



Little NINJAS

*Martial Arts Activity Class
for Children 5+6 years*

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Welcome!

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This document just contains a brief introduction to the Little Ninjas programme at the Black Belt Academy.

You'll find lots more information online, but if you have any queries at any time, please don't hesitate to ask.

Introduction

Little Ninjas is a martial arts themed activity programme for children of 5-6 years.

It offers a fun, friendly environment for your child where they can gain an excellent introduction into the world of martial arts training. It can be thought of like a martial arts pre-school which encourages good discipline, focus and respect for both self and others, whilst developing core skills which will not only be beneficial in the martial arts but more importantly, key life skills as well.

I'm sure that you will agree that Martial Arts training is a great way to help your child to develop valuable life-skill such as Confidence, Fitness, Self-Discipline, Control, Focus, Teamwork and much more.

The Little Ninjas programme helps to improve younger children's basic motor and listening skills. These skills will help them enter society with a more confident and enthusiastic outlook. They will become better students at school, better listeners at home and more ambitious towards the future.

We believe the time between the ages 4 and 6 are the most important years of a child's development. Our programme will enhance positive development in a fun and motivating way.

In the Little Ninjas classes, your child will be exposed to positive social interaction. They will learn how to work with others and follow directions from their instructors.

It's the ideal foundation to prepare them for our junior martial arts programmes when they're a little older, and indeed most of our junior black belts began their journey as a Little Ninja.

One key factor which makes the Little Ninjas programme so effective is that progress is based on continual assessment, and does not rely on the students remembering complex techniques or sequences. They will learn that perseverance, regular attendance and good attitude in class all pay off with progress and rewards.

The Little Ninjas curriculum consists of developing 10 Skills that are useful for life or any physical activity. We'll summarise these in the next couple of pages.

Upon completion of our Little Ninjas Programme, your child will become focused and motivated to achieve any goal they set in life!

Weekly Themes

Progress in the Little Ninjas programme is not based on 'testing' but on regular attendance and development of all the 10 core skills which form the themes for each class.

Discipline

Our instructors use the Little Ninjas drills to help create the vision that discipline is fun and rewarding. Your child will take pride in doing the right thing. Your child will also follow direction better.

Focus

This skill will help your child's aim, listening and reaction skills. They will excel faster in any physical activities. Your child will also become a better listener and a more focused student in school.

Fitness

It is important for children to understand the importance of being healthy and physically fit. If your child does not burn off excess energy, how will they burn it off?

Balance

This skill is crucial to develop at an early age. Your child is beginning to participate in many physical activities that are challenging, like riding a two-wheel bicycle. Your child will develop good balance and a better posture.

Coordination

Your child will learn left from right. They will become better physical participants in sports and activities. The better coordination your child has, the fewer injuries your child will sustain.

Control

Having control means making good decisions. Whether your child is handling a pet or handling a problem, he or she will learn to make the right decisions. Control builds confidence.

Martial Arts

An introduction to the basics of the Martial Arts skills learned in our junior martial arts programmes.

Agility

Agility drills to help improve coordination, speed, power and skill which benefit all kinds of physical activity.

Teamwork

Teamwork is necessary for a young child to develop. The more your child is willing to work with others, the more he or she will accomplish. Your child will develop character, which will help him or her make new friends and become a better leader in life.

Memory

Developing a good memory is exercise for your child brain. The sooner your child exercises, the smarter he or she will become. Our drills are constantly helping your child think and make smart decisions.

Belts

The Little Ninjas belts are white with a coloured stripe as shown here down the middle, as shown here:

Weekly Stripes

Each week, on completion of a class, the students will receive a stripe for their belt, which is labelled with the topic for that week.

Every sixth week we have a general 'catch up' class with a little of each topic.



Stripe Colours	
0-3	White
3-6	Yellow
6-9	Orange
9-12	Green
12-15	Blue
15-18	Purple
18-21	Red
21-24	Brown
	Black*
<i>Any student attaining little ninjas Black Stripe will then need to move up to the main junior class.</i>	

Requirements for belt promotion

There are no examinations in Little Ninjas. The belts are simply awarded based on the student having good attendance and good behaviour in class.

In order to progress to their next belt a student must have at least 9 stripes and at least 75% attendance for the quarter.

Graduation Events

The Ninjas programme runs to the same quarterly cycle as our main martial arts classes, and we all get together for a graduation evening at the end of each quarter to celebrate our progress and present the students with their new belts, certificates and star badges they've earned this quarter.

