



**Emerald City Karate
After School Program Registration
2024-2025**

Registration Procedures

1. Please read our after-school program information on our website carefully before you register as it contains important information, policies, and procedures related to our program.
2. Fill out the registration form.
3. Submit the registration form to Emerald City Karate by attaching the form with an email, mail, or drop it off at Emerald City Karate.

STUDENT & FAMILY INFORMATION:

Child's Name: _____
(First) (Last) (Nickname)

Date of Birth: ____/____/____ Age: _____ Grade: _____ Pronoun: _____

Name of School: _____

Home Address: _____ City: _____ Zip code: _____

1st Parent/Guardian Name (First & Last): _____ Relationship: _____

Cell Phone: _____ Email: _____

2nd Parent/Guardian Name (First & Last): _____ Relationship: _____

Cell Phone: _____ Email: _____

Does your student have any special physical, behavioral, learning and/or other needs our staff should be aware of?

If so, please describe details: _____

EMERGENCY CONTACTS:

The Parents/Guardians named above will be contacted first in case of emergency (after 911).

Please list others if you would like us to contact if we cannot reach parents/guardians listed above.

First & Last Name	Relationship	Cell Phone
First & Last Name	Relationship	Cell Phone

PICK UP AUTHORIZATION:

Please list all individuals who are authorized to pick up your child (other than parents/guardians listed above).

First & Last Name	Relationship
First & Last Name	Relationship
First & Last Name	Relationship

CHOOSE YOUR AFTERSCHOOL PROGRAM SCHEDULE:

- 2 Days a Week:** (**Most Popular*) Please circle **TWO** days below
Mondays | Tuesdays | Wednesdays | Thursdays
- 3 Days a Week:** Please circle **THREE** days below
Mondays | Tuesdays | Wednesdays | Thursdays
- 4 Days a Week:**

ASP KARATE EQUIPMENT PACKAGE & ITEMS:

- All students are required to have a correctly sized white karate uniform, training gloves, and a dojo cinch bag to carry their equipment.
 - These items can be purchased separately or at the discounted price of \$74 (plus tax) in our 'ASP Karate Equipment Package' below.
- Returning students, please check that all items are labeled and correctly sized. If the size is incorrect or an item is lost, we'll contact you to purchase a new item.

ASP Karate Equipment Package	Purchase Individually	No need to purchase
<input type="checkbox"/> ASP Karate Equipment Package \$74 (plus tax) - Including White Karate Uniform (Top & Bottom), Training Gloves, and a Dojo Cinch Bag.	<input type="checkbox"/> White Karate Uniform (Top & Bottom) \$30 (plus tax) <input type="checkbox"/> Training Gloves \$30 (plus tax) <input type="checkbox"/> Dojo Cinch Bag \$20 (plus tax)	<input type="checkbox"/> I have a correctly sized white karate uniform (top & bottom) & a karate belt. <input type="checkbox"/> I have a pair of Training Gloves. <input type="checkbox"/> I have a Dojo Cinch Bag.

PAYMENT OPTIONS:

- Payments will be charged monthly according to the number of training weeks each month.
- You can choose ETF or Credit Card for the payment.

ETF | Bank Name: _____

**Please supply us with a Voided Check for payments paid from your bank's checking account.*

Visa MasterCard Card # _____ Exp. Date _____ / _____

Verification Code _____ Name on the Card _____

- I accept the non-refundable reservation fee of \$50 to be charged on my card upon registering.
- I accept full responsibility for payments of program tuition each month. Monthly payments are charged during the 1st week of each month. There will be an extra \$15 per day fee if I choose Wednesday afterschool program classes.
- I consent to ECK keeping my signature on file to initiate debit or credit card transactions of tuition on an ongoing basis in the amount due for monthly payments and fees.
- I hereby authorize recurring monthly charges to my debit or credit card, checking or savings account for monthly payments or fees incurred. A receipt for each payment will be emailed. I agree that no reminders or prior notification will be given unless the date or payment amounts change. I agree that a late pick-up fee (\$25 per 10 minutes late), no-notice absence fee (\$25 per occurrence), and a \$40 fee for any rejected payment from my financial institution will be charged at the time of incidence per ECK policies.
- I accept that payments will continue until I notify ECK otherwise in writing and understand and agree to the cancellation policy.

Print Name
X _____

Signature
X _____

Note: Initial below to acknowledge that you have read and agreed to each item. In order for a child to attend our program, each item **MUST be initialed** by a parent/guardian.

