Preferred Day/Time: 1st > _____ 2nd > _____ 3rd > _____

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Swim School Enrolment Form

Parent Details

Have your children been previously enrolled with us? ○ No ○ Yes ○ Yes, Intensives

Name: RP Number: D.O.B

Address:

Suburb: Postcode: Mobile:

Email:

Alternate Emergency Contact Name:

Phone Number: Relationship to student:

Child/ren Details

Are you happy to start one prior to the other if a place becomes available? ○ Yes ○ No

1st Childs Given Name: Surname:

Date Of Birth: Age: Male or Female: Medical Conditions:

Office Use Only - Enrolled Level: Day: Time: Commencing: Student Number:

2nd Childs Given Name: Surname:

Date Of Birth: Age: Male or Female: Medical Conditions:

Office Use Only - Enrolled Level: Day: Time: Commencing: Student Number:

3rd Childs Given Name: Surname:

Date Of Birth: Age: Male or Female: Medical Conditions:

Office Use Only - Enrolled Level: Day: Time: Commencing: Student Number:

Payment Details

BSB Account # Bank

Account Name: Branch

Payments are debited fortnightly and will show on your statement as Northern Beaches Council.
All dishonoured debits will incur a $2.50 penalty fee.
More than 3 outstanding debits will result in cancellation of lessons.

Agreement

I have read and understood all the terms and conditions for the swim school program (attached).

I understand I must supervise any of my children under the age of 10 years old or ensure they are supervised by a guardian over the age of 18 years whilst in the centre.

I understand my payments are fortnightly and will automatically continue until I complete the Cancellation Request Form at the centre giving 30 days written notice to discontinue lessons.

I completely understand all policies for Missed Lesson and Suspensions.

Sign..... Date.....

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Ability Questionnaire

For any child over the age of 3, Please answer the following to the best of your knowledge to try and avoid movement if the level isn't right from the below information. ***Please only answer the applicable questions to each child.*** Once your form is fully completed **Please return it to the Centre or email to swimschool@manlyaquatic.com.au**

Childs Name/s:	1.	2.	3.
BASIC SKILLS			
Happy to put face in the water and blow bubbles?	Face in: Yes No Bubbles: Yes No	Face in: Yes No Bubbles: Yes No	Face in: Yes No Bubbles: Yes No
Floating front and/or back assisted or un assisted	Front, Assisted: Y N Back, Assisted: Y N	Front, Assisted: Y N Back, Assisted: Y N	Front, Assisted: Y N Back, Assisted: Y N
Currently fully assisted in the water, paddling independently or working on freestyle arms "Big Arms"	Assisted: Yes No Paddling: Yes No Freestyle: Yes No	Assisted: Yes No Paddling: Yes No Freestyle: Yes No	Assisted: Yes No Paddling: Yes No Freestyle: Yes No
FREESTYLE			
Breathing bilaterally (both sides) or to one side and is there any head lift and/or rolling or is the whole side of the face in the water?	Bilateral ☐ One Side ☐ Head lift: Yes No Rolling: Yes No	Bilateral ☐ One Side ☐ Head lift: Yes No Rolling: Yes No	Bilateral ☐ One Side ☐ Head lift: Yes No Rolling: Yes No
Swimming in a streamlined position during the whole stroke? (Whole body flat on top of the water or do the hips or legs drop when breathing)	Yes Sometimes No Unsure	Yes Sometimes No Unsure	Yes Sometimes No Unsure
BACKSTROKE			
Swimming in a streamlined position on back with the arms extended over head or hands by the side?	Streamlined: Yes No By Side ☐ Extended ☐	Streamlined: Yes No By Side ☐ Extended ☐	Streamlined: Yes No By Side ☐ Extended ☐
Just starting arms, working on arms (Basic) or doing unassisted backstroke?	Starting Basic Unassisted NA	Starting Basic Unassisted NA	Starting Basic Unassisted NA
Are the legs or hips drop in the water during the stroke?	Yes Sometimes No Unsure	Yes Sometimes No Unsure	Yes Sometimes No Unsure
BREASTSTROKE			
Currently working on just the kick or full stroke?	Just Kick ☐ Full Stroke ☐ Unsure ☐	Just Kick ☐ Full Stroke ☐ Unsure ☐	Just Kick ☐ Full Stroke ☐ Unsure ☐
Is the above symmetrical or do the hips slightly turn to resulting in a scissor type kick?	Scissor Kick ☐ Symmetrical ☐ Unsure ☐	Scissor Kick ☐ Symmetrical ☐ Unsure ☐	Scissor Kick ☐ Symmetrical ☐ Unsure ☐
If working on the full stroke, are the arms coming all the way around to the hips or side? Eg. A big pull through, like you would be swimming underwater	Yes Sometimes No Unsure	Yes Sometimes No Unsure	Yes Sometimes No Unsure
BUTTERFLY			
Are they only learning or able to do just the kick?	Yes No Unsure	Yes No Unsure	Yes No Unsure
Can they do; basic, intermediate, advanced technique? Are they swimming with or without fins?	Basic ☐ Int ☐ Adv ☐ Fins: Yes No	Basic ☐ Int ☐ Adv ☐ Fins: Yes No	Basic ☐ Int ☐ Adv ☐ Fins: Yes No
Distance swam with correct butterfly technique?	_____ m	_____ m	_____ m

