*****Physical Address Postal Address*

**Te Totara Primary School Te Totara Primary School**

**31 Hector Drive PO Box 28134**

**Rototuna Rototuna**

**Hamilton 3210 Hamilton 3256**

**Ph: (07) 853-0039**

[**www.tetotara.school.nz**](file:///C%3A%5CUsers%5CSquiggley%5CDocuments%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CLocal%20Settings%5CTemporary%20Internet%20Files%5COLKA%5Cwww.tetotara.school.nz)

**Email:** **celestem@tetotara.school.nz**

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***WE WOULD LIKE TO WELCOME YOU TO TE TOTARA SWIM SCHOOL.***

**Family Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Swimmer one first name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Swimmer two first name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_

**Male/Female:** \_\_\_\_\_\_\_ **Male/Female:** \_\_\_\_\_\_\_

**Parents name:­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (Home):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Work):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Mobile):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Please print clearly)**

I consent to receiving correspondence from Te Totara Swim School via email \_\_\_\_\_\_\_\_\_\_ (please tick)

**HEALTH QUESTIONS**

Does your child have any of the following conditions? Circle as appropriate:

|  |  |  |  |
| --- | --- | --- | --- |
| Asthma | Yes / No | Epilepsy | Yes / No |
| Diabetics | Yes / No | Attention deficiency | Yes / No |
| Autism | Yes / No | Physical disability | Yes / No |
| Visual impairment | Yes / No | Learning disability | Yes / No |
| Hearing impairment (incl. Grommets, glue ear) | Yes / No | Or anything that may affect his/her ability to learn to swim? | Yes / No |

**I have read and understood the terms and conditions of the Swim School policy (on reverse) and accept them.**

**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ***Thank you for helping to ensure that this is a time enjoyed by all.***

**TE TOTARA SWIM SCHOOL TERMS AND CONDITIONS**

1. The member agrees to abide by Te Totara Swim School’s Terms and Conditions. We may change the Terms and Conditions from time to time by publishing new Rules that will be displayed at Te Totara School office or made available to you.
2. Every member who has any medical issues must inform staff of Te Totara Swim School and may have to consult with their Doctor to continue the use of these facilities.
3. The member specifically indemnifies and holds harmless to Te Totara Swim School, Officers, Agents, Employees or Instructors in respect of any event which might otherwise give rise to a course of action (in respect of the Member or any other person associated with the Member) against any or all of the persons or organisations protected in this clause.
4. The member must pay the full Membership fee at time of booking confirmation. Payment can be made by Cash, Cheque, Eftpos or internet banking. Should payment not be made on time of booking your space will be forfeited.
5. All payments are to be made direct to Te Totara Primary School.
6. We give consent for Swimming Facilities staff to take photos and video recordings in the swimming setting to use for advertising, information brochures and website purposes. We understand that we can have access to the photographs or video recordings at any time and can request photographs or videos to be destroyed/erased.
7. Lessons are 25 minute duration, once a week. Bookings start on the half hour, allowing time for a 5 minute turn around time. Students should be ready to start their lessons at the appointed time. Should the swimming ability vary from the class initially enrolled in, an alternative class will be allocated where space permits.
8. Te Totara Swim School reserves the right to reschedule, if by the second week of term, too few students have enrolled for a class. An alternative lesson time will be allocated if space permits.
9. All our swimming instructors are qualified to National Standards in Swim Teaching. The same teacher will teach your child for the duration of the term, however, Swimming Facilities Management cannot guarantee that this will always be the case due to unforeseen circumstances.
10. Equipment is for the use of Te Totara Swim School teachers and students in the lesson time only. Please do not let siblings take or use equipment.
11. Te Totara Swim School reserves the right to terminate a student’s tuition at any time for any of the following reasons:
* Non payment of fees at time of booking or within 48 hours.
* The student’s behaviour is in the opinion of the teacher, disruptive to the class and attempts to overcome the problem have not succeeded.
* Serious misconduct in or around the pool premises.
* Any other reason whereby in the opinion of the management, continuation of a student’s enrolment in Te Totara Swim School brings continued conflict into the lesson or in any way threatens to bring the complex into disrepute.
1. **RESPONSIBILITY OF STUDENTS:**
* Te Totara Swim School does not accept responsibility for students outside of scheduled lesson times. Please note that for safety reasons all children are to assemble outside the pool gate entrance prior to the start of their lesson (NOT to get in the water until asked to by instructor). We are responsible for them whilst in our classes only. For safety reasons it is vital that parents/caregivers are at poolside at the end of lessons to collect their children. Parents/Caregivers must stay on site whilst your child is having their swimming lesson. Our school changing sheds at school may be available for use.
* Please ensure appropriate safe care is organised for siblings while you enjoy your lessons with your child. Children under 5 years old must be actively supervised at all times by a caregiver 16 years or over in the same pool and be within arm’s reach. Children between 5-8 years of age must be actively supervised at all times by a caregiver 16 years or over who maintains visual contact and is able to provide immediate assistance as required. To ensure maximum safety standards for your children are maintained, please abide with the policy above.
1. **SICKNESS AND MAKEUPS:**

We will give the opportunity for 1 make-up lesson per term for SICKNESS ONLY. If your child will be absent from their swimming lesson, please phone the school office before 3pm on the day of their lesson to advise of their absence or email celestem@tetotara.school.nz. The Make-up lesson will be scheduled on a day near the end or at the end of the block course. The make-up lesson must be taken on this day or forfeited. If your child has missed two consecutive lessons for medical reasons, a medical certificate will be requested. Upon agreement between both parties a credit will be attached to the student records. A GP’s clearance will be required before any child can enter our pools if they have suffered from a disease/infection as per Ministry of Health chart (see Te Totara Primary School office for a copy of this).

1. **CLOTHING/SWIM WEAR/APPROPRIATE EQUIPMENT:**

Reminder that only approved swimwear is permissible in the pool.

* All students under the age of 3 must wear approved swimming nappies.
* ALL STUDENTS OVER 3 YEARS MUST WEAR A SWIM CAP and GOGGLES WHILE IN SWIMMING LESSONS (unless prior discretion from Te Totara Swim School Management has been given).
1. **PHYSICAL CONTACT:**

There are aspects of our teaching that requires physical contact with our students. Physical contact will be used;

* Where it is essential to support a student during early stages of learning and for safety reasons.
* To develop the skills/technique/ and sequences e.g. the correct position of the feet and legs in breast stroke.
* Treat an injury.
1. **POSITIVE GUIDANCE AND SOCIAL COMPETENCE:**

Te Totara Swim School teachers adhere to the schools “Positive Guidance and Social Competence policy” when dealing with all cases of behaviour management.

Please see the school office if you would like to read the policy in its entirety.

**Communication between the students, parents and Swimming Instructors is a vital part of the student’s success. Please discuss any matters of concern with the Swim School Staff at an early stage to ensure the student receives the best possible experience!**