

OFFICE USE ONLY:
 Date Request Received: _____ Lesson # _____ Lesson Letter _____
 Amount Paid: \$ _____ (Circle one): Cash Check Credit Card

INDIVIDUAL SWIMMING LESSON REQUEST 2009
 (Please refer to your copy of this request when making inquiries)

Child's Name _____ D.O.B. _____ Age _____ Male or Female
 Parent/Guardian Name _____ E-mail Address _____
 Address _____ Phone (home) _____ (work) _____
 _____ Zip _____ (cell) _____
 Best time for instructor to reach you? _____ Approximate skill level? _____
 Any medical condition or other special need? _____

***INITIAL REQUEST LIMITED TO 10 LESSONS.**
***PLEASE PAY \$10.00 PER 1/2 HOUR LESSON REQUESTED. NON-RESIDENTS (NR) PAY \$15 PER 1/2 HOUR LESSON. CHECK PAYABLE TO TOWN OF BETHLEHEM.**
***THERE WILL BE A \$20 FEE FOR RETURNED CHECKS.**
***REQUEST MUST BE MADE A MINIMUM OF 5 WORKING DAYS PRIOR TO FIRST LESSON.**
***WE WILL ATTEMPT TO ACCOMODATE YOUR SELECTED DATES AND TIMES, HOWEVER, ALL LESSONS ARE SUBJECT TO INSTRUCTOR AVAILABILITY.**

Time desired: Choose 1/2 hour between
 1:00 and 6:30pm:

1st choice: _____
 2nd choice: _____
 3rd choice: _____

Circle date(s) desired:

	M	T	W	Th	F
JUNE/JULY	29	30	1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
JULY/AUGUST	27	28	29	30	31
	3	4	5	6	7

OF CLASSES
 DESIRED (MAX. 10)

Name of instructor desired (if any, no guarantee)

CANCELLATION/REFUND POLICY (Please read carefully!)

- *Lesson will be **rescheduled** by the instructor in the event of pool closing, instructor's absence, or if the Parks and Recreation office is notified at least 24 hours prior to the lesson. If parent or guardian fails to notify the office at least 24 hours in advance, the lesson may not be rescheduled.
- *If parent or guardian cancels the lesson for any reason, **on the day** mutually agreed upon by the parent and instructor, the lesson will not be rescheduled and no refund will be issued. **Lessons are held rain or shine!**
- *All refund requests must be made by the parent or guardian-call the Park office by **August 21, 2009**. A processing fee of \$1.00 per lesson will be deducted from all refunds.
- *The Parks and Recreation Department reserves the right to cancel or change classes due to instructor availability.

OTHER IMPORTANT INFORMATION

- *Minimum age of student is 4 years. No testing or certifications given. Teaching aides will not be used for this program. No diving instruction.
- *Lessons are taught Monday-Friday only, at Elm Avenue Park.
- *Students must be prompt for lessons-lessons will end at scheduled times. If student is more than 10 minutes late, lesson will be cancelled.
- *Parent or Guardian will be telephoned to confirm lessons no later than 2 to 3 days prior to lesson. Please do not come unless you are contacted.
- *Student and parent or guardian will meet instructor just prior to lesson in front of the Ladies Locker Room at the pool complex. Parent or Guardian must remain for the entire lesson if the child is under 8 years old.
- *Parent or Guardian must leave updated pool pass at the front desk prior to the start of lesson and must pick up within 1/2 hour after lesson. Non-residents (NR) must leave their Driver's License at the front desk prior to the start of lesson and must pick up within 1/2 hour after lesson.

INSTRUCTOR USE ONLY:

INSTRUCTOR NAME: _____ LESSON DATE: _____ TIME: _____
 INSTRUCTOR SIGNATURE: _____ COMPLETED? YES NO
 SUPERVISOR'S SIGNATURE: _____ IF NOT COMPLETED, WHY?
 NO SHOW RAIN NOT 24 HRS. NOTICE