21 Fairview Crescent, Milnerton Ridge, 7441
E-mail: laughingwaters@yahoo.com
Cell: 083 458 5897

Dear Parents and Swimming Pupils,

Welcome to Laughing Waters Swim School. I really hope you enjoy the time with us and benefit from the tuition.

Lessons may be booked either once or twice per week. We do encourage our students to attend lessons twice a week as their progression is strongly influenced by the frequency of their lessons.

Please take note of the following rules and regulations in the contract:

FEE STRUCTURE

15 Minute lessons One on One (Ages 2 years onwards)

- Fees are payable on a monthly basis in advance.
- Price R173,00 per 15-minute lesson, discount of R8,00 per lessons for full payment received by the 1st of each month, making lessons R165,00 each.
- Price R346,00 per 30-minute lesson, discount of R16,00 per lesson for full payment received by the 1st of each month, making lessons R330,00 each (only for more advanced swimmers).
- Annual Admin Fee per swimmer: R100,00.
- Enrollment Fee per swimmer: R40,00.
- A R70,00 penalty will be charged to your account if payment is received later than the 10th of the month.
- Non-payment will result in us handing your account over to our debt collection team.

30 Minute lessons Bring a Buddy for 2 swimmers together (Ages 4 years onwards)

- Fees are payable on a monthly basis in advance.
- Price per swimmer R260,00 per lesson, discount of R12,00 per lesson for full payment received by the 1st of each month, making lessons R248,00 each.
- Annual Admin Fee per swimmer: R100,00.
- Enrollment Fee per swimmer: R40,00.
- A R70,00 penalty will be charged to your account if payment is received later than the 10th of the month.
- Non-payment will result in us handing your account over to our debt collection team.

30 Minute Squad Groups - Swimmers must be able to do all 4 strokes (minimum 3 swimmers)

- Fees are payable on a monthly basis in advance.
- Price R173,00 per 30-minute lesson, discount of R8,00 per lessons for full payment received by the 1st of each month, making lessons R165,00 each.
- Annual Admin Fee per swimmer: R100,00
- Enrollment Fee per swimmer: R40,00
- A R70,00 penalty will be charged to your account if payment is received later than the 10th of the month.
- Non-payment will result in us handing your account over to our debt collection team.
- Should we get to the stage where we have less than 3 swimmers in this group, then these lessons will change to one on one lessons, either 15 or 30 minute lessons, as per our fee structure.

Note that fees are subject to change

TERMINATING/CHANGING LESSONS

- We require ONE full calendar month's (1st-30th/31st) notice in writing in the event of terminating OR changing lesson times or days. **Telephonic or verbal notice is not accepted**. If we do not receive a full calendar month's written notice, you will be liable for payment of the following month's fees until one full calendar months' written notice has been received. Notice of cancellation received after the 1st of a month will roll over to the next month.
- You must email **laughingwaters@yahoo.com** to activate this clause.
- **Non-attendance is not a form of notice.**

PAYMENT

- Payment is structured on a monthly basis.
- Fees are payable **strictly in advance**.
- Invoices will be sent to you via e-mail. Should you have e-mail problems or do not receive your invoice, please contact us to get your balance. You are responsible for paying fees by the 1st of each month (incl Dec/Jan invoice).
- Kindly note that when paying via EFT, some transactions take 2 (two) working days before the money is reflected in the receivers account (depending on bank). In order to get the discounted fee, ensure that your payment is made timeously, so that fees are received (physically in our bank account) no later than the 1st of the month.
- Cash payments may be made at the swim school.
- We do **NOT** accept Cheques.
- EFT payments (no cash or cheque deposits into our bank account – you will be liable for bank charges). **Please use your child's full name as a reference**. Kindly supply proof of payment
- Ensure that all fees are paid on time; this will save both parties any embarrassment. Pupils will only be able to commence lessons if accounts have been paid in full. If your account is not paid up in full, lessons will be suspended at your cost until such time that the fees are fully paid up.
- Non-payment of fees will result in your account being handed over for collection and you will be responsible for all additional legal fees incurred. In signing this contract, you agree that should your account go into arrears, we will hand over your personal details to a third party, our debt collecting team.

PHOTO & VIDEO POLICY

Photos and/or videos may be taken occasionally for advertising, publicity, social media, the website and/or training purposes.

- By agreeing to this policy, you are agreeing to allow the use of photos and/or videos for the above purposes by Laughing Waters Swim School.
- Parents have the right to refuse this agreement for their child being photographed/videoed by selecting either the Yes or No box below.

YES	NO

ATTENDANCE

- Once lesson times have been confirmed you will be liable for the cost of these lessons, regardless of whether these lessons are attended or not.
- **LESSONS MISSED ARE CONSIDERED FORFEITED.**
- Lessons cancelled by the instructor will be made up.
- Should an instructor terminate their contract with us, a replacement instructor will be provided.
- We **do not** do make up lessons.
- We do not refund any fees for absenteeism.
- Please notify me timeously by SMS or WhatsApp on 083 458 5897 if your child/swimmer is unable to make a lesson.