Registration Policies:

- Both online and paper registrations are NOT immediate bookings. After we receive a request from you via an online or paper registration form, we'll figure out if we can fit your child on your preferred days, and we'll email you to let you know and confirm your child's spot.
- Since spaces are filled on a first come first serve basis, we may not be able to accommodate your preferred pickup days. Thank you for understanding.
- Once we confirm your child's spot, the spot is secured until the end of the school year/June 2025 unless we receive a cancellation notice ahead of time.
- **NON-REFUNDABLE DEPOSIT: I accept** A \$50 non-refundable registration deposit is required after we confirm and secure your child's spot.
- The \$50 non-refundable deposit will be used towards the first month of tuition.
- The \$50 non-refundable deposit will NOT be processed until we secure your child's pickup days.

Parent/guardian initials _____

Payment Policies:

- Our Afterschool Program tuition is calculated weekly so you won't pay tuition during Seattle Public School break weeks!
- **PAYMENT METHODS:** Payments can be processed via EFT directly from your bank account (*please provide a voided check) or through a credit card on file during the 1st week of every month.
- **EARLY WEDNESDAY FEES:** If you choose our Wednesday Afterschool program class, there will be an extra \$15 per day fee on top of the Afterschool program tuition due to the early release times.
- **SIBLING DISCOUNTS:** Additional siblings will receive a 10% discount from the full price listed on this page.
- **REJECTED PAYMENT FEES:** Payments that can not be processed or are declined are automatically assessed a \$40 processing fee.
- **ASP EQUIPMENT FEES:**
 - All students are required to have a correctly sized white karate uniform (top & bottom), training gloves, and a dojo cinch bag to carry their equipment. These items can be purchased separately or at the discounted price of \$74 (plus tax) in our 'ASP Karate Equipment Package' below.
 - If you select to purchase an ASP equipment package, \$72 (plus tax) will be processed on the 1st day of your child(ren) attending our afterschool program.
 - Returning students, please check that all items are labeled and correctly sized. If the size is incorrect or an item is lost, we'll contact you to purchase a new item.

Parent/guardian initials _____

Schedule Change/Switching Days Policies:

- Due to our after-school program's popularity, changing days may not always be possible. However, we will do our best to accommodate changes based on availability. To inquire about schedule changes, please email us at emeraldcitykarate@gmail.com. *Verbal requests are not accepted.
- Your child(ren)'s pickup days cannot be changed daily or weekly as we need to plan our pick-up routes carefully.

Parent/guardian initials _____

Cancellation & Refund Policies:

- All cancellation requests must be submitted in writing to emeraldcitykarate@gmail.com at least 2 weeks before your desired date of withdrawal. *Verbal cancellation requests are not accepted as we need to have the details of the request in writing in case there is any confusion about the request.
- e.g. If you wish to withdraw from our after-school program starting on March 1st, a cancellation request needs to be submitted in writing to emeraldcitykarate@gmail.com no later than 2 weeks before March 1st.
- If we don't receive a cancellation request in writing 2 weeks before the 1st day of the month of the withdrawal, the tuition for that month will be charged to your account.
- No fee reductions & No refunds will be made for late arrivals, early departures, missing classes due to homesickness, dismissal, personal vacation, and/or voluntary withdrawal.
- A friend cannot replace an absent student; all students must be registered to participate.

Parent/guardian initials _____

Pick up & Late Pickup Policies:

PICKUP AUTHORIZATION:

- Please list all individuals who are authorized to pick up your child(ren) at registration.
- If you would like someone who is not on the pickup authorization list to pick up your child, please email us at emeraldcitykarate@gmail.com to let us know.

LATE PICKUP FEES:

- Parents/Guardians are requested to pick up their child(ren) no later than 5:15 PM.
- Please call us as soon as possible at 206.437.3932 to let us know if, for some reason, you can't pick up your child(ren) by 5:15 PM.
- If we don't receive a phone call by 5:15pm and you haven't picked up your child, a late pickup fee (\$25 per 10 minutes late) will be charged.

Parent/guardian initials _____

Absence & Illness Policies:

ABSENCES DUE TO SICKNESS, APPOINTMENTS, TRAVEL, etc:

- Parents/Guardians must email us at emeraldcitykarate@gmail.com by NO LATER THAN 12 PM on the day if their child(ren) doesn't need to be picked up at the school and the absence was planned or foreseen.

