



## SHELDON LEARN TO SWIM CENTRE - 2019

Welcome to the Sheldon Learn to Swim Centre, where our clients rate us 4.8 out of 5 for teaching quality! Our program, operating out of a modern, undercover facility, features a pool specifically designed and heated for year-round learn to swim lessons. The Sheldon Learn to Swim Centre is led by our Learn to Swim Manager, Mrs Sarah Gale, who has extensive commercial learn to swim management experience.

### Available Programs

Lessons are available for babies from the age of 6 months right through to classes for children almost ready to graduate into Sheldon Academy of Sport Swimming squads.

### Assessments

All children are required to attend a free initial assessment to ascertain the most appropriate class for each child's swimming development. Please email [learntoswim@sheldoncollege.com](mailto:learntoswim@sheldoncollege.com) or call **0428 818 627** to book your child's assessment.

### 2019 Lesson Prices and Discounts (effective 4 February 2019 and subject to availability)

- \$19 per child per lesson for Sheldon College families (those families with at least one child attending Sheldon College or Wonderland)
- \$21 per child per lesson for external families
- \$13.50 per child per lesson for a second lesson per week
- \$44 per 1-on-1 private lesson
- \$55 per private lesson for two children
- \$30 per week for the Squad Preparation Group (see further details below)
- \$28.50 per 1-on-1 private lesson for students with a certified disability, available only on Saturdays
- A 10% discount applies for the third and all subsequent children from the same family who are enrolled in Sheldon Learn to Swim Centre classes. (Such discounts will apply to the child(ren) with the lowest weekly cost where prices per child vary.)

### Squad Preparation Group

Our Squad Preparation Group is designed to prepare swimmers to join the Sheldon Academy of Sport junior swimming squad. This program offers six sessions per week (Mondays, Wednesdays & Thursdays from 3.45 to 4.30pm; Wednesdays from 3.15 to 4.00pm; and Tuesdays & Thursdays from 7.00 to 7.45am) for the one low, flat access fee, with students welcome to attend up to four of the six available sessions per week.

### Session Times and Lesson Duration

Lessons are available on weekdays and on Saturday mornings. Each lesson is of 30 minutes' duration (except for 45 minute Squad Preparation Group sessions).

## Method of Payment

- Sheldon College families will be billed quarterly in advance through their College or Wonderland account.
- External families' fees are paid one month in advance via credit card direct debit, processed on the first Wednesday of each month. For families commencing lessons mid-month, a payment for lessons falling within the initial month will be processed immediately.
- At least 14 days' notice is required, by email to [fees@sheldoncollege.com](mailto:fees@sheldoncollege.com), to cancel or suspend a direct debit.
- It is the card holder's responsibility to ensure that credit card details are correct and funds are available on the day of processing.
- If a direct debit declines, Learn to Swim services will be immediately suspended until such time as payment is received.

## Refund Policy

All requests for refunds are to be submitted in writing. Only in exceptional circumstances will refunds be considered for cancellations. Should a child withdraw from lessons due to a medical condition, a Doctor's Certificate is required to be submitted along with the refund request.

## Duration of Registration / Cancellation Policy

All registrations are deemed to be ongoing unless otherwise advised by email to [learntoswim@sheldoncollege.com](mailto:learntoswim@sheldoncollege.com). At least two (2) weeks' notice of cancellation is required. Clients who elect to withdraw their children from lessons just for the school summer holiday break will be advised of the date from which they may re-book for the start of Term 1, and will be subject to lesson availability at such time.

## Makeup Lessons

Two makeup lessons are available per quarter (January to March; April to June; July to September; October to December) in the event that your child misses a class that we run. To be entitled to a makeup lesson you must advise our Learn to Swim Manager of your child's absence prior to the start of their scheduled lesson (by email, phone call, text message or in person). All such makeup lessons must then be booked within six weeks, are subject to availability and cannot be rescheduled once booked. Please note that unused makeup lessons do not carry over to the next quarter and expire with withdrawal from the program.

