



# Summer Camp 2018 Handbook

# Charlotte Martial Arts Academy

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## Welcome to Charlotte Martial Arts Academy's Martial Arts Training Camps

We are excited to welcome you to our Martial Arts Training Camps. We are excited to offer nine weeks filled with martial arts, goal setting, fitness, education and "Black Belt Attitudes!" Camps are designed, staffed and presented to give your child an edge when they return to school next year and they are a great way to keep kids in shape during the summer.

This year each camper will be learning the basics of anger management skills, self-defense techniques & basic karate. Current martial arts students will work on more advanced techniques. In addition, we will be teaching the basics of the \_\_\_\_\_. Safety weapons will be available for use during training classes.

This booklet is designed to give you all the information you need when your child comes to camp. Please read this information carefully. If you have any questions please ask any staff member.

Thank you for choosing our summer program and I hope that it proves to be a fun, educational program for you and your family.

Sincerely,

A handwritten signature in black ink, appearing to read "Sensei Michael Price". The signature is stylized and includes a horizontal line underneath the name.

Sensei Michael Price

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## What to Bring to Camp:

- Lunch:  
You'll only need to bring your lunches on: Monday, Tuesday, Wednesday & Thursday. No mayonnaise or milk based products please- there is no access to a refrigerator. Please pack lunch, water bottle and snacks in a LABELED cooler or lunch bag. No Peanut Products, we ask that you continue to take every precaution to protect all children from unwanted exposure. Lunch will be provided by CMAA on Friday. *(Lunch typically is pizza, fresh fruit & water.)*
  - Water Bottle *(with water only!)*
  - Official CMAA summer camp uniform must be worn each day. All campers must wear the official CMAA camp shirt in the correct color. Athletic shorts or karate pants may be worn with camp shirts. Full uniforms are available for purchase. One T-Shirt will be provided to each camper, students MUST wear official CMAA shirt, and replacements are available for purchase.
- (If your student comes to camp without the appropriate uniform, you will be asked to go and get the uniform or purchase another.)*
- If you are a current CMAA student: You should bring your belt and all required equipment for your level with you every day.
  - Summer camp weaponry  
We will loan during class; however, they will be available for purchase at the end of the week.
  - Wednesdays are WATER DAYS. Please bring a swim suit, towel, water shirt *(or shirt that can get wet)* and shoes that can get wet *(no flip-flops please!)*. Make sure your camper is sun screened BEFORE you drop them off.

## What NOT to Bring to Camp:

- Toys, Balls, Playing/Trading Cards
- Phones, iPods, Tablets, or electronic games
- Gum/candy
- Money, Drugs, Alcohol, Weapons
- Peanut Products. We ask that you continue to take every precaution to protect all children from unwanted exposure to peanut allergens while at CMAA
- Bad Attitudes

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## Financial Information

### Program Rate Adjustment

As part of CMAA's pricing rate structure, an adjusted rate is available to those who qualify. Both members and program participants must provide income verification at the front desk in order to receive an adjusted program rate. Note: All program rate adjustments are subject to program-specific caps.

### Payment Policy

- A \$50 non-refundable deposit is due when registering for camp.
- Balance of your camp fee is due on the first day of camp at check-in.

### Cancellation Policy

- All cancellations will forfeit deposit.
- Exception: In the event of illness or injury of the camper, with prompt notification, and a doctor's note a refund may be given.
- Cancellations and requests to transfer programs must be made in person or in writing to the front desk.
- Cancellations or requests for transfers must be received at least 7 days prior to the start of the requested camp week (the Monday one week prior) to qualify for a refund or transfer of money.
- Cancellations not received by the designated day will result in a forfeiture

of all deposits and fees paid towards that camp week. Payments that have not been made will still be collected.

### Additional Fees

- A \$30 non-refundable activity fee is included into your camp fee. This fee covers the official camp T-shirt, arts and crafts, use of training gear and lunch on Fridays.
- Weaponry is available for purchase on Friday at the end of the summer for \$25 plus tax.
- Students who have met the requirements for advancement to the next belt level will be tested and if ready, promoted to the next belt. Testing fees begin at \$20 and go up to \$50 for advanced students.

