



AIM USA

PARENT HELPER INSTRUCTIONS

PHONE: 804-372-3331 **WEB** WWW.AIMUSAINC.COM

Welcome to the AIM USA class. Thank you for being a parent helper, if you have any questions please ask the Instructor / Director or contact the office.

Parent Helpers are asked to arrive at class 15 minutes before their scheduled class time each week. Parent Helpers will take registrations, check students into the roster, make change when due, and process equipment orders.

Parent Helpers

PH's will pay \$4.00 for their first child class fees and \$3.00 for any additional children on a weekly basis. PH's are required to pay the \$17 **non-refundable** registration fee. Discounts only apply to class fees.

REGISTRATION WEEK ONE

As the new students arrive, have the parents fill out a registration form, one per child.

- 1) When the form is presented to you, check over the form to make sure all name, address, signature, email and phone numbers are filled out.
- 2) Ask parent if they are paying weekly or paying in full
- 3) Look at the class fee work sheet to determine the fee.
- 4) On the Registration form, **fill in the amount that the parent paid in the box on the right of the form.**
- 5) If Self-Defense ask if they would like to purchase a Uniform (\$35). If so fill out equipment voucher (see equipment voucher section)
- 6) Indicate if the parent is paying by check or cash or credit card. If check, write the check number. Write your initials on the form and circle them to indicate a completed registration form and money collected.

EQUIPMENT

All equipment sales must be indicated on a Equipment voucher. Fill in the students name, date, and location on the top of the voucher form. Write down the quantity, size and / or color for each item requested. Collect the appropriate money due and write the total on the bottom of the voucher. Place your initials at the bottom of the voucher to indicate money collected. If the customer received the item, check the rec'd column YES. If they did not receive the item mark rec'd column NO. If the customer has not received the item, write: "TO BE FILLED" on the side of the voucher. If all items have been received, mark REC and circle it to indicate the order is completed. Customer gets yellow copy. AIM keeps white copy.

WEEK TWO

Registration is available for the 1st three weeks of class. Collect the registration and class fees like week one. New registration Pre-paid students must still pay the full amount, due to make-up classes.

Parents are encouraged to bring class fees in a envelope with students name.

WEEKLY ROSTER / CHECK IN

Parent Helpers will take attendance on the roster and collect class fees when due. Stamp students hands when checking in if required by instructor.

The computerized roster will be in alphabetical order. As the students check in, find their name on the roster. The amount they paid last week will be indicated. If they paid \$25.00 last week, they are on the pay weekly schedule and owe \$8.00 for the class. Collect the \$8.00 and mark 8 next to the student's name. Pre-paid students paid for the entire course usually between \$100-\$145 depending on the length of the course. Make a check mark by the name of the student checking in that is pre-paid

Parents may pay for more than one class at a time. If the Parent pays \$20 for class fees, mark 20 by the student's name. Always put down the amount the parent pays for class fees on the roster. Whole dollar amounts over 8 or multiples of 8 indicated payment for future classes. Make up classes are indicated by amount + amount.

Make-ups.

If a child missed a class they can do a make-up by attending two classes back to back. Make-up classes must be paid for and indicated on the roster. A pre-paid make up is indicated on the roster by check mark + check mark. If the student is paid weekly then it is indicated by 8+8.

CODE KEY

8 = Weekly class fee

8+8 = Weekly class fee plus make up

@ or ✓ = Pre-paid

@+@ = Pre-paid plus pre-paid make up
✓+✓

16 = Current class fee plus future class payments
(Multiples of 8)

4 = Parent helper 1st child class fee

5 = Parent helper additional child class fee

4+4 = PH class fee plus make up class fee

3+3 = PH additional child class fee plus make up fee

X = Absent