



SUMMER ADVENTURE CAMP REGISTRATION FORM

Student's Contact Information

Student's Name: _____ Age: _____ Birthdate: _____

Pronoun: _____

Any special needs or health concerns? _____

Primary Guardian & Secondary Guardian (If under 18 years of age)

Name: _____ Phone #: _____

Email: _____

Name: _____ Phone #: _____

Email: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact (Other than Student/Guardian)

Name: _____ Relationship: _____

Phone #: _____ Email: _____

Publicity Consent

I authorize the use of my or my child's name and photo image in direct conjunction with publicity materials associated with the promotion of FCMAA and recognize that said materials are the property of FCMAA. I understand that I may revoke this authorization at any time by notifying our office at rc.fcmaa@gmail.com. This revocation will not affect any actions taken before the receipt of this written notification _____ (initial).

Travel & Activity Waiver

Full Circle Martial Arts Academy (FCMAA) Adventure Camps sponsors field trips and special events for students as a means of providing a comprehensive and diverse learning environment. Camp participants are expected to conduct themselves in a professional and positive manner. I consent to my child participating in designated camp activities that may require travel on foot, bike, or motor vehicle _____ (initial).

Health & Liability Waiver

Participation includes possible exposure to and illness from infectious diseases. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and, I knowing and freely assume all such risks _____ (initial).

I agree to waive and release FCMAA its officers, agents, representatives, employees, lessors/landlords, Grand Master instructors, Master instructors, black belt instructors, and instructors from any and all liability for injuries while participating in programming through FCMAA _____ (initial).

It is the policy of FCMAA that anyone participating in FCMAA programming is responsible for obtaining their own health and accident insurance. I understand that I am responsible for my own health insurance or medical coverage and expenses for my protection while participating in FCMAA programming _____ (initial).

Signature of Guardian: _____ Date: _____

Reason for taking the Summer Adventure Camp?:

Any previous martial arts experience? If so, explain:

Where did you hear about FCMAA?

For Office Use Only

QBO Customer Profile Created | Payment Confirmed | Added to Breaking News
Added to Gmail Account | Student Folder Created | Student Handbook Emailed/Acknowledgment
Received



DROP OFF/PICK UP FORM

Student's Name: _____
Guardian Signature: _____ Date: _____
Email: _____ Phone #: _____

THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD/CHILDREN

No one will be permitted to pick up your child if their name and contact information are not listed below. All persons must have and show their picture ID. Make sure you list all adults authorized to pick up your child, even if you reside in the same household.

Name: _____ Phone #: _____
Email: _____

Name: _____ Phone #: _____
Email: _____

Name: _____ Phone #: _____
Email: _____

Name: _____ Phone #: _____
Email: _____

Doors to the facility will be open approximately 30 minutes before the scheduled class time.

All guardians are required to come into the facility to drop off/pick up their children.

All students should be dropped off and picked up no more than 15 minutes before their class start time, and no less than 15 minutes after their class end time.

Any student not picked up within their 15 minutes grace period will be charged \$2 per minute. Students will not be released to someone who is not their guardian, or who is not listed on the Drop Off & Pick-up Release Form.



Welcome to the Full Circle Martial Arts Academy Summer Adventure Camps!

Our mission at Full Circle Martial Arts Academy (FCMAA) is to cultivate healthy students in body, mind, and spirit by providing space to play and connect. We consider all of our students to be an integral part of our martial arts family.

We are pleased to present you with a copy of the Adventure Camp Policy Handbook. This handbook has been written to serve as a guide for all students. Read it thoroughly and keep it in a handy place so you can refer to it regularly through your martial arts journey.

We look forward to working with you and growing our family and community.

Master Naomi Even-Aberle

Master Naomi Even-Aberle
Owner & Master Instructor

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Mission

Our mission is to cultivate healthy students in body, mind, and spirit by providing space to train and connect.

Vision

We are community builders, mentors, and friends working to redefine the role of the martial arts as a tool for individual and community growth.

Values

More than just a martial arts gym, we view our role of building strong students as our way of contributing to a healthier community. Our values are reflected in every aspect of our organization. We strive to be: accessible, inclusive, responsive, and collaborative.

Instructors

We are a team of fun-loving, dedicated martial artists who provide quality training for all ages and skill levels. We are committed to cultivating strong, confident, and healthy students by strengthening individual and community connections.

To ensure a safe, productive, and engaging training atmosphere, all of our instructors hold certifications in their designated class of instruction, are CPR & First Aid trained and certified. In addition, all instructors are thoroughly background checked and vetted prior to running classes and camps.

