



Shimon and Sara Birnbaum Jewish Community Center

775 Talamini Road • Bridgewater, NJ 08807

www.ssbjcc.org • 908.725.6994

SUMMER 2020

PRIVATE/SEMI PRIVATE LESSON POLICIES/PROCEDURES

- 1. Your day and time slot is booked for you for the duration of the session (Summer 2020 session dates: June 22 through August 27). Two weeks (fourteen days) notice is required if you wish to discontinue your instruction prior to the scheduled end of the session.** Please notify the Aquatics Director (SJohnson@ssbjcc.org) to provide notice of discontinuation. DO NOT give notice to your instructor. Notifying your instructor does not constitute proper notice. Any balance of unused lessons will be refunded to you in the form of a check. Refunds under \$20 will be applied as an online credit to your JCC account to be used for any JCC service (membership, afterschool program, fitness classes, etc).
- 2. Private and semi-private lessons are sold in 4 pack increments.** These 'packages' guarantee four, one half hour/45 minute private or semi-private lessons (depending on which type of lesson you book) lessons each month. Lessons meet once each week, always at the same scheduled time. You will receive an email from the Aquatics Department when your account is in need of replenishment. For your convenience, the JCC can store a credit card in your 'E- Wallet' so lessons can automatically be replenished. If you would like to participate in this program, please stop at the Front Desk. Your instructor cannot be paid until you pay. **If your account is not replenished by the second week of lessons the JCC and its instructors reserve the right to withhold lessons until your account is current.**
- 3. A 3 (three) hour cancellation policy is in effect.** We understand that illness and other events come up from time to time. You are required to submit notice to the Aquatics Director via email SJohnson@ssbjcc.org in the event you cannot attend your weekly scheduled lesson within 3 hours of your scheduled start time. Your account will be charged for 1 lesson in the event this notice is not given/failure to show up for scheduled lesson. If only one student comes to a semi-private lesson BOTH students are charged for the lesson. **These cancellation policies will be strictly enforced.**
- 4. Your account will not be charged for lessons we cannot provide.** If your teacher cancels your lesson or if the JCC is closed due to a holiday/due to inclement weather, you will not be charged for that lesson.
- 5. Due to limited pool space, instructor availability and high demand for private/semi private instruction there is a limit of one (1) cancellation for every four (4) scheduled lessons. Additional cancellations will result in you/your child being removed from the program and placed on the waiting list.**

PLEASE SIGN BELOW

I acknowledge that I have read the above policies and procedures and agree to the terms and conditions of instruction.

Student Name

Client/Parent/Guardian Signature

Date