# The Greater Columbus Swim School

## The Instructional Program of the

**Greater Columbus Swim Team of Ohio – 2017.2018 Information –**

##

##  *Creating the Difference*

## PolarBearWhiteWtext

**Head Staff Instructor for All Indoor Facilities, GSP & HRP**

 **Erin Harris**

**P.O. Box 30483, Gahanna, OH 43230**

**erinharris.gcss@gmail.com 614-582-2597**

**Head Instructor for CWMP, NOPAC & PTAC**

 **Michelle Markley**

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### **Program Background**

Our instructional program was established over twenty six years ago to provide a progressive swimming instructional program to the public. We offer private, semi-private and group lessons in safe, clean environments. We teach basic in-water survival techniques as well as advanced competitive swimming skills to our participants. All of our instructors are lifeguard, CPR & First Aid certified and must complete our own Instructor’s Training Course (ITC) to be eligible to teach. This course covers everything from current teaching techniques to facility safety guidelines to issues such as making physical contact with participants. We also require yearly in-services for all instructors, as well. The in-service is a hands-on, in-water course in which our instructors are properly versed on how to perform the Swim School skills. New instructors are also required to serve as apprentices with our program prior to being allowed to teach a class of their own. ***We have a flex scheduling process, small class sizes, a class make-up option, free make-up days in the summer and excellent instructors.*** This structure simply makes it easier to teach, easier to learn and much more effective for all!

***The Greater Columbus Swim School Program was chosen as central Ohio’s #1 lesson program in the 2009 Nickelodeon’s Parent’s Pick Awards, as “Best of Columbus” in 2011, 2012, 2014, and again in 2015 by the US Commerce Association, as one of the USA Swimming Foundation’s local partner in their national Make A Splash campaign from 2010-2015 and as a 2014, 2015, 2016 & 2017 partner for Nationwide Insurance’s Autism Speaks Camp Series.***

***Instructional Youth Class Structure***

***Bronze Bear Levels (2 - 5 years old)***

**Parent-Tot (*all swimmers under 2 must register for this level*)**

Face Under water, Blowing Bubbles, Bobs with Bubbles, Assisted Front Floats, Assisted Front Kicking, Assisted Back Floats, Assisted Back Kicking, Assisted Jump **NOTE:** For Parent-Tot swimmers to be able to pass into Preschool 1 the swimmer must be comfortable working with an instructor without mom or dad.

**Preschool 1**

Face Under water, Blowing Bubbles, Bobs with Bubbles, Assisted Front Floats, Assisted Front Kicking, Assisted Back Floats, Assisted Back Kicking, Assisted Jump

**Preschool 2**

5 Bobs with Bubbles, Unassisted Front Float (5 seconds), Unassisted Front Kicking (2 yards), Assisted Front Push Off, Freestyle Swimming (Introduction; 3 arm strokes unassisted), Back Float (unassisted 10 seconds), Back Kicking (unassisted for 2 yards), Assisted Back Push Off , Jumping in with assistance to the wall

**Preschool 3**

Treading Water (unassisted for 10 seconds), Front kicking with a board (unassisted for 12 yards), Front Push-Off (unassisted for 5 yards), Freestyle Swimming (introduce rhythmic breathing; unassisted swimming for 6 yards), Back Kicking with a board (unassisted for 12 yards), Back Push-Off (unassisted for 5 yards), Backstroke Swimming (unassisted for 6 yards), Jump and Return to the wall (unassisted), Diving (sitting)

**Preschool 4 (*swimmers passing Preschool 4 will move to SA-Beginner 3)***

Treading Water (Unassisted for 30 seconds), Front Kicking with board (unassisted for 25 yards), Freestyle swimming (with rhythmic breathing to the side; unassisted for 12 yards), Backing Kicking with Board (unassisted for 25 yards), Backstroke swimming (unassisted for 12 yards), Back Sculling (unassisted for 12 yards), Kneeling Dives, Breaststroke Kicking with a board (introduction; assisted for 12 yards), Backstroke Start (unassisted for 5 yards)