PARKING

- Kindly parallel park on my pavement or on the verge of the road outside neighbouring homes.
- Please do not park on my neighbours' properties, driveways and pavements.
- Please make sure that you get dressed promptly after the lesson. This is to help eliminate any traffic congestion that may occur between lessons.
- Please do not arrive too early for a lesson, so as to avoid parking problems.

HEALTH AND SAFETY REGULATIONS

- The onus is on the parent/swimmer to report any known medical irregularities.
- Children/swimmers on medication must have the consent of the doctor.
- **Swimming caps are compulsory.**
- For parents with children in nappies: Please take your baby's nappy with you as we do not have a nappy disposal facility.
- Children who are not properly toilet trained must wear proper swimming nappies with a sun suit over the nappy (cloth nappies, regular nappies, are not acceptable).
- If your child is still sleeping with a nappy then he/she must wear a swimming nappy.
- Swimwear must fit snugly around the legs to avoid spills.
- Children must go to the toilet before each lesson, accompanied by an adult.
- Should your child have an accident (faecal spillage) and no prevention was taken (swimming nappy & sun suit), you will be liable for the testing fee and water consumed when the pool is drained and filled.
- Please no swimming allowed if students have pink eye, ring worm, diarrhoea, gastric flu, lice, viral illness, an active infection, Covid-19 or open wounds.

GENERAL

- Swimmer's should not eat for at least an hour before swimming.
- No eating allowed in the waiting room or around the pool area.
- Parents/visitors to please be seated in the waiting room and not around the pool area. This is to prevent swimmers from being distracted. The swimming pool area is clearly visible through the glass door in the waiting room.
- Siblings must be supervised at all times, please keep noise level down.
- Do not allow your children to lean up against any of the glass windows or doors.
- An adult must accompany all children using the bathroom.
- No running around the pool.
- No unsupervised jumping or diving into the pool.
- No chewing gum, sweets or other foreign objects allowed during the lesson.
- Please ensure that all swimmers have clean hands, feet and faces before entering the pool for hygiene reasons.
- No throwing toys into the pool unless under swimming teachers instruction.
- Do not enter the water until called by the teacher.
- Ensure that you hand in the fully completed Contract (page 1-6) upon registration.
- Please be punctual for all lessons. Late arrival means shorter lessons.
- Swimming lessons are taught throughout the year.
- We are closed on public holidays. You are not charged for public holidays.
- We do close for ± 4 weeks between Dec/Jan. Due to these being short months we invoice December and January lessons together in the December invoice. You are not charged for the time we are closed.
- No smoking on the property.

ENROLLMENT FORM

Student Particulars

Name _____ Surname _____
Date of Birth _____ Gender _____
Home Address _____
_____ Code _____
School (if applicable) _____ Grade _____

Parents/Guardian Information

Mother's Full Name _____ ID No. _____
Home Address _____
_____ Code _____
Postal Address _____ Code _____
Tel (H) _____ (W) _____
Cell _____ E-mail _____
Father's Full Name _____ ID No. _____
Home Address _____
_____ Code _____
Postal Address _____ Code _____
Tel (H) _____ (W) _____
Cell _____ E-mail _____

Medical History

Has your Child any physical defects? Please specify _____
_____

Has your child been diagnosed with any unusual medical problem? Please specify
_____

Does your child:	Yes	No
Suffer from ailments?		
Have grommets?		
Wear glasses or contacts?		
Have motor skill problems?		
Been identified with low muscle tone?		
Do you have a swimming pool at home?		

Has your child had any unfortunate mishaps in water? _____

Is there anything the teacher should know? _____

As the parent of the child, what is your personal swimming history?

Can you swim? _____

Do you enjoy swimming? _____

Have you ever had any unfortunate mishap in the water? _____

INDEMNITY FORM FOR MINORS

I the (parent / guardian) give my consent for him /her to participate in the swimming programme that is appropriate for his/her level and I agree to delegate my authority to the Instructor/s involved.

Such Instructor/s may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group or individually in the above-mentioned activity.

I also authorise the Instructor/s to obtain medical assistance, which they deem necessary should an accident occur, and agree to pay all medical expenses incurred on behalf of the above student. I further authorise qualified practitioners to administer an anaesthetic if such an eventuality arises.

I submit the attached enrolment form containing medical information about the student and include details of limitations which he / she has for the activity concerned.

All people entering the premises or attending swimming lessons do so entirely at their own risk. I indemnify the owners of Laughing Waters Swim School or any teacher or employee employed by Laughing Waters Swim School in the event of any accident, bodily injury, contracting COVID-19, death, loss or damage by fire or theft that may arise before, during or after any lesson.

I understand that this is a legal and binding document from date of signature and will be held liable for all monies owed from date below.

I have read and understood the conditions above and agree to abide by all of them, when joining Laughing Waters Swim School. These terms and conditions are non-negotiable.

Right of Admission Reserved.

I …… , Parent/Legal Guardian of ……
have hereby read the above, and understand it.

Signed on ……. day of …….. 20…..

Signature ……. ID Number ……
(Parent / Legal Guardian)

Swimming lessons may not commence until your Contract (page 1-6) has been signed by Parent / Legal Guardian and returned to Laughing Waters Swim School.
laughingwaters@yahoo.com