



Silton Swim School
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Agreement to Conduct Private Lessons at Silton Swim School

This Agreement is hereby made between, _____ and Silton Swim School, Silton Corp. This document is a contract for _____ to conduct private lessons at Silton Swim School, located at 1701 Atlantic Ave. Manasquan, NJ 08736. The points below must all be initialed and agreed to before, _____, the fully certified lifeguard and employee of Silton Swim School, is permitted to begin the process of contacting, scheduling, and conducting any private lessons at Silton Swim School.

General (print name or initial to acknowledge and agree to each point)

- I, _____ (print name), as a representative/employee of Silton Swim School, will adhere to and abide by all the policies and procedures that have been explained and are written in the official Silton Employee Handbook, which I attest to have received and read.
- _____ I will inform my lesson that lesson times are Monday through Thursday between the hours of 4:15 and 6:30. **ALL LESSONS MUST FINISH BY 6:30** & I will put all materials used for lessons back where they belong.
- _____ I will inform my lessons, up front, the dates that private lessons cannot be conducted (home swim meets) and the last day I will be able to conduct lessons.
- _____ I will give my client my contact information and FULL name (first and last) in either a text so they can refer to it or an email, whichever their preference is.
- _____ I will be responsible for making sure that all existing clients from previous years have sent in their forms with the registration fee. I will not begin lessons without checking with the office to make sure the proper paperwork has been completed.

Cancellations (initial to acknowledge and agree to each point)

- _____ I understand that all instructor-initiated cancellations must occur **at least 24 hours before** the lesson is scheduled to begin, unless it is due to weather deemed unsafe by Silton Swim School or another unavoidable issue, such as sudden illness, arises.
- _____ I **agree that if I must cancel a private lesson, for any reason, I will let the appropriate person in the main office know so it can be recorded.**
- _____ I will ensure that my personal calendar will not interfere with any private lessons that I have or will schedule. This includes personal appointments, please check your schedules before setting up times with clients.
- _____ I have been informed that the office will randomly call private lessons for quality checks.

You are representing Silton Swim School while conducting private lessons and it is a privilege to be allowed to do so. Please do not take this privilege lightly. We understand that mix-ups and mistakes do happen, unfortunately, if you are negligent more than a couple of times, we will have to consider discontinuing your ability to conduct private lessons for the rest of the season.

I (print name) _____ on this date _____ have read and agree to all the terms of this contract.

Signature _____