The graduation events are held at the Chantry Centre in Dursley on the last Thursday of each quarter, i.e. March, June, Sept and the last Thursday before Xmas (unless that's xmas eve when it'll be a week earlier).

The dates are always posted on the website calendar, and there is a countdown reminder on the members noticeboard

www.blackbeltacademy.info/calendar

All the classes get to do a little demonstration at the graduation event, so students should come in their uniform, and don't forget to bring your camera and invite your friends and family along to support the kids!

Note: Graduation is considered a public event, and photo/video recording is allowed



Moving on up to Martial Arts!

Little Ninjas really is aimed at the 'little' kids, and the format of the classes is specifically designed for the five and six year olds.

By the time they're approaching seven years you'll usually find they're getting itchy feet and may be ready for a more structured traditional martial arts programme. So, whilst they will always be welcome to complete their current membership, if they're approaching their seventh birthday it may be time to consider enrolling them in the main junior martial arts programme, the **'Black Belt Training Course'**.

As the Little Ninjas programme does include some of the simple martial arts skills, and many of the same drills from the junior beginners class it is usually a pretty seamless transition and it is quite appropriate for a Little Ninjas graduate to enrol straight into the 'Black Belt Training Course' programme.

Should you be part way through a Little Ninjas membership at the time, we'll credit any remaining value in your Ninjas programme towards the new course.



Notes:

1) Availability

Our junior classes are very popular, and we do limit the number of children in the class to ensure we can maintain the standards and structure we require in class.

This does mean that sometimes we have a waiting list for new members so please check on availability before making any promises to the kids, as on occasion you may need to wait a while for a place. Usually this will be no more than three months until the next graduation when some of the beginners move up to the experienced class.

2) Timing of class transfers

Due to syllabus differences between different programmes, we only allow class transfers at the beginning of the quarter, right after graduation, but if you are looking to move up to a new programme, please discuss this with us ASAP, so we can ensure you're on the list if places are limited.

Useful Information for all new members

*Please remember this is a LOT more information in the members
section of the Academy Website: www.BlackBeltAcademy.info*

Etiquette In Class

The martial arts training hall (dojo or dojang) is a special place reserved for the students to practice in a disciplined environment. To maintain a proper training atmosphere within the training hall ('dojang') it is important to remember correct protocol.

Students: Conduct within the Dojang

- When entering or leaving the dojang you should take a moment to pause and bow. This is a moment to remind yourself that you are here to focus on the lesson and to leave outside concerns behind. This symbolic gesture is an opportunity to get yourself in the right frame of mind to train and at the end of class to remind yourselves that you must always treat what you have learned with the utmost respect.
- When you enter the hall, you should wait quietly until the instructor tells the class to line up. It is not appropriate to be running around the hall or playing 'tag' etc.
- Whilst inside the dojang you should focus all your attention on your training activities and refrain from chatting about other topics etc. until after your class has finished and you have left the hall.
- Instructors and Black Belt students should be referred to by their appropriate title and surname at all times, i.e. **Master Olpin, Mrs Williamson, Mr Hirst** etc.
- When addressing an instructor directly you should refer to them as Sir or Ma'am as appropriate to their gender.
- All enrolled students should attend class in proper uniform with their belt tied,
- When a class is in progress you should not leave the training hall for any reason without permission from an instructor or leadership team member.
- There's no such thing as a silly questions, but please don't shout out or interrupt the instructor. If you have a question or comment, please raise your hand first and wait until invited to speak.
- Should you need to leave the dojang to get a drink or use the toilet, you should raise your hand and seek permission from an instructor first.
- It goes without saying that a high standard of personal hygiene should be maintained at all times and finger & toe nails should be kept short and well trimmed.

Please remember, this is not simply a matter of courtesy. It is a condition of your membership that all students, parents and guests observe proper protocol within the school at all times.

Parents and Visitors to the School

These rules apply to ALL visitors, including parents who are staying to watch their child's class.

