

# How to reach us.

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• Club UNE

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• Fee Classes • Skate Park • Parks • Cultural Arts

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• Sports Advisory Committee • Marketing

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**Aquatics Information Hotline:** 510-675-5486

**Civic Center:** 510-471-3232

**Holly Community Center:** 510-675-5488      Fax: 510-471-6878

**Kennedy Community Center:** 510-675-5329      Fax: 510-429-6730

**Ruggieri Senior Center:** 510-675-5495      Fax: 510-477-0317

**Sports Center:** 510-675-5808      Fax: 510-489-8620

## CLASSES INFORMATION

Please review the following guidelines.

- 1) Parents should escort each child to class and remain until the instructor arrives. Parents are responsible for their child until class begins.
- 2) No child-care is provided prior to, or after class. Please arrive early, to pick up your child.
- 3) All instructors are contractors and not Union City Leisure Services' employees. All contractors have the option to use assistants or sub-contractors to teach the class.\*
- 4) Do not purchase any required supplies or attire until after the first day of class.
- 5) Please encourage your child to use the restroom before class begins. Instructors can't leave the classroom to escort a child to the restroom.
- 6) Instructors have the option of allowing parents to remain in the classroom or to ask them to leave while class is in session.
- 7) Please enroll only in classes appropriate for your child's age. Exceptions based on skill level must be pre-approved by the instructor and the Union City Leisure Services Department.

\*Note: Does not pertain to Tot Time classes, Day Camp and Aquatic programs.

## UNION CITY LIBRARY

34007 Alvarado-Niles Rd. • 510-745-1464

TTY: 888-663-0660

Union City Library is located in the Civic Center complex adjacent to City Hall and across from James Logan High School. Serving a population of over 72,000 residents of the City of Union City as well as the nearby communities of Fremont, Hayward, and Newark, the library offers a collection of over 101,000 items. Special features of the collection include a growing international languages collection including items in Chinese, Farsi, Hindi, Japanese, Korean, Punjabi, Spanish, and a Filipinia collection. Partnering with the City of Union City has afforded the opportunity for open hours every day of the week, and The Union City Branch has the third largest circulation of library materials in the Alameda County Library system. Other services for the public include free internet access computers, free wireless internet access, typewriters, photocopier and text enlarger. A meeting room is available for use by community groups free of charge.

### Library Hours:

The library is open most days, but the hours vary. For complete schedule please visit the library's web page at <http://www.aclibrary.org/branches/ucy/unioncityhome.asp>

### Bookmobile Schedule

Please call 510-745-1477 or visit [www.aclibrary.org](http://www.aclibrary.org)

## REFUND POLICY

- Please make your selections carefully.
- No refunds or transfers will be given on or after the first class.
- For refunds or transfers there is a \$10.00 charge. The refund or transfer must be requested at least one working day prior to the first class meeting (Friday for Monday classes). Note: Day Camp and Aquatics Programs have different refund policies. Please refer to Camp & Aquatics information.
- All refunds will be made payable by check to primary account contact and will be mailed to the address on file. We do not add the credit to credit cards.
- Refunds take between 4-6 weeks to process.
- No refunds (whole or partial) can be given for classes missed by the students.
- If you registered through the internet, there is an additional fee that is non-refundable by UCLS.

## GENERAL INFORMATION

- Registration cannot be taken over the phone. Please mail-in, walk-in, fax-in, or register on-line at [www.UnionCity.org](http://www.UnionCity.org)
- Preregistration for classes is recommended, many fill quickly.
- Non-residents are charged an additional fee. A resident is defined as anyone living within the Union City/New Haven Unified School District property tax limits.
- For Park and Facility rentals, non-residents are charged an additional fee. You must live, own a business, or pay Union City Property taxes in order to receive the resident rate. Proof may be required.
- If you wish to be in the same class with a friend/neighbor, mail in the registrations together. Include separate envelopes for each confirmation.
- New return check policy: all checks returned for insufficient funds will be sent to a collection agency.
- If your credit card purchase is denied authorization, your registration form will be returned without a class space being reserved.
- Credit card charges must be a minimum of \$25.00.