**Silver Bear Levels (6 - 14 years)**

**SA-Beginner 1.1 *(for swimmers who have absolutely no prior experiences with water and/or children who are uncomfortable in the water and going underwater).***

Face Underwater, Bobbing (with rhythmic breathing), Wall Rhythmic Breathing, Front Float (assisted), Front Kicking (assisted with a board), Back Float (assisted), Back Kicking (assisted with and without a board), Jumping In and Return to the Wall (assisted)

**SA-Beginner 1.2** ***(for swimmers who are comfortable in the water and going under-water, but still need to develop techniques for becoming independent in the water)***

Treading Water (unassisted for 10 seconds), Front Float (unassisted for 5 seconds), Front Kicking (unassisted with a board for 12 yards), Front Push-off (unassisted for 5 yards), Freestyle Swimming (unassisted for 6 yards), Back Float (unassisted for 10 seconds), Back Kicking (unassisted for 12 yards), Back Push-off (unassisted for 5 yards), Backstroke Swimming (unassisted for 6 yards), Jumping In and Return to the Wall (unassisted)

**SA-Beginner 2**

Treading Water (30 seconds), Front Kicking with board (25 yards), Freestyle swimming (with rhythmic side breathing; 12 yards), Backing Kicking (25 yards), Backstroke swimming (12 yards), Back Sculling (12 yards), Breaststroke Kicking with a board (assisted for 12 yards), Diving (sitting and kneeling), Backstroke Start (Introduction)

**SA-Beginner 3**

Treading Water (60 seconds), Front Kicking with board (50 yards), Freestyle swimming (with rhythmic breathing to the side; 25 yards), Backing Kicking (50 yards), Backstroke Swimming (25 yards), Backstroke Start (5 yards), Back Sculling ( 25 yards), Breaststroke Kicking with a board (25 yards-unassisted), Breaststroke Pull (Introduction), Standing Dives

**Golden Bear Levels (6 - 14 years)**

**SA-Intermediate 1**

Competitive Front Push-Offs (underwater for 4 yards), Freestyle Finish, Freestyle swimming Refinement, Freestyle Drill (Kick 6- 25 yards), Competitive Back Push-Offs (underwater for 4 yards), Backstroke Finish, Backstroke Swimming refinement, Backstroke Drill (Kick 6- 25 yards), Breaststroke Kicking (50 yards),Breaststroke Swimming (25 yards), Butterfly Kicking (25 yards), Front Spring Dives, In Water Summersaults

**SA-Intermediate 2**

Competitive Front Push-Offs (underwater; 6 yards), Freestyle (continued stroke refinement), Freestyle Drill (Kick 6-50 yards), Freestyle Flip turn, Competitive Back Push-Offs (underwater; 6 yards), Backstroke (continued stroke refinement),Backstroke Drill (kick 6-50 yards), Backstroke Flip turn, Breaststroke Pull- Out, Breaststroke swimming (50 yards), Butterfly Kicking (50 yards), Butterfly Pull (Introduction)

**SA-Advanced**

Freestyle Race Refinement , Backstroke Race Refinement, Breaststroke/Butterfly Turns, Breaststroke/Butterfly Finishes, Breaststroke Race Refinement, Butterfly swimming (25 yards), Competitive Butterfly Push-Offs (underwater; 6 yards), Butterfly Race Refinement (25 yards), 100 yard IM, Racing Dive (with streamline for 6 yards)

### ***\*\*\* REGISTRATION INFORMATION \*\*\****

We have a very creative scheduling format in that we do not have a consistent pre-set class schedule in relation to the exact times that our classes are offered each day. Doing so would tell you when you HAD to take the class and families with more than one child could potentially have their children’s classes’ hours apart as a result. Too, if we had only 2 classes scheduled for a given level and 15 kids wanted that level, we would have to turn some participants away. As such, we choose to set up a customized schedule for those who have pre-registered for the upcoming session.

***We need 3 participants to be able to run a class so if we have 3 pre-paid requests for a given class level, we will run that class.*** If we have 12 participants who register for a given class level on a given day, we simply run 3 classes for that level. We would then sub-divide these classes by age if need be as we could potentially have children of quite different ages taking the same level of class.

