



Frequently Asked Questions & Policies

PLEASE READ AND INITIAL OFF (THUS AGREEING TO) EACH POLICY BELOW. A COPY OF POLICIES WILL BE SUPPLIED



Cancellation, week change, and payment policy:

1. _____ **Cancellation & Important dates:** When accepting cancellations, see Important Dates below. Chang's Martial Arts will refund any/all camp weeks minus a \$50 service charge, fee applies each time a cancellation form is submitted. If a monetary special offer was supplied by Chang's Martial Arts at enrollment (e.g. Gift Card, etc.), an equal amount might need to be deducted from the refund amount if cancellation causes your week total to fall below the special offer threshold. Chang's Martial Arts cannot guarantee your camp weeks if the dates below are not respected.

2. _____ **Change of camp week:** Chang's Martial Arts cannot guarantee that camp weeks will be available for change. Please carefully consider your summer schedule when registering. A change of week request form is available and must be submitted at least two weeks prior to the week in question. A \$50 fee applies to each change of week submitted. See important dates below. Changes will only be made if camp availability exists.

Important Dates:

- 06/11/18: Camp packets and all associated forms due on or before this date.
- 06/01/18: Change weeks without fee before this date (fee applies after date).
- 06/01/18: CMA does not accept cancellations after this date (fee applies prior to date)
- 06/11/18: Weeks must be paid in full by this date (unless payment arrangements reached).

Drop off, pick up, and field trips policies:

3. _____ **Drop off and pick up times:** Campers should be dropped off between 7:30am—9am daily. Camp pick up time is between 4pm—6:30pm. Please call if you are running late.
4. _____ **Drop off and pick up restrictions:** Campers may not be dropped off or picked up at field trip locations.
5. _____ **Field Trip guarantees and early pick up:** In order to guarantee a spot for the bussed field trips, campers must be at the school by 8:15am on these days. If you need to pick up your child prior to 4:00pm, you must officially inform camp staff. All staff leaves Chang' Martial Arts school to supervise/ chaperone field trips. Special situations will be considered on a case by case basis and must be approved by Chang's Martial Arts beforehand. Please take this into consideration when planning your days.
6. _____ **Camp T-shirts:** As part of your registration, campers will receive two summer camp T-shirts. These shirts must be brought to camp every day or may be kept in your child's bin. Campers do not need to wear a shirt to camp every day, but must have one with them. The T-shirt is an important safety feature which will be required on outings and field trips. Campers cannot participate in field trips without a camp T-shirt. If a camper does not have their required T-shirt, it is Chang's Martial Arts policy to give them a shirt so that they can participate in that day's field trip. This shirt will then be yours to keep and the parent's account will be invoiced for a new shirt. Additional shirts are available for purchase.
7. _____ **Shoes:** No flip flop type of shoes. This is for your child's safety.

8. _____ **Sunscreen and application:** Chang's Martial Arts staff is not permitted to apply "rub on" sunscreen. Staff can assist with the application of "spray on" type sunscreen. It is suggested that campers bring the "spray on" type of sunscreen. We highly recommend campers apply sunscreen prior to drop off on a daily basis.

Conduct, disciplinary, and operations policy:

9. _____ **Conduct and disciplinary actions:** The Chang's Martial Arts summer camp program reserves the right to send home any camper who's behavior is considered by the director or any other authorized Chang's Martial Arts employee to be detrimental to the best interest, health, and safety of the campers,

staff members, or the school. No refunds on disciplinary dismissals are given. Students who receive three or more "incidents reports" will automatically go under review, and a decision on their continued attendance will be made.

10. _____ **Phone Calls:** Only Chang's Martial Arts staff is permitted use of Chang's Martial Arts phones.

11. _____ **Facility access during camp hours:** All guest and visitors must be escorted or receive verbal permission from Chang's Martial Arts staff to access other areas of the facility.

Valuables and belonging policy:

12. _____ **Uniform/equipment and Bags:** Campers must have their Taekwondo uniform and equipment (sparring pads, etc. if applicable) every day. Campers must have a bag with a zipper to store all personal belongings. Taekwondo uniforms should be taken home every Thursday and must be in your child's bin by Monday of the following week.

13. _____ **Books, games, etc.:** Each day consists of structured, quiet/down time for all campers. We have a lot of books, games, etc., for campers to use. Additionally, campers are permitted to bring in their own books and games. We suggest any item of high value (sentimental or monetary) is not brought to camp.

14. _____ **Money:** During snack breaks and on field trips (swimming, parks, bowling, etc.) campers may be allowed to purchase snacks when available. If you wish, please have your child bring change or dollar bills (large bills are not recommended). Drinks and snacks items are available at the camp facility for a small fee.

15. _____ **Labeling:** Please put camper's names on any clothing or personal belongings that they bring to camp.

16. _____ **Valuables:** We strongly suggest that campers do not bring any valuables such as rings, expensive watches, family heirlooms, or game boys, etc. to camp. Chang's Martial Arts is not responsible for lost or stolen items.

17. _____ **Lost & found:** A nightly lost & found section is available to parents/guardians to check at the end of each camp day. All items not claim by 10am (the following morning) may be disposed of. The Chang's Martial Arts staff takes many steps to assist campers in keeping their belongings together, however, we cannot be responsible for lost or stolen items.

Medication, allergies, and food & drink policy:

18. _____ **Medications and allergies:** All medications and allergies must be listed on the Health & medical/Emergency Contact form. Chang's Martial Arts strongly discourages the administering of medication during the camp day. If possible, please have the child take medications before or after program hours. If medications must be administered during camp hours, a separate Medication Authorization form provided by you or the child's physician must be completed.

19. _____ **Lunch and snack information:** No glass bottles please. Snacks and lunches are eaten during designated times. During this time campers are to remain seated and are prohibited from other activities. Two snacks time and one lunch period will occur every day. Every day campers must bring a lunch (except on these days), we will provide lunch and drinks on these days. It is highly recommended that campers pack two snacks in addition to their lunch, (snacks are needed every day, including on theme days). Campers will not be permitted to go outside of the camp facility to buy their lunch. A \$10 fee will be incurred if campers do not have lunch, and a basic lunch will be provided to campers.

Summer Camp Registration

Reserve your weeks in 4 easy steps

1. CAMPER INFORMATION

Camper's Name: _____

Age: _____

Parent/ Guardian: _____

Best Contact Phone: _____

2. WEEKS (CIRCLE DESIRED WEEK(S))

Week 06/18/2018 to 06/22/2018

Week 06/25/2018 to 06/29/2018

Week 07/02/2018 to 07/06/2018

Week 07/09/2018 to 07/13/2018

Week 07/16/2018 to 07/20/2018

Week 07/23/2018 to 07/27/2018

Week 07/30/2018 to 08/03/2018

Week 08/06/2018 to 08/10/2018

Week 08/13/2018 to 08/17/2018

Week 08/20/2018 to 08/24/2018

Week 08/27/2018 to 08/31/2018

3. FEES

Sign up early and save!

Camp is...

\$150 per week until March 31st

\$200 per week from April 1st to April 30th

\$250 per week from May 1 to May 31st

\$300 per week from June 1st to June 13th

Registration will be closed after June 13

Best Value!!!

**11 Weeks of Summer Camp
\$99 per Week
Offer expires 02/14/2018**

4. COMPLETE FORM, RETURN TO FRONT DESK

Chang's Martial Arts

1856 W. Chicago Ave.

Chicago, IL. 60622

(773) 227-2560

