

Private Swim Lessons Request Form 2018

Today's Date _____ Circle One: Private Semi Private (how many people): _____

Name of swimmer(s) _____ Age(s) _____

Parent's Name _____ Phone Number: _____

Email _____ Ok to text: Yes No

Availability: What day(s) of the week are you normally available to meet with an instructor?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Name of Instructor Request: _____

Tier 1 Instructor: Instructor with years of experience or certifications

Tier 2 Instructor: Instructors with YMCA Swim Lesson experience

Select Package:

Package A: Four 30 minute private lessons

- Tier 1: \$94 for YMCA members and \$123 for community member
- Tier 2: \$70 for YMCA members and \$105 for community member

Package B – Semi-Private: Four 30 minute lessons (2-3 children same level)

- Tier 1: \$72 per YMCA member and \$94 per community member
- Tier 2: \$61 per YMCA member and \$80 per community member

Package C: **(Circle One)** Four hour lessons/Five 45 min lessons/ Eight half hour lessons

- Tier 1: \$140 for YMCA members and \$170 for community members
- Tier 2: \$122 for YMCA members and \$158 for community members

Package D – Semi-Private (2-3 children same level):

(Circle One) Four hour lessons/Five 45 min lessons/ Eight half hour lessons

- Tier 1: \$110 per YMCA member and \$130 per community member
- Tier 2: \$88 per YMCA member and \$112 per community member

In signing this form, I understand that:

- No-shows or cancellations received less than eight (8) hours before scheduled appointment will be charged to the client.
- No refunds are given for missed/unused private lessons.
- Lessons must be used within 6 months of purchased date.
- The participant is expected to be punctual and understand that the instructor may have appointments immediately preceding or following their appointment. The instructor is not obligated to stay past the allotted time scheduled for the appointment.

Please allow a 2-week minimum to find an instructor for your lessons.

Parent/Guardian Signature _____

Date _____

For Instructor Use Only

Name of Instructor: _____

Tier: 1 or 2

Dates/Times of Lessons

1 _____	Missed Dates/Why _____
2 _____	Missed Dates/Why _____
3 _____	Missed Dates/Why _____
4 _____	Missed Dates/Why _____
5 _____	Missed Dates/Why _____
6 _____	Missed Dates/Why _____
7 _____	Missed Dates/Why _____
8 _____	Missed Dates/Why _____

Turn into Aquatics Director when Package is done

Private Swim Lesson Code of Conduct

Mission

The Duluth Y provides professional private swimming instructors to help people achieve their aquatic goals and ensure an inclusive environment

Unable to Offer

Instructors are not doctors, physical therapists, or occupational therapists. Instructors are not allowed to diagnose injuries, offer direct rehabilitative services, or other health care services that would normally be offered by these professionals.

Enforcing & Upholding Y Policies

- **Duluth Y Private Swim Lesson Policies**
 - Before conducting any lessons, clients must have paid for packages in full. No exceptions. It is the responsibility of the Instructor to verify that payment has been received prior to the start of the first lesson.
 - Instructors are not allowed to teach lessons to individuals without Y packages at our facility.
 - Instructors are expected to be in the water for at least 25% of the lesson modeling, demonstrating and assisting techniques. The exception to this is adult swim lessons, swim team, and tri swim lessons. Instructors must be in the water the entire time for beginning level lessons.
- **Pool Policies:**
 - Instructors must put away equipment after use.
 - It is the instructor's responsibility to schedule lessons that do not conflict with other Y programs and activities.

Registration Policies

- New client fills out a request form and pays for the package at the member service desk. Aquatics director will help assign private swimming lessons.
- Instructor has 2 business days to call the family, exchange contact information, and set up the first lesson.
- At first lesson or before, instructor must fill in ALL lesson dates on contract.
- Verify that all is correct and that payment has been taken and sign the contract along with the participant or parent.
- File the contract in your binder
- Update changes to the contract if needed throughout session.
- Punch in for all lessons
- At the conclusion of the lesson, provide evaluation or feedback to parents/participant and ask them to continue. Create a new contract for the next session and file OR document the reason for termination and turn in to the aquatics director.