



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Swim Lessons Program Orientation and Information Packet

Thank you for choosing the Burbank Community YMCA for your Swimming Lesson experience. You may ask, "How is the YMCA Swim Lesson program different from other swim programs?" The goal of the YMCA Swim Lessons program is to develop the whole person - spiritually, mentally, socially, and physically. We believe that through our program participants will not only develop excellent swimming skills but essential building blocks, we call developmental assets to help them grow into caring, competent and productive individuals. To reinforce this goal the program is structured into 5 components.

### OUR 5 PROGRAM COMPONENTS ARE:

1. **Personal Safety** - Rules & Safety Tips Floating/Treading Use of Instructional Floatation Devices and Personal Floatation Devices Boating Safety Health & Safety
2. **Personal Growth** - Character Development Teaching the YMCA's Six Pillars of Character- Trustworthiness Respect, Responsibility, Fairness Caring and Citizenship Personal growth opportunities
3. **Stroke Development & Water Orientation/Adjustment-**
  - a. *Parent-Tot Program* - Water orientation/adjustment
  - b. *Pre-school* - Tiny-Tot level works on water orientation and stroke introduction. The Tiny Tots Plus level works on stroke development.
  - c. *Progressive Levels* - Water orientation and greater stroke development. Introduction of new skills as they progress through the higher levels
4. **Water Sports & Games** - Water Polo/Wet ball, & Diving
5. **Rescue** - Recognizing Emergencies, Getting Help, Non-swimming rescues, First Aid and Rescue Breathing

### WHEN TO REGISTER:

1. Registration dates are available online at [www.burbankymca.org](http://www.burbankymca.org) , or at the Member Services office.
2. **Pre-Registration** is available to our Family/Adult Members only and opens 4 days prior to other members.
3. **Early-Registration** is available to our Youth/Student Members only and opens 2 day prior to other members.
4. **Open-Registration** is available for all Program Only Member types.

### HOW TO REGISTER:

1. Participants have the option to register either:
  - On-line at [www.burbankymca.org](http://www.burbankymca.org) or
  - In-person at the Member Services office
2. **Program Only members** must come into the Y and visit Member Services to fill out Membership Paperwork prior to online registration.
3. **Membership Assistance** (Financial Scholarship) reductions can be applied online.
4. **Program Credits** can be applied online.

### WHAT TO REGISTER FOR:

1. Beginners age 3 to 5 register for our Tiny Tots Program
2. Beginners age 6 to 12 register for our Polliwog Program
3. Participants ages 13 to 18 – please contact our Aquatics Department for options.
4. Participants ages 19 & up register for our Adult Program
5. Parents with toddlers (6 months to 3 years) register for our Parent Tot Program.

**SWIM CHECKS/LEVEL DETERMINATION:** If you feel that your child's skills are above that of a beginner you may have them swim tested. Swim checks are short, simple evaluations to make sure your child is placed in the correct level. Swim checks are conducted **by appointment only**. To schedule an appointment please visit the Member Services Office and fill out a **request form**.

## WHEN I COME TO THE Y FOR MY CLASS:

1. **Use either the:**
  - a. **Family Locker Room** – A **CO-ED** Family Locker room is available on the 2<sup>nd</sup> Floor for:
    - i. Moms and/or Dads with their sons and/or daughters up to 13 years of age
    - ii. Unaccompanied youths ages 7-13 (boys or girls) within designated changing stalls
    - iii. Special Needs Members accompanied by a Caretaker
  - b. **Girls' Locker Room** – For **GIRLS ONLY**, up to age 13 and their mothers located on the 1<sup>st</sup> floor.
2. **Take a cleansing shower** (soap & water) is required by Los Angeles County Public Health Department.
3. Please **throw away any Food or Drinks, including gum** prior to entering the pool area.
4. **Parents:** Please wait at the locker-room entrance to the pool when dropping off and picking up your children. During class time, you may wait in the Pool Observation room or in our Café area.
5. **Children ages 3-6 years** - WAIT at the locker room door for the lifeguard to walk them across the deck.
6. **Students levels, Polliwog or higher** – can WALK unassisted across the deck.
7. Parents with children 6 years and younger must remain in the Pool Observation area or in the Café area at all times during the swim lesson. Lifeguards and Instructors are NOT to assist children in using the bathroom.

**Maintaining a safe pool environment is our most important priority. Controlling and limiting traffic is extremely important for our YMCA Lifeguards. In order for that to be accomplished we need our parents help.**

## CLASS RATIOS:

1. Safety is our primary concern. Our ratios are set lower than the YMCA of the USA recommendations. Below is a chart illustrating the YMCA of the USA ratios and the ratios we strive for:

	<u>YMCA of the USA</u>	<u>Our YMCA</u>
Parent/Child	1:10 to 12 Pairs	1:8 Pairs
Tiny Tots-Tiny Tots Plus	1:6	1:5
Polliwog-Guppy	1:8	1:6-7
Minnow-Porpoise	1:10	1:8
Adult/Teen	1:8-12	1:8

## PROGRAM RULES/ADVISORY:

1. All sessions run month to month, and are set at a fixed rate.
2. Class fees are NOT reduced for late registration.
3. Due to demand we are unable to hold class spots.
4. Make up classes are not available due to the fact that our sessions are scheduled consecutively.
5. Parents please talk with your child about the importance of listening to their instructor, following the Lifeguard's directions, and obeying the pool rules.
6. Children who are disruptive will be asked to sit out or leave the class to maintain a safe environment.
7. Please be respectful of others when in the Parent Observation room and rotate time at the window.
8. Lifeguards & Swim Instructors are NOT able to assist children with bathroom use. Parents with children under 6 years or who can't use the restroom by themselves please stay near-by.

