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.

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. Memberships may also be cancelled with a 30-Days Written Notice (all scheduled payments will run during that time) and an additional \$250 charge.

A Month-to-Month Option is available for our members to cancel at anytime, for any reason, with just a 30-Days Written-Notice.



Springfield: 6230-C Rolling Road, Springfield, VA 22152

Burke: 9568 Old Keene Mill Road, Burke, VA 22015

Kingstowne: 6457 Old Beulah Street, Alexandria VA 22315

Fairfax: 9514 Main Street, Fairfax VA 22031

703-644-4889

703-372-5877 703-971-8560

703-425-8425

Buyer Name:	Phone:	E-1	mail Address:	
Address:	City:	State:	_ Zip: Rela	ationship to Student(s):
Student's Name: Student's Name: Student's Name:	D0	OB:// Age(on 1st day of schoo	l):(
	Program Sele	ctions & Fee	S	
1. AFTER-SCHOOL OPTION: 1-2 Days 3 Days	4-5 Days	Weekly:	Monthly:	Yearly:
Days for Pick Up (please check your school days):				
☐ Mon. ☐ Tues. ☐ W	ed. Thurs. Fri.	School for Pick Up:		Grade:
2.TERMS: Length:	Begins:	Ends:	-	
3. PAYMENTS: a.Total Fee: \$	b.Less Down Payment: \$	+\$25 =	c.Unpa	id Balance Due: \$
Unpaid Balance Due will be paid by b	uyer in Monthly pay	yments of \$	on the (1st or	15th) day of each month,
commencing on	_/ and will c	ontinue until the total P	ayment Due has bee	en paid in full.
VISA, MC #	IUMBER AC	CCOUNT NUMBER	ВА	NK NAME
**Enrollee(s) agrees to abide by the rules and regulation 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 **Uniforms, seminars, testing, tournaments, etc., are se **Buyer agrees to make installment payments to EMA 0 **This agreement comprises the entire agreement pert Subject to the following conditions: 1. The items shall be drawn on or about the date or c 2. This plan, if cancelled, does not release the buyer f 3. A service charge of \$25.00 minimum will be applie 4. It is the buyer's responsibility to furnish new bank CONSUMERS RIGHT OF CANCELLATION **This agreement may be cancelled as to the affected p may cancel this agreement if the Center goes out of bu may also cancel this agreement if the Center goes out of bu may also cancel this agreement if you relocate beyond a \$250 service charge. All payments scheduled during the program, students will be to not transferable or freezeable. Enrollee may not transfer consent and Release 1, the undersigned member, hereby acknowledge that I understand that during the program, students will be tallowing 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	ns governing the conduct and operation d by the Center. Enrollee(s) acknowledge iles and regulations as adopted or herein embership. employees shall not be responsible for din good health. parate fees not included in the term of the center Inc. aining to membership, and no other agree iles of the membership agreement. The from buyer's obligation of membership a dto all insufficient drafts, checks, electro or credit card information, exp. date, etc. berson for reasons of death or substantial siness and fails to provide facilities withir a 20 mile radius from an Elite M.A. Center the 30 days notice period will run as scheen another individual, a transfer fee will be er membership without approval from Elite am aware of the strenuous physical exer ransported to and from Elite M.A. Center ipate in these programs. I, as parent or gury, or illness to the students or his/her p	n of instruction sessions, studer es that rules and regulations go after amended. The hours of clamaged, lost or stolen articles his agreement. eement of any kind will be record transactions on your bank star greement/contract/agreemen onic fund transfers, or charge cardial and it will replace the old infool disability by providing a death in a 5 mile radius, or moves its far facility. For all other reasons, youlded. assessed to cover our costs white M.A. Center. Agreement materials in vans and vehicles. I, the unquardian of a student, hereby reproperty relating to or deriving	nts, and observers, in orde overning the Center have operation may be changed; inside or outside the facility of the facility	er to promote efficiency, safety, and been adopted, and may be changed from d at the discretion of the Center. The lity. eipts for payment on your account. atement by a certified physician. You radius, from the present facility. You ment with a 30 days written notice and on the programs given by the sponsor. I also be risks and agree to assume these risks by see to indemnify Elite M.A. Center, its directotelite M.A. Center, its directotelite M.A. Center or participation in any
for art, advertising, trade, or any other lawful purpose v	vhatsoever, photographic portraits, pictu Date		s), in which Enrollee(s) ma	ay be included in whole or in part.

 Springfield:
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 703-425-8425

Last Name:	Gender: Home Phone	e:
City:	State:	Zip:
Work Phone:	Cell Phone:	
Work Phone:	Cell Phone:	
Relationship:	Phone:	
	A. Center has an incorrect number nur	ır child(ren)'s pick up mber is: nve this empty if you downloaded n online. EMA will assign the number
parent/guardian. Please list all known allergies, reaction	ons, and treatments for the student(s):	
	ental health about which the school sh	ould be aware
	City:	City:State:

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 \$10 charge 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.

PICK-UP POLICY: Pick up time for the After-school Program ends at 6:00pm. There will be a 15 minutes 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.

