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: Student's Name: Student's Name:	DOB:	// Age(on 1st day of	f school) : (🔲 M , 🗍 F)
	Program Selection	ons & Fees	
1. AFTER-SCHOOL OPTION: 1-2 Days 3 Days	4-5 Days	Neekly: Monthly:	Yearly:
Days for Pick Up (please check your school days):			
Mon. Tues. Wed.	Thurs. Fri.	School for Pick Up:	Grade:
2.TERMS: Length: B	egins: End	s:	
<u>3. PAYMENTS:</u> a.Total Fee: \$ b.	Less Down Payment: \$	+\$25 =	c.Unpaid Balance Due: \$
Unpaid Balance Due will be paid by buyer	in Monthly payment	is of \$ on the	e (1st or 15th) day of each month,
commencing on/	/and will continu	ue until the total Payment Due	has been paid in full.
Name on Account/Card VISA, MC # CHECKING / SAVING ACCOUNT ROUTING NUMBE			
In the event of default in the payment of any installment or fee in accordance due and payable. In the event that Elite M.A. Centers seek the services of a			
due and payable. In the event that Elite M.A. Centers seek the services of a	in attorney to collect monies due under the terms of the	his agreement, the purchaser agrees to pay all reas	sonable legal fees and court costs incurred by Elite M.A. Centers.
**Enrollee(s) agrees to abide by the rules and regulations gover recognition of the instruction certification, as prescribed by the time to time, and Enrollee agrees to abide by all such rules and Center reserves the right to revoke or terminate any members **The company owning the Center and the agents and emplo **Buyer certifies that he/she and/or the member(s) are in goo **Uniforms, seminars, testing, tournaments, etc., are separate **Buyer agrees to make installment payments to EMA Center **This agreement comprises the entire agreement pertaining Subject to the following conditions: 1. The items shall be drawn on or about the date or dates of 2. This plan, if cancelled, does not release the buyer from bu 3. A service charge of \$25.00 minimum will be applied to al 4. It is the buyer's responsibility to furnish new bank or cred	ne Center. Enrollee(s) acknowledges that r d regulations as adopted or hereinafter an ship. wees shall not be responsible for damaged d health. fees not included in the term of this agree lnc. to membership, and no other agreement f the membership agreement. The transac uyer's obligation of membership agreeme l insufficient drafts, checks, electronic func	rules and regulations governing the Cer nended. The hours of operation may be d, lost or stolen articles, inside or outsid ement. of any kind will be recognized by us. ctions on your bank statement will cons ent/contract/agreement. d transfers, or charge cards.	nter have been adopted, and may be changed from e changed at the discretion of the Center. The le the facility. stitute receipts for payment on your account.
CONSUMERS RIGHT OF CANCELLATION **This agreement may be cancelled as to the affected person i may cancel this agreement if the Center goes out of business i may also cancel this agreement if you relocate beyond a 20 m a \$250 service charge. All payments scheduled during the 30 o If an Enrollee desires to transfer his/her membership to anothin not transferable or freezeable. Enrollee may not transfer mem Consent and Release I, the undersigned member, hereby acknowledge that I am aw understand that during the program, students will be transpo allowing my child to attend Elite M.A. Center and participate in officers and employees from all liability for damage, injury, or for art, advertising, trade, or any other lawful purpose whatsoor	for reasons of death or substantial disabili and fails to provide facilities within a 5 mil ile radius from an Elite M.A. Center facility. days notice period will run as scheduled. er individual, a transfer fee will be assessed abership without approval from Elite M.A. vare of the strenuous physical exercise inv rtred to and from Elite M.A. Center in vans n these programs. I, as parent or guardian illness to the students or his/her property member irrevocably authorize the Center	ity by providing a death certificate or di le radius, or moves its facilities more tha . For all other reasons, you may cancel t d to cover our costs which will not exce Center. Agreement may not exceed 36 olved in the participation of the Elite M and vehicles. I, the undersigned, recog of a student, hereby release, discharge relating to or deriving from his/her pre r, its successors and assigns, and those a	isability statement by a certified physician. You an 5 mile radius, from the present facility. You this agreement with a 30 days written notice <u>and</u> eed \$35.00. Memberships obtained on a special are months. .A. Center Programs given by the sponsor. I also prize these risks and agree to assume these risks by a and agree to indemnify Elite M.A. Center, its directors, resence at Elite M.A. Center or participation in any acting under its authority, to copyright, use, publish

Buyer's Signature	Date			Registrar's Signature	
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 📷

AMP EMERGENCY CONTACT & HEALTH AND MEDICAL INFORMATION

(return this page to EMA)

