



INFORMATION PACKET

USA SPORTS...*Keeping Kids Moving!*

864 Industrial Drive
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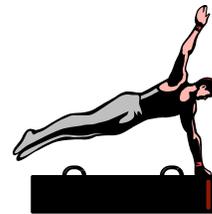


Welcome to USA Sports. Our goal is to develop happy, healthy, responsible children by focusing on motor skill development, strength, stamina, flexibility & fun in a safe and supportive environment. Our Motto is:*KEEPING KIDS MOVING!!!!*

Our Annual Calendar and Class Schedule are based on a year-round program. Each month contains four classes (based on once a week). Our Annual Calendar shows you the dates. Your child is continuously enrolled in the program and will incur tuition charges monthly on your account until you submit a USA Sports Class Withdrawal Form (which can be picked up at the front office). If you do not submit a Withdrawal Form, you are still responsible for past charges.

Our classes are based on four-week periods, however, the four weeks covered by a payment do not always line up with the beginning of a month. Instead of making payments due on different dates each month, we simplify your calendar and have all payments due on the *first of each month*. A \$10 late fee per class will be charged if payment is not made by the 7th of the month. Your student may not be able to participate in class if your account falls past due. We do not send home a monthly bill. Payments can be made over the phone, in person, or by mail. We also offer automatic payment options through Visa & MasterCard if you prefer.

Please read through the information in this packet. If you have any questions or concerns, please contact the office staff.



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General Rules & Policies



Office Hours

Monday-Friday 9:00 am - 7:00 pm

Saturday we are Closed (we do Birthday Parties) and Sunday we are Closed.

*Keep in mind: *The Office May Be Closed for Lunch from 12:00 pm-2:00 pm Monday-Friday.*

Gym Safety

Parents and children waiting for class must remain in the hallway or observation areas. They are not allowed on the gym floor/equipment for safety and insurance reasons. The only people allowed on the gym floor/equipment are the children currently in class being instructed to do so by their Coach.

Student's Arrival and Departure

It is important to arrive to class on time. Warming up the muscles and hearing the opening directions are essential in having an excellent and safe workout. This happens the first 10 to 20 minutes of class. Students arriving after the first 10 minutes may be asked to schedule a make-up class. Please remember to come in the facility on time and pick up your children. They are not allowed to wait outside for safety reasons.

Waiver of Liability and Health Questionnaire Form

This form is a two-page form required by our insurance. It must be filled out completely and signed by the student's parent/guardian. If any of this information on the form has changed please update a new one at the front office.

Annual Registration/Membership Fee (non-refundable/transferable)

This is an annual fee and is renewed every year on the anniversary of your child's enrollment. This fee acts as a secondary insurance and will pay for fees not covered by your primary policy. A free USA Sports T-Shirt is also provided on their anniversary of enrollment. All members receive discounts to special events including Summer Camps, Birthday Parties, & Parent's Nigh Out.

Absence/Make-Up Procedure

Notify the office prior to absence in person or by telephone. We can provide a make-up as long as you are still enrolled. A make-up can be done in any class provided that there is space and it is age and level appropriate. Please call to schedule your make-up within **one-month** of the absence. We do not pro-rate for missed classes.

Holds/Drops

If you should decide to take a break by putting your account on hold or completely drop from our program, a Withdrawal Request form will need to be filled out. This form can be picked up at the front office.

Credits/Refunds

If a special circumstance comes up and you need to suddenly take a break (injury, illness, death in the family, etc.), we can credit your remaining classes onto your account. If you request a refund check there will be an administrative fee of \$10. Make sure to fill out the Withdrawal Request form.



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Pro-Rating

If you join a program in the middle of the month, we will gladly pro-rate the remaining classes. We do not pro-rate for missed classes.

Photo Release

At times during regular classes or special events, the use of camera/recording devices may be used.

Student Attire/What to Bring

Gymnastics/Tumbling: Leotard or t-shirt and shorts/pants. No jeans, zippers, snaps, buttons, ties, etc. No loose clothing, needs to be fit to body. No jewelry (stud earrings are O.K.). Midriiffs need to be covered. Nails on hands and feet trimmed short. Hair should be tied up away from face. Socks or bare feet are acceptable.

Rock Climbing: T-Shirt and shorts and tennis shoes/climbing shoes. No flip flops or slip-on shoes.

Pro-Shop

We carry items for purchase such as leotards, gymnastics apparel, karate uniforms, athletic tape, etc.

Special Events

USA Sports hosts Birthday Parties, Parent's Night Out, Summer Camp Programs, Sports Spectacular, Fall Fest Recreational Gymnastics Meet, and Clinics. We also participate in Community events locally. Keep an eye out for these special activities to learn more!

Annual Calendar

This has all of the important dates you need to remember throughout the entire year including, Holidays/Gym Closures, Class Dates, and Special Events.

Suggestions/Drop Box

We have a Suggestion/Payment Drop Box located between the Front Office and Pro-Shop.



USA Sports Tuition & Billing Information

Parents (first & last name): Mother _____ Father _____

Children's Names: _____

Home Phone: _____

Tuition Payment, Enrollment, & Billing Information

Your child is enrolling in a continuous program that has recurring monthly tuition. *You are continuously enrolled in the program and will incur tuition charges monthly on your account until you submit a USA Sports class Withdrawal Request.* These can be picked up at the front office.

Four Week Payment Blocks

Each payment covers four weeks of classes, however, the four weeks covered by a payment do not always line up with the beginning of a month. Instead of making payments due on different dates each month, we simplify your calendar and have all payments due on the *first of each month*. Please see our annual calendar for specific dates.

Bounced Payments

If your payment is rejected by your banking institution due to insufficient funds, your account will be charged a \$15 bounced payment fee.

Monthly Payment Options

____ Automatic Billing: Please charge my credit/debit card the first of each month for my balance due. Please fill out the Auto Pay Authorization form which can be picked up at the front office.

____ I will pay my account balance each month. Payments are due on the first of the month. If my payment is not received by the 7th of the month, USA Sports will add an administrative late fee of \$10 per class. Your student may not be able to participate in class if your account falls past due. I understand that **USA Sports does not send a monthly bill**, and it is my responsibility to pay my account balance at the USA Sports Front Desk, by phone, or through the mail by the 1st of each month.

I have read and understand USA Sports' Tuition Payment, Enrollment and Billing information, and my signature below indicates my voluntary agreement with the terms set for the above.

Signature: _____ Date: _____

What do we do to keep your information safe? This financial information is not kept in the regular student files. We keep a separate file in a locked file drawer in a locked office. Only the person responsible for charging the financial information has access to this information. When you withdrawal from classes, the financial information on this document will be shredded.