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## Camp Hours

- Campers can be dropped off anytime between 7:30 am and 9:00 am.  
*The first martial arts class starts at 9:30 am and it is very disruptive to have campers dropped off during the class.*
- Campers can be picked up between 3:30pm and 6:00 pm.  
*We typically put a movie on at 4pm each day. Campers usually do not want to leave when the movie is on!*

## Designation of Individuals

### Authorized to Pick-up

For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper's registration form. Every adult must present a photo ID. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including person's name as it appears on photo ID) is required and a photo ID must be shown during pick-up. Thank you for helping expedite this process by having your ID ready.

### Drop Off and Pick Up

- Parents **MUST** come inside every day for each pick-up/drop-off to sign your child in/out.  
*Parents will be asked to submit in writing if someone other than parents/guardian will be picking up their child from camp. We will not release child to unknown people without prior notice.*

- The Drop Off and Pick Up procedure will be the same regardless of what time you pick up your child during the camp day.

**You will ALWAYS need to sign them in/out and be recognized by the camp staff.**

## Early Pick-up and Late Arrivals

We encourage you to have your child at camp until the camp day ends so they will not miss any activities. We understand that there will be exceptions and ask that when these occur, please send us an email.

### Early Arrival

Drop-off begins with supervision of children at 7:30am for a full day of camp. Campers **MAY NOT** be dropped off prior to 7:30am. This allows for camp staff to properly prepare for the day without interruption from campers arriving early. Camp staff will be ready to greet your camper promptly at 7:30am.

### Late Pick Up

In fairness to our staff it is important that all campers must be picked up by 6 pm. A late fee will be charged for each child not picked up by 6 pm. The fee will be assessed at a rate of \$1 per minute after 6pm. This fine will be paid at pick-up, to the staff waiting with your child. If you are 15 minutes late, we will attempt to call you and your emergency contacts. If you are 45 minutes late, local authorities will be called. Chronic late pick-up may be grounds from dismissal from the camp.

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## Welcome Emails

The parent who is the primary account holder will receive an email on the Friday prior to the session. If you have registered after Thursday at 12pm or changed your registration, your child may not be on the roster, thus you will not receive the welcome email for your child's upcoming session of camp, if you need more information, please visit our website at [www.charlottemartialartsacademy.com](http://www.charlottemartialartsacademy.com) or contact the front desk to receive the information for the week.

## Attendance

If your child is not feeling well, please do not send them to camp. A child who is sick before camp begins should be kept home for his/her sake and that of others. If a camper has any sign of illness or fever, the parent will be called to pick the camper up. If a camper has no overt symptoms of illness, but displays significant behavior changes, is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the camper. If a camper becomes ill at camp, a parent will be contacted and asked to pick up the camper. If a parent cannot be reached, the staff will call the emergency contact numbers listed.

If they will be missing more than one day of camp due to illness, vacation, etc. please let us know. It is always helpful for you to

let us know of any pre-arranged activities (vacation, family in town, doctor's appointments, etc.) that may keep your camper from joining us each day at camp. Please note that if your child misses one or more days of camp, the days cannot be "made-up" or refunded.

All absent participants will be charged their balance due, unless the cancellation procedure has been followed correctly.

## Medication Policy

If medication must be administered you should allow for extra time to complete the following:

1. Please administer all medications at home before arriving to camp.
2. Bring all medication directly to the front desk on Monday morning of that session.
3. The medication must be in the container in which it was provided from the pharmacy.
4. Written instructions as to quantity, time to be administered must be given.
5. Bring only the required medication needed for that week and pick up the empty bottle on Friday.

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## **Emergencies**

Routine scrapes and cuts will be treated by staff. In case of a serious accident or illness, every effort will be made to reach you, and the contacts listed on your registration form. If no one can be reached, we will take the necessary actions for the health of your child. Please note that in the event of serious injury 911 will be called first. Should there be any changes in the emergency contact phone numbers, please notify us immediately

## **Insurance**

CMAA provides liability insurance for all of our programs. It is the program participant's responsibility to provide their own accident insurance coverage. Parents/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child, should service be required while attending camp.

## **Lost Articles**

Label Everything! Lost and Found will be located in the lobby. All items left in the Lost and Found at the end of each camp session will be donated to charity. We are not financially responsible for children's losses, but will make every effort to locate the lost item. Campers/Parents are responsible for their own things.