



Application For Employment Office Staff

Return completed application to info@scampsgymnastics.com

Form with fields for Last Name, First Name, Middle Initial, Address, City, State, Zip, Home Phone, Cell Phone, and E-mail Address.

What office skills do you have experience with?

Typing _____ Words Per Minute _____
Balancing Cash Drawer _____
Receptionist/Phone Skills _____
Adding Machine _____
Inventory _____
Credit Card Machine _____

Do you have experience with computers? _____ What type of systems (Mac OR PC)? _____

Have you ever worked with Microsoft Publisher and/or Word? _____

Please list the software you have worked with _____

Do you know how to calculate percentages? _____

What do you feel are your best office skills? _____

Have you ever been dismissed from employment? _____ If so, please explain _____

Have you ever been convicted of a felony? _____ If so, please explain _____

Why would you like to work for Scamps, Inc.? _____

What date could you start? _____

Please list the hours you are available to work.

How many hours are you looking for? _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Education—(beginning with High School)

School

Dates Attended

Degree Received

School	Dates Attended	Degree Received

Work Experience—Start with most recent place of employment

Place of employment _____ Dates employed _____

Duties: _____

Reason for leaving _____

Place of employment _____ Dates employed _____

Duties: _____

Reason for leaving _____

Place of employment _____ Dates employed _____

Duties: _____

Reason for leaving _____

Work Related References

Name _____ Phone number _____

How acquainted? _____

Name _____ Phone number _____

How acquainted? _____

Name _____ Phone number _____

How acquainted? _____

The information provided in this application for employment is true and complete. If employed by Scamps, Inc., any misstatement on this application may result in my dismissal.

Signature of Applicant

Date

Receptionist Fee Calculation Worksheet

Name: _____

Please read over the following and fill in the blanks for each scenario. Use the attached schedule for prices. Use an adding machine to calculate prices. Please include this with your application and/or resume.

One of the most important duties of the receptionist at Scamps is to register new students and calculate how much classes will cost for them. Listed on our schedule are prices for a full 19 week term of classes. If a student starts on week 1 they will pay full price for the class (unless we are running a discount special). If a student registers for a class after we have started our term, we prorate the fee according to how many classes are left in the term. Please indicate the cost of a class for the following:

A student signing up for a 1 year old class for 16 weeks _____

A student signing up for a Girls Gymnastics Level 4 class for 15 weeks _____

A student signing up for a Tumbling and Tramp class for 19 weeks _____

Another policy at Scamps is to offer a family discount. The first child (most expensive class is always counted as the first child) pays full price. Each additional family member will receive \$65.00 off their full price class fee. Please remember that full price may be a prorated fee if they did not start classes on week one. To get the full price you may first take the \$65.00 family discount off and then prorate the fee. This is done for each additional family member. Please indicate the cost of the following:

One student signing up for a Girls Gymnastics Level 1 class for 16 weeks and another family member signing up for a Boys Gymnastics Level 2 class for 16 weeks _____

One student signing up for a Preschool 2 - 3 1/2 year old class for 15 weeks and another family member signing up for a Girls Gymnastics Level 5 class for 14 weeks _____

Another duty of the receptionist is to write receipts for items sold in our proshop. A sales tax of 5.5% must be added to all sales. Please indicate the total price for the following items.

A leotard that sells for \$26.00. Total cost is _____

A leotard that sells for \$32.00 and a sweatshirt that sells for \$45.00. The total cost is _____

Preschool

1 Yr Olds w/parent \$135/Term

Monday	6:30—7:10
Friday	11:00—11:40

2—3 1/2 Yr Olds w/parent \$135/Term

Monday	6:30—7:10	Wednesday	5:30—6:10
Tuesday	6:30—7:10	Thursday	6:30—7:10
Wednesday	9:15—9:55		

FIT-is-FUN Skill Development Program 3 1/2—5 Year Olds w/o parent

The Scamps FIT-is-FUN Skill Development Program is designed to enhance the skill development of 3 1/2—5 year olds in our preschool gymnastics program. The program consists of 4 progressive levels. New students begin in Level 1 classes. After successfully completing the Level 1 skills, the student will begin working on skills in Level 2. Students receive a skill poster they take home and use to chart their progress. When a skill is successfully completed, the instructor will give the student a sticker they can take home to place on their chart.

FIT-is-FUN Level 1 \$155/Term FIT-is-FUN Level 2 \$155/Term

Monday	4:30—5:25	Monday	4:30—5:25
Monday	5:30—6:25	Tuesday	4:30—5:25
Tuesday	4:30—5:25	Wednesday	10:00—10:55
Tuesday	5:30—6:25	Wednesday	11:00—11:55
Wednesday	10:00—10:55	Wednesday	3:30—4:25
Wednesday	3:30—4:25	Thursday	4:30—5:25
Wednesday	4:30—5:25	Friday	10:00—10:55
Thursday	4:30—5:25		
Thursday	5:30—6:25		
Friday	9:00—9:55		

FIT-is-FUN Level 3/4 \$155/Term

Monday	5:30—6:25
Tuesday	5:30—6:25
Wednesday	11:00—11:55
Wednesday	4:30—5:25
Thursday	5:30—6:25

Birthday Parties

Scamps offers birthday parties for children ages 2 & up. Parties are held on Saturdays beginning at 12:15 PM. Contact the front desk or check our website for more information.

