



Dear Parents,

As our new schedule fully takes affect we want to clarify a few policy and safety issues regarding our younger students. These policies help ensure the safety of our students as well as allowing us to provide the best quality instruction.

1. Please drop off your child **no earlier than 15 minutes before class**. We cannot ensure proper supervision either while we are preparing for class or while we are teaching another class. If you come earlier please sit and wait with your child in our waiting area. **They cannot wait unattended.**
2. Please pick up your child **on time**. Again we cannot ensure proper supervision and we often must begin another class. Your child should remain seated in the dojo on the rare occasion you may run a little late. **They cannot wait outside alone.**
3. Please **come in the building** to pick your child up. This is much safer than allowing them to move about the parking lot alone at a time when other businesses are still in operation. Vehicles often speed through our parking lot.
4. If you are waiting in our waiting area during class with other children please ensure they are **supervised and playing quietly**. The women's dressing room has toys for them to play with and is more enclosed. Do not allow them to run around, go behind the counter or on to the red matted area during class. Please accompany them to the bathroom and water dispenser. Do not allow them at any time behind the counter.

Thank you for your cooperation
Shihandai Gary Reburn
Shihandai Cathy Melanson