

# Swim School Enrolment



## Enrolment Details

Student Name	M/F	Age	Date of Birth	Medical Conditions/Allergies
			/ /	
			/ /	
			/ /	

## Contact Details

Parent/Guardian Name  Phone

Address  Postcode

Email

Emergency Contact Name

Relationship to student  Phone

## Lesson Times/Day Preference South Hedland Aquatic Centre

Student Name	Swimming Stage	Stage In-term	1 <sup>st</sup> Preference Day	Time
1			2 <sup>nd</sup> Preference Day	Time
			3 <sup>rd</sup> Preference Day	Time
			1 <sup>st</sup> Preference Day	Time
2			2 <sup>nd</sup> Preference Day	Time
			3 <sup>rd</sup> Preference Day	Time
			1 <sup>st</sup> Preference Day	Time
3			2 <sup>nd</sup> Preference Day	Time
			3 <sup>rd</sup> Preference Day	Time
			1 <sup>st</sup> Preference Day	Time

If we are unable to allocate one of your preferred days/times, would you like us to:

Allocate the closest day and time  Contact you with alternative options

Would you like a printed Certificate presented at the conclusion of the lesson period? Yes  No

## Important Information

It will remain the responsibility for the parent/guardian to contact Port Hedland Leisure Swim School prior to the commencement of each swimming term to re-enrol and confirm day and times of classes.

Please see over page for terms and conditions and payment details.

**\*\*\* Please ensure you sign the back of this enrolment form \*\*\***

## Safeguarding Children and Young People

I am aware that the Town of Port Hedland has a responsibility to ensure that any incidents of suspected child maltreatment will be handled with respect and will be dealt promptly and appropriately. Any allegation or disclosure of abuse, neglect or assault, including sexual assault, of an enrolled child will be reported to the Department of Child Protection and Family Support'. (Reference CSP001 SGC&YP Policy)

## Privacy Statement

The Town of Port Hedland acknowledges and respects the privacy of individuals. Information collected on this document is for the purpose of processing the participant's enrolment and financial institution payments. The intended recipients of this information are the Town of Port Hedland, its authorized staff and contracted service providers, such as financial institutions and Government agencies covered by law. If you do not wish to have your financial information used or disclosed for this purpose, the Town of Port Hedland will be unable to process your financial transactions. You have the right to access and alter personal information concerning you or the participant in accordance with the Commonwealth Privacy Act (Amended 2001) and the Town of Port Hedland Privacy Policy.

As part of your enrolment with the Town of Port Hedland, you will receive information from time to time regarding programs and services. The Town of Port Hedland may also provide promotional material from our strategic partners, or any other this party. If you do not wish to receive this information, please tick the 'OPT OUT' box below and your name will be removed from the mailing list within a reasonable period of time.

Opt Out

I understand and accept the above terms and conditions. I further acknowledge I have not relied upon any promise, statement or representation other than that obtained in the Terms and Conditions. I agree that the Town of Port Hedland and its servants and its agents are to be free and clear of all responsibility for any loss, theft, or injury whatsoever which may suffer as a result of mine and my child's participation in any activities. In addition I give my permission for centre staff to seek medical assistance at my expense should this be deemed required for myself, or my child.

## Risk Waiver and Declaration

I understand that no liability of personal injury, or damage to personal effects is accepted by Port Hedland Leisure Swim School or its employees whilst attending this program.

I acknowledge and agree to comply with the Town of Port Hedland's Port Hedland Leisure Swim School term and Conditions.

Name

Date

 /  / 

Signature (parent/guardian)

Email: [swimschool@porthedland.wa.gov.au](mailto:swimschool@porthedland.wa.gov.au)

# Port Hedland Swim School Terms and Conditions

## 1. Conditions of Entry

The Town of Port Hedland is committed to providing a safe, healthy, and enjoyable environment for all guests. In support of this, all entries to the grounds of the Town at the South Hedland Aquatic Centre and the Gratwick Aquatic Centre are subjected to the Conditions of Entry.