## Public Holidays / Pool Closures

The Sheldon Learn to Swim Centre will be closed on all public holidays and for the weeks of Christmas and New Year's Day. You will not be charged for any lessons falling on such dates. Such closures in 2019 include:

- Australia Day (26 & 28 January)
- Easter (19 to 22 April)
- ANZAC Day (25 April)
- Labour Day (6 May)
- Redland City Exhibition Holiday (12 August)
- Queen's Birthday (7 October)
- Christmas week (23 to 29 December)
- New Year's week (30 December to 5 January)

## **Classroom Collection / Delivery to After College Care**

Unfortunately, we are unable to provide a classroom collection service for Sheldon College students, nor a drop-off service to After College Care.

## **What to wear in the pool**

Children in lessons must wear...

- appropriate swimwear
- a swimming nappy (compulsory until fully toilet trained)
- a swimming cap if the child has long hair

Optional items...

- a rashie or t-shirt, particularly in cooler weather (though the pool is heated)
- goggles are not recommended for children enrolled in infant and water confidence classes. Beyond these levels, goggles are optional.

Parents working with their children in the water are requested to wear a rashie or t-shirt.

## **Supervision / Duty of Care**

Duty of care for all children enrolled in learn to swim classes rests with our coaching staff only during the notified lesson time. Parents are responsible for providing adequate adult supervision for their child both before and immediately after their child's lesson. While not involved in their actual lesson, all children within the facility are to be seated quietly in the grandstand, and are not to be moving about the pool deck. Unless otherwise arranged with Mrs Sarah Gale, all swimmers should be collected from the pool grandstand at the conclusion of each afternoon lesson.

## **College Access**

External families are requested to limit their movement within the College to visiting the Learn to Swim Centre and associated change room and toilets, other than to visit the Finance Office to make payments. External families are asked not to wander the College grounds without the express permission of the Principal. External families are most welcome to make enrolment enquiries regarding available student positions at Sheldon College or in Wonderland (our childcare centre). To do so, please email [enrolments@sheldoncollege.com](mailto:enrolments@sheldoncollege.com) or call 3206 5555.

## **Lesson Cancellations**

For safety reasons, lessons may be cancelled, possibly at very short notice, in the event of electrical storms. Cancellations may also be necessary should an unforeseen problem arise with pool water quality. Unless contacted by our staff, please assume all lessons are going ahead. In the event that your lesson is cancelled by us you will automatically receive a makeup lesson.

## **Contact Details**

Learn to Swim Manager: Mrs Sarah Gale

Email: [learntoswim@sheldoncollege.com](mailto:learntoswim@sheldoncollege.com) Phone: 0428 818 627

Director, Sheldon Academy of Sport: [d.savage@sheldoncollege.com](mailto:d.savage@sheldoncollege.com)

## **What Now?**

Please complete, sign and return the attached two page form to our Learn to Swim Manager, in person or by email to [learntoswim@sheldoncollege.com](mailto:learntoswim@sheldoncollege.com).

# Learn to Swim Parking

Please refer to the letter at the end of this document regarding remote control access to reserved car parking close to our Learn to Swim facility. All other parking should occur in marked parking spaces accessed by entering the College via Gate 4, as per the map below. For obvious reasons, please drive slowly and carefully within the College grounds and obey all signs and directions from College staff.



# SHELDON LEARN TO SWIM CENTRE – REGISTRATION FORM

Family type (please circle one option below):

1. Sheldon College family (at least one child currently enrolled at Sheldon College)
2. Wonderland family (at least one child currently enrolled in Wonderland)
3. External family

Student details:

Name	Date of Birth	Sex	Relevant Medical Issues
1.			
2.			
3.			
4.			

