



## Emerald City Karate Summer Camp Handbook

### Welcome to the Emerald City Karate Family

We are looking forward to a summer of excitement at the Emerald City Karate ! Here you will find detailed information, policies, and procedures regarding our upcoming camp sessions. We are excited to see your child at Summer Camp!

### Basic Information about Emerald City Karate's Summer Camps

- All camps are for campers **ages 6.5 and Older**. (Entering 1<sup>st</sup> grade in Fall 2017)
- All camps run between **9 AM – 4 PM** on **Mondays through Fridays**.
- All transportation and field trip fees are included in the price of the camp at no additional cost! You'll also get an Emerald City Karate Hat for FREE!
- **NO Experience Needed!** You'll have a blast even if you've never trained a day in the martial arts!
- The themed games in every camp teach life skills like **Teamwork, Focus, Control, Honesty, and Respect**.
- Every camp features **NERF Blaster excitement in a Safe and Responsible environment**. Participants are required to wear our provided Safety Glasses during these activities.
- **Wild Waves and Enchanted Village Park Field Trip Information:** This field trip is always a highlight of our camp. We take safety seriously and we try to always have a ratio with one instructor for every 3 or so campers. We also make groups according to each child's swimming level and interest in amusement rides. You'll be sure to make a splash at the park!

### What will we be doing at Camp ?

Our camps are designed to be **fun** and **educational** for children at every level of experience from beginners to advanced. Each camp will feature **pulse pounding Martial Arts techniques** as well as exciting weekly themes from secret agents to ninjas. Check out the themes below. Each week long camp will have **games, activities, and crafts coordinated to the theme as well as NERF Blaster games, Foam Sword Battles, and opportunities to play at the park**. Our campers will also get a chance to live it up on our field trips which include a trip to **Wild Waves Water Park and Enchanted Village!**

Week 1	Ninja Camp	June 26th – June 30th
Week 2	Star Wars Camp	July 17th - July 21st
Week 3	Harry Potter Camp	July 31st - Aug 4th
Week 4	Indiana Jones Camp	Aug 14th – Aug 18th
Week 5	Secret Agent Camp	Aug 28th - Sep 1st

\*Check more details about each camp on our website. [www.emeraldcitykarate.com](http://www.emeraldcitykarate.com)

### Camp Code

Respect the surrounding environment and the dojo by following the rules at all times.  
 Respect counselors and all others both with our group and people we meet along the way.  
 Respect yourself.  
 Have fun!

## Field Trip Transportation

Participants in our camp sessions will venture out on a variety of supervised off-site trips throughout the week. We will travel for these field trips by either walking or taking the Emerald City Karate Van. Many field trips and transportation arrangements are time-sensitive so please make sure your camper arrives on time each day.

**Field Trip Schedule:** This field trip schedule is for all camps.

**Monday & Wednesday:** Lunch and Play time at the Park (Greenwood or Sandel Park)

**Tuesday:** Watch a movie in style at the Regal Cinema (Northgate)

**Thursday:** Wild Waves and Enchanted Village Park

In order for campers to have the maximum amount of time to enjoy Wild Waves and Enchanted Village Park, we'll be leaving the dojo around 9:10 AM. Please arrive on time.

## Safety & Discipline

### Safety

- The safety of our students is the highest priority. Program staff work very hard to maintain an environment where students can participate in activities safely.
- Occasionally students may experience a minor injury while participating in activities. This is rare but when it happens program staff use their first aid knowledge to take care of the student. All staff carries basic first aid supplies with them throughout the day.
- In the unlikely event of a serious injury, staff will immediately call 9-1-1 as well as notify a parent or guardian. In the event of a natural or other disaster, students will remain under the direct care and supervision of program staff until an authorized individual is able to check them out.

### Discipline

- Minor behavior problems are handled on the spot. Interventions may include verbal reminders, requesting an apology, etc. Repeated minor offenses will result in more formal disciplinary actions, such as contacting the parent or guardian or requesting a conference.
- Parents will be notified if major behavior problems occur. Larger issues that may lead to short-term suspension include physical endangerment of others or self, property damage or theft.
- If students are found with illegal objects or substances (for instance, drugs, alcohol, tobacco or weapons), they will be suspended and immediately removed from the program.

## How do I contact Campers during the day ?

For communications to campers and staff, parents may call the Emerald City Karate (206) 437-3932.

## Arrivals & Departures

- Every student must be signed in and out each day at the front desk by an approved parent or guardian.
- Drop-off time is between 8:30 AM – 9 AM and Pick-Up time is 3:45 PM – 4 PM  
(We have Karate classes at 4:15 PM on Wednesdays so please pick up your child on time)
- Arriving late ? Please notify a staff by calling or text. Phone number: (206) 437-3932
- Leaving early ? Please alert our staff at the Dojo.

## Absences

- It is the responsibility of parents to notify Emerald City Karate when a child will not be in attendance for the day, or a part of the day. Please call (206) 437-3932.
- Unfortunately, there are no refunds for days or weeks that students cannot attend. A friend cannot replace an absent student; all students must be registered to participate.

