



LEGACY MMA AFTER-SCHOOL ENROLLMENT PACKET

Welcome to Legacy MMA After School program. We look forward to having your child with us.

Please return the following forms for enrollment:

*All other documents are yours to keep for your records.

- Registration Form
- Payment & Pick-Up Policies
- Transportation Responsibility Checklist
- Medical Information Form
- Authorized Persons to Pick-Up & Emergency Contacts
- Exemption from Licensure Form
- Risk Statement

PHONE NUMBER: (678) 541-5254 E-MAIL: LEGACYMMACLUB@GMAIL.COM		
225 Peachtree Industrial Blvd. Sugar Hill, GA 30518	2750 Buford Hwy Suite 7A Duluth, GA 30096	4965 Lanier Island Pkwy. Buford, GA 30519

Please keep us up-to-date! If any information you enter on the forms changes during the school year, please let us know as soon as possible. If you have attended our program in the past, we will need an updated Enrollment Packet for the new school term. Thanks for your cooperation!

Registration Form

Date: ____/____/____

Child Information

1st Child _____ Grade _____ DOB _____

2nd Child _____ Grade _____ DOB _____

3rd Child _____ Grade _____ DOB _____

Start Date for Legacy After-School: _____

School child(ren) attends: _____

Payment Information

Full Time (3+ days each week) - \$70/week

Part Time (2 or fewer days each week) - \$50/week

M _____ Tu _____ W _____ Th _____ F _____

_____ Monthly accounts are billed & collected on the first Monday of every month. Weekly billing will be collected on every Monday.

Payment Method

Please Circle: Weekly _____ Monthly _____ Other _____

Credit Card #: _____

Exp: _____ CVV: _____

Billing Zip Code: _____

Payment Policies

PAYMENT POLICIES:

1. To ensure your child's reserved space and continued services within our After School/Legacy Program, our facility incorporates a Leveled Billing Process. The Leveled Billing Process is designed to provide consistent billing throughout the school year rather than adjusting fees to incorporate early release days, non-school days, or holidays that the program provides services. There is no prorating of fees during school breaks. Additional fees will apply for day camps if you choose to enroll your child.
2. Monthly Tuition Payments: E-check payments are processed on the first Monday of each month. If the E-check is not honored by your bank we will notify you and you will have 48 hours from our notice to bring us the full payment plus a \$15 service charge. Credit/Debit card payments are processed on the first Monday of each month. If your payment does not authorize, we will notify you and you will have 48 hours to bring us the full payment or to provide an alternate card account. Failure to meet these requirements will result in suspension of your child's membership in the After-School Program until the account is brought current.
3. Weekly Tuition Payments: All payments are processed on the Monday of each week. If your payment will not authorize, we will notify you and you will have 48 hours from our notice to bring us the full payment, plus a \$15 service charge on returned E-checks. Failure to meet these requirements will result in suspension of your child's membership in the After-School Program until the account is brought current.
4. Any time a membership is suspended for one of the above reasons, your child's reserved spot on the bus route is subject to being forfeited in the event the bus is full and we have a waiting list.
5. A written SIXTY days notice must be given prior to student withdrawal or two months tuition must be paid

I accept and agree to the payment policy:

Signature of Parent/Legal Guardian

Date

Parent Transportation Responsibility Checklist

I, _____, authorize my child(ren) to be picked up by the Legacy After-School Karate bus at (School Name) _____ and I understand that it is my responsibility to do the following:

_____ Notify my child's school teacher(s)

Name of teacher(s) _____

Name of school _____

_____ Notify the school office, confirming my child should be in line for the Legacy After-School Karate bus.

_____ Call Legacy MMA Academy (678) 541-5254, or email Legacy MMA Academy at legacymmaclub@gmail.com, **BY NOON**, if my child will not be picked up on a particular day. If something comes up at the last minute, please *call*.

_____ I understand that responsibility for my child boarding the Legacy After-School Karate bus lies solely with the school and/or teacher. Legacy's responsibility begins when the student boards the Legacy After-School Karate bus.

Signature of Parent or Legal Guardian

Date

MEDICAL INFORMATION FORM

Child's Name: _____ Date of Birth: _____

Parents/Legal Guardian: _____

Address: _____

Street

City

State

Zip

Home Phone: _____ Work/Cell Phone: _____

Email: _____

Emergency Contact & Phone: _____

Family Physician: _____ Phone: _____

Medical Insurance for Child: _____ Policy: _____

Allergies: _____

Medications: _____

CONSENT & RELEASE FORM

Initials

_____ I (parent or guardian) give my consent to Legacy MMA Club, its officers, agents, employees, individuals associated with the organization or any emergency medical personnel to administer necessary treatment to my child (named above) in the event of an emergency and authorize transportation for my child by ambulance if situation warrants. I agree to be responsible for all medical expenses arising from such an emergency.

_____ I (parent or guardian) give my consent to Legacy Club MMA Academy, and it's authorized agents to transport my Child (named above) to and from Legacy authorized activities and events.

AUTHORIZED PERSONS TO PICK-UP & EMERGENCY CONTACTS

Pick-Up & Release Information

Parents Name(s) Printed:

Child(ren)'s Name(s):

Only the persons listed below will be permitted to pick up my child(ren) from the Legacy After-School Karate Program and/or Legacy approved events and outings. Parents should inform the persons named below that a picture ID should be available for viewing by a Legacy staff member before the child(ren) will be released to them.

