



PUPIL REGISTRATION FORM

PUPILS DETAILS

Name: _____ M/F: _____

D.O.B: _____ Age: _____

Does your child suffer from any medical conditions that the teacher should know about?

Is there any other information the teacher should know? _____

PRIMARY GUARDIAN DETAILS – invoices & communications will be sent to this person.

Name: _____

Relation to child (Mother/Father/Guardian): _____

Address: _____

Phone number: _____

ID number: _____

Email (print clearly): _____

2nd PARENT/GUARDIAN

Name: _____

Phone number: _____

Email (print clearly): _____

SERVICES

- Do you have other family members currently enrolled? Y/N _____
- New enrolment _____ Re-enrolment _____ 1 lesson/week _____ 2 lessons/week _____
- Family enrolment (3 + immediate family members) _____

PAYMENT OPTIONS (please select 1)

- Monthly debit order _____ OR Cash in advance (4 months) _____

OFFICE USE ONLY

Kidsoft _____ Statement _____ Welcome mail _____ Reg & 1st month pd _____ Gift _____

D/O client number _____ Days and Times _____

Seacottage Aquatic Center CC is a registered company trading under the name Starfish Swim School.

- Payment options are via debit order or cash in advance for 4 months. We do not accept EFT's or cash deposits into our bank account.
- A registration fee is charged upon joining or re-joining the school. Pupils who swim through winter will be exempt from this. Should you stop or take a break from swimming for any amount of time, this registration fee will be payable again.
- When joining the school, your payment for registration and the first month's fees is to be made in cash. You should receive a welcome gift with this payment.
- Please ensure that you receive a receipt for all cash payments.
- The annual increase in swimming fees is effective from 1st September. Pupils who swim through winter (including June, July and August) will swim at discounted rates for 12 months commencing from September. This discount only applies if you swim continuously for that year.
- Starfish Swimming School will be closed for 2-3 weeks over Christmas and New Year and for one week in winter. Fees are still payable for this period, even if you/your child is not attending lessons due to the holidays. Our annual paid leave equals 20 days per annum including Saturdays.
- We employ the services of an outside agency to collect unpaid fees. Any extra charges levied will be for your account.
- Payments are to be made in advance by 1st of the month.

TERMINATING LESSONS

- Membership shall continue for an indefinite period subject to one calendar month's written notice. All notices must be in writing and must be e-mailed to admin@starfishswimschool.co.za, no later than the 7th day of your last swimming month. Late notices will NOT be accepted.
- Notice will NOT be accepted for November.
- 2 Weeks' notice is required when changing from 2 lessons per week to one lesson per week.

LESSONS MISSED

- Lessons missed will not be caught up. In certain circumstances we do try to help, however will only consider this if you let us know well in advance that you were not attending. In the case of extended absence (more than 1 month) we will catch-up 2 of every 4 lessons missed.
- Lessons cancelled due to lightning will be rescheduled.
- It is courteous to let us know if you will not be able to make a lesson. Preferably via sms/WhatsApp
- The school is closed on public holidays. Those lessons missed due to a Public Holiday will not be caught up.

POOL ETIQUETTE

- Pupils with long hair or hair treated with oils must wear swimming caps.
- No parents or other persons are allowed in the pool area during lessons. Parents may watch the lesson from the viewing room, or wait under the boma during lessons. Please do not sit in the pool room while lessons are in progress except in special circumstances when you are invited to do this.
- Children may practice quietly in the pool for 5-10 minutes before or after their lessons so long as there are not too many people in the pool and they do not interfere with pupils doing their lessons. In summer this 'playtime' may be in the outside pool as long as it is not in use for lessons. Any playtime is only under constant adult supervision. That means that your eyes are on the pool and not on your phone. Accidents happen quickly and safety should be our main concern. Teachers will not be held responsible for pupils outside of their lesson times.
- There is to be NO running around, or unassisted diving or jumping into the pool.
- We discourage the use of goggles during learn-to-swim unless recommended by a doctor for medical reasons.
- Children using the pool who are not potty trained are to wear aqua nappies.
- Please be considerate when parking and park diagonally so that more cars can fit in.

PROCESSING OF PERSONAL INFORMATION In order for STARFISH to onboard you and to subsequently provide you with the relevant services, it will be necessary for STARFISH to process certain information which you share with STARFISH, including personal information – which may include your special personal information (all being "Information"). You should familiarize yourself with what the terms "process", "personal information" and "special personal information" mean, as these terms are defined in the Protection of Personal Information Act No. 4 of 2013. You should further be aware that STARFISH will process the Information as required to onboard you and to provide the required services to you, and this includes (but is not limited to) collection, retention, use, storage, or distribution of the Information, as well as using such Information to create a file in your name. STARFISH will process the Information in accordance with the STARFISH Privacy Policy (accessible on the STARFISH website). By signing below, you acknowledge that STARFISH is required to process the Information for the purposes of onboarding you and for providing the required services, including to confirm and verify any information provided by you in the form and carry out any relevant background checks, and you give STARFISH permission to do so. You agree that the Information may be disclosed by STARFISH to third parties, including STARFISH's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa).

I have read and understand the rules of the Starfish Swim School and agree to abide by them. I agree to pay fees owed to the school by the 1st of each month and to give one calendar months' written notice to terminate the contract. I further agree to the condition that, while every precaution will be taken for the safety and welfare of me/my child(ren) and for the care of my/ his/her possessions, during extra-mural or private lessons I will hold blameless and indemnify all persons, Starfish Swim School and all other organizations associated with the activity, should any prejudice, loss, damage, illness or injury occur to me/my child(ren) during the swimming activity. This includes an indemnity against recovery of costs resulting from damage, loss and/or medical conditions or hospitalization, unless such loss is caused by the negligence, willfulness or deliberate act of the Starfish Swim School or one or more of its employees. I understand that I am responsible for the minor outside of their lesson time. This waiver is unconditional and is given in both my personal capacity and as a father/mother/natural/legal guardian of any minor concerned.

SIGNED _____ DATE _____