After-school Program Registration FYI:

PIF Savings: Paid In Full (PIF) amounts are non-refundable.

Terms: Installment Payments will run consecutively (through winter and spring breaks) and may not be frozen, stopped, or paused for any reasons.

Add-On Options Enrollment: These options will only be applicable while Fairfax County Public Schools is operating with limited in-person classes. They will be removed from your account when this changes, or when EMA is no longer offering them.

Winter & Spring Break: The After-school Program is closed during these breaks (any scheduled installment payments will still run during this time). Optional camps may be offered at select locations for an additional cost.

Cancellations: A member may cancel his/her After-school Program Agreement if he/she relocates to a school that is not being serviced by Elite M.A. Center's After-school Program by providing a 30-Days Written-Notice. Any payments scheduled during that time frame will run as set up. Additional proof of relocation may be required for cancellation of memberships. For all other reasons, memberships may be cancelled with 30-Days Written Notice (all scheduled payments will run during that time) and an additional \$500 charge.



 Springfield:
 6230-C Rolling Road, Springfield, VA 22152
 703-644-4889

 Burke:
 9568 Old Keene Mill Road, Burke, VA 22015
 703-372-5877

 Kingstowne:
 6457 Old Beulah Street, Alexandria VA 22315
 703-971-8560

 Fairfax:
 9514 Main Street, Fairfax VA 22031
 703-425-8425

AFTER-SCHOOL PROGRAM REGISTRATION FORM

(return this page to EMA)

Buyer Name:	Home Phone:	E-mail Address:
Address:	City:	State: Zip: Relationship to Student(s):
Student's Name:	DOB:// DOB://	Age(on 1st day of school) : (
	Programs Selections	
1. AFTER-SCHOOL ONLY: 1-2 Days 3 days	-	Begins: Ends: Grade:
	Mon. Tues. Wed. Thurs.	
 a) Days for AMP Extended Option (\$27): (Days that you have already enrolled in after- b) Days for Full Day Option (\$55): (Days that you are NOT enrolled for after-schoor) 	Tys you are planning to attend. Days when your child is not in Mon. Tues. Wed. Thurs. School, but want your child to attend EMA for a full day, 8ar Mon. Tues. Wed. Thurs. School, but want your child to attend EMA for a full day, 8ar Mon. Tues. Wed. Thurs. School, but want your child to to attend EMA for a full day, 8ar	Fri. Weekly total: Monthly: Yearly: n-6:15pm) Fri. Fri. Weekly total: Monthly: Yearly:
<u>3. PAYMENTS:</u> •After-school Only: a.Total Fee: \$	b.Less Down Payment: \$	+\$50 = c.Unpaid Balance Due: \$
Unpaid Balance Due will be paid b		on the (1st or 15th) day of each month,
•Optional Add-Ons: a.Total Fee: \$	b. Less Down Payment: \$	c. Unpaid Balance Due: \$
	by buyer in Monthly payments of \$ / and continue until the	on the (1st or 15th) day of each month, e total Payment Due has been paid in full.
VISA, MC # CHECKING / SAVING ACCOUNT ROUTING N In the event of default in the payment of any installment or fee in acc due and payable. In the event that Elite M.A. Centers seek the see **Enrollee(s) agrees to abide by the rules and regulatio recognition of the instruction certification, as prescribe time to time, and Enrollee agrees to abide by all such ru Center reserves the right to revoke or terminate any me **The company owning the Center and the agents and **Buyer certifies that he/she and/or the member(s) are **Buyer agrees to make installment payments, etc., are se **Buyer agrees to make installment payments to EMA (E IUMBER ACCOUNT NUMBER tordance with the term above, or breach of any of the covenants herein contai vices of an attorney to collect monies due under the terms of this agreement, ns governing the conduct and operation of instruction sessi d by the Center. Enrollee(s) acknowledges that rules and regules and regulations as adopted or hereinafter amended. The embership. employees shall not be responsible for damaged, lost or sto in good health. parate fees not included in the term of this agreement.	ned to be performed by the Enrollee, the balance due under this agreement shall become immediately the purchaser agrees to pay all reasonable legal fees and court costs incurred by Elite M.A. Centers. ons, students, and observers, in order to promote efficiency, safety, and julations governing the Center have been adopted, and may be changed from e hours of operation may be changed at the discretion of the Center. The len articles, inside or outside the facility.
 This plan, if cancelled, does not release the buyer 1 A service charge of \$25.00 minimum will be applied 	dates of the membership agreement. The transactions on yo from buyer's obligation of membership agreement/contract, ed to all insufficient drafts, checks, electronic fund transfers, o or credit card information, exp. date, etc. and it will replace t	pr charge cards.
may cancel this agreement if the Center goes out of bu may also cancel this agreement if you relocate beyond a \$500 service charge. All payments scheduled during to If an Enrollee desires to transfer his/her membership to not transferable or freezeable. Enrollee may not transfer Consent and Release I, the undersigned member, hereby acknowledge that I understand that during the program, students will be to allowing my child to attend Elite M.A. Center and partic officers and employees from all liability for damage, inj Elite M.A. Center sponsored trips and activities. I, the B	siness and fails to provide facilities within a 5 mile radius, or a 20 mile radius from an Elite M.A. Center facility. For all othe the 30 days notice period will run as scheduled. another individual, a transfer fee will be assessed to cover o er membership without approval from Elite M.A. Center. Agre am aware of the strenuous physical exercise involved in the ransported to and from Elite M.A. Center in vans and vehicle ipate in these programs. I, as parent or guardian of a studem ury, or illness to the students or his/her property relating to o uyer or member irrevocably authorize the Center, its success	ling a death certificate or disability statement by a certified physician. You moves its facilities more than 5 mile radius, from the present facility. You er reasons, you may cancel this agreement with a 30 days written notice and ur costs which will not exceed \$35.00. Memberships obtained on a special are eement may not exceed 36 months.
Buyer's Signature	Date	Registrar's Signature

