

FALL 2021 TCMA Added Policies & Changes During Covid19

The following additions to our policies will be in effect until further notice. All previous policies are listed without updates in your student handbooks and are still in effect. We are doing our best to make Tiger's Claw Martial Arts, Inc. the safest environment we can. Please understand this is a huge change in our Family Friendly atmosphere. We are working to make the best of where we are now. Please expect changes as we know Covid19, CDC & NJ Health Dept will dictate guidelines and procedures for the future.

Business Policy:

- **Registration Forms & Covid Policy Forms** will be emailed prior to your first class. Everyone attending In Dojo or on Zoom you must bring or email your signed form the day of your first fall class or for your trial class.
- **Tuition** due on the 15th of the month prior, (Sept tuition & reg fee is due on Aug 23rd). Please PAY on time as some classes are full and space is limited, to hold your spot. You can pay by: Auto Pay, Online Self Pay with a Credit Card or in person for cash or checks only. **No refunds** once tuition is paid.
- **Make-up Classes** are **not guaranteed** for In Dojo or on Zoom. Space is limited, and you may be offered a Zoom class instead of In Dojo, etc. IF we have to close down because Covid19 we will immediately switch all classes to Zoom for the remainder of that month. There will be No Refunds, Makeups, Holds or Credits for tuition if a shutdown occurs.
- **Schedule/Policy Changes:** Expect changes to occur. We will make sure to announce schedule/policy changes in advance when possible.

When present at TCMA:

- **Masks must be worn** at all times once entering the building and during class (regardless of vaccine status).
- **Lobby** the use of our lobby is strictly limited at this time. PLEASE only **ONE GUEST** per student, if necessary, NO siblings or additional guest are permitted until further notice. **DROP OFF is highly recommended** for students in all programs above Little Tigers. Keep your social distance while in the lobby.
- **BATHROOM** the bathroom is for emergency use ONLY. If you use the bathroom, please notify a Sensei before or after class. Wash your hands after use. Thank you for understanding.
- **FRONT DESK & PROSHOP** We are available by phone or email for any schedule changes, enrollments, Pro Shop purchases or questions. All sales should be arranged prior to 3:00pm for a pick-up.
- **ARRIVAL/DEPARTURE** all classes will start on time and the doors will only open 5 mins prior to class. Do not drop off or come in earlier than 5 mins. Anyone entering our Lobby must be masked, use hand sanitizer and have a no touch temperature check. PLEASE pickup on time. Exit on the staircase using social distancing and "wait upstairs" if someone is entering the building. Please exit the building immediately after class so we can clean and prepare.

STUDENT PROCEDURES FOR IN DOJO CLASS: Students PLEASE READ!

- **AT HOME** Before leaving home please wash your hands and use the bathroom. The dojo's bathroom is for emergency use ONLY. Thank you for understanding.
- **At this time Masks must be worn** at all times once entering the building and during class regardless of vaccine status. We will have the windows open so our summer uniform Pants & TCMA Tee shirt is fine for all ages and ranks this Fall. Gi tops are optional but a good idea during cooler days. We do not recommend socks as they increase injuries. If you wear socks they must be gripper sport socks. We will permit Masks breaks as needed.
- **No FOOD** is permitted. Water will not be sold. If you bring water leave it in your cubby and make sure it is labeled with your name.
- **ENTERING The Dojo** We will not be using rank order. Your Sensei will tell you which spot to take. Once you are on your spot, please do not leave your area without permission from your Sensei. You can stretch and practice Kata while waiting for the Bow In.
- **EQUIPMENT** No dojo equipment will be shared between students during class unless sanitized between uses. Do not share any personal sparing gear.
- **SPARRING:** No contact sparring or close contact drills at this time. No Kiai or shouting.
- **YOUR SENSEIS** are here to help you. Just ask them for assistance if you need it.
- **EXITING the Dojo** After the bow out wait for your Sensei to dismiss you so you maintain social distancing. Use the hand sanitizer and go to your cubby for your shoes. Wait on a social distance marker if your ride is late. Exit on the staircase using social distancing and **“wait upstairs”** if someone is entering the building.

DOJO CLEANING PROCEDURES

Tiger's Claw MA has always prided itself on its high standards when keeping our dojo clean. We are stepping up those standards and doing all we can to maximize our cleaning procedure. We are following the CDC/EPA Cleaning & Disinfecting Guidelines.

- After each class all equipment & touched surfaces will be cleaned with CDC approved disinfectant
- Each day the dojo floor will be cleaned with CDC approved disinfectant
- Each day the Stair Railings, Door Knobs, Chairs and Cubby will be cleaned with CDC approved disinfected
- Counters and tables will be cleaned & disinfected
- Bathroom will be cleaned & disinfected
- ALL Electronics cleaned & disinfected
- Ionizers are used each night when building is vacated.