



**Private Lesson Form**

Participant name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Do you text? \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a member?      KAC      YMCA# \_\_\_\_\_      Non-Member

Type of Lesson      If Adaptive have you filled out the medical sheet? \_\_\_\_\_

Have you taken private lessons with us before?      Have you taken group lessons with us before? \_\_\_\_\_

- Notes:  
 \*Each session contains six (6) thirty minute lessons with only one make up class each session  
 \*Requesting an instructor/season does not insure that you will receive that instructor/season  
 \*Requests for private lessons will be processed on a first come first serve basis.

**Participant's Availability**

Season Request: \_\_\_\_\_ Requested Instructor: \_\_\_\_\_

Mark **One** or **Two** Days:

Sunday       Monday       Tuesday       Wednesday       Thursday       Friday       Saturday

What time frame are you available? (ex. 3:30pm-9:00pm)  
 \_\_\_\_\_

**Lessons at the requested time are not guaranteed and may result in scheduling alternate times.**

**Staff Use Only**

Today's Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Instructor: \_\_\_\_\_

Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6

Date/Time Cancellation Form was submitted: \_\_\_\_\_ Was the instructor called? \_\_\_\_\_ Who called instructor? \_\_\_\_\_

**Date and time of lessons**

**Prices**

- Private Member (1 participant) \$140       Private Non-Member (1 participant) \$160  
 Semi-Private Member (2 participants \$85 each)       Semi-Private Non-Member (2 participants) \$ 92.50 each

Payment Amount: \$ \_\_\_\_\_ Staff Name: \_\_\_\_\_

Payment Type:  Cash  Check# \_\_\_\_\_  Credit Card  Gift Certificate # \_\_\_\_\_

**\*\*Always attach a copy of the receipt to the back of this form**

Date Submitted: \_\_\_\_\_ Form Collected By: \_\_\_\_\_



## Swim School Policies and Procedures

- Before arriving to class, please sign in each day and **pay at the front desk on your first day of classes**. If you have a balance on your account it must be paid in full before continuing on with swim school. Each time you come to the Kingsport Aquatic Center for a swim class please **check in at the front desk**. The Team will keep track of your attendance.
- If you are going to miss a private class, please give us **24 hours' notice**. Stop by or call the facility and **fill out a cancellation form**. Lack of notice may forfeit your class. Private Classes are **offered one (1) makeup class each session**. If an emergency arises and you are unable to give 24 hours' notice, please call the front desk at (423) 343-9758 and we will work on getting a makeup lesson scheduled.
- Please arrive at least 5 minutes before the start of your class and meet the instructor at the designated area. Do not enter the water until class begins. Instructors are only required to wait 15 minutes for your arrival before they leave. If they have waited 15 minutes and you are still not there, no makeup class will be provided.
- Please be available for your child at the end of class. Parents/guardians of all children must be available to escort them to the bathroom.
- Please remember that the **fee paid is for classes only**. This does not include free swim time for the student or his/her family before, during or after class. Please refer to the open swim times advertised in the information brochure. Regular admission fees or memberships may apply.
- We invite parents/guardians to observe classes from the pool deck, but please refrain from communicating with students or instructors during classes. If you need to speak with the instructor please do so before or after class.
- Children who are not potty trained must wear a swim diaper under their swimsuit. If you do not own a swim diaper, you may purchase one at our front desk.
- If you have any questions about our swim school, please feel free to call our front desk at (423) 343-9758 and a staff member will promptly return your call. Thank you!

Thank you for participating in our programs.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Swimmers Name \_\_\_\_\_