	Last Name:			
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 facil pick up number assigned to the student by Elit or does not have a pick up number, Elite M.A. C	ity. Students may be picked up from the facility at dism æ M.A. Center. If the person who is picking up a camper Center will contact the parents or legal guardian for clari	r from Elite M.A. Center has		Ir child(ren)'s pick up nber is: whise mpty if you downloaded nonline. EMA will assign the number)
HEALTH HISTORY:	n by the parent/guardian. Please list all known alle			
	r the counter or nonprescription drugs) taken rout ician (if a prescription drug), the name of the medi not provided by the parents/guardians.			
RESTRICTIONS: Use this space to provide any information	about the participant's behavior and physical, em	otional, or mental health	n about which the school	should be aware.
	00pm on any day when your child is scheduled to , there will be a <u>\$10 charge</u> for every time that you illing account.			
	school Program ends at 6:00pm. There will be a 15 ve(5) minutes over the ending time of his/her prog		llowed. If a student is pic	ked up later than the listed
	plic School is closed due to inclement weather, Elit pols. For the latest status of closings / early dismiss			
not be a full martial arts class taking place e	tial arts class each day that ends between <mark>5:15pm-</mark> everyday due to the lack of time at our facility. You ured, sick, or is unable to take class so our staff can	can check with your spec	cific EMA location to lear	n about their exact class times
washing. Sparring equipment may be kept	ave their uniform each day at Elite M.A. Center for in their spots at Elite M.A. Center. Uniforms, sparri other items must be taken home at the end of eacl	ng gear, and all Taekwon		
	nsible for students' homework. If you wish for your e will ask them to do so at the appropriate time	child to be working on h	his/her homework instea	d of playing group
FULL DAY CAMP. Flite M.A. Center may offe	r full-day camps when ECPS is closed for Teacher V	Norkdays or when your	child is not in school duri	ng a school week All

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 <u>8:15am to 10:00am</u>. Pick up is from <u>4:00pm to 6:15pm</u>. 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 _



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 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.

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 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 SIGNATURE _____ DATE _____

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 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 9:45am.

 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.**Held at Burke & Springfield locations**
- LABELING: Put student's 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:

BLUE (sparring- for White Belt with Stripe and up only) BLUE (sparring- for Green belt and up only) BLUE (sparring- for White Or Green belt and up only) GREEN (board breaking - for Green belt and up only), and YELLOW (good attitude outside of EMA - 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

Teacher Workdays and Kids Camp for 2025 School Year Notice



For the school year of 2025-2026, Fairfax County Public Schools is adding in additional teacher workdays and student holidays to its calendar. Our After-school Program understands parent's need to have their children accounted for during many of these school holidays and would like to accommodate as much as we can with free teacher workday camps. However, having to grow from a typical seven days of student holiday /teacher workday camps per school year to now over a dozen camp days puts a tremendous strain on our staffing pool.

Instead of adding fees to these camp dates, or only offer the usual seven days, we have decided to try a new approach for this school year.

We will consolidate our resources and offer thirteen (13) camp days for the 2025-2026 school year, but only at our Springfield and Burke locations.

After-school program students (AMP) from Fairfax and Kingstowne can choose which location to attend and indicate so on the registration form for these camps. With this consolidation, we can offer 75% more camp days for working parents than we have in past years. We understand that the setup does require some parents to add an additional 3-4 mile trip to drop off and pick up their children but believe that the benefit of having the additional camp days will outweigh the inconvenience.

Please use the attached form to select your free camp days, as well as their location, before returning them to our office.

Elite M.A. Centers After-school Programs

AMP School Year Calendar 2025-2026

August 18th, 2025	First Day of School
August 29th - September 1st	Labor Day Holiday – CLOSED
September 23rd	Student Holiday - FREE KIDS CAMP 1. (Springfield & Burke locations only)
October 2nd	Teacher Workday – FREE KIDS CAMP 2. (Springfield & Burke locations only)
October 13th	Columbus Day - CLOSED
October 20th	Teacher Workday – FREE KIDS CAMP 3. (Springfield & Burke locations only)
October 31st	Two Hours Early Dismissal - EMA ends at 6:15pm
November 3rd - 4th	Teacher Workdays – FREE KIDS CAMP 4 & 5. (Springfield & Burke locations only)
November 11th	Veterans Day - CLOSED
November 26th-28th	Thanksgiving Holiday - CLOSED
December 22nd - January 2nd	Winter Vacation - CLOSED <u>Camp may be available for an additional charge.</u>
January 19th	King's Birthday Holiday - CLOSED
January 28th	Two Hours Early Dismissal - EMA ends at 6:15pm
January 29th - 30th	Teacher Workday – FREE KIDS CAMP 6 & 7. (Springfield & Burke locations only)
February 16th	President's Day Holiday - CLOSED
February 17th	Student Holiday - FREE KIDS CAMP 8. (Springfield & Burke locations only)
March 20th	Student Holiday - FREE KIDS CAMP 9. (Springfield & Burke locations only)
March 27th	Two Hours Early Dismissal - EMA ends at 6:15pm
March 30th - April 3rd	Spring Vacation - CLOSED Camp may be available for an additional charge.
April 6th	Student Holiday - FREE KIDS CAMP 10. (Springfield & Burke locations only)
April 10th	Student Holiday - FREE KIDS CAMP 11. (Springfield & Burke locations only)
May 25th	Memorial Day Holiday - CLOSED
May 26th - 27th	Teacher Workday – FREE KIDS CAMP 12 & 13. (Springfield & Burke locations only)
June 17th	Last Day of School - Two Hours Early Dismissal - EMA ends at 6:15pm
	41 Weeks of School

•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 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 CAMPS are included if the day(s) fall on the same one(s) as your regular days in the program. Must pre-register to hold your spot. Drop offs for Kids Camp is from 8:15am to 9:45am. Pick up is from 4:00pm to 6:15pm. Please bring your lunch.

•Spring / Winter 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 listed below, or visit **www.emacenter.com**, for the latest updates on emergency closing and weather delays.