## PROGRESSION & LESSON TIME:

1. Multiple sessions are required to achieve development in all of the 5 Components of the program.
2. In-water instructional time for group lessons is approximately 40 minutes per class. For Adult, Parent-Tot and Private lessons it's approximately 25 minutes per class.
3. Instructors use approximately 2 ½ minutes at the start and end of each class for attendance, hanging up towels and getting the kids in and out of the pool.

## TRANSFERS:

1. You may request a transfer into an available class anytime **prior** to the 1<sup>st</sup> of the Month for the session you are registered for.
  - Once the session begins, transfers are permitted only by instructor's recommendation.
  - No transfers will be processed after the second week of classes.
2. Complete and sign a transfer request form at the main desk and follow the instructions carefully.

## CREDITS:

1. You may request a credit anytime **prior** to the 1<sup>st</sup> of the Month for the session you are registered for.
2. Once the session begins, credits are issued only for **Major Medical** reasons documented by physician's note.
  - Credits **will not** be issued for colds, flu's, ear infections or pre-existing conditions such as asthma.
  - Doctor's notes **must** be received within the month you are requesting credit for.
  - Doctors' notes **must** list the dates your child is unable to attend and credits will those dates.
3. There is a maximum of 3 credits per year; credits expire after three months, no exceptions.

## VOMIT & FECAL CONTAMINATION

1. If there is a vomit or fecal contamination in the pool, classes will **NOT** be canceled and no credits will be issued.
2. Classes will be transferred to the other pool or will continue on land with lessons on Aquatic Safety and YMCA Character development, which are components of the YMCA swimming program. For upper level classes' stroke development may be reviewed. Our goal is to continue the learning process even when the pool becomes unusable.
3. **Parents** it is imperative that you **DO NOT feed** your child **within 1 hour** of their class.
4. **Please DO NOT** bring your child to class if they are ill. (Cold, flu, fever, diarrhea or upset stomach.)
5. Always allow time to use the bathroom before they come to class.

## FAQ

1. **What do I need to bring to class?**
  - a. A Bathing Suit & Towel. Foot Wear (Flip Flops/Water Shoes) and Goggles are optional.
  - b. Please do not wear swimsuits that have flotation devices built into them.
  - c. Please make sure to write your child's name on towel and shoes. We often have several children that bring the same style and color towel and shoes.
2. **What is the temperature of the Pool?**
  - a. Our Lap Pool temperature range is 82°-84° degrees. Our Training Pool range is 88°-90°.
3. **When will I know when my child is ready to move to the next level?**
  - a. Each month the Aquatics Department will provide a "Move up List" of all the students progressing to the next level. The list can be viewed at the Member Services office, online or in the Pool Observation room.
4. **How long will it take for my child to move up?**
  - a. The YMCA swim program is a progressive program and requires more than one session to develop all of the required skills in a particular level. Encourage your child.
  - b. Progression is based on many factors such as; the student, the instructor and the frequency and consistency of lessons.
  - c. Each instructor adds their unique teaching style to the lesson. Pairing a swim instructor to nurture your child's personality and learning style will help their development. Finding the "right fit" of swim instructor to student can make a difference in their progression.
  - d. All of our teachers are certified swim instructors and genuinely care about their students. They will do their best to expedite your child's progression through our program.

## REGISTRATION DATES:

	Pre- Registration	Early-Registration	Open-Registration
<b>May</b>	Monday 04/21/14	Wednesday 04/23/14	Friday 04/25/14
<b>June</b>	Monday 05/19/14	Wednesday 05/21/14	Friday 05/23/14
<b>July</b>	Monday 06/23/14	Wednesday 06/25/14	Friday 06/27/14
<b>August</b>	Monday 07/21/14	Wednesday 07/23/14	Friday 07/25/14
<b>September</b>	Monday 08/25/14	Wednesday 08/27/14	Friday 08/29/14
<b>October</b>	Monday 09/22/14	Wednesday 09/24/14	Friday 09/26/14
<b>November/December</b>	Monday 10/20/14	Wednesday 10/22/14	Friday 10/24/14
<b>January</b>	Monday 12/15/14	Wednesday 12/17/14	Friday 12/19/14

If you have any questions about our classes, your child's progress or have an idea or suggestion for our program please contact the Aquatics Department. We would be happy to talk with you.

Thank you, YMCA Aquatics Management  
(818) 845-8551 ext. 284 / [aquatics@burbankymca.org](mailto:aquatics@burbankymca.org)