**Private and Semi-Private Swim Lesson Policy Sheet**  
*Effective 2015 to 2016*

**Scheduling and Payment**
All scheduling must be done via email (kids@musc.edu) or by phone (843-792-0767) through the private lesson coordinator to set up the first lesson. **All new participants must schedule first lesson through private lesson coordinator.** After initial lesson, scheduling and rescheduling may be done through assigned instructor. Participants must complete 1) Youth Private Swim Lesson Registration Form, 2) Private Swim Lesson Request Form and 3) a signed Policy Sheet in order to enroll in private lessons. Once your registration forms have been processed, the swim lesson coordinator will contact you to set up your first lesson and assign you an instructor. Please provide payment information on your registration form. Your payment by credit card or check will not be processed until your child's first lesson has been confirmed. You will receive a payment confirmation email.

**Youth Swim Participants**
All MUSC swim lesson participants must submit required paperwork prior to first lesson. Only those participants enrolled in swim lessons, may participate in swim lessons. **If a sibling wishes to participate in a lesson, sibling MUST submit a completed registration form and additional fee will be required.**

*Please note:* The MUSC youth swim program shares the pool with many other programs and classes.

**Adherence to Pool Rules**
- Children under the age of 18 are not allowed to be in the water unless accompanied by an MUSC swim instructor, participating in one of our youth programs, or participating in one of our designated Family Swim times (Friday 5:30 to 7:30 pm, Saturday 2:30 to 4:30 pm and Sunday 4:30 to 6:30 pm). Fee required for Family Swim. Please pay for Family Swim upon arrival at the membership desk.
- Children are not allowed in the water before or after their lesson. FREE SWIM IS PROHIBITED.
- All youth participants are asked to bring their own towels and use the family restrooms located down the second pool hallway. Children are not allowed in the adult locker rooms.
- No food is allowed on the pool deck.

**Cancellation Policy**
Cancellations must be made through the instructor or private swim lesson coordinator via e-mail (kids@musc.edu) or phone (843-792-0767) Private and semi private lessons may be rescheduled but a refund will not be issued. Refunds will only be issued for medical reasons, and a doctor’s note must be presented. If a participant does not show up for a scheduled lesson or fails to cancel a lesson with the instructor first thing in the morning of the lesson, the lesson will be forfeited. If a participant in a semi-private lesson cannot attend for any reason, the lesson should be rescheduled; otherwise the missing party will forfeit the lesson.

**Tardiness Policy**
Please plan on arriving on time for scheduled lessons. Allow 10 to 15 minutes for parking and changing into pool attire. Often times, instructors have back-to-back lessons. In the case of tardiness, participants will not get their full lesson time. If you have a parking issue that will result in being late for your lesson, please notify the swim lesson coordinator immediately by calling 843-792-0767.

**Cold Water Policy**
Call the pool hotline (843-792-5070) for update information on pool temperature. In the event that the water temperature drops below our normal operating temperature (81° to 83°F), the youth swim program may be affected. It will be up to the MUSC Aquatic Swim Coordinator regarding cancelling swim lessons.

I have read and agree to abide by the above policies:

Swim Participant’s Name: ___________________________ Date: __________
Parent/Legal Guardian’s Name: ___________________________
Participant’s/Parent Signature: ___________________________

*Note: Youth Private & Semi-Private Lessons are sold in packages of 4 (25 minute) lessons and adult lessons are sold as one 120 minute package. All lessons expire 3 months from purchase.*