



Welcome to Baltimore Elite's 2018 Camp Program!

Welcome to the camp program at Baltimore Elite Martial Arts Academy. Inside this packet is all the information you'll need about our program. The back of this document includes the registration pages that you'll need to fill out and bring back with you when you come to register for camp.

We have 4 camp programs at Baltimore Elite Martial Arts Academy:

After School: Runs for entire school year, from your child's first day of school until the last day of school, includes transportation from schools to Baltimore Elite, martial arts class, snack time, homework time and structured games and activities until 7:30 pm.

Summer Camp: Runs for the entire summer break until school begins again in the fall. Includes daily field trips, martial arts every day, snack & lunch time and many structured activities, educational activities and games from 6:30 am to 7:30 pm.

Day Camp & Spring Break: Covers any day school is closed between your child's 1st day of school until the last day of school. Baltimore Elite Camp is open on most scheduled school closures. Includes martial arts, snack & lunch time and other structured games and activities from 6:30 am to 7:30 pm. Only available for students already enrolled in any other program.

Camp SWAT Program: This is an assistant instructor / counselor program to award students who are older and more accomplished in the martial arts. The program offers pricing discounts for the parents, and more responsibility, community service hours and privileges for the student. Please ask for more details about this program.

When making your camp registration selections, please keep in mind that we have combination options with special pricing for camp as well as including evening and weekend classes with some of the camp programs. Here is the information on the combination programs:

The **Standard Martial Arts + Summer Camp** program is best for students who need Camp for the summer and Day Camp through the year, but otherwise just want to train in martial arts. It also allows them to average their cost of summer camp through the entire year. This program includes:

- 12 months of our Standard Martial Arts Program (or BBC or MC if it applies)
- Full Summer Camp Program – all weeks.
- Full Day Camp Package – all days. *Snow days only available in combo programs.

The **After School + Summer Camp** program is best for students who need most of the camp options we provide year-round. This rate is discounted as compared to doing each program separately and it allows the client to average their cost evenly throughout the year. This program includes:

- 12 months of our Standard Martial Arts Program (or BBC or MC if it applies)
- Full After School Program – all months.
- Full Summer Camp Program – all weeks.
- Full Day Camp Package – all days. *Snow days only available in combo programs.

Enrollment into this combo program requires the first payment being made before school starts and running for 12 payments. The enrollment dates run from the first day of your child's school until the last day of our summer camp program. Any requests for this program throughout the year will need special approval and pricing may vary.

Note: The actual date your child may begin camp may change due to school schedule changes. It may also be different than that of other students who attend different schools. Baltimore Elite will adjust this schedule pending school calendar changes.



Organization of Camp Programs

The table below shows an approximate schedule for each of our camp programs. The exact timing of events will vary and groups will have different events at different times throughout the day. Age appropriate games and activities are substituted when appropriate. While we make a sincere attempt to adhere to the daily camp schedule, we reserve the right to change a camper's schedule due to weather, staffing, field trip changes or any other factors that may arise.

	After School	Summer Camp	Day Camp	Before Care
6:30 AM		Drop Off – Free Time	Drop Off – Free Time	Drop Off – Free Time
7:30 AM		Drop Off – Free Time	Drop Off – Free Time	Drop Off – Free Time
8:30 AM		Drop Off – Free Time	Drop Off – Free Time	Transportation to School
9:00 AM		Structured Groups Begin	Structured Groups Begin	Transportation to School
10:00 AM		Martial Arts	Martial Arts	
11:00 AM		Education Hour	Educational Hour	
12:00 PM		Lunch	Lunch	
1:00 PM		Field Trip	Structured Games	
2:00 PM		Field Trip	Free Time	
3:00 PM	Transportation from School	Field Trip	Structured Games	
4:00 PM	Snack / Homework	Martial Arts	Martial Arts	
5:00 PM	Martial Arts Class	Pick Up – Free Time	Pick Up – Free Time	
6:00 PM	Pick Up – Free Time	Pick Up – Free Time	Pick Up – Free Time	
7:00 PM	Pick Up – Free Time	Pick Up – Free Time	Pick Up – Free Time	
7:30 PM	Pickup Concludes	Pickup Concludes	Pickup Concludes	

Student Groups & Supervision:

During the structured portion of camp, students are divided into groups based on age, experience level with martial arts, energy level, interest in activities, transportation requirements and other criteria. In our summer camp program, the entire camp is divided into two groups based on age before being further divided into smaller groups.