All instructors and volunteers receive continued yearly training that strengthens their skill sets, deepens their foundational knowledge, and develops responsive and age-appropriate teaching techniques.

Facility

Full Circle Martial Arts Academy believes in building community through collaborations, and it is with this goal in mind that we have partnered with Barefoot Dance Studio and Sol Yoga. Our gym is housed within the complex located at 412 Oshkosh Street Suite #2 between Barefoot Dance Studio and Sol Yoga. We are host to dedicated training space, a multi-purpose classroom, lobby, restrooms, and an independent parking lot.

EMERGENCY & SECURITY POLICIES

Our facility posts an emergency plan in each room detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

Should an emergency occur, remember to stay calm, use common sense, and follow the Head Instructors' directions and the posted instructions. In case of an emergency, evacuated instructors and students should assemble down the street in front of Dun Brother's Coffee (405 Canal St Suite 1500).

Student Drop Off & Pick Up

Adventure camp hours are 7:30 am - 12:30 pm. To ensure the safety of all minor students we have implemented the following drop off and pick up policies.

- Doors to the facility will be open approximately 30 minutes before the scheduled camp time.
- All guardians are required to come into the facility to sign in/ sign out their child.
- All students should be dropped off and picked no more than 15 minutes before their class start time, and no less than 15 minutes after their class end time.
- Any student not picked up within their 15 minutes grace period will be charged \$2 per minute.
- Students will not be released to someone who is not their guardian, or who is not listed on the Drop Off & Pick-up Release Form.

Inclement Weather

From time to time we will be adversely impacted by inclement weather. If any other weather circumstance should arise, FCMAA will do its best to notify all students of cancellations. We will update the online Live Gym Calendar, send out class emails, and post updates on our Facebook/Instagram page. It is the responsibility of the guardian or student to check the Live Gym Calendar.

Bullying & Offensive Behavior

FCMAA is committed to providing an environment that is free from all forms of discrimination, harassment, and bullying. FCMAA has a zero-tolerance policy. Discriminatory, harassing, or bullying actions, words, jokes, or comments whether verbal or written will not be tolerated.

If any guardian or student experiences or witnesses what they believe to be discrimination, harassment, or bullying they should report it immediately to their Head Instructor.

All allegations of discrimination, harassment, or bullying will be promptly, fairly, and discreetly investigated. When the investigation is completed, guardians and students will be informed of the outcome of the investigation.

Anyone engaging in discrimination, harassment, or bullying will be subject to disciplinary action, up to and including suspension from training.

Drug & Alcohol-Free Training Space

We are dedicated to providing a safe and drug/alcohol-free training space. Therefore, FCMAA prohibits the use, possession, transfer, dispensation, distribution, sale, or manufacture of illegal drugs or alcohol while on FCMAA property. All guardians and students are prohibited from being under the influence while at the FCMAA facility. If you fail to comply with this policy, we will take disciplinary action, up to and including suspension from training.

Smoking & Tobacco Free Training Space

The use of smokeless tobacco or vapor/e-cigarettes is banned in all areas on FCMAA property. Disregarding this policy will result in disciplinary action, up to and including suspension from training.

Health & Student Safety

FCMAA wants all guardians and students to be healthy, safe, and feel supported. To help promote a healthy environment we require that all students who are sick are kept at home. By staying home at the first sign of sickness, you are reducing the spread of illness to others.

If a student becomes sick while in class, we will determine if they are too sick to participate in the remainder of the class. FCMAA will make every attempt to call the student's guardian for pick up. In the event of a serious illness or injury, if the guardian cannot be reached in time, the student may be transported to the nearest hospital or emergency care facility for immediate care and treatment. See COVID Preparedness Plan for guidelines on training and health.

CAMP POLICIES

Registration, Enrollment & Payment

FCMAA provides classes and offers new student registration and enrollment year-round. To register visit our website at www.fullcirclemaa.com/youth-classes.html and fill out the registration packet. For registration to be complete an Adventure Camp registration packet must be filled out and turned in with a non-refundable \$25 registration fee, and full camp tuition.

Waitlist

Guardian's wishing to be placed on the Waitlist must provide their full name, student's name, student's age, phone number, and an appropriate email address. When space opens up the Waitlisted guardians will be contacted starting with the first entry on the list. Each entry will be contacted by both phone and email. Each guardian has 72 hours to respond to the communication and schedule their free trial class. Class spots are filled on a first-pay, first-served basis. If no response is conveyed within 72 hours the guardian will be dropped from the Waitlist.