The Conditions of Entry can be found at <https://www.porthedlandleisure.wa.gov.au/aquatics/aquatic-centres/south-hedland-aquatic-centre/conditions-of-entry.aspx>

## 2. Payment of Fees

Fees must be paid in full at the time of enrolment. Bookings are not confirmed until full payment is received and students shall not be permitted to participate until payment is made in full. Payment can be made via cash, credit card or EFTPOS.

## 3. Re-enrolments and New Enrolments

Re-enrolments will be open two weeks prior to the completion of the current term. New enrolments will commence 2 weeks prior to new term commencing. An enrolment form must be completed for all swimmers every new term and must include a parent/ guardian signature to acknowledge and accept the terms and conditions.

## 4. Pool Entry

One adult spectator per child enrolled in Stages 1-9 is admitted free of charge to supervise their child/children. Adults swimming at time of their child's lesson will be charged an adult swim fee. For children enrolled in the Infant Ducks programs, two adult spectators are admitted free of charge. Any additional spectators will be charged the spectator fee. Siblings accompanying swimming students will not be charged entry unless they are swimming, whereat applicable entree fees will be charged.

## 5. Refunds and Credits

Once paid, fees are fully refundable within 7 days of receiving payment only. Post 7 days, fees paid shall be issued as a credit on the families account for use at the next enrolment period. Credits will be issued for major illness or hospitalisation of the impacted student upon the provision of a doctor's medical certificate, with the only exception permitted where medical travel to a location outside of Hedland is required, impacting a sibling's ability to attend also. These family credits are not cash refundable and may be transferred from term to term. All credits are valid for 12 months only and can only be redeemed for swim programs and services offered at the centre where the lessons are held. Refunds for remaining lessons shall be provided to families relocating more than 30kms outside of Port Hedland and South Hedland areas (proof of relocation is required). Refunds may take up to 4 weeks to be processed.

## 6. Lesson Cancellations

Should lessons be cancelled for any reason, a credit will be issued to the families account to value of the lesson/s impacted. These family credits are not cash refundable and may be transferred from term to term. All credits are valid for 12 months and can only be redeemed for swim programs and services offered at the facility where the lessons are held.

## 7. Missed Lessons

If a student misses a lesson due to any reason outside of a medical impact with a doctor's certificate, refunds or credits will not be issued and make-up lessons shall not be provided.

## 8. Public Holidays

Classes will not be held on public holidays and therefore are not captured in the terms fees.

## 9. Changes to classes and student levels

Port Hedland Leisure Swim School has the right to amalgamate, move or alter classes and students in the first three weeks of the term. All participants affected by these changes will be notified. Requests to change classes will only be considered case by case and a change of class request form is to be submitted. Class changes will depend on class availability and participation levels.

## 10. Watch Around Water & Age Restrictions

South Hedland Aquatic Centre and Gratwick Aquatic Centre are proud Watch Around Water facilities, as such, the following age restrictions apply:

- All children under 12 years of age must be accompanied and under the direct supervision of a responsible person, whom is not the Swim School instructor, over the age of 18 years,

- All children under 6 years of age must remain within an arm's reach of a responsible person over the age of 18 years. If the Children under 6 are in the water, the Responsible Supervisor must also be in the water within arm's reach of the Children under 6
- All children under 6 years of age must wear a 'Watch around Water' arm band, including lesson times.

#### **10. Medical Conditions, Injuries and Illness**

For the health and safety of staff and other patrons, any child found to have a skin infection or other communicable disease will not be able to participate in lessons until they have passed and a medical clearance has been provided.

To reduce the risk of accidents, the Department of Health suggests all children visit the toilet prior to entering the water. All children under 3 must wear an Aqua Nappy. All medical conditions or allergies have been stated overleaf to the best of the parent/guardian's knowledge