AMP EMERGENCY CONTACT & HEALTH AND MEDICAL INFORMATION

(return this page to EMA)

Student's First Name:	Last Name:	Gender: Home P	hone:
Address:		City:State	e: Zip:
Mother's Name:	Work Phone:	Cell Phone:	
	Work Phone:	Cell Phone: _	
If not available in an emergency, notify:			
Name:	Relationship:	Phone:	
Elite M.A. Center is a free-to-come-and-go facility. pick up number assigned to the student by Elite M or does not have a pick up number, Elite M.A. Cent	Students may be picked up from the facility at dismis .A. Center. If the person who is picking up a camper f er will contact the parents or legal guardian for clarifi	ssal times by an adult who can provide the from Elite M.A. Center has an incorrect number cation. <u>th</u>	Your child(ren)'s pick up number is: (Leave this empty if you downloaded e form online. EMA will assign the number)
HEALTH HISTORY:	/ the parent/guardian. Please list all known aller		
	e counter or nonprescription drugs) taken routi n (if a prescription drug), the name of the medic t provided by the parents/guardians.		
RESTRICTIONS: Use this space to provide any information abo	out the participant's behavior and physical, emo	tional, or mental health about which the sc	hool should be aware.
NOTIFY US: Please call our office before 12:00p listed at the bottom. After one (1) warning, the will automatically be deducted from your billin	m on any day when your child is scheduled to b ere will be a <u>\$10 charge</u> for every time that you f ng account.	ut does not need to be picked up from his/ ail to notify our office when your child is ab	her school. Our office number is sent from the program. Charges
	ool Program ends at 6:00pm. There will be a 15 r 5) minutes over the ending time of his/her progr		s picked up later than the listed
	School is closed due to inclement weather, Elite . For the latest status of closings / early dismissa		
not be a full martial arts class taking place ever	arts class each day that ends between <mark>5:15pm-5</mark> yday due to the lack of time at our facility. You c d, sick, or is unable to take class so our staff can i	an check with your speciffic EMA location to	learn about their exact class times
UNIFORMS / EQUIPMENT: Students must have their uniform each day at Elite M.A. Center for classes. We require that students take their uniforms home on Fridays for washing. Sparring equipment may be kept in their spots at Elite M.A. Center. Uniforms, sparring gear, and all Taekwondo equipment must be kept inside an Elite M.A. Center bag or duffle bag at our school. All other items must be taken home at the end of each day.			
	le for students' homework. If you wish for your o ill ask them to do so at the appropriate time. The		
must pre-register in these programs. Drop off f	ay camps when FCPS is closed for Teacher Workc or Full Day Camp is from 8:00am to 10:00am. Pic Ided fee. These weeks are not included in the Af	k up is from 4:00pm to 6:15pm. Please brir	
parent or guardian can not be reached, the em	each student is our priority. Every effort will be bergency contact person will be notified. In this on, injections, anesthesia, or surgery which he/s	case, the primary staff member will select a	e event of an emergency. If the physician who will make a
	rm is correct and complete to the best of my known is correct and administer treatment, including the secure and administer treatment, including the secure and administer treatment.		
Signature of parent/guardian		Date	