We arrange the schedule so that those families who have more than 1 child in different levels/classes would have their children in the water at the same time (with different instructors) or, at least, in back-to-back classes.

We also take into account any specific scheduling requests such as getting in or out before a certain time, being with a certain gender instructor or the like.

***Due to the intricacy of this scheduling process, pre-registration is required, and once the schedule is set, no refunds can be issued.***

**ON-LINE REGISTRATION**

***BEFORE*** going to [www.gcsto.com](http://www.gcsto.com) to click on the LESSON REGISTRATION tab on the upper right to start the process please have the following information on hand:

1. Location preference – Please see the CLASS SCHEDULES section starting on page 5

 of this brochure for all of our locations.

2. Session start date – These dates are found in the CLASS SCHEDULES section as

 listed under each pool location.

3. Class day(s) and time of day – These days and times are found in the CLASS

 SCHEDULES section as listed under each pool location.

4. Class name (Ex. Pre-School 1 or SA-Beginner 1) – The skills listed on page 2 of this

 brochure are the skills that the participants will need to do to pass out of that class. As

 such, if your child can do all of the skills at a given level they should not take that

 class. Find the level where they can do some of the skills but not all of them (but can

 do all of the skills of the level before), and you have found the level in which your

 participant should be enrolled. Feel free to call our head instructor for assistance in

 selecting the proper class level.

5. Special requests – These can be put in the “Medical Information/Notes” section once you start through the registration process. One example would be if you can't be at the pool until a certain time or you must be out of the water at a certain time. ***Another important piece of information would be if you had a secondary day on which you could swim in the event we cannot get you into classes on your first choice of days.*** Note that we do our best to fill as many requests as possible. Just to be sure… rest assured that we will not schedule you at a time you’ve told us you cannot be at the pool.

**MAIL-IN REGISTRATION (Requires extra $5 processing fee per student per registration)**

***NOTE***: You will need all of the information requested in 1-5 under On-Line Registration

 immediately prior to this.

6. Each child's name and age that you are registering. If you are registering multiple

 children please be clear as to which child is to be in which class.

7. Your name, telephone number & email address.

All this information should be mailed in along with your payment (in full & made payable to "GCSS") and application. *Please conserve paper & put multiple family member swimmers on one application.* The $20 Annual Registration Fee is a fee that you pay regardless of when it is that you first register with us. For ALL swimmers but Parent/tot participants, this fee not only covers your annual insurance fee with the program but also provides a GCSS t-shirt to the participant ***(so PLEASE make sure you send your t-shirt size to*** erinharris.gcss@gmail.com***).*** For Parent/tot participants this fee simply covers the insurance for both the parent and the child.Example: If you sign up for lessons with us for the first time on September 9, 2017 this fee will not be due again until September 9, 2018. Note that mail-in registrations must include the $5 processing fee as we must hand enter the registrant into our system if not registered on line. **A complete registration will include:** all information in Items 1 - 7 previously listed, a completed, unaltered & signed application for your swimmer(s) and full payment for all swimmers (Annual Registration Fee, if applicable, and $5 processing fee included).

**MAILING ADDRESS FOR CA, GSP, HRP, SC & WAC**

GCSS – Attn: Erin Harris

 PO Box 30483, Gahanna, OH 43230

**MAILING ADDRESS FOR CW & PTAC**

GCSS – Attn: Michelle Markley

 PO Box 30483, Gahanna, OH 43230

**CONTACT INFORMATION**

Erin Harris (614-582-2597) erinharris.gcss@gmail.com

Michelle Markley (614-557-6053) markleymb3@gmail.com

**REGISTRATION CONFIRMATION & PAYMENT PROCESSING**

***Mail-in registrants*** will be emailed (or called if an email is not provided) within 48hrs of receipt of their registration to let them know that their registration has been received and if it was complete.

