



CHILDREN'S LESSONS – BOOKING FORM

Name of Child: _____ (Boy/Girl)

Date of Birth: _____ Age at today's date: _____

Name of Parents: _____

Address: _____

Home Phone: _____ Mother's Mobile: _____

Father's Mobile: _____ Email: _____

Please tick here to give the Academy permission to contact the undersigned by email, text, or phone

Please tick here if you do not wish your child to be photographed for advertising purposes

Medical: Does your child suffer from any allergies, injuries, or medical conditions? Or does your child have any learning difficulties? Please provide relevant details:

Please tick the course required:

Level 1
Level 2
Level 3
Level 4
Level 5
Level 6

Level 7
Level 8
Parent & Toddler
2.5yrs - 3yrs Water Confidence
Private Lessons
Lane Training

Day Required: _____ Time Required _____

Start date of course: _____



CASTLE PARK SCHOOL

SWIM ACADEMY & SPORTS CENTRE

CHILDREN'S LESSONS – BOOKING FORM

Terms & Conditions (Revised July 2020)

1. No refund will be given upon cancellation of a place in a course of lessons. No credit will be given for missed lessons unless medical certification is issued, which clearly states dates which the attendee is unable to swim. **Make up lessons can only be facilitated on receipt of a medical certificate.**
2. Castle Park Swim Academy reserves the right to cancel lessons due to unforeseen circumstances or health and safety issues. Castle Park Sports Centre reserves the right to alter the activities available due to unforeseen circumstances or health and safety issues.
3. The Parent/Guardian will permit basic First Aid to be administered to their child by a suitably qualified member of staff where considered necessary, or, by a qualified medical practitioner. The Parent/Guardian furthermore authorises a qualified medical practitioner to provide emergency treatment or medication if necessary.
4. Personal information requested by Castle Park Swim Academy at the time of booking, or any subsequent information, is held in its original form and on computer. The Swim Academy is the Data Controller for the purposes of the Data Protection Act 1988 and will process the data in accordance with the Act. The Swim Academy will not divulge your information to Third Parties. By providing us with your information to process a booking, you agree that your personal information can be:
 - a. Held and accessed by the Swim Academy's authorised staff, and
 - b. Used to contact you in the future either by email, text or post to send you e-news and general information unless you indicate that you do not wish to avail of this facility by ticking the relevant box on the Booking Form
5. The Swim Academy's acceptance of any booking will only be done subject to your acceptance of these conditions. Payment of the fee and/or a consent signature of the customer will be regarded as evidence of, acceptance of, and consent to, these conditions.
6. Full payment is required to secure your child/children's place in the following term of lessons. Deposits/part payments will not be accepted, and places will not be held without full payment. Receipts must be retained as proof of payment and must be produced on request. Re-enrolment takes place on the second last week of term, places not rebooked by this date will be released to the general public.
7. It is each parent/guardian's responsibility to rebook their child into the correct class level. If a child is booked into a class that they are unable to remain in, it may be necessary to remove them from lessons if there is no space available in a suitable class.
8. Castle Park Swim Academy will only accept bookings up to and including week three of each term. Also, any day and time change requests will only be facilitated in the first three weeks of term, then, only subject to availability.

Terms & Conditions Due to Covid-19

1. Parents/ guardians of children attending levels 3 – 8 will not be permitted access to Castle Park Swim Academy, children will be dropped off at the main door & parents will remain on the grounds of the School in case of an emergency. Enquiries will only be dealt with via email or phone.
2. Children must arrive in their swimming togs ready for their lesson.
3. On entering Castle Park Swim Academy children must sanitise their hands.
4. Showering facilities will not be available until further notice, children will have use of the changing rooms after their lesson to dry off, we ask members to shower/change at home.
5. Hair dryers & water fountains will not be accessible.
6. To comply with social distancing, we will have a maximum of 12 people per dressing room at any one time.
7. For level 1 & 2 children, only one parent/ guardian will be granted access to the Academy, siblings or second parent/ guardian must remain at home or outside the Academy.
8. Level 1 & 2's, children will have a designated changing room for each lesson & we ask you to comply with all instructions.
9. Parents/ guardians of Level 1 & 2 children will have access to the gallery but must abide by the social distancing rule.
10. Make up lessons will not be available for the foreseeable future.
11. Items left behind after lessons will be discarded immediately
12. We will operate as a cashless facility from now on.
13. Children must have their own googles & swim hats; these items can no longer be distributed but can be purchased from the Academy office.

Health & Safety of our staff & clients is paramount. Parents/ guardians who do not abide by our new operating procedures will be asked not to return & may result in your child's lessons being forfeited. In the event of a suspected or confirmed outbreak or cluster of Covid-19, all lessons may be suspended & will resume when safe to do so.

I agree to all of the Terms and Conditions listed on page 2 & 3.

Parent/Guardian Signature: _____

Date: _____