



Shimon and Sara Birnbaum Jewish Community Center

775 Talamini Road • Bridgewater, NJ 08807

www.ssbjcc.org • 908.725.6994

PRIVATE/SEMI PRIVATE LESSON POLICIES/PROCEDURES

- 1. Your day and time slot is booked for you for the duration of the session. 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. All credits for unused lessons/cancelled within the cancellation window will be issued as JCC system credits unless otherwise requested by a client. These refunds can be used for any JCC service (membership, afterschool program, fitness classes, etc).
- 2. Payment in full for the entire session is required at the time of registration.** Upon request, the JCC can break up the total amount due for private/semi private lessons into installment payments with a credit card. If you would like to participate in this option please send an email to the Aquatics Director (SJohnson@ssbjcc.org) and an installment payment plan can be set up for you.
- 3. A 24- 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 24 hours of your scheduled start time. No refunds will be given if notice of cancellation for a weekly lesson is given with less than 24 hours notice under any circumstance.

If only one student comes to a semi-private lesson that date's session will be charged as a one-time PRIVATE lesson at the private lesson rate as it is a one on one 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 be issued a JCC system credit for that week.
- 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 your scheduled lesson slot.**