



The Children's Workshop  
104, Queen Victoria Rd,  
Claremont  
e. [info@headstartswim.co.za](mailto:info@headstartswim.co.za)

**HEADSTART PUPIL INFORMATION AND INDEMNITY**  
**MUST BE COMPLETED BEFORE FIRST LESSON!**

Pupil's First Name:..... Surname:.....

Date of Birth:..... Instructor: .....

Parent / Guardian: Mother:..... Father:.....

Address:.....

Postal code.....

Contact Details: Adult pupil OR Mother & Father:

(h).....  
(w).....  
(cell).....  
(email).....

Person responsible for accounts: Name:.....Phone .....

EMAIL.....ID Number.....

Signature of account payer.....

Where did you hear about Headstart? .....

Medical Problems/ conditions or any other relevant information .....

**HEAD START POLICIES AND PROCEDURES:**

- R150 once off registration fee is payable per pupil upon registration.
- EFT payments ONLY. Account number to be used as reference when making payment.
- You book for a weekly slot and are therefor charged for that slot EVERY week of the term, including lessons missed.
- Payment to be made in full at the beginning of each term.. No client will be able to begin lessons without making prior payment.
- If you are unable to pay in full, a repayment plan can be arranged. Payments must be made by the due dates provided to you.
- Failure to meet the payment due dates will result in suspension from lessons you will still be liable for the fees in full. After 1 week, you may lose your booking.
- You will not be able to start lessons in a new term if there are ANY fees outstanding from the previous term and you will lose your booking.
- One calendar month notice must be given in writing for cancellation of lessons. Unless cancellation is submitted, your slot will remain booked from one term to the next and you will be charged accordingly.
- Lessons missed are paid for and forfeited. They are not credited and unfortunately we are unable to make up lessons.
- No lessons on public holidays or during school holidays other than optional intensive, holiday swimming clinics. Our terms run in line with WCED dates.
- No pupil may enter the pool before their lesson has begun and they must exit the pool immediately after the lesson has ended.
- Pupils are to please use the toilet and blow their noses before their lesson.
- Pupils who are not potty trained must please wear a swimming nappy.
- Swimming caps are compulsory
- Please be prompt for lessons. If you should arrive late for a lesson, your lesson time will be shortened.
- If your child is sick, please keep them at home. Our instructors reserve the right to send a child home who appears to be contagious or not well enough to swim.

I, ....., hereby waive any claim against Headstart Swimming School or any of its' employees or the owners of the property for any damage sustained by any person, which may arise as a result of theft, loss of life, bodily injury, or any other causes whatsoever. This waiver is unconditional and is given both in my personal capacity and in my capacity as Father/Mother and/or natural or legal guardian of any minor concerned, provided reasonable care and supervision of the learner has been taken. Furthermore I confirm that I understand and agree to abide by the policies and procedures of Headstart swim school as supplied to me.

Signed: ..... Printed Name: ..... Date: .....