Checks

Three progress checks (black tape on the belt) indicate that a student is ready or nearly ready for testing. Checks reflect progress in required breaking combinations, self-defense techniques, and forms (hyongs). Instructors determine testing readiness.

Testing Notices and Requirements

- Eligible students receive a testing sheet with the date, time, and location, usually about two weeks before testing, though notice may be shorter.
- Testing may include forms, self-defense, sparring, breaking, and knowledge of Taekwondo terminology and history, as appropriate to rank.
- Return testing sheets by the stated deadline and pay testing fees before the test.
- If you cannot attend your scheduled test, contact your instructor about makeup testing.

6. Evening Classes, After-School and Summer Camp

Arrival and Departure

Program drop-off and pickup procedures differ. Follow the instructions for your enrolled program.

- Summer Camp: Parents sign children in and out daily and collect the weekly field-trip and activity itinerary.
- After-School Program: Staff pick students up from their schools; families generally remain in vehicles at afternoon pickup. A driver's license is checked for a new authorized pickup adult, and pickups are recorded by the security system.
- Evening Classes: Students do not sign in or out. The school supervises students during scheduled class time only; parents are responsible before and after class. Parents may observe. Students may enter through either rear door and should bow upon entering or leaving the dojang.
- Late pickup may result in additional fees.

Behavior and Activities

The same expectations for respect, discipline, and safety apply to all programs. After-school and camp activities may include Taekwondo training, games, homework or study time, and field trips. Additional program-specific information is distributed before each program begins.

7. Studio Policies

Tuition and Fees

- After-school and summer camp payments are due the Friday before each program week.
- Evening class tuition is billed monthly. Late payments may result in fees.
- Missed classes or program days are generally nonrefundable. Refer to your signed membership agreement for terms, exceptions, and cancellation requirements.

Holidays and Weather Closures

A holiday closure calendar is provided for the school year. For severe weather, we generally follow Hillsborough County Schools' closure decisions. Reopening is determined by the studio based on

power, road conditions, and safety; camp days may resume before public schools reopen when conditions permit.

Discipline and Enrollment

The studio may suspend or terminate enrollment for serious or repeated policy violations or behavior that disrupts the learning environment.

8. Communication with Families

Schedules, testing information, events, and policy updates are shared through email, text, testing sheets, posted notices, or our Facebook page. Please keep your contact information current and speak with an instructor or staff member whenever you have questions or concerns.

Frequently Asked Questions

What should I bring?

Wear your uniform and bring water. If changing at the studio, carry your uniform and personal items in a gym bag.

Where should I put my belongings?

Use the shoe racks in the changing room area. Keep other items in your gym bag; hooks are available for jackets.

Where can I park?

Parking is available around the building and in designated areas toward the rear. Do not park directly behind the single rear door. Ask staff if you need directions.

How do I purchase uniforms or patches?

Speak with your instructor for assistance.

Acknowledgment of Receipt

I acknowledge that I have received, read, and understand the Student Handbook for Traditional Taekwondo Center of South Tampa and agree to follow its guidelines and expectations.

Student Name: _____

Parent/Guardian Name (if applicable): _____

Signature: _____ Date: _____