## Parking and Getting Here

- We have 4 designated parking spots next to our school in our parking lot. Please feel free to use the parking spots to drop-off and pick up your child or the ample street and neighborhood parking.
- Our school is located at 84th st. & Greenwood Ave N just north of the post office.  
Emerald City Karate is easily accessible by using I-5, Highway 99, Greenwood Ave, 85<sup>th</sup> street, and 15<sup>th</sup> ave NW. Contact us if you have any questions or concerns.

## Preparing for Camp (Things to Bring)

Each camper is provided a personal cube space to stow their belongings. Make sure to label all your belongings.

### **FOOD \*Staff does not provide food.**

- \_\_\_\_\_ Healthy lunch (We have a small refrigerator and a microwave)
- \_\_\_\_\_ Two snacks (Morning and Afternoon snacks) We set aside two 15-minute breaks during which campers can rest and eat their snacks brought from home.
- \_\_\_\_\_ A Water bottle.

### **CLOTHING**

- \_\_\_\_\_ Play clothes that are appropriate for the weather. Shorts or pants are recommended.
  - \_\_\_\_\_ Skirts and dresses are not advised. Campers may get dirty! Closed-toe, comfortable, walking shoes.
  - \_\_\_\_\_ Swimsuit, Towel, Swim goggles on Thursdays (For field trips to Wild Wave and Enchanted Village Park)
- Dojo hats will be given out on the first day of camp. Campers can arrive in their own hats and change after everyone settles in. Campers are required to wear their dojo hats during Field Trips. This allows us to recognize campers easily when we are out with the general public. Due to health guidelines, we cannot loan hats. If a camper does not come to camp with his/her hat any day during camp, you will need to purchase a new one for \$10.

### **OTHER ITEMS**

- \_\_\_\_\_ Sunscreen. You are responsible for providing sunscreen and making sure that your child has enough to last all week.
- \_\_\_\_\_ Backpack to carry all camper belongings.
- \_\_\_\_\_ NERF Blaster (We have enough darts at the dojo so please DO NOT BRING your darts.)
- \_\_\_\_\_ Booster Seat (If your child is under 8 years old or four feet nine inches or shorter, your child needs a booster seat. Please bring it on Field Trip days as noted in this handbook)

\*Emerald City Karate staff will not be held responsible for any items that are lost, stolen or broken while at camp.

## Registration and Registration Policies

**Registration:** Fill out the registration form. Registration forms include Authorization and Medical Treatment Forms. \*Paperwork and payment must be completed and turned in 14 Days before your child's first day of camp or you risk the chance of losing your reserved spot at camp. (And Space is limited.)

**Fees:** Send or hand this form in to the dojo. You also can make payments through our website.

### **Refund Policy**

Payments are refundable if written notice of cancellation is received by Emerald City Karate's office at least 30 days prior to the start of the session(s) your child was scheduled to attend. No fee reductions will be made for late arrivals or early departures. It is understood that in the case of homesickness, dismissal, student suspension, or voluntary withdrawal, there is no refund of fees. If it is deemed advisable to send a camper home for medical or other reasons, a prorated portion of the camp fees may be refunded at Emerald City Karate's Discretion.

### **Program Cancellations**

Emerald City Karate reserves the right to cancel a camp or class. In the rare event of a cancellation, you will be notified about four weeks before the program start date, and you will receive a full refund.

### **Contact Information**

Emerald City Karate  
8314 Greenwood Ave N  
Seattle, WA 98103  
(206) 437-3932

[emeraldcitykarate@gmail.com](mailto:emeraldcitykarate@gmail.com)

----- Please retain the previous sections of this form for your reference and submit the papers below -----



## Emerald City Karate Summer Camp Registration

### Registration Procedures

1. Read our Summer Camp Handbook (above) carefully, as it contains important information, policies, and procedures related to our summer camps before you fill out the registration forms.
2. Fill out the registration forms.
3. Mail or hand this form in to the Emerald City Karate.

Child's Name: \_\_\_\_\_  
(First) (Last) (Nickname)

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: Male / Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Parent/Guardian Name (First & Last): \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2<sup>nd</sup> Parent/Guardian Name (First & Last): \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Does the student have any special physical, behavioral, learning and/or other needs our staff should be aware of ?**

If so, please describe details: \_\_\_\_\_

**Swimming Ability:**  Non Swimmer  Beginner  Intermediate  Advanced

### EMERGENCY CONTACTS

The Parent/Guardian named above will be contacted first in case of emergency (after 911).

Please list additional parents, guardians, and others you would like us to contact if we cannot reach you.

Name	Relationship	Primary Phone	Cell Phone

### PICK UP AUTHORIZATION AND INFORMATION

Please list all individuals (Including yourself) who are authorized to pick up your child.

Your child will only be released to the people on this list.