***On-line registrants*** may enter their portal at any time on our system to confirm their registration but also will be emailed a reminder that they are registered for the upcoming session approximately 8-10 days prior to the start of the session. They will then have 24hrs to notify if they wish to withdraw from the session. If they do not, they will then be placed into that session.

***Payment processing*** will occur immediately upon registration on line or receipt of mail-in registration. Once the registration deadline elapses we will then build our class schedule for all registrants whose payments were successfully accepted and for all mail-in registrants who sent us a completed registration through the mail (which includes full payment). Those whose payments were rejected by our system for any reason (bad credit card information, etc.) or who sent us incomplete mail-in registrations will not be placed into classes at that time.

**CLASS SCHEDULE CONSTRUCTION & NOTIFICATION**

Once we are completed with the payment processing we will build the class schedule. This normally occurs 7-8 days out from the start of a session and takes 2-3 days to do. Once completed, approximately 3-4 days prior to the start of classes, we will contact you to confirm your class dates, exact times & the name of your instructor. It will be an email confirmation and we will ask you to confirm receipt of your schedule at that time. This information will also be posted on the web ([www.gcsto.com](http://www.gcsto.com)). If you do not hear from us within 3 days prior to the start of the session please contact your head instructor immediately.

**NOTE:** Those who had failed payments on line or incomplete payments through the mail will be given the opportunity to fulfill payment and/or paperwork obligations to then join classes at this time. This is dependent on whether or not space exists in our class schedule.

***Private and Semi-Private Classes***

PRIVATE LESSONS: We suggest that those children who may have difficulties in group classes, who have a fear of water, or who do better in one-on-one environments take advantage of these privates. Private classes are also open to anyone desiring such instruction.

SEMI-PRIVATE LESSONS: We suggest those signing up for semi-private classes (2 to 1 instruction) be of same or similar ability.

\* It is suggested that those wanting semi-private classes should have a second participant already co-arranged for such a class otherwise the scheduling of such a class will be by pure chance.

Private & Semi-private classes are scheduled in conjunction with our group lessons and the registration procedure for these is exactly the same as for our group lessons. **The scheduling of a Private and Semi-Private classes are superseded in priority by group classes in terms of scheduling when time and space are limited.** *Cancellation of private or semi-private lessons in attempt to re-schedule a make-up must be done at least 24 hours before the scheduled class AND must have confirmation of receipt by the head instructor to be eligible for re-scheduling. Only 1 such cancellation per session is accepted for additional class credit. There is an $8 per 30 minute administrative charge for such cancellations*. For additional such cancellations or missed classes, no financial credit will be given but the participant(s) will be allowed to make up their class in one of our group lessons classes if space permits in the current session in which the participant is enrolled or the immediate session thereafter according to our make-up policies found on page 8 of this brochure. Note that we do allow up to 2 group lesson make-ups for a missed private if, and only if, space is available in these group lessons.

### ***Group Class Details***

**Preschool Level Classes**: 6 week sessions: 30 minutes

 5 week sessions: 36 minutes

**School-Age Level Classes**: 6 week sessions: 45 minutes

 5 week sessions: 54 minutes

**Minimum and Maximum swimmers per group class**:

 Parent-Tot: 3-5 swimmers

 Preschool 1 - School-Age Beginner 1: 3-4 swimmers

 School-Age Beginner 2 - Advanced: 3-5 swimmers

***Summary of Swim Lesson Fees for 2017/2018***

**ANNUAL REGISTRATION FEE** - ***$20 per swimmer per year***

The $20 Annual Registration Fee is a fee that you pay regardless of when it is that you first register with us. For ALL swimmers but Parent/tot participants, this fee not only covers your annual insurance fee with the program but also provides a GCSS t-shirt to the participant ***(so PLEASE make sure you send your t-shirt size to*** erinharris.gcss@gmail.com***).*** For Parent/tot participants this fee simply covers the insurance for both the parent and the child. Example: If you sign up for lessons with us for the first time on September 9, 2017 this fee will not be due again until September 9, 2018.

**MAIL-IN REGISTRATION FEE** - ***$5 per swimmer per session***

This administrative fee covers the cost of your mail-in registration each session as we must then hand-enter your information into our system.

