



Student Handbook

Updated 2/15/10

Welcome to California Wushu Academy!

Congratulations on your decision to challenge yourself towards personal excellence! The purpose of this pamphlet is to make your start with our school easy and comfortable. If after reading this pamphlet you have any questions please feel free to contact Coach Peter or any of his assistants so that we can better serve you and your family.

General Guidelines

How to Keep Up-To-Date with CWA:

- Subscribe to our mailing list to stay up-to-date with the newest information about any future events in our school! To subscribe, send your full name and e-mail address to info@cawushu.com so we can add you to the mailing list for our e-newsletter.

Eating and Drinking

For safety and hygienic purposes, no eating, drinking, smoking, or gum chewing is allowed in the training area.

Storage Area

Storage shelves are provided for students to store personal items, bags, and backpacks during class. **These shelves are for use during your class time only**, not for overnight storage. All items left at the end of the day will be cleared out and placed in the lost and found box; unclaimed items will be donated to Goodwill at the end of the year. **All bags and shoes must be placed into shelf if there's space available. If the bag is too big or the shoe racks are full, then please place neatly and organized one next to the other.**

Lost and Found

If you have lost something please ask your instructor to help you locate it. In case something is left at the school, please call immediately and we will try to locate your item and hold it until your next class. CWA is not liable for anything left in the school overnight.

School Policies

Class Schedule

- Please attend class according to the schedule of your belt level.
- Schedule is subject to change.
- School will be closed on most national holidays.
- CWA will hold special events throughout the year so remember to check the *Information* in our school for more details of upcoming events.

Arrival and Dismissal

Students should arrive at least 5 minutes before class and be picked up promptly when class is over. Due to job responsibilities, our staff members are unable to supervise students/children when the class is over.

Attendance

Attendance is the key to progress in our program! We highly recommend that you attend class **at least twice per week**. After you enroll in our school, a Student ID Card will be issued to you to help us keep track of your attendance. If you are planning to go on vacation for more than one week, please let the office know if you or your child will be absent from class.

Salute

Students must "salute" at the beginning and at the end of each class. A Wushu "salute" is made by making a fist with your right hand and an open palm with your left hand, and bringing them together in front of you at shoulder level. This salute is also performed at the start and end of all Wushu forms in competition.

When saluting your instructor at the beginning of class, please greet your instructor by saying “Lao shi hao” (pronounced like “lao-suh how” or “lao-shuh how”)—this is to show respect to your “lao shi” (teacher) and means: “How are you teacher”

When saluting your instructor at the end of class, please thank your instructor by saying “Xie xie lao shi” (pronounced “sheh-sheh-lao-suh” or “sheh-sheh-lao-shuh” which means: “Thank you teacher”)

Please ask if you would like any help pronouncing these phrases! Remember, if you arrive late you must salute the instructor before entering the class.

Warm-up

For you and your child’s safety, please arrive on time. Doing the warm-ups before class is a very important part of the student’s class and is required for safety reasons. Students arriving more than 10 minutes late will not be allowed to participate in class. However, if space permits you to warm-up on the side—then you can join the rest of the class to practice after adequately warming up.

Dress Code

- Your appropriate color belt must be worn to every class.
- Appearance must be neat and clean. For safety reasons, hair must be tied back from the face during class time.
- Please remove any jewelry/accessories before starting class.
- All street clothes and shoes should be left in the shelf by the entrance. No street shoes will be allowed on the carpet.
- Valuables should be left at home. CWA is **not** responsible for lost or stolen items.

General Policy & Notification

- CWA reserves the right to refuse instruction to uncooperative students or guardians. **Students displaying disorderly conduct before or during class will be asked to leave the class.**
- Parents are encouraged to pick up and drop their children off within 10 minutes of class time.
- Use your own weapons / equipment.

Code of Conduct

1. Always salute the coach before and after class even if you are late or leaving early.
2. Be supportive to our school while enrolled at CWA.
3. Be well rested and fed, and drink enough water before attending class.
4. Cell phones should be set on silent or turned off during class.
5. Do not eat in the classroom.
6. Don’t coach another student in class unless asked to by the head coach.
7. Don’t talk when the coach is addressing the class.
8. If you have any problem understanding any of your movements or if something seems confusing to you, tell the instructor right away so he can help you. Don’t ask another student because he or she may have the same question. Always ask your instructor. This is very important.
9. Please stay quiet when not in class so you don’t disturb the class in progress.
10. Show respect to your teachers, classmates, and school. Any disagreements should be handled after class with the head coach.
11. Students must always be dressed in uniform for class, which includes shirt, pants, shoes, and sash.
12. To avoid any confusion on your training at CWA, you should not train or be taught from any other Wushu source.
13. **Wushu Team** – contact Coach Peter if you can’t make it to any Wushu Team practices.

Visitors and Spectator Policy

All parents must hold their questions until after class or arrange an appointment with the instructor. For safety reasons it is important that we teach the students without interference. Due to insurance restrictions and for the safety of you and your child, no one is allowed in the training area before class without an instructor. Siblings and friends that are not enrolled in class must remain outside the training area during class times (even those supervised by a parent).

Tuition and Payments

- California Wushu Academy may close the school on national holidays or for the purpose of special events, and a period not exceeding four weeks per year for necessary maintenance and other purposes without affecting scheduled tuition payments.
- CWA does not refund or transfer registration and tuition fees.
- Rates are subject to change without notice.
- Students are responsible for any costs of collection, including but not limited to reasonable collection agency fees, court costs, reasonable attorney’s fees, and applicable late charges that may be incurred for default payments.
- **Due to a more demanding curriculum, tuition increase will apply for all students advancing to the intermediate/advanced (Red Sash) stage.**
- There will be tuition difference between programs. Feel free to talk to our front desk about any questions or concerns you may have.
- The membership fee does not cover any extra expenses such as exams, weapons and merchandises.

