

Information Regarding Private Swim Lessons

- Private Lessons are only offered at Buffaloe Road Aquatic Center, Millbrook Pool, Optimist Pool, and Pullen Aquatic Center. These lessons are not available at the City’s seasonal pools.
- Private Lessons will not be scheduled for or conducted during the same time as group swimming lessons at that facility.
- Classes are set on a first come first service basis and scheduled according to pool space and instructor availability.

Private Swim Lesson Polices & Guidelines:

1. A private lesson agreement must be completed and payment received prior to conducting private or semi-private lessons.
2. When purchasing a session of 4 lessons the dates and times must be agreed upon by both the participant and the instructor and documented on the private lesson agreement. These dates and times may be adjusted only if the instructor is able to accommodate the change and **a minimum of 24 hours notice is given.**
3. **To cancel a lesson, a 24 hour notice** must be given by phone or in person to the instructor or manager of the facility where your lessons are conducted.
 - Please make note of the time and who you speak with when canceling a lesson.
 - If the instructor is unable to make up the canceled lesson a credit will be issued.
 - Instances involving extenuating circumstances where notice is given less than 24 hours in advance will be dealt with on a case by case basis. ***However, this does not guarantee that a make up lesson or credit will be granted.*** The reason, amount of notice given, and history of canceled or missed lessons will be considered.
 - If no notice is given, the lesson missed will count as one of your scheduled lessons and no credit or make up lesson will be given.
4. If a lesson is canceled by the instructor, because of inclement weather or due to pool closure, the staff will make a reasonable effort to contact you as soon as possible. A make up lesson will be scheduled. A credit will be issued if a make up lesson cannot be scheduled.
5. Please be on time. The scheduled ending time for a lesson will not be extended for participants arriving late.

Signature: _____ Date: _____

Office Use Only:		
Date registration received: _____	Time: _____	By whom: _____
Date / Time contacted by Aquatics: _____		By whom: _____
Instructor: _____	Date assigned: _____	Other: _____
Notes: _____		

DO NOT INCLUDE PAYMENT WITH THIS FORM.