- Please remember to set an example to the children by following the same protocol as required of a student. This includes bowing when entering or leaving the dojang and using formal terms when addressing an instructor.
- Inside the training hall, please remember that we should all address one another in polite and respectful terms. Instructors should always be addressed by title, i.e. Master Olpin, Mrs Williamson, Mr Hirst etc. and please don't feel awkward if we address you as Mr/Mrs/Miss in front of the children.
- Students should not enter the class until their class begins. Please wait quietly in the corridor until invited to enter by an instructor or Leadership Team member.
- Until the class begins, it is your responsibility to keep an eye on your children. They should not be permitted to run around the hall/play 'tag' etc.
- If you are watching a class then you are expected to do so quietly and to refrain from talking.
- The fundamental rule which you must remember is that the dojang is not a social club but a special place reserved for the practice of the martial arts. You would not sit in your child's maths class and talk over their teacher, so please do not do so in our martial arts classes either.
- If you do wish to talk to other parents please remain in the cloakroom for the duration of the class and keep your voices down.
- It is essential that the sole focus of your child's attention is on the instructor in charge so please do not interrupt the class or try to 'coach' your child from the back as this is both distracting for the students and undermines the authority of the instructor in class.
- If you need to bring younger children with you then please remember they must not be allowed to disturb the class.
- Please note that smoking, alcohol and the exercising of animals is not permitted on any part of the school premises.

These are just the basic rules applicable at all times. Should you require clarification of any points please ask an instructor or please refer to the Academy Website and the terms printed on the back of your Membership Agreement.

Attendance

Progress requirements

Progress in the martial arts is based on consistent training and Little Ninjas is the same. It is expected that all members attend class on a regular basis to enable them to progress through their belts.

The expectation for belt progression is that a student will maintain an average attendance of at least 75% of the syllabus classes for their programme. This will equate to approx 8/9 classes between each grading examination.

Little Ninjas members need 75% attendance throughout the quarter to qualify for promotion.

Reporting Absence

It is very important that we maintain an up-to-date attendance register for health and safety. This applies to ALL members.

If you are going to be absent from class for any reason please ensure that you call, text or email and let us know before the lesson.

Phone/text: **07973 368304** Email: **admin@BlackBeltAcademy.info**

We check both phone messages and emails at the school when checking off the register so please feel free to use whichever method is easiest for you, but please note, we do not check the Facebook group etc. for such important messages so please do not use these for reporting absence.

Absence due to illness

If you are unable to attend class due to illness please let us know ASAP. Providing absence due to illness is not persistent and does not exceed two weeks in any quarter you will not be penalised when with respect to your belt promotions.

Should you have the medical need need to take an extended leave of absence of more than two weeks due to illness then your programme may be frozen/extended in lieu of this time. In order to qualify this must be agreed at the time with the chief instructor or programme director and we will require a doctors note.

If you budget your payments monthly then please remember that payments must still be maintained during the period of absence.

Student Holidays

Please ensure that you notify the Academy in advance of any planned holidays.

Providing we have been notified in advance of the holiday, and absence due to planned holidays does not exceed 2 weeks in any quarter, you will not be penalised with respect to quarterly promotions or grading examinations.

Classes & Academy Holidays

Academy holidays

We train continually throughout the year except for public holidays and two scheduled 2-week breaks, one at Christmas and one in the summer.

Our summer break is usually the two weeks prior to the August bank holiday, and the Christmas one will be the fortnight following the December graduation

Holidays for 2023 are 14th - 24th August and 25th Dec - 4th Jan

It doesn't matter whether you pre-paid for your programme in full or if you chose to budget the cost monthly - your membership is based on the total cost of your programme and it averages out over the whole programme. In setting the value of our memberships we have allowed for these holiday times. So don't worry - you never miss out during holidays.

School Events/Productions

We have an excellent relationship with Cam Everlands School and they are very accommodating to our regular training schedule. There will however be a few odd occasions through the year when they have an important school event such as a parents evening or school production where we may be unable to use the hall.

This typically only occurs for perhaps three or four evenings per year so on those occasions there will be no classes held. Depending on which nights are affected, we can sometimes tweak the class schedule that week for an odd night to enable some students to get some training in, even if it's not a regular class, but this isn't guaranteed, and students will not be penalised if they are unable to attend such 'bonus' sessions.

Events outside our control

We will endeavour to provide at least the minimum required classes every week in accordance with our regular schedule, but we cannot be held responsible for circumstances outside our control, including but not limited to, adverse weather, last minute cancellations of premises, health and safety restrictions or illness.

If for example the school is closed to pupils due to adverse weather, we must comply with this too, for both the health and safety of our instructors and students alike.

In the event of any officially imposed restrictions, such as the recent national 'lockdowns', we will endeavour to provide a regular schedule of video-based classes appropriate to your membership and current syllabus requirements. These will be available in the members section of the website and published in our private Facebook group

Star Badges

We have four different star badges which a student can be awarded in recognition of their achievements and loyalty to the Academy.

