### logo 1.bmp

# SCHOOL SWIMMING BOOKING FORM 2016/17

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| --- |
| School : |
| Authorised Contact:  |
| Address:  | Postcode: |
| Phone  | Fax; | Email:  |
| School Swim Program Contact: Anneliese MCDonald / Audrey Smith |
| Phone: 9434 4516 | Fax:  | Email: schools@yarraswimschool.com.au |

**Booking Type:**

|  |  |
| --- | --- |
| 🞏 Aquatic Education Classes - YES | 🞏 Buses to be Supplied  |

## Booking Details

|  |  |  |  |
| --- | --- | --- | --- |
| Day/Date | Times | Year Level | # of Participants |
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**Method of Payment and Charges– Including GST**

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| Swim Lessons Costs**:** **Schools are required to inform of the number of teachers required per booking. Approximate student numbers are required on booking with confirmed numbers the week the program starts****$3.75 Per Child per session $35 Per Teacher per 45 minute session** Schools will be invoiced based on confirmed class numbers provided by the school 14 days prior to commencement. No credits will be issued once confirmed class numbers have been received.Please Note bookings less than 2 hours will incur additional staff costs.**Cost of bookings for 1hour programs available on request.** |
| Bus Requirements: (Pricing as per attached sheet) **Total Price- bus shuttle service @ $ X sessions( or weeks) = $** |
| **Total Fee Due: $** |
| Method of Payment: 🞏 Payment within 7 days on receipt of invoice |

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

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| * **ALL GRADING CRITERIA, ALPHABETICAL CLASS LISTS, TIMETABLE AND MEDICAL CONDITIONS INFORMATION NEED TO BE AT YARRA SWIM SCHOOL 2 WEEKS PRIOR TO COMMENCEMENT OF SWIM PROGRAM**
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| * Bookings cancelled will incur an administration fee of 10% of the full service rate.
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| * In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed in the deep end of the 25metre with a qualified teacher
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I of the above-mentioned school have read and accept the terms and conditions as outlined on this form.

 Signature:

Cheques should be made payable to “YARRA SWIM SCHOOL”. Or alternatively via EFT directly to:

PLEASE NOTE CHANGE OF BANK DETAILS

Account Name: Yarra Plenty Swimming Club

Bank: BENDIGO BANK BSB: 633 000 Account No: 155775109

Confirmation will be mailed or emailed to your school.

**OFFICE USE ONLY:**

|  |  |
| --- | --- |
| Signature: | Date: |

### **School Swimming - Terms and Conditions**

1. The signing of this ‘School Swimming Lesson 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 ‘School Swimming Lesson Booking Forms’.
3. Schools are required to supply a class list with confirmed numbers no later than 14 days prior to the commencement of the program.
4. Schools will be invoiced based on confirmed class numbers provided by the school 14 days prior to commencement. No credits will be issued once confirmed class numbers have been received.
5. Bookings cancelled with less than 21 days notice will incur a charge at the full-anticipated rate.
6. The number of Aquatic teachers allocated to each program will be based on a 1:10 student/teacher ratio. The school Program Coordinator may adjust these ratios after an assessment of the students. Should the school require a lower ratio – prices can be given on request.
7. In accordance with Guidelines for Safe Pool Operation: Dive entries may only be performed under the instruction of a qualified Austswim teacher.
8. 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. School Supervisors/teachers are responsible for the appropriate behavior of their students and should ensure that other Yarra Swim School participants are not inconvenienced
9. Safety is of paramount importance and Yarra Swim School staff will request any unsafe or inappropriate behavior to cease immediately and/or offenders may be excluded from their program or to leave the premises.
10. School Supervisors/teachers are obliged to supervise/accompany the children in their care in all areas of the facilities being, used, including the change rooms.
11. All School Supervisors/teachers and adult volunteers must log in at receptionbefore 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.
12. All rubbish produced by the school should be placed in bins provided, and areas ofuse should be left tidy.
13. 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.
14. 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.
15. Yarra Swim School staff are qualified to assist with first aid.
16. 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.
17. 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.
18. Non-toilet trained or incontinent patrons must wear waterproof pants while bathing to prevent contamination of the swimming pool
19. 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
20. “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.