

Office use only



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Day(s) \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Pro-rate: \_\_\_\_\_

Start date: \_\_\_\_\_

### Private Student Enrolment form

Welcome to Starfish Swimming School.

Pupil's name and Surname: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Baby: \_\_\_\_\_ Toddler: \_\_\_\_\_ 4yr – 13yr: \_\_\_\_\_ 14yr-adult: \_\_\_\_\_

Do you have other family members currently enrolled at the school? YES/NO If yes, who? \_\_\_\_\_

Address: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Mothers phone number(s): \_\_\_\_\_

Email address (please print clearly): \_\_\_\_\_

Father's name: \_\_\_\_\_

Fathers phone number(s): \_\_\_\_\_

Email address (please print clearly): \_\_\_\_\_

Person responsible for account: \_\_\_\_\_ Relation: \_\_\_\_\_ ID no: \_\_\_\_\_

Name, telephone number and email address of person responsible for account (If different to above), please print clearly: \_\_\_\_\_

Does your child suffer from any of the following?

Chest ailments: \_\_\_\_\_

Ear ailments: \_\_\_\_\_

Physical injuries: \_\_\_\_\_

Allergies: (Particularly bee stings) \_\_\_\_\_

Service you are paying for: please tick the relevant option

- New enrolment: \_\_\_\_\_ OR re-enrolment: \_\_\_\_\_
- 1 x wk lesson: \_\_\_\_\_
- 2 x wk lessons per week: \_\_\_\_\_
- Family discounted rate (3 or more immediate family members): \_\_\_\_\_
- Payment option: Cash (for 4 months in advance)  OR Debit Order  OR EFT (for 4 months in advance)

Any other information the swimming teacher should know?

\_\_\_\_\_

I have read and understand the rules of the Starfish Swim School and agree to abide by them. **I agree to pay fees owed to the school by the 1st of each month and to give one calendar months' written notice to terminate the contract.** I further agree to the condition that, while every precaution will be taken for the safety and welfare of me/my child(ren) and for the care of my/ his/her possessions, during extra-mural or private lessons I will hold blameless and indemnify all persons, Starfish Swim School and all other organizations associated with the activity, should any prejudice, loss, damage, illness or injury occur to me/my child(ren) during the swimming activity. This includes an indemnity against recovery of costs resulting from damage, loss and/or medical conditions or hospitalization, unless such loss is caused by the negligence, willfulness or deliberate act of the Starfish Swim School or one or more of its employee's. I understand that I am responsible for the minor outside of their lesson time. This waiver is unconditional and is given in both my personal capacity and as a father/mother/natural/legal guardian of any minor concerned.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please turn over and read the conditions of this agreement printed on the reverse hereof.**

## RULES AND REGULATIONS – PLEASE READ & SIGN.

Once a single lesson has been attended it is accepted that the swimmer and his/her parent/guardian automatically accept the Terms and Conditions of Starfish Swim School as set out in this document.

### PAYMENTS AND FEES

- Payments are to be made in advance by the 1<sup>st</sup> lesson of the month.
- **Payment via debit order is compulsory, except if paying cash or EFT for 4 months in advance.**
- Our banking details are: **Standard Bank, Seacottage Aquatic Centre, STD Bank Midrand - branch code 001155. Cheque account no. 202 475 042.**
- A registration fee is charged upon joining or rejoining the school. Pupils who swim through winter will be exempt from this. Should you stop or take a break from swimming for **any amount of time, even one month**, this registration fee will be payable again.
- Please ensure that you receive a receipt for all cash payments.
- The annual increase in swimming fees is effective from 1<sup>st</sup> September. Pupils who swim through winter (including June, July and August) will swim at discounted rates for 12 months commencing from September. This discount only applies for the full year if you swim continuously for that year. This discount is also only valid if all fees are paid up to date by the 7<sup>th</sup> August.
- In December, January and all other school holidays, the full months swimming fees are still to be paid even if you/your children are not attending lessons.
- Starfish Swimming School will be closed for 2-3 weeks over Christmas and New Year and for one week in winter. We sometimes will take less leave over December in order to break over other holiday periods, e.g. the Easter holidays. Fees are still payable for this period. Our annual paid leave equals 20 days per annum including Saturdays.
- All charges for bad payments will be for your cost and we reserve the right to institute legal action in respect thereof.
- If payment for one month's lessons is missed, you will not be allowed to continue your lessons until proof of payment is provided and you will not be entitled to any make up lessons.
- The swimmer (participant), their parent / guardian agrees to pay all charges including legal fees which may arise in the event that legal action and/or other action is taken by Starfish Swim School to recover any fees or amounts due, including but not restricted to, collection commission, whether action is commenced or not.

### TERMINATING LESSONS

- **Membership shall continue for an indefinite period subject to one calendar month's written notice, (i.e. notice is for the end of a month. One month's fees may be paid in lieu of lessons. All notices must be in writing and must be e-mailed to [admin@starfishswimschool.co.za](mailto:admin@starfishswimschool.co.za) / [starfishswimschool@hotmail.co.za](mailto:starfishswimschool@hotmail.co.za), no later than the 7th day of your last swimming month. Late notices will NOT be accepted.**
- Notice will NOT be accepted for END of November. Notice may be handed in to stop swimming at the end of December (beginning of January) though.
- If your child is dropping from 2 lessons per week to 1 lesson per week, a minimum of 2 week's notice is required for this, especially going into winter as we do need to be able to plan and budget accordingly.

### LESSONS MISSED

- Lessons missed will not be caught up. In certain circumstances we do try to help, and only if we are notified at least 24 hours in advance. Lessons cancelled due to lightning will be rescheduled.
- It is courteous to let us know if you will not be able to make a lesson. Please do this whenever possible, preferably via text/WhatsApp on: 082 903 7921. Lesson arrangements can be emailed to [bookings@starfishswimschool.co.za](mailto:bookings@starfishswimschool.co.za)
- The school is closed on public holidays. Those lessons missed due to a Public Holiday will not be caught up.

### POOL ETIQUETTE

- Pupils with long hair or hair treated with oils are requested to wear caps.
- No parents or other persons are allowed in the pool area during lessons. Parents may watch the lesson from the viewing room or from the glass doors only, or wait under the boma during lessons. Please do not sit in the pool room while lessons are in progress except in special circumstances when you are invited to do this.
- Children may practice quietly in the pool for a maximum of 10 minutes before or after their lessons so long as there are not too many people in the pool and they do not interfere with pupils doing their lessons. In summer this 'playtime' may be in the outside pool as long as it is not in use for lessons.
- It is the parent's responsibility to watch their children at all times before & after their lessons. Accidents happen quickly and safety should be our main concern. Teachers won't be held responsible for pupils outside of their lesson times.
- Swimmers may not have playtime if their parent or guardian is not present to keep an eye on them.
- There is to be NO running around, or unassisted diving or jumping into the pool.
- Please bring your own swimming caps and ensure that these are clearly marked.
- Children using the pool who are not potty trained are to wear aqua nappies. If your child has an accident in the pool you will be responsible for the cleaning and costs associated therewith.
- Please park diagonally to each other so as to fit more cars in.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_