



**Donnybrook Recreation Centre**  
 Steere Street, Donnybrook  
 Phone: 9731 1822  
 Email: recreation.centre@donnybrook.wa.gov.au  
 www.donnybrook-balingup.wa.gov.au



# ENROLMENT FORM – TERM 2, 2019

## SWIM AT DONNYBROOK

Infant and Preschool (Tiny Tots Tuesday)		Infant and Preschool (Tiny Tots Thursday)	
Junior Squad		Adult Squad	
Learn to Swim (Monday afternoon)		Learn to Swim (Wednesday afternoon)	

### Swimmer Details:

Given Name		Surname	
Date of Birth		Age:	<input type="checkbox"/> M <input type="checkbox"/> F
Current booking day / time:			
Last award:			
Achieved with: <input type="checkbox"/> Swim@DBK <input type="checkbox"/> Ed Dept. <input type="checkbox"/> Other.....			
Important notes regarding the swimmer's lesson history:			
Preferred lesson options (e.g. days / times / same time as siblings):			

### Responsible Person / Parent / Carer Details:

Details	Primary Contact	Secondary Contact
Name		
Mobile Phone		
Home		
Work		
Email		
Postal Address		

### Other Details:

- Does the swimmer have any medical conditions/learning/social issues that may impact their learning or are any factors that would help us to improve the learning environment:  YES  NO
- Does the responsible person (if participating in the lesson) suffer from any medical conditions:  YES  NO
- Please advise the Centre if there are any Court Orders relating to the guardianship, custody or access to the child  YES (please provide relevant paperwork)  NO
- Do you consent to your child's photo being used in the Centre's advertising?  YES  NO

### Disclaimer

The Shire of Donnybrook-Balingup will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self-inflicted, caused by another member of the group, or caused by another person not associated with the group. The Shire of Donnybrook-Balingup will not be liable in any way for any loss of, or damage to the property of members of the group, whether members or non-members of the group cause the loss or damage. The above does not apply to the extent that any injury, loss or damage is caused or contributed to by the willful negligent or other unlawful act or omission of the Shire of Donnybrook-Balingup or any of its employees, officers, agents or contractors.

**I have read and agree that these details are correct and I agree to all of the policies and procedures above and overleaf.**

**Signature of participant / parent / carer:**

**Date:**

# POLICIES AND PROCEDURES

## GENERAL

- We are an endorsed watch around water facility. Children under 10 must be supervised at all times by the parent or guardian in accordance with watch around water policy.
- Children who would otherwise wear a nappy are required to wear disposable or reusable swimmer nappies available from reception.
- Parents of children enrolled into the Tiny Tots program are the only exception where parents are permitted to be actively involved in the instruction of the children during a lesson.
- Please ensure your child arrives on time and lines up for their lesson so the instructor can provide maximum teaching time for all students. Teachers are not responsible for finding children for their lesson. Class times operate on the clock on the wall above the kiosk.
- Parents need to remain on poolside while their child is participating in swimming lessons *unless* the child is 10 years of age or over. Parents/guardians acknowledge that unaccompanied children over ten years are subject to normal centre policy and are free to leave the facility of their own accord
- Parents are required to pay for themselves, and all children over 5 years of age not scheduled for lessons, to swim recreationally.
- No lessons will be conducted on public holidays. Term fees will be adjusted accordingly.

## FEES

- Fees must be paid in full prior to commencement of lessons.
- Fees cannot be transferred to other families.
- Fees can be transferred to subsequent terms subject to a doctor's certificate being provided.
- Fees can be paid over the phone by credit card, with either the Centre's Assistant or Centre Manger.

## MISSED LESSONS

- An alternative session can be arranged at the Centre Manager's discretion with each case being assessed on its individual merit.
- A credit may be issued if your child is sick and unable to attend their class. A doctor's certificate must be provided within 10 days of missed lesson and each case is assessed on its individual merit. All credits and refunds must be authorised by the Centre Manager.
- Private 1:1 Lessons – If you are going to miss a private lesson please where possible contact the centre in writing with 48 hours notice at [recreation.centre@donnybrook.wa.gov.au](mailto:recreation.centre@donnybrook.wa.gov.au)
- NO CREDITS WILL BE GIVEN IN LIEU OF OR FOR MISSED LESSONS

## CANCELLED BOOKINGS

- Children having to cancel due to illness, upon receipt of a valid doctor's certificate, will receive a credit for the following term if cancelling lessons and having paid for the full term.

Please note: The above credits will only be given where parent has given sufficient notice BEFORE THE LESSON DAY to the swim program administration that the child will be unable to make their lessons due to illness.

- Requests for credits must be made in writing to the Centre Manager within the term and should include a full explanation and medical certificate where appropriate.
- Credits are not given for previous term enrolments under any circumstances.
- Credit's kept on family accounts will only be kept for a total of ONE term and thereafter written off.
- Please note that all credits will incur a 20% cancellation fee. The cancellation fee is taken from the total remaining fee at that date. Credits for the remaining lessons are calculated from the date Swim School administration is notified of the cancellation in writing.

**If you require a copy of our policies and procedures in a larger font please advise reception.**

## OFFICE USE ONLY

DETAILS CHECKED: \_\_\_\_\_ (INITIAL TO CONFIRM)      DATE FORM RECEIVED: \_\_\_\_\_  
PAY BY: \_\_\_\_\_ TAKEN BY: \_\_\_\_\_ DATE: \_\_\_\_\_ FEES DUE: \$ \_\_\_\_\_  
AMOUNT PAID: \$ \_\_\_\_\_