**Make-Up Swim Lesson Procedure**

The Berkeley Swim School does not guarantee that every child who misses a class will receive a make-up lesson.  We offer opportunities for make-ups from approximately week three/four to the week before observation week.  Any lessons need to be made up during the session that the class is missed- we do not carry over lessons.

We can only offer spaces in classes that haven't filled or if we receive advance notice of an absence.  Therefore, spaces are very limited and may not be available for every level.  It should be a priority to attend your regularly scheduled class and not depend on making classes up.

If you are registered late for the session, prices on-line have been pro-rated and you are not entitled to lessons that have already occurred.

An email will be sent each Tuesday (starting September 24 and the last email December 3). The email will have lesson availability for the following week that the email is sent.  For example, the email on Tuesday, September 24 will cover the availability for Monday, September 30 through Sunday, October 6.  We do not plan further out than one week due to rolling admissions in our program.

There are two ways to be added to the make-up distribution list:

1. Your child misses a lesson

2. You inform the office of a specific date your child will miss in the future via email

Please note that if you schedule a make-up and do not show up to it, it will still be counted as your lesson make-up.

The last day of make-ups will be Sunday prior to Observation week.