



# ENROLMENT & POLICY BOOKLET

## Welcome!

On behalf of Aqua Tots we would like to welcome you and your family to our Swim School. Swimming is a great all year round activity and a vital skill for life.

At Aqua Tots we pride ourselves on quality learn to swim classes, with safety and survival our highest priority.

Our small class sizes and concentrate on catering to each individual child and their learning style. Our Austswim/Royal Life Saving qualified instructors are well experienced in handling different learning styles and personalities, so you can be sure your child will receive all the attention they need and more!

- Baby and pre-school swimming lessons from 4 months
- Small class sizes for more personal attention
- Heated pool at 32° for optimum concentration
- Heated change rooms
- Private lessons for adults and children
- Friendly personal service
- Family owned and run
- Lessons available Monday - Thursday, Saturday mornings
- Make-up lessons available
- Instructors kept up to date with regular training sessions
- Receive 2nd lesson ½ price when you swim twice per week



## OUR PROGRAM

Aqua Tots exclusively designed program allows children to progress through the stages of learning to swim easily.

Our swim teaching strategies are developed by Australia's leading swim school expert ensuring our swim lesson planning is of the highest quality and professionalism. This ensures your children are kept engaged, actively learning and most importantly having fun.

Our small classes enable our teachers to ensure greater attention is given to each child.

### The Basic Progression....

- Step 1 - Master Excellent Technique
- Step 2 - Maintain Excellent Technique while Building Endurance
- Step 3 - Speed with Excellent Technique



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[www.aquatotsswimmingschool.com.au](http://www.aquatotsswimmingschool.com.au)

# About Us...

## OUR BOOKING SYSTEM

Our classes run in-line with the school terms. At the start of your booking program, you will choose your day and time that suits you best. This will become your permanent booking for the remainder of the term, unless we are advised otherwise. We understand that schedules change and other things come up, so we welcome you to approach us anytime during the term if you need to change days/times.

All information including class level history, attendance, payments and make-up lessons are recorded in our system.

When arriving for your lessons please check-in with our front desk staff or use the self sign-in to register your attendance. This will assist us to maintain correct attendance records and ensure that your child is placed in the correct class.

## LEVELS

**AquaBubs** – 4 months to 12 months (parent or caregiver is required in the water)

**Parent & Child** – 6 months to 3 years (parent or caregiver is required in the water)

**Independent Classes** – Ages 3 years and older

**Champion/Squad Classes** – Stages 9+



FEES	Parent & Child/ Aquabubs Classes	Independent Classes	Champion/Squad Classes
Term Payment*	\$220	\$230	\$210
Additional Lesson*	\$110	\$115	\$105
Casual Lesson	\$25	\$25	\$23

*\*Prices based on a 10-week term and are subject to change*

## SPECIAL OFFERS

### ½ PRICE LESSONS

Book 2 lessons per week  
The 2nd lesson is half price

### PARENT & CHILD TRIALS

Call and book a FREE -  
No obligation trial

### FAMILY DISCOUNTS

Receive 50% off  
3rd & 4th Child

*\* Special offers apply to group lessons only*

## SCHOOL HOLIDAY PROGRAM

This intensive program is a great fun way to progress and quickly improve your swimming technique.

## COACHING CLINICS

We offer several different Coaching Clinics throughout the year. These are a great opportunity to focus and develop specific needs. As well as developing correct strokes these clinics include carnival preparation, dives, push offs, starts and turns.

## WHEN WILL MY CHILD GO UP TO A NEW LEVEL?

Every child will need to perform all objectives confidently and consistently in their current level before advancing to the next level.

Our Instructors assess weekly and once our Instructors and Desk Staff are confident that your child has achieved all the objectives required in their level, they are passed immediately. They are presented with a certificate and given the opportunity to ring the bell to let everyone know of their awesome achievement.

We welcome parents to approach our Desk Staff to request a Progress Report at any stage during the term, to keep updated on the progress of your child's swimming. Progress Reports are available for any child swimming in an independent class.

# Terms & Conditions...

## WHAT IS THE WATER TEMPERATURE/WATER QUALITY?

Water quality is of the utmost importance to us, and we take extra special care to ensure our water is of the highest quality.

With consistent temperatures between 32 - 33 degrees, this ensures a comfortable environment for your child to learn. Our water is tested several times throughout the day and is subject to regular shire inspections to maintain healthy, clean and well-balanced water.

## CAN I WATCH CLASSES?

We encourage parents, family members and friends to watch and see your child progress in their class. We ask that you do not interact with your child or swim teacher during class time.

Please approach the Desk Staff for any enquires for our teachers and we'd be happy to consult with them on the completion of the class.

## CAN I SWIM BEFORE AND AFTER MY CLASS?

Only people in their classes are allowed in the pool. This enables optimum concentration during classes, without distraction from public swimming.

