

# TRAC Swim Schools Membership Form

Murwillumbah - Kingscliff - South Tweed Heads

<b>Parent/Guardian details:</b>							
Title:	Mr.	Mrs.	Miss.	Ms.	Date of Birth:		
Surname:				First Name:			
Address:				Postcode:		Suburb:	
Contacts: H;			W;			M;	
Email:							
<b>Emergency Contact details:</b>				Telephone No:			
<b>Child or Student details:</b>							
Name:				Date of Birth:			
Emergency Medical Conditions/Concerns/Other relevant history: See abbreviations below							
Assessment : Staff Only	Mums n Bubs	Crabs	Bluebottles	Dolphins	Stingrays	Swordfish	Junior Squad
Name:				Date of Birth:			
Emergency Medical Conditions/Concerns/Other relevant history: See abbreviations below							
Assessment : Staff Only	Mums n Bubs	Crabs	Bluebottles	Dolphins	Stingrays	Swordfish	Junior Squad
Name:				Date of Birth:			
Emergency Medical Conditions/Concerns/Other relevant history: See abbreviations below							
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Name:				Date of Birth:			
Emergency Medical Conditions/Concerns/Other relevant history: See abbreviations below							
Assessment : Staff Only	Mums n Bubs	Crabs	Bluebottles	Dolphins	Stingrays	Swordfish	Junior Squad
Use abbreviations: <b>ADD</b> - Attention Deficit Disorder, <b>ALL</b> - Allergies, <b>ANA</b> - Anaphylactic, <b>ANX</b> - Anxiety, <b>ASP</b> - Asperger's, <b>AST</b> - Asthma, <b>DIA</b> -Diabetic, <b>DSY</b> - Downs Syndrome, <b>EAR</b> - Hearing issues, <b>EPI</b> - Epilepsy, <b>EYE</b> - Sight issues, <b>PDD</b> - Autism Spectrum							

## Terms and conditions - please read and sign on next page.

- The duration of a term at TRAC Swim Schools runs in line with NSW State school terms and gazetted public holidays. Lessons do not operate on public holidays and fees are not charged for these days. On average a term will be a 10-week block.
- TRAC Swim Schools reserves the right to change the terms and conditions from time to time and in the event of changes we will notify you by one or some of the following in advance: Facebook, e newsletter, venue notice, email, website.
- All new enrolments and re-enrolments are required to pay a non-refundable deposit equal to two lessons in advance to secure placement in the program. Placement is not confirmed until this deposit has been received.
- If you plan on leaving the program for any reason TRAC management would appreciate if you could advise us as soon as possible to allow for new enrolments.
- The balance of your term payment is expected to be paid by the end of Week 1 of each new term (unless other payment arrangements have been made due to extenuating circumstances). See TRAC Management for more details. Failure to pay the balance of term fees by the end of week 1 will forfeit the right to a makeup lesson.
- A family who enrolls a fourth child in TRAC Swim Schools will receive a 100% discount for the 4<sup>th</sup> child in the family and for a fifth child a 50% discount will apply on term fees.
- Makeup lessons are only provided where full term payment has been received by the end of week 1 and when TRAC has been notified of the cancellation prior to the lesson commencing via phone/email or in person. There is a maximum of one makeup lesson per child per term which

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is not transferable to any following terms or any other child and is subject to availability in programmed lessons. Every effort will be made to find a suitable time for a makeup lesson however we cannot guarantee placement. It is also the responsibility of the parent/guardian to organise a makeup with the LTS Coordinator or Reception. There is limited provision for providing makeups for cancelled lessons in the final week of each term and there are no makeups available for missed or cancelled make up lessons.

