



YMCA Victoria Point

Program Enrolment Form

FAMILY NAME _____

1 Family Details

Parent/Carer - First Name: _____ Surname: _____

Address: _____ Suburb: _____ Pcode: _____

Home Ph; _____ Work Ph; _____ Mob: _____

E-mail (for booking confirmation and newsletter); _____

Emergency Contact Person: _____ Relationship to Student: _____ Phone: _____

2 Student Details

	FULL NAME	GENDER	DATE OF BIRTH	MEDICAL CONDITIONS, ALLERGIES OR LEARNING DIFFICULTIES	LEVEL ASSESSED AT
STUDENT 1					
STUDENT 2					
STUDENT 3					

Please outline your child's previous experience (formal lessons, no lessons, confident, not confident, do they have any fears?)

If Student has Learning Difficulties or a Disability—Please complete and attach a Student With Special Needs Medical Form (Tick)

3 How Did You Find Out About YMCA Victoria Point??

Please specify: _____

4 Terms & Conditions

Our Program Terms and Conditions are located on the back of this form. Please read over before signing below. We offer 1 make up class per student per term for any missed classes. Additional classes are forfeited. Refunds do not apply. Make up classes are held at YMCA's discretion and are on a bookings only basis. Missed classes must be phoned in to the Centre.

Safety—please refer to our gym safety policy found in the parent handbook or at www.ymccafitness.com

5 Your Permission

I agree to myself / my child attending YMCA activities and will not hold the YMCA, its staff or volunteers responsible for any loss of property and / or accident. I also give permission for medical / ambulance assistance in case of emergency and agree to pay such costs incurred. I understand that the YMCA course fees are non-refundable and that YMCA membership is a pre-requisite of participation. I acknowledge that it is a condition of enrolment that my child is picked up immediately upon conclusion of the enrolled activity. I give permission for myself / my child to be photographed / videoed whilst participating in YMCA activities. I consent to these photos / videos being used for publicity purposes. I understand and agree to the terms and conditions of my program booking..

The YMCA regards its role in the protection of children in their care as of the utmost importance. The YMCA has a range of policies and procedures to keep children and young people safe. Details of these policies are available at www.brisbaneymca.org.au. Please take the time to read these policies to better understand our guiding principles and how you can report child safety concerns that you may have. Your feedback is always appreciated. The YMCA has a moral and legal duty to care for children associated with the service whilst not in the care of their parents/guardians or primary carers. Proactive strategies are implemented including the promotion of protective behaviours for children. All staff hold a blue card to work with children and have been made aware of and trained in the Safeguarding Children and Young People Policy of the YMCA of Brisbane.

CREDIT CARD PAYMENT:

VISA / MASTERCARD _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ EXPIRY _ _ / _ _ TOTAL AMOUNT DUE: \$ _____

