

Terms and Conditions - Financial

1. Booking Requests

Signed booking forms indicate an acceptance by the school/organisation of the costs, charges, terms and conditions associated with the booking. Please ensure all areas are completed to minimise disappointment if areas/equipment are not available on the day.

2. Attendance Numbers

Schools/organisations must report accurate attendance numbers to the Deck Supervisor on the day. Any adjustments to the attendance numbers on the booking form should be communicated to the Schools Coordinator at least a week prior to the start of the program. Attendance will be taken daily. You will be charged for the maximum number of children who attended throughout the program.

3. Deposit

A deposit of 10% is required within 30 days of invoice to secure your booking. If the deposit is not received by this time, your requested date will be released. Should you require a purchase order number from your school to be attached to the invoice please provide on the below form.

4. Booking Confirmation

Bookings will be confirmed via email by the PARC Swim Coordinator Schools. Deposit payment must be received within 30 days for the booking to be confirmed.

5. Booking Cancellation

Deposit payment is non-refundable.

6. Financial Responsibility

The School is financially responsible for any loss, theft or personal injury whilst at PARC.

Terms and Conditions - Facility

7. Conditions of Entry

All persons must obey all centre safety signage, including but not limited to, the swimming pool and slide rules which are located at the entrance of each of the facilities and all warnings, rules and safety instructions. Schools do not enter through the main entrance. They must enter through the front corner door on the East side of the building (unless beginning at 10.30am and then entry will be via the back door on the East side of the building). On the first day of the program a teacher should report to reception where a member of staff will meet you.

8. Spectators

Spectators and their children with students at the school are allowed free access to watch swim lessons/programs.

9. Storage of Personal Items

Students are to store their bags on pool deck, not in changerooms. No valuables should be left on pool deck or in changerooms. PARC takes no responsibility for loss or damage of any equipment/valuables brought to the centre.

10. Sale of Food and beverage on site

PARC has a café for use by teachers/ staff/ students at your discretion.

11. Cleaning

It is the responsibility of the booking school to ensure any area of the facility which is used during the program is left in a clean and acceptable standard. If not, a cleaning fee may be charged.

Terms and Conditions - Activities

12. Diving

Diving is only permitted from deep end of the pool as part of a supervised lesson.

13. Free Swimming or Free Play

Before, during or after the program, there is no "free swimming or free play" allowed. If a school is wanting to use the other facilities such as the Aquatic Playground or slides, this can be arranged with the Schools Leader at an extra cost.

14. Supervision

PARC will provide Lifeguards as per the Guidelines for Safe Pool Operation. Additional supervision is to be provided by the school as per Department of Education Guidelines. The school assumes full responsibility during the period of the program for the supervision and control of all its students, staff and visitors. PARC reminds teachers of the Department of Education's requirements for teachers to maintain direct poolside presence during program operation:

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/staffing.aspx>

15. Students with Medical Conditions / Additional Requirements

If there are any children with special needs attending the program, this must be communicated to the PARC Swim Schools Leader well in advance of the program start. ***If a student requires a 1:1 class due to a medical condition this MUST be communicated with the PARC Swim Coordinator – Schools at least 1 week before lessons commence.***

16. First Aid

Lifeguards are available for basic First Aid needs and medical intervention where necessary.

17. Emergency

Accurate rolls and attendance numbers must be recorded and available in case of emergency and evacuation. In the event of an emergency, the school must follow directions given by the PARC team and follow the Emergency Evacuation Plan.

18. Bus Parking

Bus Parking is on Cranbourne Road. There is a safe place to cross over to the front door of PARC.