 Burke: 9568 Old Keene Mill Road, Burke VA 22015
 703-372-5877

 Fairfax: 9514 Main Street, Fairfax VA 22031
 703-425-8425



AMP RELEASE AUTHORIZATION

give Elite M.A. Center permission to provide

transportation for _____

from___

_____ to Elite M.A. Center.

I am aware that Elite M.A. Center is a private school that provides martial arts instruction, and is not a licensed child care facility. School age participants may come and go, to and from our programs, as they wish.

RULES OF CONDUCT / DISCIPLINARY POLICY

Our program staff utilizes Positive Behavior Modification techniques to prevent potential behavioral problems as early as possible. Under no circumstances should a parent attempt to discipline a child other than their own during the AMP or other programs. The Elite M.A. Center staff will carry out all discipline and all concerns should be brought to the attention of the staff. Should a child experience difficulty with the established rules, the procedures outlined below will be followed. Parents should be aware that the steps in the procedures might not occur in the sequence listed depending on the nature of the problem.

-The Program Director will discuss the problem with the child and attempt to work out a solution (an incident report may be filed).

-If the problem persists, an Incident Report will be completed and a conference will be scheduled between the child, the parents, and the Program Director.

-If the problem has not been resolved following the conference, the child will be suspended from the program. A re-entry conference with the child, parents, and the Director must take place before the child may return to the program.

-If the problem persists following the suspension, dismissal from the program may result.

-If in the opinion of the Director, or Program Administrator, a child's behavior presents a physical danger to themselves or others, immediate suspension or dismissal from the program may result.

Dismissal from the program may also result from:

-Repeated late pickups.

-Repeatedly not informing our school when your child is absent.

-Parents unreasonable treatment of the staff, including inappropriate airing of complaints.

-Delinquent payments.

Students shall not be permitted to engage in the following conduct:

The use of obscene language or profanity, acts, gestures, or innuendo directed at any student or staff member.

The use of any derogatory language, referring to the color, religion, ethnic origin or any aspects of a person's character or custom, and/or heritage.

Acts of dishonesty, deception, deceit and/or other related behavior.

Failing to follow Elite M.A. Center staff instructions (on a repeated basis).

Non-compliance of safety rules, (ex: unbuckling seat belts, jumping or playing in unauthorized areas).

The possession of any firearm, weapon, or any item that may be used as a weapon. (ZERO Tolerance).

The possession of any narcotic, drugs, or other controlled substances (ZERO Tolerance).

Threatening another student, through intimidation, either verbal or non-verbal.

Destruction or damage to Elite M.A. Center property, or the property of other students or staff.

Physical horseplay. Running, jumping or other reckless type behavior. This type of behavior ultimately causes injury or leads to physical confrontation.

Borrowing money, games, etc. from other students or lending these to other students.

Any other acts or conduct which in the opinion of Elite M.A. Center may cause harm to, or injury to other Elite MA. Center students, facilities, its property or staff members.

Elite M.A. Center reserves the right to dismiss anyone for reasons which in the opinion of Elite M.A. Center is necessary for the safety and well being of others.

I hereby have read and understood the above policy and agree to its terms and conditions.



____ STUDENT'S NAME _



AMP RELEASE AUTHORIZATION FORM

(please give this form to your child's school)

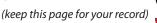
I,	give Elite M.A. Center
(Parent's Name)	
permission to provide transportation for(Child's Name)	
from	to Elite M.A. Center.
(Your child's school)	
Please check the EMA Location where your child will be attending	:
Springfield: 6230-C Rolling Road, Springfield, VA 22152	703-644-4889
Burke: 9568 Old Keene Mill Road, Burke, VA 22015	703-372-5877
Kingstowne: 6457 Old Beulah Street, Alexandria, VA 22315	703-971-8560
Fairfax: 9514 Main Street, Fairfax, VA 22031	703-425-8425

This is binding until superceded by written notification.

PARENT'S SIGNATURES	DATE
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www.EmaCenter.com

Welcome to EMA After-school Martial Arts Program !



