



Martial Arts Policy

Thank you very much for your interest in the JCCC's martial arts program. Please fill out the attached forms and return to receptionist with applicable payment:

- JCCC Membership Application Form
- Martial Art Application Form (Waiver Form)

Please read the Waiver Form carefully before you sign it.

Policies for Classes: Students are required to be members of JCCC. Membership and class fees are payable in advance. A \$10 administration fee will be charged on returned cheques. The JCCC reserves the right to prohibit the participation of students whose fees are not up to date (i.e. who have not paid in full for the current month by the 15th of that month). Waiver forms must be completed for each student for each martial art.

Fees:

- Martial arts monthly fee is cumulative regardless of the number of times of attendance.
- Fee accumulated may only be suspended by submitting the withdrawal/temporary suspension form to the reception in person or by email, jccc@jccc.on.ca, **in advance**.
- **Without prior written notification, student will still be held responsible for ongoing fee payments in monthly accruals.**

Refund: Any payments made to the JCCC (including membership and class fees) will be non-refundable.

Planned Absences: Whether for travel, work, injury or any other personal reasons, if participants wish to suspend their participation for any whole month(s), and not accumulate fee charges, they can only do so if they submit a temporary suspension form **prior** to taking time off (available at JCCC reception or at www.jccc.on.ca). Please note that verbal notification without written notice will not be acknowledged.

The participant must be absent for at least one full calendar month (i.e. the 1st to end of month) to be exempt from fee obligations.

Those who have already paid in advance can have their paid fees deferred. Without written notice, the JCCC will hold participants responsible for ongoing fee charges.

Withdrawal from Program: If participants wish to withdraw from the program, they must fill out a withdrawal form (available at JCCC reception, or www.jccc.on.ca) and submit it to JCCC reception **prior** to withdrawal. Without formal written notice, the JCCC will consider participants active and will hold participants responsible for ongoing fee charges. Please note that verbal notification without written notice will not be acknowledged.



PICK UP & DROP OFF GUIDELINES

For registrants 12 years old or under, parent/guardian must read and sign at the bottom.

1) Pick up and Drop-Off

We would like to remind everyone that the JCCC is a public space. While the classroom environment is supervised, our large building facilities have many rooms and corridors which we cannot guarantee are monitored at all times. Therefore, we would like parents to adhere to the following procedures for the safety of your children.

- a) They must be dropped off only when instructors are present and ready to receive them.
- b) They **must not** be dropped off in the parking lot, or left to enter, exit on their own.
- c) Parents/guardians must be present to receive them outside the classroom promptly at the end of class.
- d) Parents/guardians who are not present to pick up their children will be contacted by the JCCC.
- e) For each child's safety, authorities (Toronto Police Services) will be contacted if a child is not picked up 30 minutes after the end of class, and contact has not been established with a parent/guardian.

2) All children 12 years of age and under must be supervised at all times in the JCCC

- a) They **must not** wander around the building and premises unsupervised.
- b) The JCCC asks everyone to kindly respect the artefacts in the Moriyama Nikkei Heritage Centre, and not run, play, or climb on any exhibits, rocks and wall in the Heritage Centre.
- c) Children **must not** play in the stone gardens around the building and premises.
- d) Children who are waiting for their parents/guardians must sit inside the classroom and not wander around the building. For martial arts students, they can wait in the waiting area just outside the classroom.
- e) Children who are waiting for their parents to finish class can sit inside the classroom where parents are participating, and not wander around the building.
- f) Children who are waiting for other siblings to finish class should wait with their parents, and not wander around the building.

These guidelines are being implemented to ensure that all participants – especially our young members – remain safe. In order to ensure everyone's safety, the JCCC Staff and instructors reserve the right to ask anyone whose actions are contrary to our policy to be dismissed from programming.