Signature: _____

YMCA Victoria Point

128 Link Road, Victoria Point, QLD 4165

Phone: 3820 5300

Fax: 3207 6737

Email: frc.programs@ymcabrisbane.org



YMCA Victoria Point

Program Terms & Conditions

Term Enrolment	Students are required to re-enrol each term. We do not automatically roll over our terms or student bookings. A bookings week is held at the end of each term where re-booking is required. A Booking Renewal Form must be completed at the end of each term to secure your next term of lessons. Casual classes are not offered.
Enrolling Mid-Term	Fees will be adjusted to reflect a pro-rata amount for the number of lessons remaining for families that enrol part way through a term.
Payment of Fees	Classes are booked on a term basis and fees must be paid regardless of attendance. We do not offer casual lessons. Payment of fees is due in full at time of booking. Bookings will not be made without payment. A payment plan option is available if required upon approval of management. Any unpaid fees at the end of the term will be sent off to our third party debt collection and the account will be charged an admin fee of \$100.00
Payment Plans	For families that are facing financial difficulty we offer a payment plan option. Applications for this must be directed to the programs office.
Discounts	We offer a family discount and a multi-program discount. Our discounts are applied automatically at time of booking. Full fees are applied to the first child enrolled. A 5% discount is applied to the second child enrolled. A 10% discount is applied to the third child enrolled. A 15% discount is applied to the fourth and subsequent children enrolled. A 10% discount is applied for booking into multiple programs.
Refund Policy	YMCA has a NO REFUND Policy . Should you decide to cancel part way through a program/term your fees will be credited to your/your child's membership account to be used for alternative products, services or programs within our centre.
Cancellation of Bookings	If you are unable to continue your lessons due to illness or injury for an extended portion of the program, then you must speak with staff at reception to cancel your position in the program. A credit will be applied to your family account for the remaining portion of the program and your position in the program will become vacant. A medical certificate is required. Refunds do not apply.
Changes to Bookings	Students are booked for a term of lessons on a predetermined day and time for the duration of the term. A change to your original booking must be made at our programs office and will be based on class availabilities.
Missed Lessons & Make Up Policy	We offer 1 make up class per student per term for any missed classes. Additional classes are forfeited. Make up classes are held at YMCA's discretion and are on a bookings only basis. Missed classes must be phoned in to the centre. Make up lessons cannot be changed or rebooked. Make up lessons must be finalized before the end of term or they are forfeited. Make up lessons will not be available if fees are outstanding. All Make Up lessons are subject to change at the discretion of YMCA management. Missed make up lessons are forfeited and can not be rebooked. Refunds and credits do not apply. *Make up lessons are not available for school holiday intensive programs or holiday workshops. Missed classes during our school holidays programs are forfeited.
Pick Up/Drop Off	Children remain your responsibility at all times. YMCA will not be responsible for supervising children outside of their class times.
Changes to Classes	YMCA reserves the right to amalgamate, move or alter classes where low class participation levels occur. We will notify all participants affected by these changes via email, SMS or phone.
Membership Cards	A membership card will be allocated to you at your first lesson. The membership card must be scanned at reception before entering your class.
Medical Assistance	By joining a YMCA program you authorise the YMCA Staff to obtain for your child any necessary medical attention at your expense and understand I will be notified as soon as possible. You give YMCA permission to call an ambulance if staff deems it necessary.
Correct Apparel	Students are to wear suitable sports clothes to gymnastics. Ideally a leotard or leggings/shorts and a t-shirt for girls and shorts and a t-shirt for boys. Long hair should be tied back and jewelry should be removed. For safety reasons, students should not wear clothing with denim, buttons or zips. Students attending swimming lessons must wear a swim nappy if not toilet trained. Appropriate swimming attire must be worn at all times.
Siblings	Siblings not attending a program must be supervised at all times by a parent/carer and are not permitted onto the gymnastics floor or in the swimming pool if not booked into a class. If attending the Preschool Gymnastics Program—toddlers must be booked into a class once walking. Staff may request siblings to be booked into Kids Club at the coaches discretion.
Access to facilities	Students and families are not permitted to access the pool or gymnastics facilities before or after class for "free play". These facilities are only permitted for use during classes under the direction of a YMCA staff member.
Wet Weather & Storm Policy	Classes run when it is raining. Due to the unpredictable weather through out the wet season, YMCA Redlands has a storm policy. If the participant has completed 20mins of their lesson and is required to leave the pool under the direction of YMCA management due to storm conditions, it is classed as a lesson. 15mins and earlier and we will allocate you with an additional make up to be used by the end of term.
Pool Hygiene	If you/your child has been ill please ensure they wait the adequate time as per our parent handbook before returning to the pool.
Change-rooms	Children are to be supervised at all times when using change-rooms.
Stadium Play	Casual play in our indoor sports stadium is not permitted. Please ensure your children do not access this facility.
Breach of Centre Rules/Behaviour	Centre Rules and Expectations of Behaviour are established for the safety and enjoyment of all participants and are outlined in our Parent Handbooks. Breaches of these rules may result in your/your child's exclusion from the program following consultation between centre staff and parents.
Privacy Policy	The information we collect by your completion of this document is for the purpose of properly providing our services to you/your child. The information will remain confidential and will be used strictly in accordance with our privacy policy.
Lost Property	The YMCA takes no responsibility for lost property. Families are advised not to bring any valuables to the program. Please ensure you name all of your child's belongings. Lost items will be placed in our lost property basket at reception. Items are taken to good will at the end of each term.
Photography & Electronic Devices	For privacy reasons please discuss photography with management before taking photos. Photos and filming of classes is not permitted without YMCA approval.
Child Protection	The YMCA regards its role in the protection of children in their care as of the utmost importance. The YMCA has a range of policies and procedures to keep children and young people safe. Details of these policies are available at www.brisbaneymca.org.au . Please take the time to read these policies to better understand our guiding principles and how you can report child safety concerns that you may have. Your feedback is always appreciated. The YMCA has a moral and legal duty to care for children associated with the service whilst not in the care of their parents/guardians or primary carers. Proactive strategies are implemented including the promotion of protective behaviours for children. All staff hold a blue card to work with children and have been made aware of and trained in the Safeguarding Children and Young People Policy of the YMCA of Brisbane.
Gym Safety	Please refer to our parent Handbook or www.ymcafitness.com for our gym safety guidelines