Girls Gymnastics

Level 1 (Entry Level) \$180/Term

Monday	3:30—4:55	Thursday	3:30—4:55
Monday	5:00—6:25	Friday	10:30—11:55
Tuesday	3:30—4:55	Saturday	9:00—10:25
Wednesday	9:00—10:25	Saturday	10:30—11:55
Wednesday	5:00—6:25		

Level 2 \$180/Term

Monday	3:30—4:55	Thursday	3:30—4:55
Tuesday	3:30—4:55	Thursday	5:00—6:25
Tuesday	5:00—6:25	Friday	9:00—10:25
Wednesday	9:00—10:25	Saturday	9:00—10:25
Wednesday	3:30—4:55		

Level 3 \$180/Term

Monday	5:00—6:25	Wednesday	5:00—6:25
Tuesday	5:00—6:25	Thursday	5:00—6:25
Wednesday	9:00—10:25	Friday	9:00—10:25
Wednesday	10:30—11:55	Saturday	9:00—10:25
Wednesday	3:30—4:55	Saturday	10:30—11:55

Level 4 \$180/Term

Monday	6:30—7:55	Thursday	6:30—7:55
Tuesday	6:30—7:55	Friday	10:30—11:55
Wednesday	10:30—11:55	Saturday	10:30—11:55
Wednesday	6:30—7:55		

Level 5/6 \$180/Term

Monday	6:30—7:55	Wednesday	10:30—11:55
Tuesday	6:30—7:55	Wednesday	6:30—7:55

Tumbling & Tramp

Level 1 (Entry Level) \$180/Term

Monday	3:30—4:55	Wednesday	5:00—6:25
Tuesday	5:00—6:25	Friday	9:00—10:25
Wednesday	10:30—11:55		

Level 2 \$180/Term

Monday	5:00—6:25	Wednesday	9:00—10:25
Tuesday	3:30—4:55	Friday	10:30—11:55

Level 3 \$180/Term

Monday	6:30—7:55	Wednesday	3:30—4:55
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**Sign Up For A Second Class
And Get 50% Off That Class!**

Cheer

Cheer Classes

Tiny Cheer 4-5 yrs \$135/Term

Wednesday	4:00—4:55
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Mini Cheer 6-8 yrs \$135/Term

Wednesday	5:00—5:55
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Youth Cheer 9-11 yrs \$135/Term

Wednesday	6:00—6:55
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Cheer Tumbling

Tiny Cheer Tumbling 4-5 Yrs \$135/Term

Monday	3:30—4:25
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Level 1 Cheer Tumbling \$135/Term

Monday	4:30—5:25	Tuesday	6:00—6:55
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Level 2 Cheer Tumbling \$135/Term

Monday	5:30—6:25	Tuesday	5:00—5:55
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Level 3 Cheer Tumbling \$135/Term

Tuesday	4:00—4:55
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Boys Gymnastics

Level 1/2 \$180/Term

Tuesday	3:30—4:55	Wednesday	4:00—5:25
Wednesday	9:00—10:25		

Level 2/3/4 \$180/Term

Tuesday	5:00—6:25	Wednesday	10:30—11:55
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Open Gym

Every Friday night, Scamps conducts open gym where members and friends age 6 & up can come and use our facility. Open gym is supervised by our instructors. Parents may not participate in open gym.

Main Gym Open Gym (Ages 6-17)..... 7:15 PM—8:45 PM

\$5.00 Class Members
\$10.00 Non- Class Members

Second Class 50% Off

We feel that it is very beneficial for students to enroll in more than one class per week. Doing so not only gives the child more time to practice skills, but gives them the opportunity to gain greater strength and flexibility which are vital in skill development. Students that enroll in a second class will receive 50% off that class fee. Sign up for a third class and get 75% off.

Family Discount

First Child.....Full Class Fee
Second Child\$30.00 Off Full Class Fee
Third Child and More \$50.00 Off Full Class Fee

*** Family discounts may not be used with other special discounts or coupons*

Methods of Class Payment

Payment can be made with cash, check, or credit card (VISA, Mastercard or Discover)

Choose From One Of The Following

- 1) Payment in Full
- 2) Payment Plan

** A \$30.00 non-refundable deposit is required to register prior to the first day of class

** 1/2 Payment by June 20, 2016

** Payment in full by July 16, 2016

All accounts with an unpaid balance after July 16, 2016 will be assessed a \$15.00 late fee

Register Online!

Go to www.scampsgymnastics.com
Go To Our Parent Portal

Scamps Policies

All Students are required to pay an annual \$30.00 membership fee.

- A student may enroll at any time during a term. Class fees will be pro-rated.
- No refunds or credits for dropped or missed classes
- No Make-ups
- Fees not paid in full by July 16, 2016 will be assessed a late fee of \$15.00
- We reserve the right to remove a child from class because of disciplinary reasons.
- **Parents**-We ask that you come inside to pick up your child after class. Do not have them wait outside by themselves. If you will be late to pick up your child, please call before their class is over to notify us.
- Parents may observe classes at any time during a term through our viewing windows on the 1st or 2nd floors. **Please do not stand in the doorways or enter the gym areas.**
- Only one coupon or special discount may be used per term. This includes family discounts. If you use the family discount, you may not use any other discounts or coupons.
- A \$20.00 service charge will be assessed for returned checks
- No shoes in the gym
- We reserve the right to drop any class that has fewer than 4 students enrolled
- Scamps closes at 9:00 PM Monday thru Thursday, 8:30 PM on Fridays, and 12:00 PM on Saturdays. If your child is in a class that ends at these times, please be on time to pick them up.
- Cancellations for inclement weather will be posted on our website. There are no make-ups or refunds for classes cancelled due to inclement weather.
- All accounts must be paid in full by July 16 to continue participation in the program.

Scamps will be closed on the following dates:

July 3—July 10

Summer Break



2016

Summer Schedule

June 14—August 29

Member Club



Member Club



5711 77th Street
Kenosha, WI 53142
262-694-0805
Fax 262-694-2137

www.scampsgymnastics.com