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Swim School Terms & Conditions

To ensure that every participant receives the maximum benefit from the programs and services at the Centre, please take the time to read through the following Learn to Swim Terms & Conditions, relevant to the Manly Andrew 'Boy' Charlton Swim School.

General Conditions
Members must complete all the required forms before commencing lessons. All participants must abide by general terms and conditions of the Swim School Program. Management reserves the right to refuse entry, suspend or cancel a membership without refund, or request any person to leave the premises if that person does not behave in a responsible manner, uses abusive language, is under the influence of drugs and/or alcohol or does not adhere to the general conditions of entry. Every effort will be made to adhere to the timetable but Manly ABC reserves the right to change and alter classes as necessary.

Supervision
Parents are **not** permitted to leave children under the age of 10 unaccompanied at any time while they are in the Centre, including during a Swimming Lesson. Children must be accompanied by a guardian 18 years or over at all times.

Payment of Fees
Swim School Memberships are debited fortnightly in advance from your selected bank account and will show on your statement as Northern Beaches Council, there is a 7-day cooling off period from your first lesson. There is no refund for any monies paid in advance. Lesson fees will increase each financial year in line with councils adopted fees and charges.
All dishonored payments will incur a $2.50 penalty fee. More than **3 outstanding payments will result in cancellation** of lessons. Any outstanding fees must be paid in full prior to re-joining the program.

Missed Lessons
To minimise disruption, the **Swim School does not offer make up lessons**. In the event of a missed lesson and you will be given a Family practice pass for you to enter the pool free of charge on your next non-lesson visit. ***The Centre must be notified prior to your lesson*** to advise us that you will not be attending to receive a Family Practice Pass. Other alternatives may be available at the discretion of the Swim School. There is a ***maximum of six Passes per calendar year.*** These are not able to be "Tacked" on the end of your enrolment period. **Practice passes will be valid for until December 31st each year, you cannot stay enrolled in your current class or payments cannot be stopped to clear up any passes, passes are unable to be extended past the initial expiry date. All passes are to be utilised by the allocated expiry date or they become void.
PRIVATE LESSONS need to give at least 24 hours' notice for another lesson to be arranged or you forfeit the lesson.
Passes allow entry for 5 people (max of 2 adults)

Suspension
Maximum of 4 weeks suspension per Calendar year is available. 14 days written notice via email. Further details can be found via the swim school page on the website. A $5 fee per week per enrolment will need to be paid instead of the normal lesson charge.

Cancellations
Minimum of 30 days' notice is required to cease lessons. **Notification is required in writing via the cancellation form**. The form **must be completed in the Centre** and cannot be emailed or sent out to you. **No emails will be accepted for cancellations, nor will cancellation requests be backdated to the date of an email sent regarding cancellation.** No refund will be given for any monies paid in advance unless a medical certificate or proof of relocation is provided (needs to be more than 25kms from the Centre to qualify). Refund will be calculated from the date the Swim School is notified. Refunds will incur a $25 cancellation fee per student.
During the cancellation period you are not eligible for any missed lesson options unless a medical certificate, travel documents or relocation documents are provided.

Assessments, Progression and Certificates
Students will progress through the levels of the program as they attain the skills and confidence. The rate at which each student progresses will be assessed on an individual basis and time needed in each level may vary. For feedback on how your child/ren is/are progressing please see the Swim School deck supervisor on duty.
Assessments are ongoing and classes are assessed every 4-5 weeks. When students are ready to progress to the next level you will be notified of your new class time via email when a suitable position becomes available. We will always endeavor to keep this within the hour of your current class time however we are unable to guarantee this with each progression through the program.
Certificates of participation and achievement will be issued by the Swim School Assessor upon completion of a level at the request of the parent.