Parent/Guardian details:

Name	Email	Mobile Phone

Specific requests / points to note / additional medical or SWD information:

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Parent Declaration

I have carefully read the Sheldon Learn to Swim Centre information note and agree to all terms and conditions contained therein. If accepted, I agree to enrol my child(ren) in the Learn to Swim program and I authorise the staff of the Learn to Swim Centre and of Sheldon College to take whatever action they deem necessary to ensure the safety and well-being of all persons involved in the program. I further authorise such staff to arrange medical or hospital treatment for myself and/or my child at my expense, as deemed appropriate at the time. I understand that the terms and conditions may change but that any such changes will be communicated to me by email.

**PLEASE TURN OVER TO SIGN & COMPLETE PAYMENT DETAILS**

## Sheldon College Families

I consent to the relevant charges being added to my College or Wonderland account.

## External Families

I consent to the relevant charges being applied monthly in advance to my Credit Card, the details of which are provided below.

\*\* Please refer to the **Method of Payment** section within the Registration Form \*\*

Signed: \_\_\_\_\_ (parent/guardian)

Credit Card Details (for external families):

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_ Expires \_\_\_\_/\_\_\_\_ Mastercard  Visa

Card Number

**Please return this two page form to our Learn to Swim Manager,  
in person or by email ([learntoswim@sheldoncollege.com](mailto:learntoswim@sheldoncollege.com)).**

**Lessons may only commence once this form has been received.**

Office Use Only:

	Child 1	Child 2	Child 3	Child 4
Level Assessed				
Day/Time Booked				
Start Date				
Cost				
Total Cost				



31 May 2016

Dear Learn to Swim Families

The College recognises the importance of providing appropriate parking for parents of 'Learn-to-Swim' (LTS) children. We are pleased to announce that we have installed a boom gate at the entrance to the LTS car park, with the intent of this limiting access to this carpark to only LTS families at the time of their lessons.

The College has purchased a number of remote controls (remotes) that have been programmed to operate the boom gate at the LTS carpark entrance. These remotes will be made available to LTS families so they may use this carpark during their child or children's lessons.

We request your support in making this work in the best manner for the LTS families as follows:

- The College will need to limit the issuance of these remote controls to one remote per LTS family. The remotes can be collected at the Finance Office.
- The Finance Office will need to collect \$100 deposit as security for each remote control, which will be refunded upon return of the same remote control, in working order.
- Should the remote control be lost or stolen, the College will need to collect a further \$100 as the deposit on the replacement remote control, and the original deposit will be forfeited to cover the College costs.
- If and when the battery in the remote control loses power, please bring the remote to the Finance Office for a replacement battery to be issued. Please do not replace the battery yourself, as this may damage the remote, thereby resulting in forfeiture of your deposit.
- Should you choose to participate in the remote control option, please limit your parking in the LTS carpark to only those times when your child or children is or are having LTS lessons. This will help ensure all LTS families with remotes have appropriate access to the LTS carpark.

Please be advised, the payment of a deposit and use of a remote **is not a compulsory matter**. If you choose not to pay a deposit and collect the remote, you will still have the option to park at other locations around the College, except for the LTS carpark.

If you would like to avail yourself of this option, please visit the Finance Office with your deposit monies and they will assist you accordingly.

Yours sincerely

Mr John Lord  
Director of College Operations

Dr Lyn Bishop  
Founder and Principal/CEO

**SHELDON COLLEGE**

ABN 20 075 564 340

Taylor Road  
Sheldon Qld 4157 Australia  
PO Box 1188  
Capalaba Qld 4157

**Telephone • 07 3206 5555**

**Facsimile • 07 3206 5588**

**sheldoncollege.com**

**Dr Lyn Bishop**

**Founder and Principal/CEO**

BAHons (Psych), MEdAdmin, MEdStud,  
MBA, PhD(QLD), MAPsS, MACE, FACEL,  
FAIM, JP(QUAL), AIM Professional  
Manager of the Year 1999,  
Queensland and Australian  
Entrepreneur of the Year 2002  
(Social, Community, Not-For-Profit  
Organisation)