Red Star - Outstanding Attendance

We keep an attendance register for all classes. At the end of each quarter we check each students total attendance, starting from the previous graduation event up to the last class prior to the grading exam.



To qualify for the red star students must have attended of at least 90% of the available classes (including the graduation event which counts as 2 classes). This means roughly speaking that they have not missed more than 1 week (2 classes for Little Dragons, 1 for Black Belt Training Course) during the last quarter.

We take holidays of 7 days or more and absence due to illness into consideration providing the academy is notified in advance of any absence and such absence doesn't exceed 2 weeks in any quarter.

Please note that if a student arrives late for class that class only counts as half a session.

Sorry, no exceptions - *remember this is a reward for truly outstanding attendance.*

Blue Star - Contribution to the Academy

Awarded for special service or loyalty to the academy, such as helping out in class, SWAT Team, Demo team etc.



Blue stars can also be earned for referring new members to the Academy. Each time you refer a friend that joins the Academy you'll earn a blue star and a gift voucher.

Gold Star - Excellence within the Martial Arts

Gold Stars may be awarded at the discretion of the Chief Instructor for an exceptional standard (A Pass) in a grading examination, or for an excellent example set in class.



They can also be awarded when a student collects 5 'reward' clips for recognition of good work in class.

Reward Clips



Gold stars will not be awarded automatically, you need to claim them when you have collected 5 reward clips. In order to receive a Gold star for their reward clips, a student needs to hand in the five clips they have collected in class (this will be checked against our records so no cheating please) and get their name on the stars list for the current month.

Please ensure you tape over their clips to make sure they do not lose them. It complicates things far too much if we keep getting kids coming up to tell us they lost a clip so we cant go handing out replacements for lost clips - sorry!

Silver Star – Achievements from other activities



The silver star is given to recognise an award received for another extra-curricular activities, they are given for the sort of achievements which would normally be awarded a trophy or certificate.

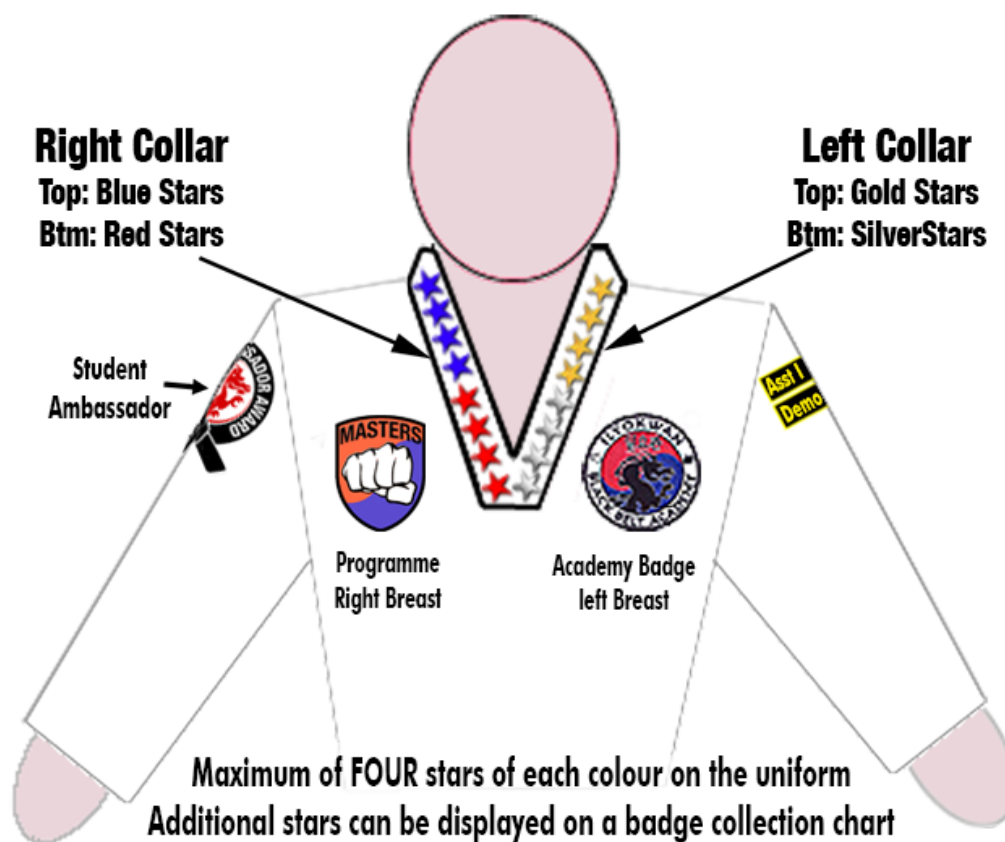
For example:

