

ENROLMENT FORM



Name Parent/Guardian

Address.....

(Mobile)..... (Email).....

Emergency Contact: Contact Number:

PARTICIPANT DETAILS

Participant #1: Name: Date of Birth: __ / __ / ____

Participant #2: Name: Date of Birth: __ / __ / ____

Participant #3: Name: Date of Birth: __ / __ / ____

Participant #4: Name: Date of Birth: __ / __ / ____

Allergies or Illness:

Special Needs:

Other Relevant Information:

Declaration:

I declare that the information provided on this form is true and correct and agree to commit to the class applied for on this form. I hereby acknowledge and agree to pay the relevant fees associated with the class.

I declare that I have read, understood and agree to the Terms & Conditions as printed on page 2 of this form.

Applicant/Parent/Guardian Signature:

Date:

Circle relevant enrolment

Enrolment Type: Learn to Swim Swim Squad

Indicate preferred sessions to attend

DAY	MON	TUES	WED	THUR	FRI	SAT	SUN
AM							
PM							

OFFICE USE

PASS #:	INSTRUCTOR:	GRADE:
STAFF MEMBER:		

TERMS & CONDITIONS/PAYMENTS



POOL ENTRY

- As a condition of entry to Sans Souci Leisure Centre you accept to abide by the pool rules and adhere to any directions given by SSLC Staff.
- All children under the age of 10 years must be supervised by a responsible paying guardian over the age of 16.
- Eskys, glass, Floatation toys & Body boards are not permitted in the centre.
- Learn to swim & Squad patrons can bring in 2 parents/guardians any additional spectators will be charged the \$2.50 fee

NEW ENROLMENTS /GENERAL INFO

- New Learn to swim participants undergo a swimming assessment by a qualified instructor to determine their swimming ability. This can be arranged with the Learn to swim supervision staff or the front desk reception. Assessments are free and take no longer than 5 minutes.
- An Enrolment form & an ezidebit payment authority for each child must be completed in full by a parent or guardian.
- Class sizes 10:1 Infant (6-18mths) 8:1 Babies (12-36months) 4:1 Pre-school 4:1 up to 9:1 School age.
- ALL infants/Babies must wear an Aqua nappy (available for purchase at reception)
- Please be on time for your class – classes will run at the scheduled time, we recommend you arrive at least 10 mins before your class begins
- If your child is sick please do not bring them to the lesson – Your child should be free from Fever, diarrhoea & vomiting for 24 hrs prior to their lesson. A child with an open wound, bleeding or conjunctivitis will not be admitted to the class.

PAYMENT POLICY LEARN TO SWIM

- We run a continuous year round program - ALL enrolments require a continuous FORTNIGHTLY payment through direct debit or a 1(one) OFF upfront payment for the year to ensure your position in the program.
- A parent/guardian is required to complete an enrolment form and an Ezidebit payment authority for each child.
- A dishonoured fee of \$14.80 will be charged to your account if there are insufficient funds in your account.
- A 10% discount is available for Learn to swim for 3rd and 4th children and for addition classes. Please advise our customer service officers of entitlements upon enrolments.
- Parents/ customers need to be aware that memo's and requests received in lieu of course payments are not 100% confirmation of course placement. Confirmation ONLY with FULL payment.

MISSED LESSON & MAKE-UP POLICY

- NO CREDITS OR CASH REFUNDS will be given for missed learn to swim lessons or SQUAD sessions.
- If you are unable to attend a lesson you must notify Sans Souci Leisure Centre on 02 9529 8544 at least 1hour before.
- A make-up lesson will be granted due to illness on presentation of a Dr's certificate ONLY – must be used within the same level
- Make up lessons can only be booked one week in advance and are subject to availability.
- Once make-up lessons are booked they CANNOT be cancelled, if cancelled it is considered used.
- All Learn to swim make-up credits will be removed & they DO NOT carry over to the next level.
- PRIVATE LESSONS - In the event of an instructors absence lesson will go ahead with alternative instructor OR
- PRIVATE LESSONS - In the event of an instructors absence make up lessons will be taken in a group class

ATTENDANCE REGISTER

- All students MUST scan their card on entry to the centre.
- You will not be granted access on any days other than the day you are booked into LTS
- Participants must not enter the lesson lanes until instructed by the Learn to swim instructors or coaches.

ASSESSMENTS LTS /CHANGING CLASS TIMES/DAYS

- Students will be assessed every 4 weeks.
- Advice will be sent via SWIM DESK our digital parent portal on your child's progression
- Certificate's for progression can be printed out at home via SWIM DESK
- Enquire at Front desk for changes to levels/times – PLEASE DO NOT interrupt classes to discuss with your instructor.

PUBLIC HOLIDAYS

- Learn to Swim lessons do not take place on Public Holidays
- Students with bookings that fall on public holidays are NOT charged for the public holiday.
- Squad members are to check with their coaches for training times and sessions.

HOLD POLICY

- We require a minimum Two (2) weeks' notice if you want to put your payment/class position on hold.
- No hold fee will be charged for 2 weeks absence – over two weeks \$12 admin fee
- If you require more than two (2) weeks hold you will incur \$12 admin fee
- If your child is injured or sick with proof, exemption can be made on case by case by approval by management

CANCELLATION LEARN TO SWIM POLICY

- 30 DAYS notice required to withdraw your child from LTS lessons a \$12.00 cancellation fee will be incurred
- Positions in classes will be forfeited.
- If your child is injured or sick with proof, exemption can be made on case by case by approval by management

INSTRUCTORS & COACHES

- Coaches and Instructors may change without notice as coaches and instructors are subject to availability.

PAYMENT POLICY SQUAD

- All squad sessions are payable by the month through Direct Debit. & by the quarter (90 day turn over). This option is if you wish to pay by credit card or cash.
- Payments by Direct Debit are due monthly, per individual schedule – If a Direct Debit is failed due to insufficient funds, we will reschedule the payment to reattempt & you will be charge a \$14.80 fee.
- NO make-up policy for missed squad sessions
- Entry for Squads will be denied if FULL payment has not been received by the due date each month.

ATTENDANCE REGISTER SQUADS

- ALL SQUAD enrolments are required to wear a Swimming Cap and have their own fins, goggles and equipment.
- All squad participants MUST scan their card on entry to the centre

TERMS & CONDITIONS/PAYMENTS



Please attach payment details to the enrolment form and return to Sans Souci Leisure Centre:

Amount Paid:

I have enclosed a cheque /money order made out to “Sans Souci Leisure Centre”

Please charge my credit card as below:

Amount:	
Cardholders Name:	
Card Number:	
Expiry Date:	
Verification #:	
Signature of Cardholder:	