



## **Baltimore Elite Martial Arts Academy – Camp Information Packet**

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

**After School:** Runs for entire school year, includes transportation from schools to Baltimore Elite, martial arts class, snack time, homework time and structured games and activities until 7:00 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 7:00 am to 7:00 pm.

**Day Camp:** Baltimore Elite Camp is open on most scheduled school closures. Includes martial arts, snack & lunch time and other structured games and activities from 7:00 am to 7:00 pm.

**Spring Break:** Camp is open from 7:00 am to 7:00 pm for the entire week. Includes martial arts, snack & lunch time and other structured games and activities.

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.

### **Organization of Camp Programs:**

Students in every camp program are divided into groups based on age, experience level with martial arts, energy level, interest in activities 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.

Every student follows the same general schedule, with age appropriate instruction and activities being substituted when appropriate.

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.

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.

### **Registering for a Camp Program:**

Please print out and complete the Baltimore Elite Camp Program Registration Packet and bring it with you to Baltimore Elite. This is included in the download of Camp Materials on our website.

When you register, you will need to be prepared to pay the registration fee of \$94.95 and the first payment. The first payment for After School is the first month. For Summer Camp the first payment is one week. Day Camp and Spring Break payments are due in full when registering.

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.



### **Baltimore Elite Camp Information Packet -Preparing to come to a camp program**

Baltimore Elite follows Baltimore County Public School closings for inclement weather. If school is closed, Baltimore Elite will be closed. 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.

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

#### **Students Belongings and Dress Code:**

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 on NON-pool days, typically Tuesdays and Thursdays. 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.

Students may also bring Gameboys, 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.

Parents are welcome to look through the lost and found any time they are missing items. Our lost and found is emptied at the end of every week.

#### **Snacks & Lunches:**

You may pack or purchase snacks and lunch (lunch is only needed on full camp days). Baltimore Elite can not provide a refrigerator or microwave. A cold pack inside of a lunch box works well at preserving food until lunch time. The purchase prices for snacks are \$1.00 for snacks and \$1.50 for drinks and ice cream.

Lunches are typically pizza, chicken nuggets, hotdogs, etc. Each lunch also comes with a snack and drink. Small size lunch is \$4.50 and the larger lunch is \$6.00.

Baltimore Elite must be notified of all allergy information for the student. Students are **not** permitted to share food.

#### **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 in 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. 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.**



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### **Baltimore Elite Camp Information Packet –Drop Off & Pick Up Information**

Baltimore Elite channels all of 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.

#### **After School “Drop Off”:**

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 and there will be a **\$25.00** fee, due the day after the violation. 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.

#### **Summer Camp, Spring Break & Day Camp Student Drop Off:**

During Summer Camp, Spring Break and Day Camp, you can drop off your child through our camp entrance. 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.

Each child will be assigned to a group indicated by a star next to their name on the sign-in / sign-out sheet. The color of the star indicates the color of the group they are in.

The students can take their shoes off and place all of their belongings on the shelves where they will be stored for the day.

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.

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.

#### **Student Pick Up from Baltimore Elite:**

The pick up time for all camp programs ends at **7:00 pm** unless otherwise agreed to. 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 is able to modify this list.

There will be a fee of **\$5.00 for every 10 minutes after 7:00 pm**. Please be prepared to pay when you pick up your child, no exceptions.



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## Baltimore Elite Camp Information Packet - After School, Day Camp & Spring Break Information

### 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 2 styles of martial arts; Tae Kwon Do and Brazilian Jiu-Jitsu. 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.

During the time after the martial arts class, the students will 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.

### After School Schedule:

This schedule is only a sample and will vary depending on age and experience in the martial arts.

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

4:30 pm: Martial Arts Class

5:15 pm: Snack Time

5:30 pm: Home Work Time

6:15 pm: Structured activities and free time

7:00 pm: Pick-up concludes. You may pick up any time from 4:30 pm until 7:00 pm.

### Day Camp & Spring Break Information:

Our Day Camp and Spring Break programs provide full day camp coverage from 7:00 am to 7:00 pm. The daily schedule is similar to the Summer Camp schedule with the exception of the field trips. A martial arts class will be provided on every Day Camp and Spring Break day.

A schedule of the available Spring Break or Day Camp days is available. You must sign up for day camp days regardless of whether or not it is included in your program or you are paying for the day. If you do not see a day your school is closed on the schedule, please ask us about it. In some cases, we may be able to add the day to the schedule.

### Foul Weather

In the event schools are closed due to foul weather, our default policy is that we are closed for the day. However, if we are able to open, we will do so. We will update our voice mail message, FaceBook and send an email to the parent's email list indicating whether we are open or closed and any change in our schedule for that day.

**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.**



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### **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.

Each student will have a martial arts class every day. We teach 2 styles of martial arts; Tae Kwon Do and Brazilian Jiu-Jitsu. 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.

#### **Summer Camp Schedule:**

This schedule is only a sample and will vary depending on age, experience in martial arts, weather and other factors. A more detailed schedule of the events, scheduled field trips, lunch menu, etc. will be available when summer camp begins.

7:00 am: Drop off begins  
8:00 am: Morning exercises  
9:00 am: Drop off ends. You may drop off at any time, but the student may miss the field trip or other activities.  
9:15 am: Announcements  
9:30 am: Morning Snack  
9:45 am: Field Trip  
12:30 pm: Lunch  
1:15 pm: Structured games and activities, educational activities  
2:15 pm: Martial Arts Class  
3:30 pm: Afternoon Snack  
4:00 pm: Structured games and activities  
5:00 pm: Pick up begins  
5:15 pm: Pre-testing for martial arts and other activities  
6:00 pm: Structured activities and free time.  
7:00 pm: Pick up concludes.

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.

Monday, Wednesday and Friday are typically swimming days. 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.



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## **Baltimore Elite Camp Information Packet – Summer Camp Information Continued**

### **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, Pizza Hut, 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 Show, Reptile Show, Double Rock Park, Baseball Game, Museum of Industry, Fort McHenry, B&O Railroad Museum, Baltimore Zoo, Baltimore Public Works Museum and Movies.