**GROUP LESSON FEES**

**St. Charles, Columbus Academy, Wyandotte, Ft. Rapids and Columbus Sports Club**

***Preschool Level & Parent-Tot Classes:*** $66 per swimmer (6 X 30min classes)

***School-Age Level & Adult Classes:*** $99 per swimmer (6 X 45min classes)

**Gahanna Swimming Pool & Hunter’s Ridge Pool Member Prices**

 ***Preschool:*** $56 per swimmer (6 X 30min classes)

 ***School Age:*** $84 per swimmer (6 X 45min classes)

**Gahanna Swimming Pool & Hunter’s Ridge Pool Non-Member Prices**

 ***Preschool:*** $66 per swimmer (6 X 30min classes)

 ***School Age:*** $99 per swimmer (6 X 45min classes)

**Canal Winchester Municipal Pool, North Orange Park Aquatic Center and Plain Township Aquatic Center Prices**

 ***All Classes:*** TBA

**SEMI-PRIVATE & PRIVATE LESSON FEES (All Locations)**

***Semi-Privates (6 classes) (2 students per class)***

30 minutes: $99 per swimmer

45 minutes: $149 per swimmer

***Privates (1 student per class):***

30 minutes: $33 per class (priority given to requests for a full session)

### **Session Schedules (by location)**

### **(Subject to change)**

**Wyandotte Athletic Club (Indoor- EAST)**

**5198 Riding Club Lane, Columbus, 43213**

1. **Fall/Winter/Spring Sessions (6 weeks per session once per week)**

 ***Monday between 4:30 and 7:15 p.m.***

 ***Tuesday between 3:30 and 5:30 p.m.***

 ***Wednesday between 2:15 and 5:55 p.m.***

 ***Friday between 1:00 and 5:55 p.m.***

 ***Saturday between 2:00 and 6:00 p.m.***

 ***Sunday between 9:00 am. and 12:45 p.m.***

A. Fall Session #1: September 15-October 25, 2017

B. Fall Session #2: November 3-December 17 (no classes Nov 22-26.

 Wednesday classes are 5 weeks of 36min Pre-school and

 54min School-age classes)

C. Winter Session #1: January 5-February 14, 2018

D. Winter Session #2: February 23-March 28, 2018 (All classes are 5 weeks of

 36min Pre-school and 54min School-age classes)

E. Spring Session #1: April 6-May 16, 2018

 **II.** **Summer Sessions**

 ***Monday & Wednesday between 2:30 and 4:30 p.m. (3 week sessions)***

 ***Sundays between 9:00 a.m. and 12:45 p.m.*** (Sunday classes are 5 weeks

 of 36min Pre-school and 54min School-age classes)

A. Weekday Summer Session #1: June 4-20, 2018

B. Weekday Summer Session #2: June 25-July 16, 2018 (no classes July 4)

C. Weekday Summer Session #3: July 23-August 8, 2018

D. Weekend Summer Session #1: June 3-July 1, 2018

E. Weekend Summer Session #2: July 8-August 5, 2018

**St. Charles Preparatory School (Indoor – EAST)**

**2010 E Broad St, Bexley 43209**

1. **Fall/Winter/Spring Sessions (6 weeks per session once per week)**

 ***Fridays between 6:45 and 8:30 p.m.***

 ***Saturdays between 10:00 a.m. and 1:30 p.m.***

 ***Sundays between 10:00 a.m. and 2:00 p.m.***

A. Fall Session #1: Sept. 15-Oct. 22, 2017 (Sept. 30, Oct. 7 & Oct. 21 classes

 are at CA)

B. Fall Session #2: Nov. 4-Dec. 17, 2017 (no Fridays/ Sat. classes are 5 weeks

 of 36min Pre-school and 54min School-age classes with no classes

 on Dec. 2 then also no classes on Nov. 25 & 26)

C. Winter Session #1: Jan. 6-Feb. 11, 2018 (no Fridays/ Sat. classes are 5 weeks

 of 36min Pre-school and 54min School-age classes with no class on

 Jan. 27)