- Tuition is based on a 4-week month and a 48-week year. **Some months include up to 5-week classes and the billing will not be increased, thus billing will not be adjusted for holidays observed.**

Written Notice to discontinue for ongoing membership

Tuition Payments are automatically withdrawn via debit/credit card on file on the first of each month. If you wish to drop a class written notice must be given to the front desk at least two weeks before the end of the month. A late fee of \$10 will be assessed on the seventh of the month to all accounts with a balance due. Additional late charges accrue at 30-day intervals. A \$29 service charge will be applied to all returned checks.

Written Notice to suspend your ongoing monthly membership

Tuition will be charged until the office is notified in writing of the intention to **suspend. The membership privileges and payments will be on hold and will resume on the month you specified.**

Notice of Diseases

If you suspect that your child is not feeling well in the morning, do not send him/her to school. Children with any of the following symptoms should be kept at home until they have fully recovered:

- Common cold-especially during the first three days. Rest and care during the early stages often prevent later complications.
- Any skin rash, unless diagnosed by a physician as noninfectious.
- Fever (over 98.6 degrees).
- Nausea or vomiting.
- Head lice or their eggs (nits).
- Communicable diseases-These include chicken pox, mumps, rubella (German measles), rubella (red measles), whooping Cough, Streptococcal infection, including scarlet fever. Notices will be sent to parents/guardians of children who have been exposed to a communicable disease. Please notify the school office should your child contract such a disease so that we can inform parents of exposed children.

Curriculum

Little Stars

- Children program takes approximately 2 years to complete.
- After completing the little stars program the next step will be the **PURPLE** sash in the children’s program or if the kids are not yet of the age of 7 they remain in little stars brown belt and learn the children purple sash form.
- This program is designed to prepare young children for an easy transition to the children’s program.

Children’s Program

- Children program takes approximately 5 years to complete.
- After completing the kids program the next step will be the basic weapons class in the teens/adult program or if the kids are not yet of the age of 12 or up they remain in kid’s black belt and learn the basic weapons.
- The time to complete one level depends on the individual’s effort and attendance.

Teens/Adults Program

- Wushu program takes approximately 5 years to complete.
- The time to complete one level depends on the individual’s effort and attendance.

Styles Taught

Long Fist (Chang Quan), Southern Fist (*Nan Quan*), Broad Sword (Dao), Spear (Qiang), Straight Sword (Jian), Staff (Gun), Drunken Boxing (Zui Quan), Ground Falling Boxing (Ditang Quan), Drunken Straight Sword (Zui Jian), Double Broad Sword (Shuang Dao), Horse Cutter (Pudao) and Whip Chain (Jiu Jie Bian).

Belt Levels

Little Stars (30 mins)	Beginner (45 mins)	Intermediate (1 hr)	Advanced (1 hr)	Wushu Team (1.5 hrs)
White	White	Red	Black	Red
Gold	Gold	Red1	Black1	Red1
Orange	Orange	Red2	Black2	Red2
Purple	Purple	Red3	Black3	Red3
Green	Green		Black4	Black
Blue	Blue		Black5	
Brown	Brown		Black6	

For a student attending class **twice a week**, it will normally take **3 months** per belt to graduate from White to Blue, **6 months** from Brown to Red, **8 months** per belt from Red to Black and **1 year** for each belt from Black on up. However, the time to complete one level depends on each individual’s effort and attendance.

Stripes and Sash:

Between each belt tests students take stripe tests. This helps to keep track of each student's progress. We distribute color stripes to indicate the student's advancement in their level. Each student is required to have their belts present in order to receive their stripes. When it comes to the time where the student accumulates all 8 colors of the stripes (there will be only 6 color stripes for little stars White to purple belt) on their sash then they will be allowed to participate during testing at the end of the month.

Testing

There is a **\$35 testing fee** per belt level (\$100 for Black Belt). Little Stars and Children class students will receive their new sash, trophy and certificate. Teens/adult student will receive a new sash and certificate. Students who are past due on tuition payments will not be allowed to test until all past due payments and associated fees have been paid.

Transfer between programs

Student transfers to different age groups and programs are limited to a 1-week trial period, after which the student must enroll in the new program. If still unsure of new program after the 1-week trial, the student is allowed to continue on with a 1-month trial with payment of the difference between program prices.

Other Information

Wushu Team

The "Wushu Team" is a very special and elite team of exceptionally dedicated students. The Wushu Team is not for students who just train recreationally, or those who often miss class and do not give their very best while they practice. The Wushu Team is for students with great attendance, a positive attitude and who are committed to earning their membership on the team. **All Wushu Team members are required to purchase a silk uniform.** Please see the front desk for more information about colors, sizing and ordering.

Special Exclusive Discount Offers

- Siblings of current CWA students are eligible to receive a **10%** discount on enrollment if the student and their sibling are also enrolled in a 1-year program. Discount given will be based on **whichever is lower.**
- An exclusive discount will be given to students who renew their contracts earlier than their expiration dates.

Please see front desk for the exact discounted rates of these offers.

Chinese Wushu Weapons

All Wushu weapons are available at our academy. Rules on weapon usage are strict and breaking the rules will result in the student being dismissed from class. Any broken or damaged weapons must be replaced.

Word from Coach Peter

Welcome to our school. If at any time you have any questions or concerns, please feel free to talk to me or to any of our staff members. I wish you all success in your life and your training at our school!

*Peter Hoogduin
Head Instructor*