The youngest age of a camper is 3.5 years old. Baltimore Elite has a “hands-off” policy regarding bathroom issues, changing clothes and the application of sunscreen. Each student must be able to perform these tasks on their own.

Every group is supervised by a group instructor or counselor who is responsible for keeping the activities moving. The entire camp program is supervised by lead counselors and the camp director. Assistant counselors are used at times to help assist with activities. Baltimore Elite checks the fingerprint records and background of every employee. All employees are also CPR and First Aid certified.

Camp Foul Weather Policy

Baltimore Elite attempts to remain open even if schools close for inclement weather. If school closes early due to weather, Baltimore Elite will pick up the students and our After School program will remain open. However, please consider the severity of the weather in determining when to pick up your student on those days.

If Baltimore Elite must close **before** opening due to weather or any other emergency, we will post the closure on our Facebook page and send out an email. If Baltimore Elite must close **after** we have opened for the day, we will notify every camp parent by phone of the change. Students enrolled in our Combo programs are eligible to come to Day Camp on Snow days. You should pack a lunch on any snow days that your child attends.

Please like us on Facebook! (BEMAA Martial Arts)



Items for all Baltimore Elite Camp Programs

Uniforms, clothes & socks: The students will need a clean uniform for martial arts class. Students will also need their belt each day. The belt never needs to be washed. Students will also need a clean summer camp T-shirt of any color. Students should wear pants or shorts and not skirts or dresses to camp. Tennis shoes are best for field trips and other activities conducted during camp. Socks should always be packed during summer camp in case we go skating or bowling.

Cell Phones: Students may bring cell phones, but they should remain off and packed in the student's bag for the day, **no exceptions**. If you need to reach your child, please call Baltimore Elite directly.

Student Belongings: Students may also bring tablets, iPods, DS's, toys, additional clothing and other items. Each student is responsible for their belongings. Each student will have a location to store their belongings. Baltimore Elite will make every attempt to help each student manage their belongings, but is not liable for stolen, lost or damaged items. Please take a moment and mark all belongings that will be coming to camp with a permanent marker. M-rated video games may not be brought to camp.

Lost & Found: Parents are welcome to look through the lost and found any time they are missing items. Our lost and found is donated at the end of every week.

Camp Rules: Each student must follow all camp rules. Parents / Guardians are responsible for any damage to property caused by their child.

Snacks & Lunches: You may pack or purchase snacks and lunch. Baltimore Elite cannot provide a refrigerator or microwave. A cold pack inside of a lunch box works well at preserving food until lunch time. Baltimore Elite must be notified of all allergy information for the student. Students are **not** permitted to share food. Lunch must be paid for in cash by the parent during drop off so we can get an accurate count of lunches for the day. We also want to prevent the students from using lunch money for snacks.

Injury & Illness: Each student should be free from illness when attending a camp to prevent the spread of the illness to other students. Please make arrangements for backup day care in the event of an illness or when fever, vomiting, diarrhea, rash, severe cough or any mucous discharge. Students should be symptom free for 24 hours before returning to camp. Parents will be called if any of these symptoms begin during a camp day. Students with these symptoms may need to be sent home for the day. If a student is diagnosed with any condition that prevents them from attending camp, please bring the doctor's note with you when the student returns.