- Swimming Awards
- Music examinations (recognised certificates)
- Trophies for sporting achievements.
- Special academic achievements (scholarships / extra-curricular special events)
- Charity events (sponsored events etc)

Note: Silver stars are intended for extra-curricular achievements outside of school/martial arts, so they are not given for school certificates for good work in class etc.

Students may earn 1 Silver Star per month, but please note they will only be awarded for achievements received in the current month, i.e. They cannot be 'saved up' until next month and will not be awarded retrospectively for past achievements. This is to fair to newer members and to encourage the children to try to get involved in outside activities on a regular basis.

Badge Positions



Star Charts

A maximum of FOUR badges of each colour may be displayed on the students uniform.

Any extra badges may be collected on a stars collection chart.

Please ask if you need one.



Certificates

If you've been with us a while you may collect quite a few stars.

If you earn four stars of the same colour you can get a certificate to recognise your achievement.

We also have a special certificate if you collect one of each colour.

Collect four of each and fill your collar and you'll earn a very special certificate and an extra white star, which to date has only been awarded to two students ever!

We don't hand these out automatically, so please remind us when you receive your fourth star of any colour and we'll note it in the list for next graduation.



The Academy Website

On the Academy web site you'll find a wealth of information to support your membership, including important dates, news and lots of information to download.

Members-only resources

There is a special private section for Academy members only.

This includes our 'Student Noticeboard' for current news and events, plus lots more information including syllabus topics, printable forms & information to download etc.

This members only section does require a password to enter, which is changed every quarter after graduation. This is simply to protect the privacy of our students when we publish names along with grading results etc.

You should have received a slip with the current password as part of this pack, but if you need a reminder any time please just ask an instructor.



- <https://www.blackbeltacademy.info/members/calendar/>
- <https://www.blackbeltacademy.info/members/noticeboard/>

facebook

If you're on Facebook there are a couple of Academy related areas.

Members-only group

Firstly we have a private group at [facebook.com/groups/ilyokwan](https://www.facebook.com/groups/ilyokwan)

This is a private area for current members only, and new members have to be approved (i.e. we'll just need to confirm you are a student or parent of a student first) before they can see the content of the group.

Nobody else can see that so we can chat there about things without worrying who's reading.



Public Page

We also have a public page, to promote the Academy to potential new members, which you can find at: www.facebook.com/blackbeltacademy.info

It really helps us to get the page seen if you give it a 'like' and 'follow' the page, and of course this is the one you can share this one or invite your friends to like the page too.



Please leave us a recommendation!

If you've got a moment, please stop by the page and give us recommendation. It **really** helps to get the page seen on Facebook, and we'd really appreciate it!

As a little bonus, we'll give you extra VIP draw tickets as a thank-you for your support!

Reviews on other sites

You can also earn extra draw tickets by leaving positive reviews and recommendations for us on other review sites online.

Just let us know where you've left a review and we'll give you some vouchers to say thanks! *Every little helps!*



Please check the page in the members section of the website with links to some of the most popular review places and don't forget to let us know if you've left us a review!

Online classes

During the recent government 'Lockdowns' due to the Coronavirus pandemic, we had to put our physical classes on hold for a while and transfer to video based classes..



As a result we now have well over a hundred video lessons on our Youtube channel.

Unfortunately, Youtube doesn't allow us to have an easy to remember URL (you need thousands of subscribers for that) but if you search for '**Ilyokwan Black Belt Academy**' you'll find us ok. The video lessons are not directly searchable on there, but they are all linked from the 'Online Training' section of the members website, and from there you can easily add the playlist to your own Youtube account to enable notifications of new content.

Ongoing we intend to produce some more video content, including a full set of little ninjas 'catch-up' classes in case you miss a topic, lots of useful training tips direct from Master Olpin, plus some clips from classes, gradings and special events.