Program Policies:

- NOTIFY US: Please call our office before 12:00pm on any day when your child is scheduled to, but does not need to be picked up from his/her school. Our office number is listed at the bottom. After one (1) warning, there will be a <u>\$10 charge</u> for every time that you fail to notify our office when your child is absent from the program. Charges will automatically be deducted from your billing account.
- CLASSES: Students are scheduled for a martial arts class each day that ends between <u>5:15pm-5:30pm</u>. Depending on when your child's school is dismissed, there may or may not be a full martial arts class taking place everyday due to the lack of time at our facility. You can check with your speciffic EMA location to learn about their exact class times. Please send us a note when your child is injured, sick, or is unable to take class so our staff can make alternate plans for the student during class times.
- UNIFORMS / EQUIPMENT: Students must have their uniform each day at Elite M.A. Center for classes. We require that students take their uniforms home on Fridays for washing. Uniforms and gear must be kept inside an Elite M.A. Center bag or duffle bag at our school. All other items must be taken home at the end of each day.
- HOMEWORK: Elite M.A. Center is not responsible for students' homework. If you wish for your child to be working on his/her homework instead of playing group games/sports, please notify our staff and we will ask them to do so at the appropriate time. There will be designated school work hours during Full Day Camp when your child does not have in-person school.
- PICK-UP POLICY: Pick up time for the after school program ends at 6:00pm. There will be a 15 minute grace-period allowed. If a student is picked up later than the listed time, there's a \$5.00 late charge for every five (5) minutes over the ending time of his/her program. Please call the office when you are coming to pick up after 6:15pm.
- LATE STARTS / EARLY DISMISSALS / CLOSINGS: If there is an early dismissal from school due to inclement weather/snow, our program will close two (2) hours early. This means that your child will need to be picked up at 4:15pm. Please be prompt in arriving at Elite M.A. Center to pick up your child. If FCPS opens late, the After-school Program will end at its normal time of 6:15pm. When FCPS is closed, the After-school Martial Arts Program is also closed.
- FULL DAY CAMPS:Elite M.A. Center offers full-day camps when FCPS is closed for Teacher Workdays, or when
your child is not in school during a school week. All students must pre register in these programs.
Drop off for Full Day Camp is from 8:00am to 10:00am. Pick up is from 4:00pm to 6:15pm. Please bring
your lunch. Winter Break and Spring Break Camps may be offered with an added fee. These weeks
are not included in the After-school Program's tuition.
- LABELING: Put students' name on uniform, gear, and any clothing or personal belongings (toys, games, books, etc.) that they bring. Elite M.A. Center is not responsible for lost, misplaced, or missing items.
- MONEY: During snack breaks, students will have a chance to purchase food; so you can send some change with your child if desired. Drinks and small items are \$.50 \$1.25 at the school.
- PHONE CALLS: Only staff may use the phone. Unless it's a family/medical emergency, please do not call your child(ren) during the program. No cell phones are allowed.
- MEDICATIONS: Medications should be dropped off along with written instructions for administering them. We are not permitted to administer medication not provided by the parents/guardians.

Please contact our staff with any other questions you may have about the After-school Program. Elite M.A. Center



WELCOME TO TAE KWON DO!



We are pleased to have you join us this year. As a part of your After-school Martial Arts Program (AMP), you will get to participate in Tae Kwon Do / martial arts training on a daily basis. Listed below is some information that will help you get ready for your first few classes. Our goal is to give you a fun yet educational martial arts experience that you can keep for life.

Etiquette of Martial Arts Students:

1. Bow (toward the flags) as you enter and leave the training floor/work out area. Bowing is a practice that shows respect toward others. Also bow when you first see an Instructor.

2. Use "Sir/Ma'am" when addressing an Instructor or higher ranking belt.

3. Sit with legs crossed or on your knees when in class. When standing in class, stand straight (without leaning on to the walls or other surfaces).

4. Come to class prepared with your clean uniform and belt (if you have one).

5. Always wear a clean uniform to class and no jewelry and/or watches. When your uniform becomes disheveled during practice, you must turn away from the flags and your Instructors to fix it.

6. Ask an Instructor if you need to use the bathroom during class. Avoid getting water during practice unless you are ill.

7. The following are prohibited on the mats: street shoes, eating, drinking, chewing gum, bad language, arguing, and horseplay.

8. Do not demonstrate/teach martial arts outside the school or participate in any tournaments or other martial arts activities without permission from your Instructor.

9. When visiting another martial arts school, please follow the same rules that you would at EMA, such as bowing when you enter and leave the work-out area, greeting an instructor, or just being generally respectful and courteous to other martial artists.

