



AQUATIC EDUCATION BOOKING FORM

2011/2012

(This form is only to be used for School bookings)

School:		
Authorised Contact:		
Address:		Postcode:
Phone:	Fax:	Email:
School Swim Program Contact:		
Phone:	Fax:	Email:

Booking Type:

<input type="checkbox"/> Aquatic Education Classes	<input type="checkbox"/> Buses to be Supplied
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Booking Details

Day/Date	Times	Year Level	# of Participants	Groups	Ratio	Staff Required (Aquatic Education teachers)

Method of Payment and Charges– Including GST

Aquatic Education Costs: \$6.60 per student per session 45 minute classes \$8.80 per student per session 60 minute classes (6 students / 1 Teacher ratio) Total Price \$	
Bus Requirements: (Pricing as per attached sheet) Total Price \$	
Total Fee Due:	
Method of Payment:	<input type="checkbox"/> Balance of a Lump sum payment on the day <input type="checkbox"/> Payment within 7 days on receipt of invoice

Terms and Conditions (See attached Terms & Conditions for more details)

- Bookings cancelled with less than 21 days notice will incur a charge at the full service rate.
- In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25metre with an instructor supervising

I of the above-mentioned school have read and accept the terms and conditions as outlined on the back of this form. Signature:.....

Cheques should be made payable to "YARRA SWIM SCHOOL". Or alternatively via EFT directly to:
 Account Name: Yarra Plenty Swimming Club
 Bank: Commonwealth Bank BSB: 063 184 Account No: 10117842

Upon return of signed and dated booking form, confirmation will be faxed or emailed to your school.

OFFICE USE ONLY:

Name:	Signature:	Date:
Deposit Paid: <input type="checkbox"/>	Date:	Initials:
Confirmation Sent: <input type="checkbox"/>	Initials:	
Invoice Number:		

Aquatic Education Terms and Conditions

1. The signing of this 'Aquatic Education Booking Form, by a representative, on behalf of the school indicates an acceptance, by the school/organisation, of the costs, charges and Terms and Conditions associated with the booking.
2. Bookings are confirmed upon return of signed and dated 'Aquatic Education Booking Forms'.
3. A deposit of 20% is required to secure your booking with full payment due no later than 7 days after the commencement of the program.
4. Schools are required to supply a class list with confirmed numbers no later than 21 days prior to the commencement of the program.
5. Schools will be invoiced based on confirmed class numbers. No credits will be issued once confirmed class numbers have been received.
6. Bookings cancelled with less than 21 days notice will incur a charge at the full-anticipated rate.
7. The number of Aquatic teachers allocated to each program will be based off a 6:1 student/teacher ratio. The school Program Coordinator may adjust these ratios after an assessment of the students. Should these ratios change, the school will be issued an amended invoice.
8. In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25metre with a supervising instructor.
9. Schools are reminded to stay within the parameters of their booking with regards to time and allocated space so as not to impinge on other user groups.
10. School Supervisors/teachers are responsible for the appropriate behavior of their participants and should ensure that other Yarra Swim School participants are not inconvenienced.
11. Safety is of paramount importance and Yarra Swim School staff will request any unsafe or inappropriate behavior to cease immediately and/or offenders to leave the premises.
12. School Supervisors/teachers are obliged to accompany the children in their care in all areas of the facilities being, used, including the change rooms.
13. All children are under the direct control and responsibility of the School
14. All School Supervisors/teachers and adult volunteers must log in at reception before children enter the Centre to give the correct total number of children attending on the day. Volunteers are required to hold a "Working with Children Card" Volunteer without a valid card will not be allowed access to change room facilities.
15. All rubbish produced by the school should be placed in bins provided, and areas of use should be left tidy.
16. Equipment breakages and/or other problems should be reported to Yarra Swim School staff immediately. The school May be required to pay for property damaged.
17. The School must indemnify and keep indemnified and to hold harmless the Yarra Plenty Swimming Club trading as Yarra Swim School from and against all actions, claims, penalties, demands, costs, expenses or damages in any way related to any act or omission of the Yarra Swim School or of any person acting on the Yarra Swim School behalf in respect to the use of services and facilities of the Centre.
18. All schools are required to take responsibility for first aid incidents that may arise while at the facility and must provide their own qualified supervisor. If required, Yarra Swim School staff are qualified to assist with first aid
19. Yarra Swim School will not take responsibility for any lost or stolen property. Schools must inform the Yarra Swim School prior to the day of booking if they require storage for belongings and valuables.
20. School Supervisors/teachers must be aware of all medical conditions of participants in case of an emergency and in the absence of the child's parent. The Yarra Swim School Program Coordinator MUST be advised of any medical conditions prior to the student entering the pool.
21. School Supervisors/teachers must ensure that all children follow the instruction of centre staff in the case of an emergency. All participants will be required to follow the emergency evacuation procedures and must take the direction of centre staff during this time.
22. Non-toilet trained or incontinent patrons must wear waterproof pants while bathing to prevent contamination of the swimming pool
23. In the interest of hygiene individuals must not enter the water if they have had any form of stomach illness in the last 14 days
24. "Free swimming time" is not permissible at any time

NB: If there are any questions in regard to the above terms and conditions please contact the centre.