

# CHEROKEE COUNTY

## AQUATIC CENTER

### Private Swim Lesson Request

Prices for Private Lessons \*Per Student\*

Private Lesson                      Semi-Private (minimum 2 students)  
\$22.50 per lesson                      \$ 15.00 per lesson

**PLEASE PRINT LEGIBLY**

Swimmer's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Swimmer Ability Level:    Beginner \_\_\_\_                      Intermediate \_\_\_\_                      Advanced \_\_\_\_

Notes on Swimming Level: \_\_\_\_\_

Preferred Days (Circle):      Mon/Wed      Tu/Th      Sat      M-TH AM (Summer only)

Preferred Times: \_\_\_\_\_ Preferred Instructor (not guaranteed) \_\_\_\_\_

(Please note, times outside of M/W or T/Th: 4:00-7:00pm and Sat: 9:00am-12:00pm are not often available)

Month(s) Requesting: \_\_\_\_\_

Parent/Contact's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please read the following and sign below:

1. Children must be at least 5 years of age
2. This is a request, private lessons are not guaranteed
3. All classes are 30 minutes long
4. Requests are handled in the order they are received
5. New request must be filled out every session if you wish to continue lessons
6. CCAC is not responsible for pairing Semi-Private lessons, you must have another swimmer already.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form to front desk or via email

**FRONT DESK ONLY:**

Received by: \_\_\_\_\_

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

**COORDINATOR:**

Notified Received date: \_\_\_\_\_

Placed with Instructor: \_\_\_\_\_

Time/Date: \_\_\_\_\_

Entered in Rec1: \_\_\_\_\_

# **CHEROKEE COUNTY**

## **AQUATIC CENTER**

### **Private Swim Lessons**

Thank you for your interest in Private Swim Lessons at the Cherokee County Aquatic Center. This form will help you understand our policies and procedures for Private Swim Lessons. The Cherokee County Aquatic Center offers 30 minute Private Swim Lessons to our guests according to the price schedule listed on the opposite side. Private and semi-private lessons are available in blocks aligning with our group lesson schedules.

It is also possible to request specific instructors for Private Swim Lessons if you have a preference for an instructor who is a current staff member at The Cherokee County Aquatic Center. We will do our best to honor these requests, but we cannot guarantee that we will be able to match every request for a specific instructor due to scheduling constraints.

#### **Private Lesson Process:**

1. Fill out the Private Lesson Request form and either submit it to the front desk, or email it to the Aquatics Coordinator. It is very important that the form be filled out completely and signed.
2. Within 3 days you will either receive an email acknowledging that the aquatic department has received your request form notifying you of when the next session start is that we will be able to fill your request.
3. The request is filed until our next session of lessons comes around. Once registration for the session of group lessons closes (about 5 days out) the Aquatics Coordinator will then review the instructor's schedules to see if your availability matches their available times to have a Private Swim Lesson. Each instructor has different time slots for Private Swim Lessons, these slots are determined by their group lessons and their work schedules.
4. Once the Coordinator has verified that an instructor has an available time slot that matched your request, they will contact you via phone or email.
5. All correspondence related to these Private Swim Lessons will be set up ONLY through the Aquatics Coordinator. The Coordinator will coordinate the days and times for each Private Swim Lesson.
6. Once the Coordinator has verified with you when the Private Swim Lesson will take place, he or she will then notify the Instructor and put the class in to the Rec1.com system. Once this notification has been made you will need to pay for these lessons prior to the first lesson. Payment will only be accepted at the front desk, and we recommend you arrive about 15 minutes before your first class to register at the front desk.

#### **Additional Information:**

- If you need to cancel a lesson you may only contact the Aquatics Coordinator at least 24 hours before the scheduled lesson. If the lesson is canceled with less than a 24 hour notice then a make-up class will not be offered.
- If there is not an opening available in the next session of lessons, this signed and completed form will remain in the aquatics department until an instructor has an available slot that matches your availability.
- If you wish to have another session of private or semi-private lessons after the scheduled session, you must submit a new private lesson request form to the coordinator.

Thank you again for your interest in Private Swim Lessons at The Cherokee County Aquatic Center. Please sign and date acknowledging that you have read and understand this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_