Medication: Parents need to complete the medication permissions included in the Baltimore Elite Camp Registration Packet for over the counter medications, first aid and prescription medication. Baltimore Elite will not be able to perform any of these functions without permission. The Request to Administer Medication form must be completed and signed by you and your child's medical provider. A new form is needed for all changes in medication, dose, or time. The medication should be brought to school by a parent/guardian or responsible adult and given to Baltimore Elite staff. Kids cannot keep any medications with them. The medication container must be labeled by the pharmacy with the student's name, prescriber's name, name of medication, dosage, route, conditions for storage, prescription date, and expiration date. **Expired and discontinued medication not picked up by the last day of Camp will be destroyed.**



Baltimore Elite Martial Arts Academy
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Baltimore, MD 21236
410-663-9123
WWW.BEMAA.COM

Student Pick-Up from Baltimore Elite:

The pick-up time for all camp programs ends at **7:30 pm**. An authorized person must sign out your child every day by entering the time and their initials on the sign in / sign out sheet. **Please be prepared to show ID** as it must be shown upon request. Ensuring our student's safety is the highest concern. A list of authorized persons will be completed as part of the registration. Only the contract signor can modify this list.

There will be a fee of **\$1.00 for every minute after 7:30 pm**. Please be prepared to pay when you pick up your child. Any fees not paid will be automatically pulled from the account on file on the day of the incident.

How did the day go? Baltimore Elite channels all the information from the day to the desk at the camp entrance. Our attempt is to provide you the most information concisely to expedite the drop off and pick up process. This is our opportunity to communicate with you about any issues, progress, scheduling or other important matters. Feel free to speak with us during this time or set up a time to speak further if it's not the best time to speak with us then.



Baltimore Elite After School, Before Care & Day Camp Specifics

After School Information:

Our After School program focuses on providing an active martial arts class and positive structured activities until you are able to pick up your child.

Each student will have a martial arts class every day. We teach Tae Kwon Do and a multi-disciplined self-defense and anti-bullying program. Students in our Camp programs will be divided into groups based on their experience with martial arts so that the level of instruction provided is appropriate for each student.

Students will also have time to eat a snack and get their homework completed. Baltimore Elite will provide help in understanding homework instructions, but limits the help with the homework itself.

School pick up begins at the school's dismissal time and will vary from school to school. Scheduled and unscheduled half days are included in the program at no extra charge.

Private Schools Note: Baltimore Elite contacts each school at the beginning of the school year to obtain their school calendar for the year. Parents are responsible for letting Baltimore Elite know of any school calendar changes for either whole or half days.

After School Transportation:

Each student is picked up and signed into Camp by Baltimore Elite at their school's dismissal time. Baltimore Elite will wait at the school for up to 15 minutes. However, students must come directly to the van immediately upon dismissal to keep us on schedule. If for any reason your child should miss our van, we will not be able to go back to the school and pick them up. Each school's dismissal process may vary and we will confirm these details during the registration process.

Baltimore Elite Martial Arts Academy must be notified by 1:00 pm if your child will not need to be picked up for that day. If we do not receive this information, there is a significant disruption to the overall pick up process. Repeated violations of this rule may result in suspension or expulsion from our program due to the negative consequences caused to Baltimore Elite and the school system. No refund of tuition is given due to suspension or expulsion as a result of a violation.

Before Care and Day Camp Drop Off:

You can drop off your student through the camp entrance, suite 206. You must sign in your student by entering your initials and time on the sign in / sign out sheet. If the sign in or sign out location is highlighted, we need to speak with you about something. Please inform Baltimore Elite of an early pick up time or give us any information about your child's behavior or condition that may be helpful during the day.

Before Care Drop Off: Students must be dropped off between **6:30 am** and **7:30 am**. We will be leaving at 7:30 am to take students to school.

Day Camp Drop Off: Students may be dropped off at any time from 6:30 am on. Please pack a lunch if you're dropping off after 9:00 am. Students may not be dropped off after 12:00 Noon without approval to ensure we have staffing for the day.



Baltimore Elite Camp Information Packet – Summer Camp Information

Our summer camp focuses on providing an active martial arts class and a variety of experiences that are educational, active, cultural and most of all fun. In most instances the students will be required to participate in the scheduled activity. In some instances, students will have the choice of activities. Our goal is to provide a balanced experience that is flexible enough to accommodate different interests and energy levels.