_____	_____	_____
Name	Relationship	Cell Phone
_____	_____	_____
Name	Relationship	Cell Phone
_____	_____	_____
Name	Relationship	Cell Phone

Alternative Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

Cell Phone

Work Phone

Cell Phone

Work Phone

PICK-UP POLICIES

We understand that you may encounter emergencies or unforeseen traffic problems, and we will attempt to work with you when that happens. If you are going to be late, please call us as soon as you know. A late fee of \$1.00 per minute will be assessed after the scheduled pick-up time. If you are continuously late, we will be required to suspend your child from the program. Extended hours are offered until 6:30pm. Only persons on the "Authorized to pick-up" list may sign out a student.

Signature of parent or legal guardian

Date

Risk Statement

Bright from the Start: GA Department of Early Care & Learning Rules and Regulations: 591-1-1-.46(b)10(vi) requires that programs shall inform Parents about the physical risks a child may face while participating in the program: Programs operated after the customary school day, as defined in Georgia law, for children five (5) years and older that are strictly instructional and skill-based in a single talent, ability, expertise, proficiency or subject or in closely related skills, proficiencies or subjects, including but not limited to classes such as art, cheerleading, dance, drama, gymnastics, martial arts and music.

By signing this form I am indicating that I knowingly accept and assume the risk of injury that might occur from participation in the **Legacy MMA Club program**. I acknowledge and understand that there is a risk of injury involved in participation and that the program, nor its trained professionals, can eliminate the risk of injury.

By printing and signing your name, you are stating that you have read and fully understand this information.

Child's name

Printed name of parent or guardian

Signature of parent or guardian

ACKNOWLEDGEMENT OF LEGACY'S EXEMPTION FROM STATE LICENSURE

Purpose: Regulations of Bright from the Start, the Georgia Department of Early Care and Learning, require the parent or guardian of each child enrolled in our transported after-school karate program, our day-camp program, or our parents-night-out events, to sign a form indicating they have been advised and understand that the program is not licensed and is not required to be licensed by the state.

Background: All programs providing group care for children in the State of Georgia must either be licensed, or they must be exempt from licensure. Legacy MMA Academy has applied for, and received, an exemption certificate for both its transported after-school karate program and its day camp program.

The conditions of our program exemptions require us to maintain certain records and to comply with Bright from the Start's regulations, which qualify our programs for these exemptions. Those regulations include, for example, limitations on hours of operation, age of participants, and scope of activities and services we may provide. Full information on the exemption regulations is at <http://dec.al.ga.gov/documents/attachments/Exemptionrules.pdf>. If you have questions about our operational limitations and conditions, please ask us about them or look at the posted exemption letters.

Specific limitations applicable to our after-school karate program: Legacy MMA Academy worked hard to obtain its exemption certificate (many similar programs in our area have not done so) and we continue to cooperate with Bright from the Start and work hard to comply with the conditions of our exemption. Please help us by understanding those conditions:

- This is a karate program, not a day care program. We provide no care other than the care incidental to our karate program, and we are not allowed to provide tutoring, homework assistance, or structured homework time.
- We may operate the program from 2:45pm until 5:45pm. Students must start karate activities within 45 minutes of arriving at Legacy MMA Academy, and must leave Legacy MMA Academy within 45 minutes of completing karate activities. We expect all students to participate daily in the provided karate classes, which operate from 4:15p-5:45pm, and students must be picked up no later than 5:45pm.
- Legacy MMA Academy does not represent or advertise that it is a childcare facility, an after school program, or that the program offers childcare services.

Signature of parent or legal guardian

Date

Hours & Days of Operation:

Legacy After-School serves children in grades K-8 with hours of operation being 6:30-7:35am for Before-School care and 2:30-6:30pm for After-school care Monday through Friday. A late fee of \$1.00 per minute will be assessed after the scheduled finish time. Legacy After-School runs through the school year August-May. Although we will be closed for all major holidays we will offer camps for longer breaks, which will be an additional cost per child. It is important to understand that weekly tuition rates will not be affected by any closings. Standard weekly tuition must still be paid.

Payment/Refund Policy:

Payments will be processed on every Monday for the week. Legacy After-School bills on a leveled billing process meaning payments will be processed consistently though out the school year. There is no prorating of fees during school breaks. Additional fees will apply for day camps. A sibling discount is available for families that have multiple children enrolled full time (3+ days). Failure to meet payment requirements will result in suspension of your child's membership in the After-School Program until the account is brought current. If your child's membership is suspended for any payment reason, your child's spot on the route is subject to be forfeited in the event of a full bus and we have a waiting list. A WRITTEN sixty days notice must be given prior to withdrawal or two full months of tuition must be paid.

Transportation

Legacy After-School provides transportation from multiple local schools in the area. We will use a Legacy MMA bus or van to provide any such transportation. It is the parents responsibility to inform the school of the transportation your child with be utilizing and fill out any corresponding paperwork with the school. If there is an occasion when your child will be absent from Legacy After-School for

any reason, you must notify us via remind app or email legacymmaclub@gmail.com no later than NOON on the day of the absence.

Child Illness & Medicine Procedures

If your child appears ill, has a fever, is vomiting, or showing any signs of sickness, please keep them home. If any case of a communicable disease is reported to Legacy After-School, you will be notified. If your child is displaying symptoms while in our care, they will be removed from the general population, and you will be asked to pick him/her up. Children must be fever free for 24 hours without medication before returning to Legacy After-School.

The staff will administer medications with parent or guardian authorization only. Medications should be handed to staff directly, and not placed in the child's backpack. Medicines must be labeled and sealed. Any adverse reactions to the medicine will be reported to the parent or guardian immediately.

