

Information and step by step directions for registering for Private Swim Lessons Fall 2011

Please read the information below before completing the Private Swim Lesson Registration Form.

No phone appointments will be accepted.

Send in your application via email to swimlessons@cbsd.org OR via US mail to Sue Heine, CB Community School, 16 Welden Drive, Doylestown, Pa 18901

Private lessons are offered during the school year and are scheduled on a first come/ first serve basis. A staff representative will contact you via email or phone to confirm the scheduled lesson upon receipt of forms and your payment. The week of the lesson you will receive via email a calendar with your assigned time. Lessons are scheduled each half hour, please arrive 10 minutes before your lesson start time.

All accounts MUST be paid in full **by credit card or a mailed in check** at the time of registration. NO REFUNDS WILL BE GIVEN.

CANCELLATION POLICIES

- Cancellations made **72 hours** in advance will be rescheduled. You must contact **BOTH** your instructor and the CB Community School Office. A **cancellation within the 72 hour limit can only be done once in a 3 month period. The second cancellation will not be refunded or rescheduled.**
- Instructors for the September through December are:
 - April Hepler -ahepler@cbsd.org
 - Jackie (Mueller) McKay- Jacqueline.m@comcast.net
 - Lisa Fuhrmeister- wlfuhrmeister@yahoo.com
- To cancel **email the instructor and** contact the CB Community School Office by phone at 267.893.5708 or by email at swimlessons@cbsd.org.
- Cancellations made less than 72 hours in advance will not be rescheduled. There will be no refund of monies.
- Should the instructor need to cancel a swim lesson, you will be contacted by the instructor. The lesson will be rescheduled.

IMPORTANT INFORMATION ABOUT THE REQUEST FORM

The registration form is a PDF file. Using the PDF file you may:

Option #1: Complete the registration form by typing in the requested information, print the form, and send in the paper copy to the CB Community School c/o Sue Heine, 16 Welden Drive, Doylestown, Pa 18901. Should you not have printing capabilities, please contact our office to request the registration form.

Option #2: Complete the registration form, save it as an attachment on your computer, and email the completed form to the CB Community School at swimlesson@cbsd.org . Your computer will indicate whether this option is available to you.