



Policies and Procedures 2010-2011

Registration

Registration for all swimming lessons must be completed in person at the Pearland Swim Academy (PSA) facility or by faxing enrollment form and credit card agreement form to PSA. Enrollment paperwork and payment must be finalized to confirm placement into a class. The posted class schedule provides an example of our class offerings. Classes are subject to change at the discretion of PSA at anytime. In the event a class does not have the minimum number of students enrolled, PSA may transfer enrolled students to another class.

Classes

All classes are taught by 1 instructor and last 30 – 45 minutes depending on the level. If only one student is present for a scheduled group or spotlight class, the class time will be decreased by 10 minutes. The student: coach ratio is as follows:

Class Type	Student: Coach	Minimum Class Size
Parent /Child	6:1	4
2 year olds	3:1	3
3 years old and Up	4:1	3
Spotlight	2:1	2
Private	1:1	1
Adult	5:1	4

Pearland Swim Academy offers 2 Week Camp and Maintenance swim lesson programs. All “Water Skills” students must complete a 2 Week Camp at PSA or must have completed a 2 Week Camp at another swim academy within the last year to enroll in the maintenance program. Parent must provide proof of prior camp at another swim academy upon enrollment. The 2 Week Camp is just the beginning of a child’s swimming experience at their level. In order to master and maintain the skills they learn at camp, PSA suggests maintenance classes once or twice a week throughout the year.

PSA Curriculum Goals and Level Description

Water Senses (Parent/Child): Classes offer the child the opportunity to acclimate in the water and to build a relationship with the coaches through the security of being with their parent.

Water Skills (Beginner): The goal of this group is to become comfortable and confident enough in the water to complete our Water Strong evaluation. Our Water Strong evaluation consists of a swimmer jumping into the pool with t-shirt, blue jeans, and tennis shoes, floating on their back, and climbing out of the pool on their own. Swimmers achieve this goal by focusing on basic aquatic skills: blowing bubbles, putting their face in the water, floating on their back and stomach independently, holding their breath and learning to kick.

Water Strong: These swimmers have completed the Water Strong evaluation and are introduced to beginner freestyle with pop-up breathing, backstroke, and diving.

Water Stars: These swimmers are introduced to hip kicking, streamline body positions for freestyle and backstroke. They also focus on side breathing and rhythmic freestyle and backstroke.

Water Racers: These swimmers focus on all four competitive strokes (butterfly, backstroke, breaststroke, & freestyle). They also work on turns and basic swim team preparation.

Water Exercise: Introduction to basic water exercise routines.

Skill Level Placement

PSA will offer an assessment for those families unsure of their child's swimming ability. The cost of the assessment is \$15. If you decide to register for classes at PSA within a week of the assessment, the \$15 assessment fee will be applied toward your first month of lessons.

Promotion to the Next Skill Level

Students will work on mastery of specific skills. All students will have a file with an assessment sheet to monitor their progression through our program. These forms are yours to review but please do not take them home. A copy of your swimmer's assessment can be made for your convenience. Once a student has mastered all skills at a level they will be promoted. If an entire class is ready for promotion at the same time, the class level will be switched and the time slot and instructor will remain the same. If an individual is ready to be promoted before the remainder of the class, a time slot and instructor change may be required.

Payment

The cost to attend Pearland Swim Academy includes an **ANNUAL** registration fee of \$25.00 per family and tuition for individual class sessions. Annual registration fee and tuition are **NON-REFUNDABLE** and must be paid at the time of enrollment. Payment options are described below. Payment may be made in the form of cash, check or credit card. There is a \$35 fee for any returned checks. If a check is returned a 2nd time, checks will no longer be accepted.

Monthly Billing

Monthly Billing is available for students participating in our Year Round Maintenance program. The family must complete the credit card agreement form allowing PSA to process their payment each month. Families will be required to pay the remainder of the current month and if past PSA's monthly billing date the next full month of classes at the time of registration. Subsequent lessons will be billed according to the posted billing schedule (see website or contact front desk) and charged to the credit card on file unless payment is received in the office prior to the billing day. There will be a \$3 transaction fee per payment. The monthly amount will be determined by the number of scheduled classes in the billing month. A 30 day written notice is required to discontinue classes to avoid the credit card from being charged on the billing day. Failure to notify the office in writing may result in your credit card being charged for an additional month and no credits or refunds will be given.

Single Package Billing

Single Package Billing is available for students enrolling in our Year Round Maintenance program and will make a one time payment for either 12 or 24 weeks. Families are required to pay the full package amount before student attends first class. At the end of the 12 or 24 week payment, the student will be dropped from the class unless payment is renewed two weeks before expiration. Payment is only accepted at the front desk as no credit card will be held on file.

Perpetual Package Billing

Perpetual Package Billing is available for students enrolling in our Year Round Maintenance program and will pay for 12 or 24 weeks perpetually. The family must complete the credit card agreement form and allow PSA to process their payment upon expiration of their 12 or 24 week payment on selected card. There will be a \$3 transaction fee per payment. PSA requires a 2 week written notice to opt out of Perpetual Package Billing.

Holidays

PSA does not charge for classes that fall on scheduled PSA holidays. (see website or front desk for the holiday schedule).

Sign-In Sheet

PSA uses a sign-in sheet for attendance record keeping and for notification in the event of an emergency. Please help us maintain effective records and reduce administrative overhead by marking the sign-in sheet each class attended.

Cancellation Policy

The registration and tuition fees are **NON-REFUNDABLE**. Credit will be extended for future classes or a make-up class will be scheduled at PSA's discretion in the event that a medical condition prevents a participant from attending class or if PSA cancels a class. A medical condition constitutes a visit to the hospital or the pediatrician. To be re-admitted to the class and receive credit for a make-up class, a parent must provide a signed release from the pediatrician indicating the dates their child is to be excused from class, reason for absence, and clearance to return to class.

Make-up Policy

All students are expected to participate in every scheduled class. Refer to the posted make-up policy (see website or contact front desk) in the event it is necessary to miss a class.

Diapers

All children wearing diapers or not completely potty trained must wear a health department approved swim diaper in addition to a vinyl reusable liner with elastic around the legs and waist. If family is unable to find a vinyl liner PSA has them for sale at the front desk for \$2.

Jewelry

For the safety of your child and the instructors, all jewelry must be removed before getting into the pool. If jewelry cannot be removed for personal reasons, the family will be responsible for any damage or injury occurred due to not removing your child's jewelry.

Privacy

Personal Information will be held confidential by Pearland Swim Academy. Photographs taken at the facility may be used for marketing purposes including but not limited to flyers, advertisements and website.