INCLEMENT WEATHER: If Fairfax County Public School is closed due to inclement weather, Elite M.A. Center will also be closed. If FCPS is dismissing students early, Elite M.A. Center will pick up students from their schools. For the latest status of closings / early dismissals, please log on to our web site at: www.EmaCenter.com.

CLASSES: Students are scheduled for a martial arts class each day that ends between 5:15pm-5:30pm. 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 specific 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. 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.

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.

FULL DAY CAMP: 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 8:15am 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.

HEALTH AND SAFETY: The health and safety of each student is our priority. Every effort will be made to contact parents or guardian in the event of an emergency. If the parent or guardian can not be reached, the emergency contact person will be notified. In this case, the primary staff member will select a physician who will make a decision regarding the treatment, hospitalization, injections, anesthesia, or surgery which he/she deems necessary for your child.

Parent/Guardian Authorizations: This health form is correct and complete to the best of my knowledge. In the event I can not be reached in an emergency, I hereby give permission to the physician selected by the school to secure and administer treatment, including hospitalization, for the person named above.

Fairfax: 9514 Main Street, Fairfax VA 22031



703-425-8425

AMP RELEASE AUTHORIZATION

(return this page to EMA)

l,	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 verbally or non-verbally.

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.

ETABLE MA

PARENT'S SIGNATURES ______ STUDENT'S NAME _____



AMP RELEASE AUTHORIZATION FORM

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

l,	give Elite M.A. Center
(Parent's Name)	
permission to provide transportation for(Child's Nan	ne)
from	to Elite M.A. Center
(Your child's school)	
Please check the EMA Location where your child will be atte	nding:
Springfield: 6230-C Rolling Road, Springfield, VA 22152	2 703-644-4889
Burke: 9568 Old Keene Mill Road, Burke, VA 22015	703-372-5877
Kingstowne: 6457 Old Beulah Street, Alexandria, VA 2	2315 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 _	

www.EmaCenter.com

Welcome to EMA After-school Martial Arts Program!

(keep this page for your record)



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 \$10 charge 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 specific 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.
- 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 8:15am 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

SCHOOL BUS D

 Springfield:
 6230-C Rolling Road, Springfield VA 22152
 703-644-4889
 Burke:
 9568 Old Keene Mill Road, Burke VA 22015
 703-372-5877

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 6457 Old Beulah Street, Alexandria VA 22315
 703-971-8560
 Fairfax:
 9514 Main Street, Fairfax VA 22031
 703-425-8425

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 kicking 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)

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 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 rankings 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 Burke: 703-372-5877 Kingstowne: 703-971-8560 Fairfax: 703-425-8425 info@emacenter.com burke@emacenter.com kingstowne@emacenter.com fairfax@emacenter.com

AMP School Year Calendar 2022-2023 Updaied

(keep this page for your record)

703-425-8425

April 30th, 2022 August 22nd, 2022 First Day of School

Students Holidays - CLOSED September 2nd-5th

September 26th Student Holidays – FREE KIDS CAMP 1. Must Pre-register

October 5th Students Holidays – **CLOSED**

October 10th Student Holidays – **FREE KIDS CAMP 2**. *Must Pre-register*

October 24th Students Holidays – **CLOSED**

October 28th FCPS Two Hours Early Dismissal - **EMA Program ends at 6:15pm**

October 31st Student Holidays – FREE KIDS CAMP 3. Must Pre-register

November 8th ElectionDay – **CLOSED**

November 11th Student Holidays – **FREE KIDS CAMP 4.** *Must Pre-register*

November 23rd-26th Thanksgiving Holiday - **CLOSED**

December 19th -Winter Vacation - **CLOSED**

January 2nd Camp may be available for an additional charge. Must Pre-register

King's Birthday Holiday - **CLOSED** January 16th

FCPS Two Hours Early Dismissal - **EMA Program ends at 6:15pm** January 25th

January 26th-27th Student Holiday – FREE KIDS CAMP 5 & 6. Must Pre-register

February 20th President's Day Holiday - **CLOSED**

March 2nd FCPS Two Hours Early Dismissal - **EMA Program ends at 6:15pm**

Student Holiday – FREE KIDS CAMP 7 Must Pre-register March 3rd

April 3rd - 7th Spring Vacation - **CLOSED**

Camp may be available for an additional charge. Must Pre-register

April 13th FCPS Two Hours Early Dismissal - **EMA Program ends at 6:15pm**

Student Holiday – FREE KIDS CAMP 8. Must Pre-register April 14th

Student Holiday – FREE KIDS CAMP 9. Must Pre-register April 21st

May 29th Memorial Day Holiday - **CLOSED**

June 16th 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.

Springfield: 6230-C Rolling Road, Springfield VA 22152 Burke: 9568 Old Keene Mill Road, Burke VA 22015 703-372-5877 703-644-4889 Kingstowne: 6457 Old Beulah Street, Alexandria VA 22315 703-971-8560 Fairfax: 9514 Main Street, Fairfax VA 22031