Name	Relationship

## SUMMER CAMP REGISTRATION

ALL CAMPS are for attendees aged 6.5 – Older (entering 1<sup>st</sup> grade in Fall 2017) and run 9 am – 4 pm

### Summer Camp Rates

- **Early Bird Discount of \$40 OFF OFF** if registering before April 1<sup>st</sup>
- Additional siblings will receive a 10% discount

Summer Camp Weekly Fee ( <b>Before</b> April 1st)	\$299/week + Tax
Summer Camp Weekly Fee ( <b>After</b> April 1st)	\$339/week + Tax

### Instructions: Please check all the camps you are planning to attend

1	Ninja Camp	June 26th – June 30th
2	Star Wars Camp	July 17th - July 21st
3	Harry Potter Camp	July 31st - Aug 4th
4	Indiana Jones Camp	Aug 14th – Aug 18th
5	Secret Agent Camp	Aug 28th - Sep 1st
If this is an additional family member, please check this box. (Additional Family Members receive a 10% Discount)		

### Payment Authorization:

You can pay by EFT or Credit Card. Please fill out the following section carefully.

<p><b>Did you already pay on our Website? If so, please check the box below.</b></p> <p><input type="checkbox"/> Paid on our website. (emeraldcitykarate.com)</p>
<p><b>EFT (Electronic Transfer from a Checking or Savings Account)</b></p> <p>Bank Name: _____</p> <p><input type="checkbox"/> Checking <input type="checkbox"/> Savings *Please supply us with a Voided Check for payments paid from your bank's checking account.</p>
<p><b>Credit Card/Debit Card</b></p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Account Number: _____</p> <p>Cardholder Name: _____</p> <p>Exp. Date: _____ / _____ Verification Code: _____</p>

I, \_\_\_\_\_, hereby authorize the amounts indicated above to be withdrawn from my checking account or charged to my credit card account listed above including any replace fees if they lose their Emerald City Karate hat, and acknowledge the payments herein are due whether I use the services at Emerald City Karate or not.

Signature

X \_\_\_\_\_ Date: \_\_\_\_\_

Note: By initialing below, you acknowledge that you have read and agreed to each item. In order for a child to attend camp, each item **MUST be initialed** by a parent/guardian.

**General authorizations:** I confirm the authorizations and consent to the details within this document, including, but not limited to medical treatment, field trips, activity participation, and emergency contacts.

**Parent/guardian initials** \_\_\_\_\_

**Authorization of treatment:** I give permission for Emerald City Karate staff to provide any medical assistance they deem appropriate for my child, named below. I also give permission for any emergency personnel to treat my child in the event of an emergency and understand that I will be responsible for all medical expenses that may be incurred as a result.

**Parent/guardian initials** \_\_\_\_\_

**Media release:** I understand that photos, videos and audio recordings of my child may be taken during camp. I hereby authorize Emerald City Karate and its personnel to take, use and publish photographs, video and audio records of my child for education, public relations, marketing and purposes related to Emerald City Karate.

**Parent/guardian initials** \_\_\_\_\_  
Yes                      No

**General release:** I acknowledge that there are natural hazards associated with camp programs and related activities in both indoor and outdoor settings. I hereby affirm that my child is in good health and physically capable of performing the required activities of camp. In consideration of Emerald City Karate accepting my child into a program, I hereby assume all risks associated with my child's attendance and participation. I will indemnify, hold harmless and release Emerald City Karate, their employees, volunteers, interns and agents from all liability, actions, causes of action, debts, claims, demands or other liability of every kind and nature whatsoever which may arise from or in connection with my child's participating in any activities sponsored through Emerald City Karate, including,

and without limitation, any damages or injuries which may be sustained while my child is at camp. I understand and agree that this release is intended to be as broad and inclusive as is permitted by the laws of the State of Washington, and that if any portion of it is held to be invalid, I agree that the remaining terms shall continue to be in full legal force and effect.

**Parent/guardian initials** \_\_\_\_\_

**Transportation Authorization**

I hereby authorize Emerald City Karate, to travel in the Emerald City Karate Van or by foot from the Emerald City Karate to Field Trip locations, to medical facilities, including urgent care and hospital facilities, and any other places visited from time to time as deemed reasonable by Emerald City Karate.

**Parent/guardian initials** \_\_\_\_\_

**Handbook and camp policies:** I have read Emerald City Karate's Summer Camp Handbook outlining all program policies and procedures and understand and will comply with all program policies and procedures. I understand that should my child violate camp policies or procedures, or act in a manner that is unsafe for my child, other participants or staff, my child may be excluded from the program. Accordingly, I have told my child to obey all directions of staff, to comply with all safety instructions and to refrain from unsafe practices. If my child has to be removed from the program, I will *not* be entitled to a refund.

**Parent/guardian initials** \_\_\_\_\_

I HAVE READ THE AGREEMENT CAREFULLY AND HAVE FULLY UNDERSTOOD THE CONTENT AND CONSEQUENCES OF THIS AGREEMENT. I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE.

Camper's full name(print): \_\_\_\_\_

Parent/guardian's full name (print): \_\_\_\_\_ Relationship to minor: \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_