Class Age Restrictions

All classes have a set age range that will be closely followed and monitored. Age range restrictions are organized to ensure that effective teaching strategies and gym interactions are developmentally appropriate and manageable for all students and instructors.

Any special request for enrollment outside of the listed class age range must be made prior to registration through the Master Instructor. All students requesting special enrollment must have actively participated in a class within their age range for a skill level review.

Attendance & Communication

Being present at camp is important to the success of the student. If you must miss a class please notify the office via text, email, or phone. Repeated absenteeism and/or tardiness may lead suspension from camp.

FCMAA cannot run smoothly and efficiently without good internal communication between guardians, students, and staff. Therefore, FCMAA has

designated the following communications methods for providing updated and new information: camp-specific emails, our website www.fullcirclemaa.com, our monthly newsletter Breaking News, bulletin boards, and in-class announcements/handouts. You are responsible for regularly reading the information disseminated by FCMAA through these methods.

Personal Items

Students should bring the following items to camp. Please make sure that all items are labeled with the student's name.

- All students should bring a personal water bottle. Please label your child's water bottle before camp.
- All students should come dressed and ready to be outside and get messy.
- All students must bring and wear close-toed shoes during camps. We will be hiking and bike riding so safety is a priority.
- All students should have a bag or backpack to store their items in during the day and on small field trips.
- All students should bring their own sunscreen and bug spray. Due to allergies, we can not share sunscreen or bug spray.
- All students are welcome to bring a hat, umbrella, or even an extra pair of workout clothes if desired.
- All students are asked to leave all other personal items (such as tablets, phones, books, toys, etc.) at home.

Open Door Policy

FCMAA has an open-door policy for all guardians and students. This means, literally, that every Head Instructors' door is open to everyone. The purpose of our open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to our martial arts family.

Whether you have a problem, a complaint, a suggestion, or an observation, we want to hear from you. By sharing, FCMAA is able to improve, address complaints, and foster a better understanding of our family's needs. Please reach out to your Head Instructor or Master Instructor with any questions or concerns.

Parking

Limited free parking is available to FCMAA guardians and students. Spaces are

available on a first-come, first-served basis. Reserved parking spaces are available for individuals with disabilities.

Please drive safely while on FCMAA property. For safety reasons, cars parked illegally in unauthorized areas will be towed. Keep your valuables out of sight and lock your car. Parking is at your own risk. FCMAA is not responsible for any loss or harm to your car that occurs while it is parked in the lot.

If you believe your car has been vandalized, please contact the police and your Head Instructor.

Class Withdrawal

If camp attendance is no longer possible for you or your martial artist, you must fill out a Withdrawal Form. The Withdrawal Form must be filled out 10-days prior to the start of your registered camp. Be aware that no prorating or refunds will be issued due to withdrawing from classes if the 10 notice is not met.

Student Rules & Etiquette

One of the most fundamental aspects of martial arts is self-development, and at FCMAA we achieve this through establishing mutual respect and consistent discipline. Guardians and students need to be aware and follow our general rules and etiquette listed below.

- Inform the office/instructor of all class absences, tardiness, or sick leave.
- Students should be on time for all camp dates.
- Students should come to class dressed and prepared for camp.
- Students should implement and pay attention to personal hygiene.
- Students should demonstrate and practice positive attitudes.
- Be respectful to all students, assistants, and instructors.
- Students should clean up after themselves.
- Three Strike Rule - Students will be given two reminders for rude, offensive, or disruptive behavior. If a student receives three strikes we reserve the right to terminate the student's enrollment. Upon the third strike, the guardian will be contacted.

ADVENTURE CAMP POLICY HANDBOOK RECEIPT ACKNOWLEDGEMENT

I understand that any and all policies and practices may be changed at any time by FCMAA, and the company reserves the right to change class times, schedules, and policies at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the owner of FCMAA has the ability to adopt any revisions to the policies in this handbook. Furthermore, I acknowledge that I have received the Student Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Guardian Signature _____ Date _____

Guardian Name (Print) _____

Participating Students Name (Print) _____

TO BE PLACED IN STUDENT'S FILE

COVID-19 Preparedness Plan for Summer Adventure Camps

Full Circle Martial Arts Academy is committed to providing a safe and healthy environment for all instructors and students as well as their families. To make sure to the best of our ability that we have a safe and healthy environment, we have developed the following COVID-19 Preparedness Plan. We require the full cooperation of our instructors, students, and families in this endeavor and through this cooperative effort, we can establish and maintain the safety and health of our community.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and South Dakota Department of Health (SDDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Cleaning, disinfecting, decontamination and ventilation;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to instructors; and
- Supervision necessary to ensure effective implementation of the plan

Preventative Measures & Screening

Instructors and students have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess instructors' and students' health status prior to entering the facility and for instructors and students to report when they are sick or experiencing symptoms.