ABSENCES DUE TO SUDDEN SICKNESS, SUDDEN CHANGE OF PLANS, etc AFTER 12 PM ON THE DAY:

- Parents/Guardians must call us at 206.437.3932 ASAP to let us know if they find out that their child(ren) doesn't need to be picked up at school. For example, if your child goes home sick from school, please contact us ASAP so we don't end up waiting for your child after school.

NO-NOTICE ABSENCE FEES:

- A fee of \$25 will be charged if parents/guardians do not notify Emerald City Karate that their child(ren) will be absent via email or call by the pickup time of the day. (2:25 PM on Monday, Tuesday, and Thursday & 1:10 PM on Wednesday)
- *We typically pick up from two schools in one van, and if we have to wait for an unexpectedly absent student, it makes us late for picking up other students at the next school.
- *Please don't expect the teachers/staff at school to let us know if your child(ren) is absent. Some schools do not have a designated teacher/staff to inform us if your child is absent. It's the parents/guardians' responsibility to contact us if their child(ren) will be absent.

Parent/guardian initials _____

<p>Authorization of treatment: I give permission for Emerald City Karate staff to provide any medical assistance they deem appropriate for my child, named below. I also give permission for any emergency personnel to treat my child in the event of an emergency and understand that I will be responsible for all medical expenses that may be incurred as a result.</p> <p style="text-align: right;">Parent/guardian initials _____</p>	<p>General release: I acknowledge that there are natural hazards associated with after school programs and related activities in both indoor and outdoor settings. I hereby affirm that my child is in good health and physically capable of performing the required activities of class. In consideration of Emerald City Karate accepting my child into a program, I hereby assume all risks associated with my child's attendance and participation. I will indemnify, hold harmless and release Emerald City Karate, their employees, volunteers, interns and agents from all liability, actions, causes of action, debts, claims, demands or other liability of every kind and nature whatsoever which may arise from or in connection with my child's participating in any activities sponsored through Emerald City Karate, including, and without limitation, any damages or injuries which may be sustained while my child is in class. I understand and agree that this release is intended to be as broad and inclusive as is permitted by the laws of the State of Washington, and that if any portion of it is held to be invalid, I agree that the remaining terms shall continue to be in full legal force and effect.</p> <p style="text-align: right;">Parent/guardian initials _____</p>
<p>Media release: I understand that photos, videos and audio recordings of my child may be taken during after school programs. I hereby authorize Emerald City Karate and its personnel to take, use and publish photographs, video and audio records of my child for education, public relations, marketing and purposes related to Emerald City Karate.</p> <p style="text-align: right;">Parent/guardian initials _____</p>	<p>ASP Policies: I have read Emerald City Karate's After School Program Information outlining all program policies and procedures on the Emerald City Karate website, understand, and will comply with all program policies and procedures. I understand that should my child violate any policy or procedure, or act in a manner that is unsafe for my child, other participants or staff, my child may be excluded from the program. Accordingly, I have told my child to obey all directions of staff, to comply with all safety instructions and to refrain from unsafe practices. If my child has to be removed from the program, I will <i>not</i> be entitled to a refund.</p> <p style="text-align: right;">Parent/guardian initials _____</p>
<p>Transportation Authorization I hereby authorize Emerald City Karate, to transport my child to and from school, to medical facilities, including urgent care and hospital facilities, and any other places visited from time to time as deemed reasonable by Emerald City Karate.</p> <p style="text-align: right;">Parent/guardian initials _____</p>	<p>ASP Policies: I have read Emerald City Karate's After School Program Information outlining all program policies and procedures on the Emerald City Karate website, understand, and will comply with all program policies and procedures. I understand that should my child violate any policy or procedure, or act in a manner that is unsafe for my child, other participants or staff, my child may be excluded from the program. Accordingly, I have told my child to obey all directions of staff, to comply with all safety instructions and to refrain from unsafe practices. If my child has to be removed from the program, I will <i>not</i> be entitled to a refund.</p> <p style="text-align: right;">Parent/guardian initials _____</p>

I HAVE READ THE AGREEMENT CAREFULLY AND HAVE FULLY UNDERSTOOD THE CONTENT AND CONSEQUENCES OF THIS AGREEMENT. I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE.

Student's full name(print): _____

Parent/guardian's full name (print): _____ Relationship to minor: _____

Signature of parent/guardian: _____ **Date:** _____