

SWIM SCHOOL ENROLMENT FORM

Office Use Only
(Please stamp when received):

Centre Location:					
Preferred Lesson Day & Time:					
Option 1:		Option 2:		Option 3:	
Day:	Time:	Day:	Time:	Day:	Time:

Responsible Person's Name: _____

Address: _____ Suburb: _____ Post Code: _____

Mobile: _____ Email: _____

Student's Name: _____ Date of Birth: ____ / ____ / ____

Student's Name: _____ Date of Birth: ____ / ____ / ____

Student's Name: _____ Date of Birth: ____ / ____ / ____

Medical Information (Please complete for adult and junior enrolments):

Asthma	Vision Problems	Hearing Problems
Epilepsy	Immunised	ADD/ADHD
Autism	Diabetes	High Blood Pressure
Allergies	Allergy Type:	Other:

I (Responsible Person): _____ Hereby consent myself/child/ren: _____

To attend the swimming program at United Swimming, I agree that no liability attaches to United Swimming as a whole or to any staff member for any damage or injury caused by, arising out of, or as a consequence of, any act performed by myself / child, or any act or omission of United Swimming, its staff or agents. I release United Swimming in relation to any temporary / permanent / partial / total injury / fatality to myself / child or damage to or loss of personal possessions arising during the course of or arising out of the activity. I hereby authorise the staff of United Swimming to organise medical or hospital treatment as they see necessary at my expense.

I acknowledge that I will not have any claim of any kind or nature against United Swimming for any illness, injury or adverse change in medical condition or state of health arising directly or indirectly from any test, training, course or rehabilitation program carried out preparatory to or as part of any test, training, course or rehabilitation program I undertake at United Swimming. Any rights granted to me by law which are not capable of change by agreement remain unaffected by the terms of this agreement.

I acknowledge that refunds are not available or applicable in regards to my and/or my child/ren swim lessons if classes are missed and/or participation stops. I further acknowledge that United Swimming will offer amicable options and alternatives if I and/or my child miss swim classes and accept that this does not include refunding or crediting missed lessons. I acknowledge that I must give 24 hour prior notice to United Swimming to organise make up lesson/s (notice must have been given 24 hours prior to the original lesson). Only 1 make up is allowed during the term. All make ups must be completed within the school term. Student must be enrolled in the holiday program to complete any additional make ups during the holidays. No make ups will be offered for lessons missed during the Holiday Intensive Classes. In case of my child/ren's sickness, Medical Certificate/s must be supplied to United Swimming as evidence to organise make ups for missed lessons.

I have explained to my child/ren the behavior that is expected of them to ensure their safety at United Swimming I take full responsibility for my child's conduct and actions while at the centre. I acknowledge that United Swimming has disclosed to me that I and my child/ren may be photographed whilst participating in the Swim School program and activities and consent to this. By signing this Enrolment form I also consent to United Swimming using me and my child/ren's image/s in any promotion, advertisement or other material or activities in relation to United Swimming and other aspects of the businesses related to United Swimming and agree that United Swimming is entitled to entire copyright in and sole ownership of any such images. I represent and warrant to United Swimming that all information on this form is correct.

I have read and understand the terms and conditions: (please tick)

Responsible Person's Name: _____ Date: ____ / ____ / ____

Responsible Person's Signature: _____

Emergency Contact: _____ Phone: _____ Relationship: _____

(Emergency Contact – another person other than yourself you want United Swimming to contact in the event of an accident resulting in hospitalisation).

AGREED TERMS & CONDITIONS OF ENROLMENT:

By completing enrolment into United Swimming Swim School Program you expressly agree to comply with the Terms & Conditions. Upon each and every time you enter United Swimming's Swim Centres you reaffirm your acceptance of the Terms & Conditions and all of the obligations, limitations and indemnities contained within them.

1. Swim School Lesson Times

1.1 Please be aware of the class starting and ending times, and ensure there are adhered to. This assists in a smooth transition for children entering into the following class.

2. Swim School Fees

2.1 All term fee payments are required to be paid upfront at time of booking. Fees payable are subject to change at any time.

3. Refunds and Credits

3.1 Refunds or Credits will not be given and this includes, but is not limited to, withdrawal from the swim school program, change of mind, missed lessons.

3.2 Request for Refunds or Credits may be considered for major illness, surgery or extenuating circumstances but must be addressed in writing to the Centre Manager and must also have relevant supporting documentation attached (e.g. Medical Certificate). Decision will be made by our Management Team within 3 weeks and approved applications will be offered amicable options by the Centre Manager.

4. Swimming Assessments

4.1 The Centre Manager or Supervisor will advise you if an assessment is required before you can register into a term or course. If an assessment is required you must complete an Enrolment Form and book an assessment time with the swim school.

5. Swim School Enrolment

5.1 All swim school participants must complete an enrolment form on their enrolment into United Swimming swim school program, which will be in effect until your enrolment is cancelled and participation at our swim school completely stops by giving notice to your Centre Manager or our Management Team.

5.2 United Swimming Management will require all swim school participants to complete a new enrolment form when required (i.e. when there is a significant change to our Terms & Conditions of enrolment).

5.3 All bookings, enrolments and enquiries are made directly with the Centre Manager or our Management Team. It is also requested that you inform us of any changes to your personal details.

6. Enrolment & Booking Process

6.1 Our swim school would like you to familiarise yourself with our re-enrolment process. Registrations for following term usually begins from week 7 of each term so please make sure to check our regular announcements. The system we have in place means our swim school program can be managed more efficiently & effectively and we are therefore able to provide a better service and help you secure the best possible day and time for your child's swimming lesson.

