



September 24, 2015

Dear Parent/Guardian,

Welcome to the Moon Parks and Recreation Karate program. We hope you will enjoy this fun and educational program. We are grateful to the instructors for allowing us to offer this program at an affordable cost. I would like to take this opportunity to explain the rules and regulations of the Karate Program:

Fees & Payments

1. All payments are due **prior** to the 1st of the month. **Any payment received after the 1st week of the month is subject to a \$5.00 late fee.** Check payments (made out to Moon Parks) will be accepted at class. Cash and Credit Card payments will be accepted at the Park office at Robin Hill. On-Line payments are available through our website at www.moonparks.org. INVOICES will not be sent out.
3. Anyone choosing to pay the first three months will receive a uniform. If you do not choose to pay for the first three months, uniforms can be purchased directly through “Integrated Karate Systems – Ken Wolf.”
4. Any additional fees such as uniforms/testing/equipment/tournament fees must be paid directly to “Integrated Karate Systems – Ken Wolf” – 412-299-7924 or email kennethwolf@verizon.net. **PLEASE NOTE: All items listed in this section are optional and are separate from the monthly program through Moon Parks and Recreation. You are welcome to contact the instructors directly with questions and concerns.**
5. Refunds will **ONLY** be made if you do not attend any classes during that month. ALL refund requests must be made, in writing, within sixty (60) days after your payment is received. If you receive a free uniform, you will be charged a one (1) month fee.

Facility Use

1. Those parents/guardians/siblings wishing to stay during the class must remain outside the classroom, unless notified by the program supervisor.
2. Anyone failing to abide by these rules will not be permitted to stay during the classes.
3. As always, we encourage you to drop off and pick up your child (leave a contact number). Your child must be checked out by a guardian on the sign-in, sign-out list unless prior arrangements are made with the program supervisor. Identification will be required for pick up.
4. No food or drinks are permitted, except for water.
5. As you may or may not be aware, classes will overlap during the season. For example, one class ends at 7pm and one class is scheduled to begin at 7pm. We ask that you do not arrive more than 5 minutes prior to your class.

Cancellations

1. Dates and times are subject to change. Classes may be cancelled at any time due to meetings, events or other activities in the building.
2. If classes are cancelled, participants will be notified by email if cancellation is made during office hours. We will post it on our website at www.moonparks.org. Please check Park Alerts for any changes or updates to any of our classes, events or programs. PHONE CALLS will not be made.

Class Attire

1. Uniforms are NOT required to participate. Please wear comfortable clothes (ex. Sweatpants, shorts, t-shirts).
2. Socks are **REQUIRED**.

As you are probably aware, the high school is a very busy facility with many user groups. These rules are in place to make everyone's use enjoyable. We also wish to prevent building damage and increase building security.

I hope you enjoy this great program and the great instructors from Integrated Karate Systems. Please feel free to contact the park office with any questions or concerns at (412) 262-1703 or info@moonparks.org.

Sincerely,

Amy Ottaviani

Amy Ottaviani
Assistant Director