## Seichou Karate®Limited

## **Etiquette, Logistical and Safety Guidelines**

Welcome to Seichou Karate<sup>®</sup> Dojo, a center for the study of Japanese Martial and Cultural Arts.

**Remove Shoes & Check in.** We have created an authentic Japanese environment. As such, all members and visitors to our school must remove their shoes and hats in the entrance area, known as the "genkan," and place their shoes in the storage unit to the left of the front desk. Thereafter, guests should check in with the receptionist and students should record their attendance.

**Use Stairs with Care.** Our facility consists of two floors. Access to the mezzanine is by means of a spiral staircase. Students and guests should take care when using the staircase. In particular, children are not permitted to play on the staircase.

**No Running.** In addition to the genkan area, the 1<sup>st</sup> floor includes a hallway, separate locker rooms for men and women and a martial arts training area. The 2<sup>nd</sup> floor includes a hallway, our director's office and a classroom for cultural arts classes. Running is not permitted in any pedestrian area of the Dojo.

**Food.** Food is permitted in the classroom and mezzanine hallway only.

**Quiet is Necessary.** In order to create an environment that is conducive to learning martial or cultural arts, we must have very little ambient noise during class time. As noise from the front desk and mezzanine areas carries into the training area and can distract classes, anytime you conduct conversations in the dojo, please do so with consideration for students who are in class.

**Mat Area.** Observers of classes in the matted training area should sit quietly without resting their feet on the mat. Talking, use of electronic devices and eating are not permitted.

**Mezzanine Area.** Parents or other guests may also wait for family members or friends on the mezzanine level. When the classroom is free, they may use the classroom to work or watch martial arts training. When the classroom is in use, they may wait in the hallway where seats are available. Use of electronic devices with headphones is permitted in the mezzanine hallway and in the classroom when the classroom is not in use.

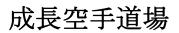
**Pick-up and Drop-off.** We do not have staff or facilities to supervise minor children outside of class. Therefore, when unaccompanied by a parent, minor students should arrive no earlier than 15 minutes before class begins. Then, parents should pick up children no later than 15 minutes after class has ended.

**Off-limits.** Seichou Karate<sup>®</sup> Dojo has a number of closets and storage areas throughout its premises. Children are not permitted to open or enter these areas without adult supervision. Adults may only do so when requested by a staff member.

**Unsupervised Play on Mat.** Children are permitted to play gently on the mat when class is not in session. However, parents who allow their children to do so accept full responsibility for their child's safety while unsupervised by Seichou staff. In particular, children should never touch the mirrors.

**Inclement Weather and Other Notifications.** We publish information on inclement weather and emergencies on Facebook and via SMS message. As such, please like us on <u>Facebook</u> and make certain we have your current cellular telephone number.

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**Visitors to the Dojo.** Your safety and security are extremely important to us. In this connection, visitors who are considering enrolling in our programs are welcome to observe classes and speak with staff members. However, we do not permit visitors who wish to observe out of mere curiosity or other interest. If you see someone in the dojo whom you don't recognize, please mention that to staff.