- Any person registering a temperature >100 F will not be allowed in the facility and cannot return to the facility for 7 days and until that person has been without fever without fever reducing medication for 3 days.
- If a student becomes ill while in the facility, the student should report symptoms immediately to the instructor and will be asked to leave the facility immediately.

If the student needs to wait for transportation, the student will be isolated in an area at least 6 feet away from any others. No one will be allowed to enter this space until it has been fully disinfected.

- If there is an instructor or student who has been identified as testing positive for COVID-19, all active instructors and students will be notified of the timeline. Those that have been present in the facility with that person will be asked to self-isolate for 14 days from their last contact with the infected person and the facility will be closed for an appropriate amount of time for disinfecting methods to be implemented within the facility to assure that it is safe to return when the temporary closure has lapsed.
- While instructors and students will be notified of any known COVID-19 infections within the facility, every effort will be taken to protect the privacy of all instructors' and students' health statuses and no personal identifying information regarding COVID-19 positive persons will be disclosed.

Handwashing

- Instructors are instructed to wash their hands for at least 20 seconds with soap and water or sanitize with a hand sanitizer dispenser before, in between, and after every class.
- All students will be required to sanitize their hands immediately upon entering the facility. Hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and various other locations in the facility.
- Appropriate signage will be placed throughout the facility to remind instructors and students of the importance of frequent hand washing and hand sanitizing.

Respiratory Etiquette

- Procedural masks will be worn by all instructors while teaching camps. Students are asked to wear a face mask of their choice.

Social Distancing

Social distancing of six feet will be implemented and maintained between instructors and students as well as between individual students through the following administrative controls:

- The number of students and instructors allowed in the facility at the same time will be determined by CDC, state health department, and local health department recommendations.
- Full Circle is providing shorter class times and expanded hours to allow for fewer students in individual classes.
- Class start and end times have been staggered to allow adequate time between classes so that there is no overlap in students entering and exiting the facility.
- Loitering between classes will not be allowed.
- The lobby will be closed to visitors, guests, and family members. All families will be asked to drop students off via curbside/front door.
- Curriculum will be adjusted to prohibit any hand to hand training and the use of free standing targets will increase.

Cleaning, Disinfection, and Ventilation

- Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, doors and handles and areas in the gym environment, including restrooms, dressing rooms, and the front desk.
- All payments (registration fees, monthly tuition, and equipment orders) will be facilitated via online electronic invoices to avoid the handling of any high transmission surfaces.
- Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. These disinfectants need to be used with non-latex rubber gloves and the instructor performing disinfecting duties should also wear a mask while completing this task. All supplies will be disposed of in a trash container and immediately disposed of at the end of a day.
- The maximum amount of fresh air is being brought into the gym, air recirculation is being limited, and ventilation systems are being properly used and maintained.

Communications and Training

Instructors will monitor how effective the program has been implemented by checking in with the students and their parents. Instructors will continue to work to regularly update training and implement new strategies as new needs become apparent. This COVID-19 Preparedness Plan has been certified by Full Circle Martial Arts Academy and was posted throughout the facility. It will be updated as necessary to make sure that current and updated CDC and state health department guidelines are being met.

Although Full Circle Martial Arts Academy is doing our best to eliminate the possible transmission of illness by setting out these requirements and guidelines, we cannot guarantee that transmission of any contagious virus or disease will not occur within the facility and as such should not be held liable for any act of transmission of a contagious virus or disease that may occur.

COVID-19 PREPAREDNESS POLICY RECEIPT ACKNOWLEDGEMENT

I understand that any and all policies and practices may be changed at any time by FCMAA, and the company reserves the right to change class times, schedules, and policies at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the owner of FCMAA has the ability to adopt any revisions to the policies in this preparedness plan.

Furthermore, I acknowledge that I have received the COVID-19 Preparedness Plan, and I understand that it is my responsibility to read and comply with the policies contained in this plan and any revisions made to it.

Guardian Signature

Date

Guardian Name (Print)

Participating Students Name (Print)

TO BE PLACED IN STUDENT'S FILE