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**PAYMENTS**

* You will receive an email invoice from Sea Star Aquatics on or around the first of the month for the lessons your swimmer attended the previous month. For example, you will be billed on September first for lessons in August.
* When you receive your invoice, you may pay online with Visa, MasterCard, Apple Pay, bank transfer, or e-check. Simply click on the provided link on the invoice to pay online via QuickBooks. Your invoice will go to your email and say invoice@client.net.
* Because credit card companies charge Sea Star Aquatics a high convenience fee, we would prefer that you pay via bank transfer, Apple Pay, or e-check.
* Checks and cash at the pool are welcomed.
* You may also mail your remittance, payable to Sea Star Aquatics, to:

P.O. BOX 31938 Seattle Washington 98103

**REGISTRATION FORMS**

* Registration forms are available on the website, seastaraquatics.com. Please download these forms, fill them out, and return them before your first lesson.
* If it is more convenient, you may text a picture of the registration form and text it to Stacy at (206) 265-2436 at least 24 hours before your first lesson. Please bring a hard copy of the registration form to your lesson.
* To ensure the best experience for your swimmer’s first lesson, we appreciate thorough answers to the questions on the registration form, as well as ample time to review your information before your swimmer enters the water.

**FIRST LESSONS/ WHAT YOU WILL NEED**

* If your child is 5 and under, they must wear a swim diaper, even if they are potty trained. There are reusable swim diapers on Amazon that are environmentally friendly and come in all sorts of patterns. Please also dress in a swimsuit and bring a towel. If you have goggles that work well for your swimmer, bring them to the pool.
* When you arrive at Bellevue Aquatic Center, please check in at the front desk. Tell them that you have a lesson with Sea Star Aquatics in the Warm Springs and they will direct you to the pool deck. Your instructor will meet you on the pool deck at your appointed lesson time.

**LATE CANCELATION POLICY**

Due to limited availability, we request that you cancel at least 24 hours before a scheduled class. This gives us the opportunity to fill your spot from our waiting list. You may cancel by phone, e-mail, or text message with owner Stacy Smith (stacyaquatics@gmail.com (206) 265-2436) or with your instructor. Please note that cancelations need to be in writing, not verbal. If you do not cancel prior to 24 hours, you will be billed for your class. Exceptions may be made to this policy for emergent situations, such as illness or accident, subject to the owner’s discretion and judgement.

We look forward to swimming with you soon!

Stacy Smith

(206) 265-2436

StacyAquatics@gmail.com

SeaStarAquatics.com