

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 at 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.
- **EZI DEBIT will charge a dishonoured fee of \$21.90 if there are insufficient funds in your account.** Please note it is your responsibility to advise us of any changes to your account (new card details, expired card detail, lost or stolen card)
- After 3 failed payments you will automatically be removed from the Learn to swim/Squad program
- A 15% discount is available for Learn to swim for 3rd and 4th children and for addition classes. Please advise us of entitlements upon enrolment.
- Please be aware that memo's and requests received in lieu of course payments are not 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/changed.
- 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 instructor's absence lesson will go ahead with alternative instructor OR 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 4/5 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.
- 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

- 2 WEEKS 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 & EZI DEBIT will charge a \$21.90 dishonour 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