



### Japan Center of NJ GUIDELINES

In our on-going effort to provide the highest level of service to our clients and community, we are asking for your cooperation concerning the following areas:

1. Transportation: Drop off/Pick-up area is located on the SOUTH SIDE of our building. PARKING IS AVAILABLE in our parking lot located on the NORTH SIDE of our building. For everyone's safety and to avoid unnecessary congestion, please use your best judgment when it comes to parking & pick-ups/drop-offs. Please be careful when pulling in and out of Japan Center of NJ onto/from GRAND AVENUE. Please arrive a few minutes before class begins and arrange for pick-ups at the conclusion of your final class of the day.
2. NO SMOKING inside or outside of Japan Center of NJ.
3. Please be mindful of allergies and take your own necessary precautions to avoid any allergic reactions. If you or your child is sick, please be considerate of others. We encourage our clients to wash their hands and follow a good hygiene routine. Shirts and shoes must be worn at all times. Dancers are NOT permitted in the locker rooms and should be dressed in proper attire at all times for class (as stated and approved by our instructors). NO FOOD OR DRINKS will be allowed in studios. Water bottles are permitted. Students must shut off cell phones during class.
4. Peak Cafe was created for everyone- but especially for our Japan Center of NJ parents, family & friends to relax and enjoy time while the students are in class. We ask that you remain in that area (and keep a close eye on your little ones) while our students are in the studios enjoying themselves & learning. We are aware that you like to "observe" – and we will do our best to have our instructors invite you into the studios from time-to-time. Other than during these "invited" times, we kindly ask that you allow our instructors to teach the students. If you need to speak to an instructor, please make an appointment at the front desk as to avoid any scheduling delays (as instructors are usually jumping from class-to-class). **PLEASE NOTE: Kindly refrain from bringing outside food and/or drinks into Japan Center of NJ, and please keep all food items in our designated Peak Cafe area only.**
5. Our classes/instructors are subject to change. We do our best to accommodate your needs, but ultimately the students are placed in a class(s) after our review/evaluation. We strive to bring out the best in each and every student- and to have this experience be as rewarding & as memorable for all. Please help us help all of you. We kindly remind you that there are no make-up classes or refunds.
6. The KICKBOXING Gym is to be used during class time only. An official FITNESS CLASS SCHEDULE as well as other schedules, events & happenings are available at our front desk and also posted on our Japan Center of NJ COMMUNITY BOARD. Check out our official website and social media sites for updates.
7. Inclement weather issues and questionable holiday closings can be resolved by calling our Japan Center of NJ voicemail: 201.377.8005 and/or by checking our official Japan Center of NJ media site updates (facebook/instagram). We ask that you follow us on our social media sites and make sure that your phone number(s) and email address is correctly noted on your Japan Center of NJ file, so that we may be able to reach you in the case of emergency.
8. Japan Center of NJ is not a playground or skate rink, so please refrain from any horseplay, rollerskating, skateboarding, or running up & down the hallway. All experiences should be positive and uplifting. We thank you for being a part of our Japan Center of NJ family!