



# ACSA Swim School

## Rules, Terms and Conditions

### **ANNIVERSARY FEE**

All Students will be charged an anniversary fee. This fee is good for one year or until you drop out of the program.

**MAKEUP POLICY** Because of our strict student to teacher ratio, missed classes will not result in make-up classes, prorated tuition or refunds. No refunds for classes missed including scheduled holidays.

### **DROP PROCEDURE:**

**PARENTS MUST NOTIFY THE SCHOOL TO DROP A STUDENT FROM CLASS.** Only a written notice via email, regular postal mail or hand delivered to our front desk will be acceptable.

**Please note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the staff VIA WRITTEN NOTICE. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification, then that student's account will be charged for the additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to one of the many on a waiting list.

### **WHAT TO WEAR**

Boys or Girls may wear tucked in T-shirts and shorts OR Leotards for Girls. NO chewing gum or dangling jewelry. Hair should be pulled neatly and securely away from the face so that it stays up for the entire workout. Girls should not wear bows or other large hair ornaments that may cause discomfort during activity. All students should have activity-appropriate footwear during class. Personal items should be left in cubby holes. Jewelry should not be worn during classes. **PLEASE LEAVE JEWELRY ARTICLES AT HOME.** This facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name.

### **ARRIVAL AND PICKUP**

Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled class time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car.