Reception and Access
All swim school members must swipe or present their card at reception every time they attend the Centre. If the participant misplaces their card, it is advised that the Centre be notified immediately. A replacement fee will be charged for the replacement card. Swim school members are to advise of any changes in address or phone numbers. Swim school members are to understand that the facilities are available to the general public and not exclusively to the members.

Healthy Swimming and Swim Attire
Appropriate clean and suitable swimming attire is required for entry to the pool and should shower prior to entering the pool.

Children up to the minimum age of 36 months must wear a tight fitting aqua nappy and swimwear with elastic waist and leg bands. Disposable and/or cloth nappies are not permitted. Non-compliance will result in you be asked to leave the lesson to put a swim nappy on. Constant non-compliance may result in cancellation of lessons.
****Accidents can happen:** Any "accidents" result in closure of the pool for a minimum of 5 hours for water quality treatment once cleaning has been completed. This doesn't only effect your lesson but all lessons after it and also members of the community wanting to uitlise the pools.
****Be Mindful:** The pool is a warm and fun atmosphere and small children that may be newly toilet trained can still get distracted in this type of atmosphere and forget to let you know they need to go to the toilet. It is recommended during leisure time in the facility you are regularly taking your children to the toilet during your visit and aqua nappies are changed regularly.

Events
Please Note that the Centre is a large multipurpose facility and may be used for sporting events throughout the year. During these periods there may be disruptions to the availability of the Centre for swimming lessons. The Centre will use its best endeavors to accommodate all users of the Centre during these periods; however in some circumstances cancellations may be necessary. The Centre will make every effort to keep you informed of potential disruptions or cancellations throughout your child's enrolment in the Swim School program.

Thank you for your interest to join our program here at Manly Andrew Boy Charlton Aquatic Centre. We have had an amazing response from the community and we are working through getting everyone enrolled as soon as we can. Unfortunately, there is no guarantee as to when we will have a place available for your preferred times. Please ensure you provide us with the days and times that are best suited as we will endeavour to get you an offer as close to them as we can.

- **The program:** We are proudly partnered with Royal Lifesaving Society and run the Swim and Survive program with a few extensions of or own. Swim and Survive is a comprehensive swimming and water safety initiative of Royal Life Saving that seeks to increase swimming and water safety skills, it ensures that the essential components of personal survival and water safety are provided, in addition to a process of developing strong and effective swimming technique.
- Our program is ONGOING excluding public holidays and a 4 week break over the Christmas New Year period. During the break you will stay enrolled in your normal class so there is no need for any re-enrolment, all you do is return to lessons when they recommence. There will be no charge during this break as there will be no lesson. If your lesson falls on a public holiday you will not be charged for the lesson. As lessons are ongoing you are required to give 30 days written notice to cease lessons, this is to be done on the cancellation request form that is available in the Centre from the desk staff.
- **Lesson fees** are $18.75 per lesson, debited fortnightly ($37.50). While you are enrolled, you will receive free entry for the student and 1 spectator on the day of your lesson. There are no additional entry fees on top and the student can swim before and after the lessons *(we recommend they only swim after so they will be settled in their class for optimal learning)*. If the spectator would like to swim they can purchase an upgrade for only $4.00
- **Missing a lesson?** You will be eligible for the following options for missed lessons

  Suspension;
  - 4 weeks per calendar year
  - 2 Weeks written notice is require via the website form or email
  - $5 per week rather than your normal fee

  Notifications;
  - 6 per calendar year
  - Notice can be given up to 30 minutes prior to your lesson via email
  - No charge for this option
  - You will receive a family practice pass that is valid until the 31st of December. This allows access to the facility on another day. If you have an active family swim membership you will be eligible to change the option to a Fitness Centre visit. The pass allows entry for 2 adults and 3 children or 1 adult and 4 children to the pool.

You are able to change the day and/or time of your class if your commitments change so long as we have availability on the other required day for the specific level. Any changes to your lesson can not be made more then 2 weeks in advance from when you wish to start the alternate time.

You will be added to the register, Please ensure we have all the details we need on the enrolment form. If any of the given information changes please send the updated information to us in an email to

swimschool@manlyaquatic.com.au

Based on the information provided we try our very best to allocate the student/s as close the preferred time you have requested. We will send you any further updates or information as we have it, unfortunately we are unable to know an exact time frame we will be able to offer you a place, we will be contacting people for enrolment as per availability and levels on the register. We hope to be in contact soon.

Kind Regards,

Swim School