D. Winter Session #2: February 23-March 25, 2018 (All classes are 5 weeks of

 of 36min Pre-school and 54min School-age classes)

E. Spring Session #1: April 6-May 13, 2018

**II. Summer Sessions (5 weeks per session)**

 ***Saturday between 9:30 a.m. and 12:30 p.m.***

 ***Sunday between 10:00 a.m. and 2:00 p.m.***

 ***Sunday between 6:00 pm and 8:00 pm***

A. Weekend Summer Session #1: June 2-July 1, 2018 (5 weeks of 36min

 Pre-school and 54min School-age classes at normal classes costs)

B. Weekend Summer Session #2: July 7-August 5, 2018 (Sundays are 5 weeks

 of 36min Pre-school and 54min School-age classes at normal classes

 costs while Saturdays are 4 weeks, only, of 30min Pre-school and

 45min School-age classes with a specialized class cost of $44 for

 Pre-School classes & $66 for School-age classes)

**Columbus Academy (Indoor-EAST)**

4300 Cherry Bottom Rd, Gahanna 43230

**I. Fall/Winter/Spring Sessions (6 weeks per session once per week)**

 ***Sundays between 2:00 and 7:45 p.m.***

***NOTE: Group lessons are given top priority for scheduling. Next will be semi-private lessons. Private lessons will be provided on a first-come-first-serve basis if, and only, if any class slots remain available.***

A. Fall Session #1: Sept. 17-Oct. 22, 2017

B. Fall Session #2: Nov. 5-Dec. 10, 2017 (classes are 5 weeks of 36min Pre-

 school and 54min School-age classes with no classes on Nov. 26)

C. Winter Session #1: Jan. 7-Feb. 18, 2018 (no classes Feb. 4)

D. Winter Session #2: February 25-March 25, 2018 (All classes are 5 weeks of

 36min Pre-school and 54min School-age classes)

E. Spring Session #1: April 8-May 13, 2018

**Magnuson Grand Columbus North**

**(Indoor-NORTH-161& 71)**

**888 E Dublin-Granville Rd, Columbus 43229**

**I. Fall/Winter/Spring Sessions (6 weeks per session once per week)**

 ***Mondays between 12:00 noon and 1:30 p.m.***

 ***Wednesdays between 12:00 noon and 1:30 p.m.***

A. Fall Session #1: Sept. 18-Oct. 15, 2017

B. Fall Session #2: Nov. 1-Dec. 13, 2017 (no classes Nov. 22)

C. Winter Session #1: Jan. 8-Feb. 14, 2018

D. Winter Session #2: Feb. 19-March 28, 2018

E. Spring Session #1: April 2- May 9, 2018

 **Gahanna Swimming Pool (Outdoor-EAST)**

 **148 Parkland Dr., Gahanna, 43230**

**I. Weekday Summer Sessions (2 weeks per session)**

 ***Mornings between 9:30 a.m. and 11:45 a.m. on Monday, Tuesday & Thursday***

 ***Evenings between 5:00 and 8:00 p.m. on Monday, Tuesday, & Thursday***

A. Private Lesson Session #1: June 4-7, 2018

B. Weekday Summer Session #1: June 11-21, 2018

C. Private Lesson Session #2: June 25-28, 2018

D. Weekday Summer Session #2: July 2-12, 2018 (specialized schedule of July 2, 5, 9,

 10, 11 & 12)

D. Weekday Summer Session #3: July 23-August 2, 2018

E. Summer Make-up Days: August 6 & 7, 2018 (at Hunter’s Ridge Pool)

**II. Weekend Summer Sessions (5 weeks per session)**

 ***Morning Classes between 9:30 and 11:45 a.m. on Saturdays, only (each are 5***

 ***weeks of 36min Pre-school and 54min School-age classes)***

A. Weekend Summer Session #1: June 2-30, 2018

B. Weekend Summer Session #2: July 7-August 4, 2018

**Hunter’s Ridge Pool (Outdoor-EAST)**

**341 Harrow Blvd., Gahanna, 43230**

**I. Weekday Summer Sessions (2 weeks per session)**

 ***Morning between 10:00 and 11:25 a.m. on Monday, Tuesday & Thursday***

 ***Evening Classes between 5:30 and 7:40 p.m. on Monday, Tuesday & Thursday***

A. Private Lesson Session #1: June 4-7, 2018

B. Weekday Summer Session #1: June 11-21, 2018

C. Private Lesson Session #2: June 25-28, 2018

D. Weekday Summer Session #2: July 2-12, 2018 (specialized schedule of July 2, 5, 9,

 10, 11 & 12)

