



**RELIONCE**  
**SELF DEFENSE, INC**  
*To Empower the Powerless*

## Policy and Procedures

### *Attendance Policy*

It is the responsibility of the parents to make sure that their registered participant is on time for the training session. Students are to report to the gymnasium or appointed location at the scheduled hour. To assure the safety of each of our students, ReLIONce Self Defense requests that each member arrives on time to assure adequate participation in the group warm-up drills. Should your registered student miss a scheduled training session, there will be no make-up classes or refunds. Please note that **ReLIONce Self Defense will follow the entire school calendar**. Therefore, if school is not in session, there will be no training classes held on that day.

### *Pick-up Policy*

The safety and well being of our children is a primary concern for ReLIONce Self Defense and the FLEC administration. There have been some very visible proactive steps taken this year to assure the safety of each student in attendance at FLEC. In order for ReLIONce Self Defense to continue with our high level of care and safety, we ask that all students who are not actively participating in a training session or who's parents have not arrived for pick-up after class, to please immediately report to an after care staff member.

### *Payment Policy*

ReLIONce Self Defense payments are **\$85 per month per student**, provided the student enrollment is maintained between 12 and 16 active registered, age appropriate participants per training group. Throughout the course of the school year there will be **two additional annual fees**. The first will be a **\$25 membership fee** which allows for national certification with **Jujitsu America** that will be due with the first payment of the year. This annual fee is collected once a year in order to provide our students with rank with-in the Jujitsu America organization. The second fee of **\$25 will cover testing and promotions** that will be issued at the end of the school year based on the students individual progress.

## ***Annual Fee Policy***

In order to provide your school with the most complete and cost effective self defense training program, ReLIONce Self Defense has structured the above annual monthly fee. Throughout the course of the year, there will be several months that will provide five weeks of training instead of the normal four week month. ReLIONce Self Defense will maintain the fixed rate of **\$85.00 per month** whether it is a short or extended month or whether the student attends all or none of the scheduled training sessions.

## ***Late Payment Policy***

Payment is due on the first Friday of every month. Please make a note of this. Any payment received after this date will be considered late and will be charged a **\$25.00** late fee. For your convenience, a secured drop-deposit box is located behind the front desk in the main office of Mrs. Pam Callwood. Please feel free to drop off your deposit any time during the week prior to the due date to assure on time payment. Additionally, your payment may be mailed to ReLIONce Self Defense. Please see our staff for more detailed information. If payment is not received by the second Friday of the month, your account will be frozen until further arrangements have been made with a ReLIONce Self Defense training instructor and your registered student will not be allowed to participate in any scheduled training sessions.

## ***Withdrawal Policy***

To officially withdraw from the ReLIONce Self Defense program, a parent or legal guardian must complete a Withdrawal Form, available upon request, and provide a two week written notice to the ReLIONce Self Defense instructor. Once a student withdraws from the program and then decides at a later date that he or she wants to return, it will be up to the sole discretion of the ReLIONce Self Defense instructor to reject or accept the applicants request for readmission to the program. If rejected due to class size limitations, the student will be placed on a waiting list.

## ***Discipleship Policy***

It is the policy of ReLIONce Self Defense to assess the progress of each participant during the scheduled training sessions. Periodically, the need arises for discipleship (discipline) when a student becomes noncompliant or continually disruptive during a training session. Should the need arise for discipleship intervention, there will be a verbal warning given. If the behavior continues, the student will be withdrawn from active class participation until the behavior issue is resolved. Should the disruptive behavior be unresolved after the above interventions, a parental consultation will be called by a ReLIONce training instructors, at which time the future training of the disruptive participant will be determined without tuition reimbursement.

**I have read and agree with the above policies of ReLIONce Self Defense training program.**

Parents Signature \_\_\_\_\_

Date \_\_\_\_\_