Summer Camp Drop Off Note: You can drop off at any time, but you must drop off by 9:00 am to be included in the field trip for the day. And please notify us by phone if you will be dropping off after **12:00 Noon**. By this time of the day, our attendance and staffing has been set and it may be impossible to accept a student after **12:00** without prior notice.

Summer Camp Pick Up Note: You can pick up at any time through the day, but please notify us if you will be picking up before 5:00 pm. Students can not be picked up while on a field trip, but we will ensure that your student is at Baltimore Elite once you provide notice of the early pick up time.

Summer Camp Activities:

Along with the daily martial arts class, Baltimore Elite's Summer Camp program offers many other activities. Our focus is on providing a wide variety of experiences. Some activities are active, some are educational, some are cultural, but all are fun.

The structured activities that we've chosen from in the past few years are: Spanish Lessons, Dance Instruction, Arts Instruction, Sign Language, Drama Instruction, Soccer, and Basketball. We also have tons of structured active games we play with the kids including dodge ball, octopus tag, and capture the flag.

During free time, students can choose the activities they would like to partake in. Some of the activities they can choose from include video games, board games, Legos, dolls, chess, coloring, reading, movies, hula-hoop, jump rope and playing cards.

Field Trips:

Field Trips are scheduled every day for the summer. Occasionally we may not be able to go on a field trip due to weather, cancellation from the vendor, traffic or some other cause.

All of the field trip admissions are included in the Summer Camp program. There are **no additional costs** for any of the field trips.

Transportation is provided for field trips. Please review the Trip Safety and Transportation Plan you receive when you register for more details and ensure your child understands the regulations concerning safe van conduct including remaining seated, keeping their volume low and keeping their seat belt on.

Some of the standard field trips we go on every year are Swimming, Roller Skating, Bowling, Science Center, Go Karts, Annie's Playground, Amped Up, Skyzone, Laser Tag, Miniature Golf, Sports at the Park and the Herr's Potato Chip Factory. We also rotate among a variety of other field trips. Some of those we've used in the recent years are: Magic Shows, Reptile Shows, Double Rock Park, Baseball Game, Museum of Industry, Fort McHenry, B&O Railroad Museum, Baltimore Zoo and Movies.

On Swimming days, a swimsuit, towel and water shoes are required. Sunscreen should be applied before coming to camp and should be brought to camp so the student can re-apply as needed. Our staff will store sunscreen when the child is not using it. It is the student's responsibility to apply their own sunscreen and their name must be written on the sunscreen.



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Baltimore Elite Camp Program Registration Packet

Registering for a Camp Program

Please print out and complete the registration packet section on the following 4 pages and bring it with you to Baltimore Elite.

When you register, you will need to be prepared to pay the registration fee and the first payment, usually the first month of your contract. The payment contract will be completed at Baltimore Elite and will include the specific payment terms. In all camp programs, each contracted service date must be paid for before service can be provided for that date. Payments must be made for all contracted dates regardless of the student's absence for illness, vacation or any other reason.

When filling out the following registration packet pages, you may put up to 4 children's names on the first page. All of the information on the following pages will be used for each child unless otherwise noted.

For specific information relating to one child, please put the child's name next to that information so that it's clear. Please print out a separate copy of any page where you have too much information to fit neatly on one page. For example, each child may have their own student health history. Or a single child may be taking 2 prescription medications and we need permission for each medication administered in camp.

If you have any questions, please give us a call at 410-663-9123, or email the question to Info@bemaa.com. When emailing, please include your name, the student's name and contact information.



Baltimore Elite Martial Arts Academy – 2018 Camp Registration Packet – Page 1

Student Information:

1. _____ / ____ / ____ M / F _____
 (Student Name) (Date of Birth) (Gender) School

2. _____ / ____ / ____ M / F _____
 (Student Name) (Date of Birth) (Gender) School

3. _____ / ____ / ____ M / F _____
 (Student Name) (Date of Birth) (Gender) School

4. _____ / ____ / ____ M / F _____
 (Student Name) (Date of Birth) (Gender) School

 (Street Address) (City) (State) (Zip)

 (Email Address) (Home Phone)

How did you hear about us?