Other information:

(including links if you're viewing the PDF version)

- Members Noticeboard - <https://www.blackbeltacademy.info/members/noticeboard/>
- Academy Calendar - <https://www.blackbeltacademy.info/calendar>
- Facebook Group - <https://www.facebook.com/groups/ilyokwan/>
- Facebook Page - <https://www.facebook.com/blackbeltacademy.info/>

Student Ambassador Programme



It is our goal to be the most successful martial arts academy in the area, by helping other families, like yours, get involved in our training.

To do that it is simple, *we need more students like your family.*

Now, we could advertise to get new students but to be honest it's a very ineffective (not to mention expensive) way of meeting the right people. Without a doubt, the most successful way we have of meeting a new members is the direct recommendation of an existing student.

This is how you can help us build our Academy - by inviting like-minded friends, parents and children to try a 30 day trial membership as your VIP guest. This will entitle them to the same offer that you used to sample our classes, save on your membership and receive a free uniform when you enrolled.

Earn your Student Ambassador Badge

To earn your ambassador badge, all you need to do is refer five potential students and complete your first VIP collection card.

For each person you refer you'll get a stamp on your card, fill the card and you'll earn your badge. You'll also earn yourself an Academy gift voucher which you can spend on equipment or events including your grading examinations and other special events.

	Date: ___/___/___
1	VIP Name: _____
2	Date: ___/___/___
	VIP Name: _____
3	Date: ___/___/___
	VIP Name: _____
4	Date: ___/___/___
	VIP Name: _____
5	Date: ___/___/___
	VIP Name: _____

Well done! You've earned your Student Ambassador Patch!

Have you got a collection card?
If not, please ask for one..

Invitations for your friends..

The easiest way to invite your friends is to send them to the website where we have a special page with a message from Master Olpin to welcome our VIP guests and to invite them to the school. All you need to do is pass on this link:

<http://www.BlackBeltAcademy.info/vip>

We've got some special 'VIP Guest Pass' invitation cards which you can give to anyone you'd like to introduce to the school.

There's a space on the card for you to add your name as their sponsor so please be sure to do that so if someone brings us a card we know who invited them! We'll give you a few invites when you enrol to get you started but if you need some more just ask as we've got plenty,

The greatest compliment you can pay your instructor is to refer this school to others..

When you help us. we'll reward you!

When your friends enrol with the Academy, as our gift for helping to grow the school we will give you a gift voucher to say thanks for your support. Even if your VIPs don't go on to enrol with the Academy, we still want to reward you for your support so you'll earn some 'VIP prize draw' tickets too.

VIP draw tickets

Every quarter at Graduation night, we have a prize draw raffle where students can win all sorts of cool martial arts related prizes, including training equipment, gift vouchers etc.

Every time you refer a friend you earn tickets for the draw, and should they visit the school, take an intro or a trial membership you'll earn some extra tickets too. More details on the website.



What qualifies as a 'referral'

- Each new person you refer to the Academy counts as a 'VIP'
- To qualify you just need to give us their basic contact details (we need a name, phone number and email address) and let them know we'll be in touch
- You'll also earn a referral for any person who brings in a VIP card with your name on.
- Fill your card & you'll earn your Student Ambassador Badge and a gift voucher.
- If your friends join the Academy you'll earn extra rewards of more gift vouchers and prize draw entries too!
- Each full card you get the value of the gift voucher goes up!

Please remember:

It's important you only 'VIP' people you've actually spoken to and recommended the school to first.

Please don't give us the contact details until you've done that as we really don't want to 'cold call' or 'spam' people as we really hate that kind of thing ourselves and only want to speak to people who know we're going to be contacting them.

Obviously if someone contacts us and either has a VIP card from you or tells us who put them in touch that will count as your referral too :-)

Useful Contacts

Master Instructor: Richard Olpin 7th Dan

Overall responsibility for all aspects of the school and all matters relating to training.

Mobile: 07973 368304

Email: rolpin@BlackBeltAcademy.info

Programme Director: Mrs Shirley Williamson, 4th Dan

Responsible for student admin, including membership enrolments, renewals, progress checks, grading examinations, equipment sales etc.

Website: www.BlackBeltAcademy.info

Facebook Group: www.facebook.com/groups/ilyokwan

Billing company: For all students who budget their payments monthly, your payments are processed by a company called Debit Finance Collections Plc (DFC).

If you have questions or queries regarding your account please direct your questions to DFC as below.

Tel: 01908 422 007

Email: info@debitfinance.co.uk

Address: Debit Finance Collections Plc
PO Box 6046, Milton Keynes, MK1 9BA

Reference: Your reference will normally be the student's name