E. Weekday Summer Session #3: July 23-August 2, 2018

E. Summer Make-up Days: July 31 & August 1, 2018

**Summer Session Make-Up Days (August 6 & 7, 2018) At Hunter’s Ridge Pool**

This week is being provided as a complimentary service to all of our summer swim lesson participants from ANY of our pools and ANY of our summer sessions in order to allow them another opportunity to make up any missed classes that they might have had for any reason. ***Pre-registration is required to ensure class sizes don’t exceed our maximum so please contact your head instructor listed below to register for your make-up classes.***Once registration is complete for these days we will place participants in the appropriate level classes and notify parents of the instructor’s name & the exact time of their class(es).

***(Head Instructor – Erin Harris/*** ***erinharris.gcss@gmail.com/*** ***614-582-2597)***



**Organized Groups**

**(Churches, Daycares, Schools)**

We welcome youth groups that are looking to help their participants learn how to swim. We offer a group discount of 15% for groups that pay in one lump sum, and take care of collecting applications for all participants. Please contact Erin Harris to start the registration process.

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##### **Important Policies**

**MAKE-UP POLICIES**

\* We allow make-ups for missed classes in our program structure either within the session you are currently enrolled or the immediate session thereafter ***if availabilities exist at the participant’s class level.***

\*Make-ups for missed classes that result from the participant’s inability to make it to a scheduled class are not guaranteed. This make-up policy is simply a courtesy that we offer to try and help our participants replace their missed classes.

\*Scheduling these make-up classes is the responsibility of the family missing the class and must be arranged with the head instructor of the program**. No “walk-in” make-ups are accepted for legal, logistic & liability reasons**.

**\*Make up requests must be sent by email.**

\*No refunds are issued for missed classes.

\* Rescheduling of private and semi-private classes will be done around your instructor's current schedule and are to be scheduled through the head instructor.

\*Private & semi-private lesson participants will be allowed to make up missed classes within our group lesson program. No credits or refunds are given for missed classes for any participant once the schedule is set each session.

\* We will allow for only 2 make-up swimmers to be scheduled into any one class; once 2 swimmers have been scheduled into a class that class will be closed to make up swimmers.

**Inclement Weather**

**If we determine that lessons should be cancelled, we will contact you. Please note that we may or may not already have a make-up date set; if we do not, we will be back in contact with you to confirm the make-up date as soon as it has been determined.**

##### **Registration and Payments**

##### \* Registration cut-off date is 10 days prior to the start of each session (exact registration deadlines for each session can be found on the website). Pre-registrations must arrive to our head instructor at least 10 days prior to the start of classes. We will, indeed, accept cash, money order or check registrations after this point in time, but they will be placed only in the classes that have open positions remaining and such registrations will carry a $5 administrative processing charge. The class schedule cannot be changed at this time.

\* Approximately 8-10 days out from the start of a session you will be sent an email reminder that you are signed up for the upcoming session. If you wish to withdraw from the session you will be given 24 hours to notify us that you wish from that time to do so. This must be done in the form of an email to your respective head instructor. There will be a 10% administrative charge for withdrawing from classes at that time. After that time period elapses there will be no refund for withdrawal at any point in time. If your credit card payment fails we will remove your participant from the session so PLEASE make sure that information is accurate. From there we will adjust the class roster and then finalize classes. We will then send out the class roster to everyone registered 2-3 days before classes begin so that everyone knows the exact time of their class and the name of their instructor. We will accept late registrations, by check, at that point in time for any vacancies that exist within the schedule. Remember that there will be a $5 per swimmer administrative fee for anyone paying by check.