Recommend a Friend:

My child desires to actively participate in the Camp Program at Baltimore Elite Martial Arts Academy. My child agrees to follow all the rules and regulations that are set forth by this school and its staff. I understand that Baltimore Elite Martial Arts Academy gives instructions in self-defense. I understand that the practice of Martial Arts may involve some physical risk, and that he/she might become injured as a result of the instruction and practice offered by Baltimore Elite Martial Arts Academy. In consideration for instructions given, and in order to be accepted as a member, I do hereby release and discharge Baltimore Elite Martial Arts Academy, its owners, agents, employees, and students from any and all actions, claims, or other liabilities which exist or may arise hereafter, directly or indirectly resulting from any students, senior students, instructors, or employees of Baltimore Elite Martial Arts Academy, for any willful or wanton acts committed by other students, regardless of location.

I have reviewed the entire Baltimore Elite Camp Information Packet and am aware of all of the terms, regulations and guidelines. By signing, I acknowledge and agree to all of the included terms, regulations and guidelines. Each page of this registration must be completed before your child can attend a camp program.

 (Parent / Guardian Signature) (Print Name) (Date)



Baltimore Elite Martial Arts Academy Camp - Student Health History – Page 3

Child's Name: _____

Emergency Contact Information, other than principle parent / guardian: This information is required.

(Primary Emergency Contact)	(Relationship)	(Cell Phone)	(Alt. Phone)
(Secondary Emergency Contact)	(Relationship)	(Cell Phone)	(Alt. Phone)
(Student's Physician)	(Physician Phone)	(Alt. Phone)	

1. Are there any health problems including physical, psychiatric, or behavioral problems of which we need to be aware?

NO / YES, Explain: _____

2. Are there any medications, dietary restrictions, allergies, or special needs that we need to be aware of to ensure that your child's camp experience is positive?

NO / YES, Explain: _____

Immunization information

For students who reside within the United States, a United States territory, or the District of Columbia: 1. state/territory in which child resides:		For campers who reside outside the United States, a United States territory, or the District of Columbia: 1. Country in which child resides:
2. Is this child exempt from any immunizations? <input type="checkbox"/> NO / <input type="checkbox"/> YES, List:		2. Attach Department form DHMH-896 (Record of vaccination or immunity)

 (Parent / Guardian Signature) (Print Name) (Date)



Baltimore Elite Martial Arts Academy Camp – Additional Permissions – Page 4

Field Trip Permission

I _____ give Baltimore Elite Martial Arts Academy my permission to take _____
(Parent / Guardian Name) (Student Names)
on field trips throughout the Baltimore Elite After-School Program. _____ is an appropriate height & weight
(Student Names)
to ride in the front passenger seat if needed _____. I also give permission for my child to participate in all
(Parent / Guardian Name)
Baltimore Elite activities throughout the After-School Program. To help simplify our field trip organization, it is helpful to know if
your child can swim.

Please indicate if your child can swim and if so, how well: _____

I understand that every precaution will be taken to avoid any injuries and agree that the school will not be held liable for injuries, damages, etc. not caused by or resulting from the negligence of the owners, operators, employees or persons in charge of such activities.

(Parent / Guardian Signature) (Print Name) (Date)

Student over-the-counter Medication Administration Permission: (Please indicate permission by signing each item.)

My child has permission to be administered over-the-counter medication (Children’s Tylenol) for headaches and minor injuries by the Baltimore Elite staff, if they feel it is necessary. I agree to supply medication appropriate for my child.

(Parent / Guardian Signature) (Print Name) (Date)

My child has permission to be administered topical ointment for cuts (i.e. Neosporin) for minor injuries by the Baltimore Elite staff, if they feel it is necessary.

