

For office use ONLY

Entered in System Initials: _____

Emailed/Scheduled: _____

REGISTRATION FORM

*A one time only registration fee of \$25.00 will be added to your first month's tuition for all new families upon enrollment.

★ How did you hear about us? _____

Date: _____ Participant Name(s): _____

Birthday(s): _____ Disabilities/Medical info: _____

Parent Name: (if under 18yrs) _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Home: _____

EMAIL: _____

Emergency contact name: _____ Emergency contact phone: _____

Lesson Information:

Swim Ability : _____ How many lessons Per Week: _____

Private(s) lessons: ___ or Semi-private(s) ___ Best day(s) of week: _____

I have read and agree to all sections of the policy page(s) and I understand they will be enforced. You can find copies of the policies on our website at www.abcaquaticcenter.com.

Parent Signature: (if under 18yrs)

X _____

Credit Card: (optional)

I, _____, hereby authorize ABC Aquatics, to charge my credit card for the amounts invoiced.

Discover / Visa / MasterCard only

CC Number _____

Expiration Date: ____ / ____

Credit Card Billing Address:

Street: _____ City: _____

State: _____ Zip Code: _____

POLICIES AND GUIDELINES

You may take this part with you for your records

Payment Policies:

Lessons are charged in monthly session. Each session needs to be paid in full by the first lesson of each month. Statements will be the first of each month. If the session is not paid by the first lesson of each month, you will receive a second notice/reminder. If it is not paid before the third lesson the student will not be allowed to participate in the lesson and will be dropped from all remaining lessons. A late fee of \$25 will also be added to your monthly total. If you have a credit card on file, it will be charged automatically on the 1st of the month. To cancel this service, you must let us know 14-30 days before end of the month. If you cancel after your card is charged you will not receive a refund, it is either forfeited or we will apply it as credit towards future lessons.

Return Check Policy: If a check is returned for any reason a \$25.00 fee will be added to your balance. Once notified, payment is due immediately. Non-payment will result in your registration being cancelled.

Refund Policy/Cancellation Policy: ABC Aquatics does not issue refunds for any of its programs after the lesson start date. All unused funds paid to ABC Aquatics shall become credit for future use toward additional swimming lessons. This includes medical reasons, moving, or missed lessons. Cancellations must be made 14-30 days in advance in writing by emailing to abcaquaticcenter@gmail.com.

Parking policy:

I agree on behalf of my family and friends that will enter the location of ABC Aquatics at 4289 Francis Ave, Chino, CA 91710 and/or 908 West Arrow Highway San Dimas, CA 91773, of harmless from any liability whatsoever with regard to my driving and parking of my vehicle. I will assume all of the risks inherent in any such parking including liability and/or property damage of my vehicle, I further agree to abide by any rules and regulations implemented by ABC Aquatics. I agree to provide ABC Aquatics with proof if requested that my vehicle is insured. I promise to drive slowly in order to prevent hitting anybody or anything with my vehicle. I understand that due to the nature of ABC Aquatics business I realize that children may be running around my vehicle. I agree to park in the designated parking areas. I will only park in the designated spots or on the Norton side of the street only (for Chino location). I will enter ABC Aquatics through the pool entrance indicated by the signs. We will not walk through the back yard of the residence at ABC Aquatics, or in the preschool at San Dimas unless otherwise authorized.

General Policies:

- Instructors are not guaranteed. We do the best we can to notify all families should there be an instructor change as far in advance as possible.
- Parents must remain on ABC Aquatics premises at all times. Parents are to wait in the ABC Clubhouse or on the pool deck. Children may not be left unattended before, during, or after their swim lesson. This applies to the Chino location. Parents do not have to be present at the San Dimas location if the child is enrolled in swim during Dove Day hours.
- All swimmers, regardless of age, must wear swimsuits.
- Remove all Band-Aids. We recommend using liquid band-aid. Please be considerate and use discretion with wounds that have not healed sufficiently.
- Children who are not completely toilet trained must wear a reusable swim diaper.
- Please have older children use the restroom before their class begins.
- Please do not bring a sick child to class. We ask to avoid spreading the illness any further, that you wait until your child is better before bringing his/her to class. If your child has a fever or a contagious disease, please stay at home until the illness has subsided. If you are unsure, please consult your doctor for the proper course of action.
- Do not let your children enter the pool until the class is scheduled to begin. This is for their safety and for the safety of the other children in lessons.
- Please allow swimmers finishing their classes to exit the pool before putting your child into the water.
- Swimmers are not allowed to chew gum or have any type of hard candy during their swimming lesson
- For students who struggle with separation anxiety, the student will be required to complete a limited number of non-threatening tasks before the lesson is over. Parents are asked to remain at a distance in order to allow the instructor to work through the separation anxiety with the child.

