



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

November 2019 (revised)

Dear Swim Lesson Parent:

Welcome to the Family YMCA at Tarrytown Aquatic Swim Lesson Program! We are very pleased that you have decided to enroll your child in our nationally recognized swim instruction program. Please note all communications are conducted via email from the Senior Director so please be sure to fill out an **EMAIL** contact form with your email address so that we have your information available at the Member Service Desk.

Please note the following policies and procedures:

- When entering the building, please leave your child's membership card or non-member participant card at the Member Service Desk.
- **Members** must obtain a parking sticker from the Member Service Desk. Please be sure to read parking lot signage to avoid being towed, booted or from receiving a violation sticker at your own expense.
- **Bathing caps are required for all children who are in Polliwog through Porpoise levels (ages 6-14 years) and goggles are recommended. Bathing caps can be purchased at the Member Service Desk.**
- **Children in Parent/Child through Ray levels (ages 6 months -5 years) are not required to wear a bathing cap or have goggles. If their hair is longer than chin length please tie it back in a ponytail or use a bathing cap to keep their hair away from their face.**
- **Boys who are 6 years of age or older are not permitted in the women's locker room and girls who are 6 years of age or older are not permitted in the men's locker room based on the recommendation of the YMCA of the USA Medical Advisory Committee. Please use the Father/Daughter or the Mother/Son changing rooms located in the main lobby.**
- In the event that your child has to use the bathroom during the course of their lesson, we ask that all parents remain in the lobby area as your child will be brought to you so that you may escort your child to the bathroom. If your child is 6 years of age or older and requires assistance you may use the bathroom located in the basement level, if he or she cannot use the bathroom facilities located in the men's and women's locker rooms.
- Children who are not toilet-trained are required to wear "swim diapers" in the water. Regular diapers are not permitted. According to the NYS Dept. of Health, Chapter 1, Subpart 6-1.24, Pollution of swimming pools is prohibited and will result in the closure of the pool.
- Instructors will meet their classes (Pike through Porpoise levels only) at the double doors of the pool area, to escort them onto the pool deck at the start of each lesson. Parent/Child class participants may proceed onto the pool deck to wait for class to begin. **Please do not bring your child onto the pool deck unless you are late to class.**
- Five minutes prior to the conclusion of all classes, the lifeguard will inform the parents in the lobby area that they may proceed through the locker rooms to meet their children in the back hallway by the door that leads to the pool area. **Please do not proceed onto the pool deck as the children will line up and a member of the aquatics staff will hold the door open to allow the children to safely exit to their parent.**
- Parents or caregivers need to inform the aquatic staff if participants need to be brought to the double doors at the end of class or if they will be picked up from class early. Children who are not met by a parent or guardian will be brought back onto the pool deck until a parent/guardian comes to get them for the perch plus through ray levels.
- All participants ages 6 to 14 (Polliwog through Porpoise level) will be sent into the locker rooms unescorted as they are of age to be permitted into the locker rooms to change on their own.
- During Parent Viewing weeks, parents are asked to enter and exit via the double doors in the lobby. Please refrain from speaking with children during their lesson so that the instructors may

have their full attention. Please plan to exit the pool deck 5 minutes prior to the ending of each class to allow the pool deck to be unobstructed for the children so that they may exit the water and the pool deck safely. Please refrain from talking on your cell phone while on deck.

Progress Reports and Rollover Registration:

- Progress reports will be available for pick up at the Member Service Desk during the designated week listed on the attached calendar of events. These reports will inform you of your child's progress in swim lessons.
- When you pick up the progress report please note the following:
 - If there is a blue slip of paper stapled to the progress report this means that your child is ready to move to the next level/stage of swim lessons. Please register with the Member Service Desk as you may need to change the day/time that your child will have lessons, please note the start date on your registration ticket for the new level/stage.
 - If there is NO blue slip of paper stapled to the progress report this means that your child is remaining in the same level, stage/day/time and you are automatically confirmed to continue swimming lessons. If you need to change your child's day/time you may do so at the Member Service Desk.
 - You may cancel your child's lessons by contacting Melissa Weaver in writing via email melissaw@ymcatarrytown.org by the last day of the month to avoid being charged for the following month. Your credit on file will be charged a month in advance. For example: you will be charged on November 12th for the month of December.
 - Once you cancel your child's swim lessons for the month you indicated they are to cease coming to lessons, example if you asked to cancel for the month of December this means you no longer participate in lessons as of December 1st.
 - If you wish to resume lessons you must re-register at the Member Service Desk **provided space is available.**

Class Cancellation Policy, Makeup Policy and Procedures:

- In the event that the YMCA has to cancel classes due to inclement weather (snow/ice) all participants will be contacted via email as soon as the decision is made to cancel. We cannot control Mother Nature and the safety of our participants and staff is our first priority. **MAKEUP LESSONS WILL NOT TAKE PLACE; CLASS CREDITS WILL NOT BE ISSUED.**
- In the event of lightning or thunder we are required to close the pool until 30 minutes have passed and no further lightning or thunder has occurred. Please call the YMCA 631-4807 to inquire if classes are running as this happens on a moment's notice and we may not be able to get an email notification out in time. **MAKEUP LESSONS WILL NOT TAKE PLACE; CLASS CREDITS WILL NOT BE ISSUED**
- In the event of an unforeseen circumstance which requires the closing of the pool (vomit or fecal contamination, chemical imbalance etc.) we will do our best to make notification via email, but cannot guarantee this. **ONE MAKEUP LESSON WILL BE ISSUED IN PLACE OF BUDDY SWIM ON YOUR SCHEDULED DAY/TIME. IF WE HAVE MORE THAN ONE CANCELLATION THEN CLASS CREDITS WILL BE ISSUED AND DEDUCTED FROM YOUR MONTHLY DRAFT PAYMENT**
- **In the event your child is ill (fever, vomiting, diarrhea, yellow or green discharge from the nose or eyes) PLEASE keep him or her home until they are symptom free for 24 hours to prevent the spread of germs to our staff and other participants.** A makeup class will be permitted at the discretion of the Senior Director, provided space is available. **CLASS CREDITS WILL NOT BE ISSUED IF YOU CANNOT ATTEND A MAKEUP.** To reschedule a class please contact Melissa Weaver, Senior Director (914) 631-4807 ext. 106 or via email at Melissaw@ymcatarrytown.org
 - Please do not arrive for a makeup class unless you have been granted permission by the Senior Director for a specific day and time as all instructors are notified in advance so that we maintain safety ratios. If an instructor has no notification and your child arrives you will be turned away and asked to contact the Senior Director.

Mark Your Calendars Important Dates:

For your convenience, we have created the attached calendar of important dates to help keep you informed so you know when you can view lessons from the deck, expect your child's progress report, bring a friend to swim for buddy swim with your child or simply when there are no lessons scheduled due to holidays.

As always if you have any questions or concerns, please contact me, Melissa Weaver, Senior Director at Melissaw@ymcatarrytown.org or call 333.0373

Family YMCA at Tarrytown 62 Main Street, Tarrytown NY 10591 www.ymcatarrytown.org (914) 631-4807

