

ENROLMENT FORM

LEARN TO SWIM AND SQUADS

RESPONSIBLE PERSON:	
Surname:	First Name:
Address:	Suburb and Postcode:
Home Phone:	Work Phone:
Mobile Phone:	Email Address:

STUDENT INFORMATION:	
Swimmer's Name (1)	Date of Birth
Medical or Health Conditions	Current School (if applicable)
Swimmer's Name (2)	Date of Birth
Medical or Health Conditions	Current School (if applicable)
Swimmer's Name (3)	Date of Birth
Medical or Health Conditions	Current School (if applicable)

HOW DID YOU HEAR ABOUT BAYSIDE AQUATICS MENTONE GRAMMAR? (Please tick all relevant)

<input type="checkbox"/> Mentone Grammar Student	<input type="checkbox"/> Newspaper ad
<input type="checkbox"/> Facebook / Social media	<input type="checkbox"/> Signage
<input type="checkbox"/> Schools Aquatic Program	<input type="checkbox"/> Referral _____
<input type="checkbox"/> Website	<input type="checkbox"/> Other (please specify): _____

EMERGENCY CONTACT:	
Surname:	First Name:
Work Phone:	Mobile:

MARKETING COMMUNICATIONS:

From time to time Bayside Aquatics may send you information relating to the programs, services, current promotions and offers available at the Centre. Should you wish not to receive these communications please advise Reception in writing or by unsubscribing below.

I do not wish not to receive any marketing communications from Bayside Aquatics

PHOTO PERMISSION:

Parents/guardians give permission for their child to be photographed, filmed or recorded during aquatic related activities which may be used for learning or promotional purposes (e.g. published on display boards, the aquatic center website, online and electronic publications). Please notify the Bayside Aquatic Centre in writing should you wish otherwise.

I do not wish my child to be photographed by Bayside Aquatics for any purposes

I have read and understood the conditions of enrolment and will abide by them while enrolled in the program. Any exceptions or alterations to these conditions will be forwarded in writing once approved by Management.

Parent/Guardian: _____

Signature: _____ Date: _____

Mentone Grammar has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Mentone Grammar to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

All staff, contractors and visitors must comply with Mentone Grammar's child safety policies and related policies and procedures (including the Code of Conduct and Mandatory Reporting Policy) when working at Mentone Grammar or entering any of our sites.

OFFICE USE ONLY (PLEASE INITIAL)

Update record - Term/Year Date: _____ Update address: _____

Source recorded: _____ Filed: _____

TERMS AND CONDITIONS OF ENROLMENT

PAYMENT OF FEES

Payment of fees is to be made in full prior to the commencement of the swimming program. One lesson free is offered for second and subsequent children in a family if full fees are paid prior to the start of term.

NO CLASSES WILL BE HELD WITHOUT PAYMENT

REFUND POLICY

In cases where the swimmer chooses not to complete any part or the entire program, no refund will be given for any unused portion of the purchase. Please note that this statement does not waive the swimmer's statutory consumer rights as determined by the Offices of Fair Trading and Small Business.

In the case where a swimmer due to prolonged illness or injury is unable to use the program purchased a credit for the balance of the unused portion may be approved at the discretion of Management.

SUPERVISION / LESSON DROP OFF / PICK-UP

All children 10 years and under are required to have an adult present in the centre at all times. Parents are required to physically deliver and collect children from their classes. This is for the safety of the children and swimming teacher's who ceases their supervisory duty of care.

The centre recommends that children 11 years and above are also under parental supervision at all times. If you elect to drop or pick up your child from outside the front of the centre, you are accepting supervisory duty of care for that child while within or outside the centre when not attending their class. If you have any queries in regards to this matter please see Management.

MAKE-UP LESSONS / TIMESTOP

Make-up lessons will only be offered if you contact the centre prior to the swimmers lesson start time.

Make-up classes can be arranged up to six days ahead and are offered subject to availability. If you do not attend your make-up class, that class will not be available for re-booking or refund.

Make-up classes must be taken prior to the end of term and will not be transferred onto the following term or refunded.

Pre-School Lessons / School-Age Lessons / LTS Squad

Each booking is entitled to a maximum of two make-up lessons per term.

Squads

Membership time stop is available for a minimum period of fourteen (14) days and a maximum period of six (6) weeks. This arrangement will only be honoured if notification of absenteeism is given prior to the time stop date. A date of return needs to be provided and if the absence continues past the anticipated date without notification Management reserves the right to cancel booked session times.

Toddler & Me/ Adult Lessons

"Toddler & Me" and Adult lessons will be offered a maximum of two make-up sessions per term. Please see above for further information on make-up lessons.

Private Lessons

Cancellation by contacting reception must be made 24 hours prior to the lesson or the full fee will be charged to your account.

RE-BOOKINGS

To ensure the swimmer's place is retained re-booking with a deposit payment is required each term.

Re-booking takes place two weeks prior to the end of term. During this period, all classes will be rolled over to the following term/ quarter, whereby bookings are automatically booked for the same day and time. If there is no class available at that time, you will be placed on a priority waiting list and contacted during the holidays if your preference becomes available.

BEHAVIOUR IN PROGRAMS

Unacceptable behaviour will not be tolerated during programs. A three warning system is in place to deter such behaviour.

Warning 1 Telephone call to parents

Warning 2 Letter to parents

Warning 3 Expulsion from program

We reserve the right to change instructor, class and water space - where necessary - to ensure the quality and continual nature of the program is not compromised.

CAPS AND GOOGLES

For health and safety reason the wearing of a Bayside Aquatics/ Bayside Swimming Club cap is compulsory. A range of latex and silicone caps along with goggles are available at reception. We recommend the use of goggles to allow children to swim freely without irritation.

PHOTOGRAPHY

At no time is photography, SMS photos or video recordings allowed in the centre. This policy is in accordance with Royal Life Society's Guidelines for Safe Pool Operations.

PLEASE NOTE:

Any information collected by our receptionists is stored on computer and is available for you to access upon request. The information is only used to contact you regarding your or your child's swimming lessons and is not disclosed to any secondary parties. If you choose not to disclose any contact information, we will require full payment on enrolment without exception. If you would like to view a copy of Mentone Grammar's Privacy Policy please see reception.