## PHOTO/VIDEO FOOTAGE/SOCIAL MEDIA

We welcome you to capture these special moments on camera, although, no video footage is permitted. Please be respectful of others privacy and ensure you capture images of your child only.

Aqua Tots may take photos and videos to use on social media, in-house advertising and for marketing purposes. Parents or carers will be asked for written consent on the enrolment form.

If you do not wish to have photos or videos taken of you or your child, please inform our Desk Staff directly or tick the non-consent box on the enrolment form.



## CLASS DISCIPLINE

We believe the best way to learn is to have fun, but safety is our highest priority for your child when in the water, so we do have rules in place that your child must follow.

Please see our Desk Staff if you require further details on our class discipline policy.

## SUPERVISION

Carers are required to be on the premise at all times for children aged 13 years and under.

## NAPPIES

It is mandatory that if your child is NOT fully toilet trained, they must wear a swim nappy in the pool. A tight fitting re-useable swim nappy or disposable swim nappies are both acceptable.

## GOGGLES

Goggles are required to be worn in our independent classes.

It is also a very important survival skill that your child learns to swim without goggles, therefore some activities will require your child's goggles to be removed.



Give your Children a Gift for Life

Gift  
Vouchers  
Available!

# Terms & Conditions ...

## AM I ELIGIBLE FOR A MAKE-UP LESSON?.....

### **SCHEDULED LESSONS MUST BE CANCELLED AT LEAST 2 HOURS BEFOREHAND.**

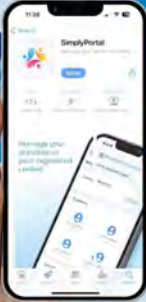
*(This enables other swimmers the opportunity to book their make-ups into your child's class)*

### **ALL ABSENTEES MUST BE NOTIFIED VIA THE APP**


### **MAKE-UP LESSONS CAN ONLY BE BOOKED VIA THE APP**


*Please contact the office for full terms and conditions.*

- Make-up lessons are subject to availability. We do not guarantee you will be able to book a make-up at a time you desire or that a place will be available.
- Once booked, your make-up lesson cannot be cancelled and rebooked.
- Make-up lessons cannot be taken off your next payment, credited or refunded.
- Make-up lessons must be used within the current term. No roll-overs.
- A permanent booking will take preference to a make-up lesson. In this instance the make-up lesson can be re-scheduled.



## DOWNLOAD OUR APP

GET IT ON 

Download on the 

- View your lesson dates
- Mark your child as absent
- Book your makeup lessons
- View your account balance
- Update your personal details
- Message us directly

### It's as easy as 1, 2, 3 for you to get started:

1. Download the **SimplyPortal** app from the app store
2. Hit the "Find Centre Near Me" button & enter the Site ID assigned to our centre. Our location code is **B1101067**
3. Login using your Family Portal email address and create/sign-in your password

THEN..... that's it, you're done!

### ***Download the app today...***

Not only is it fast to use, it's super user friendly and all wrapped up in the convenience of one app for your phone!



# ENROLMENT FORM

## PAYMENTS

A non-refundable \$50 deposit per child is required to secure your preferred day and timeslot. *Full payment is required on the first week of the school term.*

If payment is not received by the due date, your reserved timeslot will be forfeited and rebooking will be necessary if you wish to continue.

Please be aware that your forfeited timeslot may no longer be available when attempting to rebook.

Refunds will not be issued for change of mind or circumstance.

Payments can be made by Credit Card, Cash or Bank Transfer *(please use your child's name as a reference)*

**BSB: 086-006 ACCOUNT: 863 152 691**

## ENROLMENT DETAILS

**FAMILY NAME:** \_\_\_\_\_

### STUDENT DETAILS:

CHILDS FIRST NAME	DATE OF BIRTH	MEDICAL CONDITIONS
	/ /	
	/ /	
	/ /	
	/ /	

### CONTACT DETAILS

PARENT/CARE GIVER FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ALL COMMUNICATIONS ARE DONE VIA EMAIL - PLEASE PRINT CLEARLY

- I understand to be eligible for a make-up lesson, 2 hours notice must be given via the Simply Portal App. I have read the terms and conditions stated in the Enrolment & Policy booklet.
- Teachers, Coaches and Instructors may take whatever action necessary to ensure the safety, wellbeing and successful conduct of the students as a group or individually in the Aqua Tots Swimming School programs.
- I understand the teachers, coaches and instructors will obtain medical assistance, which they deem necessary should an incident occur, with the cost being borne by me.
- I authorise Aquatots to take photos and videos for use on social media, in-house advertising and for marketing purposes.
- As a Parent/Care Giver, I agree to the terms and conditions stated in Enrolment and Policy booklet and give consent for my child to participate in the Aqua Tots Swimming School programs.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(Parent/Guardian/Care Giver)**