Discipline Policy: Due to the nature of our lesson, we enforce a "3 Strikes Rule" to maintain order and discipline during our lessons. This "rule" is a system that our instructors are trained to follow should a child refuse to follow directions. The first time a child does not follow directions, (s)he will receive a warning. The second time this occurs, (s)he will be asked to take time out of the lesson. The third time this occurs, (s)he will be asked to leave the lesson for that day and any remaining class time will not be allowed for make up.

Release of Liability: As the legal parent or guardian, I release and hold harmless ABC Aquatics, its owners, operators, and instructors, from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of ABC Aquatics, its owners, operators, instructors, lifeguards, and pool hosts.

Makeup Policies:

ABC Aquatics' make-up policy is designed to accommodate each student equally and we do our best to be as flexible as possible and to remain fair to all clients. These policies are strictly enforced for everyone. Please make sure you read and understand them before signing.

- ABC Aquatics does not guarantee them; they are dependent upon availability and they must be scheduled. Due to our low instructor-student ratio, we cannot guarantee the availability of make-up classes. The more notice you give about a potential absence the more flexibility we will have scheduling makeups.
 - PARENT AND ME CLASSES IN SAN DIMAS: We do NOT offer any make ups for this class for any reason, no exceptions.
 - All scheduling is done within a two week span. We can not schedule anything over two weeks ahead of time.
 - ABC will not give makeups with less than 24 hour notice, or before 8:00 A.M. the day of their lesson if an illness occurs. No shows will not be able to be made up. You must notify the office 24 hours in advance if you are planning on missing a class by emailing abcaquaticcenter@gmail.com or calling [888-637-4440](tel:888-637-4440)
 - We will NOT prorate or add lessons to the end of the month for makeups, unless for instructor illness, pool maintenance, or weather.
 - If you go on vacation and do not want to lose your scheduled spot, you will still need to pay your monthly fees and schedule makeups for any classes missed. You must give notice prior to missing any classes within 24 hours.
 - Make up classes can only be scheduled for lessons that have already been paid for within the current month of tuition. (example: if you tell us in January that you will miss a week in February you must wait until you return to schedule any make ups or you must pay in advance for the following month).
 - If you have two kids in a semi-sibling class and one is sick, but the other takes the full 30 mins, no makeup will be given to the other participant as the student has received a 30 min private lesson from the instructor. If siblings are enrolled in separate classes, make ups can not be shared between them. Only the student who is absent will be able to do the make up.
 - You will not be charged for a makeup but they must be made up on a different day than your regular schedule classes.
 - A scheduled make-up lesson cannot be made up for any reason. This includes sudden illnesses or emergencies. If you miss the make-up lesson, you forfeit the money you paid to hold your place for the scheduled lesson and will lose that lesson.
 - Make-up lessons can only be used during a current enrollment period.
 - 5 Weeks in a month: You are guaranteed 4, 8, or 12 lessons in a month depending on which package you get. If there is a 5th week it will be used as a make-up. For more info about this policy please ask.
 - If you are enrolled in semi-private classes and have 2 or more make ups available, we may schedule your make up to be done as a private lesson which will be equivalent to 2 semi-private make ups. (in other words, 1 private = 2 semi-privates)
- ABC Aquatics Observed Holidays include: Memorial Weekend, Easter, 4th of July, Labor Day, Halloween, Thanksgiving weekend, Christmas Eve- New Year's Day.

POOL RULES FOR SAFETY:

- 1.) When you wrap your little ones up after their lesson do not wrap them with their arms restricted inside the towel. If they trip they have no way to catch themselves.
 - 2.) Make sure to dry off with a towel before entering the clubhouse so that we avoid having puddles which make the floor slippery.
 - 3.) If you see a puddle or the floor wet, help out and grab the mop to dry it up a little so that no one may get hurt.
 - 4.) As always, do not allow your kiddos to run at anytime when on the ABC premises. There are many ways they could get hurt should they fall.
 - 5.) Do not change diapers on the deck. For health reasons, please use the clubhouse to change any diapers.
 - 6.) Do not allow your child to jump in the pool near the step. Encourage them to slowly step into the pool as the step is slippery and they will most likely hit their head on the wall or the step.
- Finally, we would like to remind you that should someone get hurt in any way big or small, please tell a staff member!** All of our staff is trained and certified as first responders for first aid and CPR. It is very important you notify someone immediately. Thank you for helping us keep everyone safe and following the rules. See you all in class :)