8. TRAC Swim Schools will allow one class change per term per child, which may include a change of day and or time.
9. There are no make ups/refunds or credits available for holiday intensive programs.
10. Children are being continually assessed by their teachers throughout the term and any movement between levels will be at the discretion of the Learn to swim coordinator.
11. We endeavour to provide your child with the most consistent learn to swim experience however we cannot guarantee teaching staff from term to term or during a term due to ill health, or other reasons. Teachers may change at short notice and refunds, credits or make ups will not be provided as a reason for these changes.
12. Parents are not permitted to leave children under the age of 10 unaccompanied at any time while they are in the centre, including during learn to swim lessons. Children must always be accompanied by a responsible guardian 16 years or over.
13. If you wish to swim outside the lesson time with your child, then you are required to pay pool entry fee.
14. For any medical problems that are supported by a medical certificate TRAC will provide a credit only for all cancelled lesson fees for a maximum period of 4 consecutive weeks in any one term.
15. Refunds are generally not applicable except in extreme circumstances and will be assessed on a case-by-case basis when received in writing by the Aquatics Programs Supervisor. An administration fee may apply.
16. Appropriate clean and suitable swimming attire is required for entry to the pool, and it is requested that children up to the age of 24 months wear bathers with elastic waist and leg bands or aqua nappies. Disposable or cloth nappies are not permitted. A swimming cap is compulsory to wear on the head during the lesson.
17. As a courtesy to our teaching staff parents are asked not to approach any teacher while they are instructing. If you have any questions regarding your child's progression, please see reception to book an appointment with the Learn to swim coordinator.
18. TRAC Swim Schools reserves the right to refuse entry, cancel a booking or request a student/parent or guardian to leave the premises if the person uses abusive language, does not behave in a responsible manner, appears to be under the influence of drugs and/or alcohol and/or does not adhere to the terms and conditions in general. Our teachers are trained to deliver swimming instruction. To do this professionally and ensure attention is evenly allocated across the lesson group, students must be respectful, attentive, and teachable. If a teacher feels your child's behaviour is disrupting their ability to teach, they can ask the parent/guardian to assist with their child's behaviour. If this does not address the behaviour the child will be asked to leave the class. Individual classes are available for students with medical conditions.
19. Entry to the lesson may be refused if your child presents symptoms of any infectious illness that may be transmitted to other children or teachers. Parents/guardians are also encouraged to discuss any issues relevant to their child's behaviour or emotional state that may impact on the teacher's ability to work with the child in an aquatic environment. Written clearance from a medical practitioner may be requested. Please advise if your child has any learning difficulty as this will assist the teaching staff. Our policy is for all teachers to be fully vaccinated and with recommendations from NSW Health we encourage you to do the same as a frontline preventative measure.
20. The TRAC Learn to swim program incorporates water safety education components from Australia's leading aquatic safety and education organisations and all our teachers maintain relevant qualifications from these organisations.
21. The most up to date terms and conditions for TRAC Swim Schools will always apply. By re-enrolling into subsequent terms, you are agreeing to the current terms and conditions that apply at that time.
22. Some information requested by TRAC for this form constitutes personal information under the Privacy and Personal Information Protection Act 1998 (NSW) and/or health information under the Health Records and Information Privacy Act 2002 (NSW).

Purpose of collection: So that TRAC can process your application form for TRAC Swim School Membership.

Intended Recipients: TRAC or Tweed Shire Council staff and approved contractors of TRAC or Council staff.

Supply: The supply of this information is voluntary. If you do not provide the information (or any part of it) then TRAC may not be able to process your application.

Right of Access / Correction: Contact TRAC or Tweed Shire Council on (02) 6670 2400 or email [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au).

Storage details: TRAC or Tweed Shire Council, 10-14 Tumbulgum Road, Murwillumbah NSW 2484

I have read and understood the above conditions and agree to abide by them for the term of my membership. Failure to abide by these conditions of Membership could result in the suspension or cancellation of your membership. I acknowledge that all TRAC facilities are managed and operated by Tweed Shire Council for the purpose of recreational activities as defined in the Civil Liability Act 2002 NSW and I am aware that all recreational activities undertaken by myself at any TRAC facility may be subject to risk and I agree that Tweed Shire Council and TRAC officers employees contractors or agents do not owe a duty of care to me as a result of the risk of the recreational activities.

Signed:

Date:



**WE SUPPORT KEEP WATCH  
AND PROMOTE ACTIVE  
SUPERVISION OF CHILDREN**

[www.keepwatch.com.au](http://www.keepwatch.com.au)

