



Contact Details

Parent/Guardian Name:

Address:

Post Code:

Email:

Telephone:

Preferred Enrolment Location:

Signature:

Date:

Enrolment Details

	First Name:	Last Name:	Gender:	DOB:	Class Level:	Preferred Time:	Any Medical Conditions or Disability
Child 1						Early Middle Late	YES / NO
Child 2						Early Middle Late	YES / NO
Child 3						Early Middle Late	YES / NO
Child 4						Early Middle Late	YES / NO

If ticked Yes to Medical Concerns, please explain:

Emergency Contacts

First Name:

Last Name:

Email:

Telephone:

I give RLSSA permission to take photos of my child for future program promotions: YES/NO

Signature:

Date:

I, the parent/guardian of the participant(s) above, have read and agree to the release statement and Terms & Conditions set out below.

Signed:

Date:

Payment Details	
<p>Please find enclosed my cheque/money order for \$ _____. This includes individual location fee of \$30.00 per child plus \$1.50 Equipment Fee per child plus Individual Location Fees.</p> <p>(Please find individual location fees on the Vacswim website under individual site details)</p> <p><i>*Cheques and money orders to be made payable to RLSSSA SA Branch Inc.</i></p>	
Credit Card Details:	
Card Holders Name:	Card Number:
Expiry Date:	CVV:
Signature:	Date:

Please return the completed form to:

PO Box 344,
Magill
SA 5072

OR

mail@royallifesavingsa.com.au

Release: As parent/guardian of the child listed on the enrolment form, I declare that the information I have provided is true and correct. I give my consent for him/her to participate in the RLSS-SA swimming program and agree to delegate my authority to the supervising instructors. If my child requires medical treatment as a result of an emergency or accident, and contact with me is impracticable or impossible, I authorise the RLSS-SA staff to arrange whatever medical assistance is necessary. I will pay all medical and dental expenses incurred on behalf of my child. I have detailed on the enrolment form health care information including details of any additional health support he/she requires to safely participate in the RLSS-SA swimming program. I acknowledge that I have read and understood the terms and conditions for participating in the program and agree that my child will comply with the RLSS-SA rules, standards and requirements. I agree to abide by the RLSS-SA refund policy outlined in the terms and conditions. I acknowledge that my child participates at his/her own risk and will not hold the Minister for Recreation and Sport or employees or volunteers of the RLSS-SA liable for any accident, injury, property, loss or cost occurring as a result of participating in the program unless caused by negligence or a wrongful act or omission by the Minister for Recreation and Sport or employees or volunteers of the RLSS-SA.

Photograph Release: I agree to allow the RLSS-SA office to use any photographs taken during the course of the program for future promotions or reporting purposes in any media with regards to promoting water safety awareness (you will be given the option to agree or decline to this section).

Privacy Policy: In accordance with the Privacy Act 1988 and, Privacy Amendment (Private Sector) Act 2000 all information collected and stored on the student database will only be used for the purpose, nature and duration of the RLSS-SA programs. There will not be any disclosure of any information collected or stored on the student database, to a third party for any reason other than medical related situations unless there has been prior written consent.

Terms & Conditions: Parent/guardian role at the location: parents/guardians are expected to remain at the location at all times during their child's participation in their designated class. Handover/duty of care: when arriving at the location, the parent/guardian should take their child to their designated instructor and ensure that their child's name is marked 'in' on the attendance sheet for that day. No child will be accepted more than 10 minutes before the start of their designated class. After class, the instructor will ensure that the child is released directly into the care of the parent/guardian before marking the child 'out' on the attendance sheet and allowing them to leave the location.

Class Times: Classes are scheduled in line with the pool or venue hire. Every effort will be made to all participants to accommodate a suitable time to all parties. NO refunds will be given for unsuitable class times.

Refund policy: If a location is cancelled by RLSS-SA a full refund or location transfer will be offered. If a class is cancelled due to extreme weather / risk, make up lessons will be rescheduled wherever possible. If rescheduling is not possible refunds for a pro-rata proportion of the enrolment fee will be made upon application. Refunds for participants unable to attend classes due to medical reasons, will only be issued if a participant attends no more than 30% of scheduled classes and a medical certificate is provided. All medical refund applications must be made in writing with the appropriate documentation attached no more than 14 days after the completion of the program. All other refunds must be made prior to 14 days of commencement of the program and will incur a \$30.00 administration fee. Medical: To claim a medical refund, parents must send a letter outlining the number of days attended together with a medical certificate and a copy of the program receipt. Requests for medical refunds must be received by the RLSS-SA office no later than 14 days after completion of the program. The pool entry fee, where applicable, will not be refunded for medical refunds where the child has attended part of the program. Cancellation of On Line registrations for reasons other than medical conditions will incur an administration fee of \$30. Refund requests for on line bookings will only be accepted 14 days prior to the start of the program.

Transferring between locations: Transferring from one location to another is possible, however children will only be accommodated if a vacancy exists at the new location. For further clarification about transferring between locations, please speak to the instructor in charge or the RLSS-SA office.

Medical conditions: if your child has a medical condition, for example asthma, attention deficit disorder, diabetes, epilepsy and/or others (state clearly), it must be written and detailed in the 'child details section' of the enrolment form. If necessary, please include additional information/notes in the child details section, providing a detailed explanation of your child's medical condition. Please note that under no circumstances will RLSS-SA instructors or volunteers administer any medicines.

Children with a disability: children with a disability are encouraged to participate in the program. When enrolling, the Instructor in Charge should be informed of any additional needs your child requires to enable participation. Participation is conditional upon the location being able to provide the additional support services arranged through consultation between the Instructor in Charge and the parent or caregiver. This will ensure a responsible person is keeping the child under observation at all times. Please indicate in the child details section if your child is regarded as having a disability and complete the medical information on the back of the form. Parents and/or caregivers are encouraged to attach a note providing further explanation if required.

Code of Behaviour: participants (in and out of the water) are expected to cooperate with the instruction and direction of RLSS-SA staff. Instructors are responsible for the children directly involved in their class while the class is being conducted. Inappropriate disruptive behaviour could result in exclusion from class(es). Instructors are not responsible for the general supervision of others at the location. Parents should ensure that appropriate supervision is provided at all other times.

Skin care: RLSS-SA encourages all participants to wear a t-shirt and hat, and apply 30+ sunscreen. Failing to provide suitable skin protection could result in exclusion from a class.

Preferred times: whilst every possible effort will be taken to comply with requests for preferred class times, we do not guarantee that these times will be available.