

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

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: _____ Phone: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip: _____ Relationship to Student(s): _____

Student's Name: _____ DOB: ___/___/___ Age(on 1st day of school) : _____ (M , F)

Student's Name: _____ DOB: ___/___/___ Age(on 1st day of school) : _____ (M , F)

Student's Name: _____ DOB: ___/___/___ Age(on 1st day of school) : _____ (M , F)



Program Selections & Fees

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. Wed. Thurs. Fri. School for Pick Up: _____ Grade: _____

2. TERMS: Length: _____ Begins: _____ Ends: _____

3. PAYMENTS:

a.Total Fee: \$ _____ b.Less Down Payment: \$ _____ +\$25 = _____ c.Unpaid Balance Due: \$ _____
(new students only)

Unpaid Balance Due will be paid by buyer in _____ Monthly payments of \$ _____ on the (1st or 15th) day of each month, commencing on ___/___/_____ and will continue until the total Payment Due has been paid in full.

*** Credit Card or A.C.H. / E.F.T. Authorization ***

I/We here by authorize Elite M.A. Center to withdraw from the information furnished below under the Company's Pre authorized Payment Plan (check, electronic fund transfers, Visa, Master Card).

Name on Account/Card _____

VISA, MC # _____ EXP. DATE _____ SECURITY CODE # _____

CHECKING / SAVING ACCOUNT _____
ROUTING NUMBER _____ ACCOUNT NUMBER _____ BANK NAME _____

In the event of default in the payment of any installment or fee in accordance with the term above, or breach of any of the covenants herein contained to be performed by the Enrollee, the balance due under this agreement shall become immediately due and payable. In the event that Elite M.A. Centers seek the services of an attorney to collect monies due under the terms of this agreement, the purchaser agrees to pay all reasonable legal fees and court costs incurred by Elite M.A. Centers.

**Enrollee(s) agrees to abide by the rules and regulations governing the conduct and operation of instruction sessions, students, and observers, in order to promote efficiency, safety, and recognition of the instruction certification, as prescribed by the Center. Enrollee(s) acknowledges that rules and regulations governing the Center have been adopted, and may be changed from time to time, and Enrollee agrees to abide by all such rules and regulations as adopted or hereinafter amended. The hours of operation may be changed at the discretion of the Center. The Center reserves the right to revoke or terminate any membership.

**The company owning the Center and the agents and employees shall not be responsible for damaged, lost or stolen articles, inside or outside the facility.

**Buyer certifies that he/she and/or the member(s) are in good health.

**Uniforms, seminars, testing, tournaments, etc., are separate fees not included in the term of this agreement.

**Buyer agrees to make installment payments to EMA Center Inc.

**This agreement comprises the entire agreement pertaining to membership, and no other agreement of any kind will be recognized by us.

Subject to the following conditions:

1. The items shall be drawn on or about the date or dates of the membership agreement. The transactions on your bank statement will constitute receipts for payment on your account.
2. This plan, if cancelled, does not release the buyer from buyer's obligation of membership agreement/contract/agreement.
3. A service charge of \$25.00 minimum will be applied to all insufficient drafts, checks, electronic fund transfers, or charge cards.
4. It is the buyer's responsibility to furnish new bank or credit card information, exp. date, etc. and it will replace the old information on the account.

CONSUMERS RIGHT OF CANCELLATION

**This agreement may be cancelled as to the affected person for reasons of death or substantial disability by providing a death certificate or disability statement by a certified physician. You may cancel this agreement if the Center goes out of business and fails to provide facilities within a 5 mile radius, or moves its facilities more than 5 mile radius, from the present facility. You may also cancel this agreement if you relocate beyond a 20 mile radius from an Elite M.A. Center facility. For all other reasons, you may cancel this agreement with a 30 days written notice and a \$250 service charge. All payments scheduled during the 30 days notice period will run as scheduled.

If an Enrollee desires to transfer his/her membership to another individual, a transfer fee will be assessed to cover our costs which will not exceed \$35.00. Memberships obtained on a special are not transferable or freezeable. Enrollee may not transfer membership without approval from Elite M.A. Center. Agreement may not exceed 36 months.