Additional Items for New Students:

Belts & Tips

All new students will start in our beginners program as No Belts. The first-earned belt will be the White Belt. Within each rank, students can earn Tips towards their next rank. Tips are different colored-strips placed on the student's belt to show that he/she has mastered a particular area of his/her belt requirement. The colors for the Tips are:

BLACK (basic kicks techniques)
BROWN (self defense techniques - for Yellow Belt and up only)
RED (form/pattern)
ORANGE (physical fitness)
BLUE (sparring skills- for White Belt with Stripe and up only)
GREEN (board breaking - for Green belt and up only), and
YELLOW (good attitude outside of dojang - for students ages 13 and under only)

All Tips are earned through the Instructors in class with the exception of the Yellow Tip. To earn his/her Yellow Tip, a student will need to have a parent/guardian sign a Yellow Tip Card and then turn it in to the instructor. There is a box containing blank Yellow Tip Cards located in our lobby. Please turn in the signed Yellow Tip card to your Instructor when you are in class and not giving to our office staff or other personnel.

Testing

Students may only attend the promotion testing with the instructor's recommendation. An application will be provided for you to take the test. Applications and payments must be returned to Elite M.A. Centers at least two days prior to the exam date.

Students holding belt ranking from other Tae Kwon Do schools will be evaluated by the instructor to see where they would fit into our curriculum. Students holding belt ranking in other Martial Arts styles (Karate, etc.) must start at the beginner level. In all cases, students are subject to the instructor evaluation.

Please call us if you have any questions. Thank you for choosing our school and we look forward to having you in class.

Elite M.A. Centers.

 Springfield: 703-644-4889
 in

 Burke: 703-372-5877
 bu

 Kingstowne: 703-971-8560
 ki

 Fairfax: 703-425-8425
 fa

info@emacenter.com burke@emacenter.com kingstowne@emacenter.com fairfax@emacenter.com

AMP School Year Calendar 2021-2022

August 23rd, 2021	First Day of School
September 3rd -6th	First Day of SchoolUpdatedStudents Holidays - CLOSEDApril 1 Sth, 2021
October 12th	Students Holidays – CLOSED
October 29th	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
November 1st & 2nd	Student Holidays – FREE KIDS CAMP 1 & 2. Must Pre-register
November 11th	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
November 24th - 26th	Thanksgiving Holiday - CLOSED
December 20th - January 1st	Winter Vacation - CLOSED <u>Camp may be available for an additional charge.</u> <i>Must Pre-register</i>
January 17th	King's Birthday Holiday - CLOSED
January 20th	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
January 21st	Student Holiday – FREE KIDS CAMP 3. Must Pre-register
January 24th	Student Holiday – FREE KIDS CAMP 4 . <i>Must Pre-register</i>
February 21st	President's Day Holiday - CLOSED
March 3rd	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
March 4th	Student Holiday – <u>FREE KIDS CAMP 5</u> . <i>Must Pre-register</i>
March 31st	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
April 1st	Student Holiday – <u>FREE KIDS CAMP 6</u> . <i>Must Pre-register</i>
April 4th - April 8th	Spring Vacation - CLOSED <u>Camp may be available for an additional charge.</u> <i>Must Pre-register</i>
May 30th	Memorial Day Holiday - CLOSED
June 10th	Last Day of School. Two Hours Early Dismissal - EMA ends at 6:15pm

-The After-school Martial Arts Program observes and is CLOSED on federal holidays.

-On a day that Fairfax County Public Schools are closed due to inclement weather, the After School Martial Arts Program will be CLOSED. For early dismissals due to snow, we will pick up your child at their school unless you call us to request otherwise.

-If there is an early dismissal from school due to inclement weather/snow, our program will close two (2) hours early. This means that your child will need to be picked up at 4:00pm. Please be prompt in arriving at Elite M.A. Center to pick up your child.

-FREE KIDS CAMP are included for if the day(s) fall on the same as one(s) of your regular days in the program. Must pre-register to hold your spot. Drop offs for Kids Camp is from 8:00am to 10:00am. Pick up is from 4:00pm to 6:15pm. Please bring your lunch.

-Spring Vacation Camp: Available for an additional cost. You must pre-register before camp starts. Please check with our staff for pricing and availability. Spaces are limited.

-Call your location from below, or visit **www.emacenter.com**, for the latest updates on emergency closing and weather delays.