7. Advance booking / enrolment is required

7.1 Classes are not rolled over or reserved for the following term. To guarantee your lesson day & time, a booking must be confirmed and payment made in the preceding term, as per our payment & booking schedule communicated to members prior to registrations open for each term.

8. In the Event of Illness

8.1 If your child is not in good health, they will not be admitted into swim school classes. We have strict rules applying to this, as staff and children are in a confined space. The **Public Health Act (1992)** requires that Parents/Guardians provide details of their children's current immunisation status. Where a child is not vaccinated against a contagious condition they will be asked not to attend swim school if there is an outbreak of that condition.

8.2 If your child has any of the following, you must not bring them to the facility. Please keep your children at home if he/she is suffering from:

- A heavy cold (green mucus is a good indication);
- Vomiting in the previous 24 hours;
- Diarrhoea in the previous 24 hours;
- Any infectious disease;
- A high temperature.

8.3 United Swimming reserves the right to refuse entry to any child. If a child becomes ill whilst in Swim School our staff will attend to the needs of the child on a one on one basis until the parent or guardian returns.

9. Supervision

9.1 Parents and guardians are expected to take full responsibility for their children upon entry to United Swimming and whilst participating in our swim school program.

9.2 United Swimming does not take responsibility for the supervision of children outside of their allocated swimming lesson. Swim school families are required to maintain appropriate behaviour whilst within United Swimming Swim Centres.



10. Make Up Lesson Policy

- 10.1 Based on our experience we find that make up lessons can potentially disrupt established classes and can also confuse some children due to unfamiliar faces and surroundings. United Swimming cannot always guarantee a make-up lesson due to our set class numbers, and throughout peak swim periods providing make up classes may be highly impossible.
- 10.2 Should your child be sick or absent from the swim school we are happy to offer you a make up lesson. Notification must be made for you to receive a make up lesson. Make up lessons will only be available under the following circumstances:
- 1) You have notified us of your absence at least 24 hours prior to the lesson commencing;
 - 2) Only 1 make up is allowed during the term;
 - 3) Make ups are only valid for 4 weeks from the date you have missed;
 - 4) All make ups must be completed within the term;
 - 5) Swimmers are not guaranteed a make up with their normal class instructor;
 - 6) Make up lessons can only be booked at least 24 hours in advance;
 - 7) Medical Certificates must be provided for sicknesses;
 - 8) Flight Schedule / Itineraries must be provided for long holidays;
 - 9) Fees must be up to date;
 - 10) Make up lessons cannot be cancelled or changed. Students cannot make up a make up;
 - 11) Credit / Refunds will not be given for any classes missed;
 - 12) No Make up / Refunds / Credit can be provided for any classes missed during Holiday Intensive Classes due to limited spaces.

11. Private Lessons

- 11.1 All private lessons are booked and paid through our Management Team. Any cancellation of these lessons with less than 24 hours' notice will result in monies paid being forfeited. If more than 24 hours' notice has been given, a make-up class will be provided where possible on a suitable day for you and the teacher.

12. Teacher Changes

- 12.1 Teacher changes may occur during the swim term with little to no notice. Maintaining teacher consistency at our swim school is one of our highest priorities.

13. Holiday Bookings

- 13.1 Full payment is required at time of booking all Holiday Programs.

14. Conditions of Pool Entry

- 14.1 United Swimming swim caps must be worn by all swimmers above 3 years old in the pool at all times. United Swimming swim caps are available for purchase from your Centre Managers on request;
- 14.2 Swim School participants are only permitted in the water during their lesson time;
- 14.3 All children that are not toilet trained are required to wear aqua nappies at all times when in the pool;
- 14.4 All children that are toilet trained must use the toilet before entering the pool;
- 14.5 We aim to keep the pool temperature as consistent as possible, however it will fluctuate with air temperature and seasonal change;
- 14.6 Swimmers with open wounds will not be permitted in the water;
- 14.7 The pool depth varies from centre to centre. Diving is not permitted unless under instruction from the Swim Centre;
- 14.8 The pool deck is very slippery when wet. No running around the pool area as it may result in injury;
- 14.9 No food and glass bottles are permitted in pool area.

15. Behaviour Management

- 15.1 Our aim is to maintain control and safety within our classes. Our staff will ensure that they convey the dangers of the aquatic environment to the children in a respectful and positive manner with clear guidelines; here they will learn that there are consequences of inappropriate behavior. This may include reinforcing clear guidelines, sitting child out of the lesson for short time, or requesting parent to collect their child.
- 15.2 Please note: If a child becomes disruptive, difficult or poses a safety issue in the swimming lesson, our staff will take steps to ensure that this is dealt with appropriately which may include asking the parent or guardian to collect the child from the swimming lesson.

16. Photographs & Video Recording:

- 16.1 For child protection and safety no photographs or video recording are permitted to be used at any time in United Swimming Swim Centres. Cameras aren't permitted in our Centres without authorisation by United Swimming management.

17. Feedback

- 17.1 Parents/Guardians who have concerns or feedback regarding our swim school should approach the Club Manager. Minor concerns will be dealt with immediately. Complaints that are of greater concern need to be address to the United Swimming Management.

For more details on the United Swimming Swim School, contact your Centre Manager or our Management.

United Swimming reserves the right to request you to leave the pool and facilities if the terms and conditions are not adhered to.

By completing and signing our Swim School Enrolment Form, you have read and understand the terms and conditions, which will be in effect until your enrolment is cancelled and participation at our Swim School completely stops by giving notice to your Centre Manager or our Management.