Consent and Release

I, the undersigned member, hereby acknowledge that I am aware of the strenuous physical exercise involved in the participation of the Elite M.A. Center Programs given by the sponsor. I also understand that during the program, students will be transported to and from Elite M.A. Center in vans and vehicles. I, the undersigned, recognize these risks and agree to assume these risks by allowing my child to attend Elite M.A. Center and participate in these programs. I, as parent or guardian of a student, hereby release, discharge and agree to indemnify Elite M.A. Center, its directors, officers and employees from all liability for damage, injury, or illness to the students or his/her property relating to or deriving from his/her presence at Elite M.A. Center or participation in any Elite M.A. Center sponsored trips and activities. I, the Buyer or member irrevocably authorize the Center, its successors and assigns, and those acting under its authority, to copyright, use, publish for art, advertising, trade, or any other lawful purpose whatsoever, photographic portraits, pictures, or videotapes of Enrollee(s), in which Enrollee(s) may be included in whole or in part.

Buyer's Signature _____ Date _____

Registrar's Signature _____

Springfield: 6230-C Rolling Road, Springfield VA 22152 703-644-4889
Kingstowne: 6457 Old Beulah Street, Alexandria VA 22315 703-971-8560

Burke: 9568 Old Keene Mill Road, Burke VA 22015 703-372-5877
Fairfax: 9514 Main Street, Fairfax VA 22031 703-425-8425



Student's First Name: _____ Last Name: _____ Gender: _____ Home Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 School: _____ Grade: _____
 Mother's Name: _____ Work Phone: _____ Cell Phone: _____
 Father's Name: _____ 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. Students may be picked up from the facility at dismissal times by an adult who can provide the pick up number assigned to the student by Elite M.A. Center. If the person who is picking up a camper from Elite M.A. Center has an incorrect number or does not have a pick up number, Elite M.A. Center will contact the parents or legal guardian for clarification.	Your child(ren)'s pick up number is: _____ <i>(Leave this empty if you downloaded the form online. EMA will assign the number)</i>
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HEALTH HISTORY:
 The following information must be filled in by the parent/guardian. Please list all known allergies, reactions, and treatments for the student(s):

MEDICATIONS BEING TAKEN:
 Please list ALL medications (including over the counter or nonprescription drugs) taken routinely. Any medications should be brought in their original packaging/ bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration. Elite M.A. Center is not permitted to administer medication not provided by the parents/guardians.

RESTRICTIONS:
 Use this space to provide any information about the participant's behavior and physical, emotional, or mental health about which the school should be aware.

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 may offer 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.

Signature of parent/guardian _____ Date _____



AMP RELEASE AUTHORIZATION

(return this page to EMA)

I, _____ 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.

PARENT'S SIGNATURES _____

STUDENT'S NAME _____

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

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

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 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 _____

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 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. 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 by no later than 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 may offer 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



WELCOME TO TAE KWON DO!

(keep this page for your record)



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

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Fairfax: 703-425-8425

info@emacenter.com

burke@emacenter.com

kingstowne@emacenter.com

fairfax@emacenter.com

AMP School Year Calendar 2023-2024

(keep this page for your record)



August 21st, 2023	First Day of School
September 1st - 4th	Students Holidays – CLOSED
September 25th	Student Holiday - CLOSED
October 9th	Teacher Workday – FREE KIDS CAMP 1. Must Pre-register
November 3rd	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
November 6th - 7th	Teacher Workdays – FREE KIDS CAMP 2 & 3. Must Pre-register
November 22nd - 24th	Thanksgiving Holiday - CLOSED
December 18th - January 1st	Winter Vacation - CLOSED <u>Camp may be available for an additional charge. Must Pre-register</u>
January 15th	King's Birthday Holiday - CLOSED
January 25th	FCPS Two Hours Early Dismissal - EMA Program ends at 6:15pm
January 26th	Teacher Workday – FREE KIDS CAMP 4. Must Pre-register
February 19th	President's Day Holiday - CLOSED
March 25th - 29th	Spring Vacation - CLOSED <u>Camp may be available for an additional charge. Must Pre-register</u>
April 1st - 2nd	Teacher Workdays – FREE KIDS CAMP 5 & 6. Must Pre-register
April 10th	Students Holiday – CLOSED
May 3rd	Teacher Workday – FREE KIDS CAMP 7. Must Pre-register
May 27th	Memorial Day Holiday - CLOSED
June 12th	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 by 4:15pm. 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.