# City of El Cerrito Swim Center Fall 2013 Private Lesson Registration/Request Form
## Activity #323205

| Primary (Adult) contact Last Name | First Name | Birth date | Gender (M/F) | Cell phone number |
|---|---|---|---|---|
| | | | | (  ) |
| | | | | |

Street Address: _____ City: _____ Zip: _____

Home Phone: (_____) _____ Cell: (____)_____

Email: _____

***Registration form is limited to family members only!***

| **Participant** – first and last (use one line for each person or course) | Class Title/Day(s)/Date/Time | Section# | Birth date | Male/ Female | Course Fee $ |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

| Total Fees: | |
|---|---|

**Refund Policy:**
Patron requested refunds or transfer requests will be approved only if initiated no later than 7 business days prior to the first day of class. All refunds/transfers will be charged a processing fee of $16 per class. Refunds will not be granted after the first class meeting except in the case of medical emergency. A medical note must accompany all requests. Medical refund requests must be submitted prior to the last scheduled day of the session.

Refund requests must be made in writing to:
City of El Cerrito
7007 Moeser Lane
El Cerrito, CA 94530

Or by fax to (510) 528-9413 or by email to recreation@ci.el-cerrito.ca.us

**Liability Release**:
**I hereby absolve the City of El Cerrito, its employees and volunteers from all liability that may arise as the result of my participation in the activities mentioned on this sheet, and, if the above named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing absolve the City of El Cerrito, its employees and volunteers from such liability. I realize that the City of El Cerrito is not responsible for lost or stolen articles.**
**I understand that participants in the City of El Cerrito programs do so at their own risk and the City does not provide accident insurance.**

**Photo Release:**
I acknowledge that the City of El Cerrito takes photographs and videotapes of its activities and events for publicity purposes and authorize the use of my image or my child's image by the City for such purposes. I understand I will not be compensated for use of photos or videos.

**Missed lessons:**
**Please plan your schedule carefully. 24-hour notice is required to schedule a make-up for a private lesson. Make up lessons for missed classes must be arranged with the Aquatics Supervisor and must take place within 1-week of the last scheduled class of the session. 1-make up allowed per session. If a class or session is canceled by the Swim Center, a credit will be issued to your account.**

**Participant/Parent/Guardian Signature:_____ Date: _____**

**Receipt #**

| PRIVATE LESSON SPECIAL ARRANGEMENT REQUEST <u>ONLY</u> | | | | | |
|---|---|---|---|---|---|
| **REQUESTED INSTRUCTOR (*not guaranteed*):** | | | | | |
| **DATES:** | | | | | |
| **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** |
| | | | | | |
| **PREFERRED TIMES (circle one): Morning Afternoon Evening** | | | | | |
| **What would you like to focus on/special considerations:** | | | | | |
| **Private Lesson Fees (4 class minimum):**<br><br>$104/Resident & $124/Non-Resident (4 classes)<br><br>Semi-Private lessons (Up to 3 students) Must be approximately the same level and arranged by participants. Second and third child receive a $20 discount.<br><br>Please note that private lessons share pool space with other programs. | | | | | |
| **Special Request Private Lessons will be arranged based upon pool space and instructor availability. <u>Not all requests will be granted.</u>** | | | | | |

**Registration Policy**

- Register on-line www.el-cerrito.org/recreation , in person at the Community Center, by fax (510) 528-9413 or by mail: El Cerrito Swim Center, 7007 Moeser Lane, El Cerrito, CA 94530.

- Forms of payment excepted are: Cash, Check, Visa, Master Card, and American Express. Checks should be made payable to "City of El Cerrito."

- **Parents/siblings/guests**: We require that you wait in the spectator area or on the lawn during all lessons.

- **Missed Lessons**: Please plan your schedule carefully. We are unable to offer make-ups for missed lessons. In the event of a medical emergency, please complete and submit a schedule change/transfer/cancelation form accompanied by a doctors' note to be considered for a refund for the missed lesson. This form must be turned in to the swim center office or emailed to recreation@ci.el-cerrito.ca.us, attention Aquatics Supervisor within 24 hours of the missed lesson.

- **Refund Policy:** Patron requested refunds or transfer requests will be approved only if initiated no later than 7 business days prior to the first day of class. All refunds/transfers will be charged a processing fee of $16 per class per child. Refunds will not be granted after the first class meeting except in the case of medical emergency. A medical note must accompany all refund requests. All medical refund requests must be submitted prior to the last scheduled day of the session. **Refund requests must be made in writing to:**

City of El Cerrito
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