(Parent / Guardian Signature) (Print Name) (Date)

Baltimore Elite Martial Arts Academy must be notified by **1:00 pm** if your child will **not** need to be picked up for that day. If we do not receive this information, there is a significant disruption to the overall pick up process. Repeated violations of this rule may result in suspension or expulsion from our program due to the negative consequences caused to Baltimore Elite and the school system. No refund of tuition is given due to suspension or expulsion as a result of a violation.

(Parent / Guardian Signature) (Print Name) (Date)

MEDICATION ADMINISTRATION AUTHORIZATION FORM for Youth Camps in Maryland

Department of Health & Mental Hygiene (DHMH)
Center for Healthy Homes and Community Services (CHHCS)
(410) 767-8417 Toll Free 1-877-4MD-DHMH ext. 8417

This form must be completed fully in order for youth camp operators and staff members to administer the required medication or for the camper to self-administer medication. A new medication administration form must be completed at the beginning of each camp season, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Nonprescription medication must be in the original container with the instructions for use. Nonprescription medication includes vitamins, homeopathic, and herbal medicines.
- An authorized individual must bring the medication to the camp and give the medication to an adult staff member.

I. PRESCRIBER'S AUTHORIZATION

1. CHILD'S NAME		2. DATE OF BIRTH ____/____/____ Month Day Year		
3. CONDITION FOR WHICH MEDICATION IS BEING ADMINISTERED:		4. EMERGENCY MEDICATION <input type="checkbox"/> YES -If yes, see Section III below. <input type="checkbox"/> NO		
5. MEDICATION NAME	6. DOSE	7. ROUTE		
8. TIME/FREQUENCY OF ADMINISTRATION		9. IF PRN, FREQUENCY		
10. IF PRN, FOR WHAT SYMPTOMS				
11. KNOWN SIDE EFFECTS SPECIFIC TO CHILD				
12. MEDICATION SHALL BE ADMINISTERED during the year in which this form is dated in 14b below unless more restrictive dates are specified in 12a and 12b. This authorization is NOT TO EXCEED 1 YEAR.		12a. FROM ____/____/____ Month Day Year	12b. TO ____/____/____ Month Day Year	
13. PRESCRIBER'S NAME/TITLE		This space may be used for the Prescriber's Address Stamp		
TELEPHONE	FAX			
ADDRESS				
CITY	STATE			ZIPCODE
14a. PRESCRIBER'S SIGNATURE (Parent/guardian cannot sign here) <small>(ORIGINAL SIGNATURE OR SIGNATURE STAMP ONLY)</small>				14b. DATE

II. PARENT/GUARDIAN AUTHORIZATION

I request the authorized youth camp operator, staff member or volunteer to administer the medication or supervise the camper in self-administration as prescribed by the above authorized prescriber. I certify that I have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period, an authorized individual, as listed in 15c below, which may include the child, must pick up the medication, otherwise it will be discarded. I authorize camp personnel and the authorized prescriber indicated on this form to communicate in compliance with HIPAA.

15a. PARENT/GUARDIAN SIGNATURE	15b. DATE	15c. INDIVIDUAL(S) AUTHORIZED TO PICK UP MEDICATION
15d. HOME PHONE #	15e. CELL PHONE #	15f. WORK PHONE #

III. AUTHORIZATION FOR SELF-ADMINISTRATION / SELF-CARRY (OPTIONAL)

This section should only be completed if this medication is approved for self-administration. Self-carry is only permitted for emergency medications such as inhalers and epinephrine. Both the prescriber and the parent/guardian must consent to self-administration below. However, youth camp operators are not required to permit self-administration or self-carry.

I authorize self-administration of the above listed medication for the child named above under the supervision of the youth camp operator, a designated staff member or volunteer. If indicated below, the child named above may self-carry emergency medication.

16a. PRESCRIBER'S SIGNATURE authorizing self-administration	16b. SELF-CARRY EMERGENCY MEDICATION (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A - Not emergency medication	16c. DATE
17a. PARENT/GUARDIAN'S SIGNATURE authorizing self-administration	17b. SELF-CARRY EMERGENCY MEDICATION (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A - Not emergency medication	17c. DATE