\* Online or hard-copy applications are to be completely filled out prior to or on the first day of class for those who are new to the program each year.

\* **Full payment** is to be rendered prior to day of class (or by the first day for participants added late). We accept credit cards for registrations done on line or cash, checks or money orders (made payable to GCSS) for mail-in registrations. There is a $10 late payment fee for payments coming in after the first day of classes. There is also a $15 fee for returned checks.

\* Refunds for cancellations 10 days prior to the start of classes will be issued with a 10% administration charge.  If you prefer a credit to your swimmers account, to use in a future session, we will credit the full amount. ***No full or partial refunds will be issued for cancellations once the class schedule has been set up for that particular session.*** Rev. 08.24.2017

**Spectator Rules**

\* Only participants and instructors are permitted to be on deck or in the water during program operations. **At all times during Gahanna Swimming Pool** morning sessions, anyone wishing to view lesson operations MUST remain in the concession stand area to do so. During evening classes at this location all of those wishing to view classes from around the pool may do so but must stay off of the cement area around the pool during this time. **At St. Charles**, spectators must remain in the bleacher area during the course of classes and not on or about the sides or ends of the pool. **At Wyandotte,** anyone wishing to view classes must remain in the carpeted area, and back away from the pools edge. **At Columbus Academy** spectators are not permitted on the pool deck, they must remain in the bleachers. Lesson participants will use the PE locker rooms located along the west side of the pool.

\*You may walk your participant to class, but keep this to one escort per participant please. Otherwise, please keep all deck areas clear during program operations.

\* No one is permitted to use the pool, playground facilities, or equipment during the course of lesson operations nor is to be running or roaming freely in the grassy areas at any one of our facilities please. Too, no one is allowed to use any amenities, exercise machines and the like at any of our rented facilities. These are for their patrons, only.

\* One parent or guardian must escort their child into and out of the facility and must remain on the premises at all times during the course of their child's class.

\* There is no open swimming for participants, their parents, babysitters, siblings, friends or relatives prior to, during or after program operations at any pool.

**Other Miscellaneous Policies**

\* Park **legally** in designated lots, only, please.

\* A minimum of 3 participants is needed in order for a group lesson class to be offered by our program. No more than 4 participants shall be in any Pre-school or SA-Beginner 1 classes and no more than 5 shall be in any of our remaining classes.

\* Gahanna Swimming Pool & Hunter’s Ridge members are given preference for class availabilities at those locations. All other registrations at these and our other facilities are done on a first-come first-serve basis.

\* Locker rooms are available at all locations. Adult supervision is required at all locations in the locker rooms.

\* Swimsuits are required. No cut-offs are allowed. Caps and goggles are optional. We do not provide a towel service so please bring your own towels.

\* Having a participant in our program does not grant rights for that participant to swim in that facility at other times than when lessons occur nor does it grant allowance for any other person accompanying that participant to do so, as well.

**\* Individuals not abiding by these policies will be removed from our program immediately without refund as we are guests in these facilities**.

**What do you need to bring to lessons?**

1. Swimsuit, towel & goggles (these are optional, but are highly suggested for

 swimmers that are already comfortable getting their face and eyes wet)

2. Swim Cap or hair tie/clip: For those swimmers with long hair we suggest that

 their hair either be pulled back or in a cap. Having the hair back and out of

 the face is extremely important to learning proper breathing techniques.

3. Other optional items:

 Sandals to wear on the pool deck and in the locker room

 Shampoo, Conditioner, & Soap (if you wish to shower off)

 A warm hat during the colder months

 Ear Plugs: For those swimmers who have/had tubes in their ears

4. Excellent Behavior: Please remember we are guests at all of our locations.

 Please be respectful of the facility by picking up after your family, so that

 when we leave it looks just as clean or cleaner than when we arrived.

**GCSS QUALITY OF OPERATIONS STATEMENT**

It is imperative to us that the quality of this program be maintained at all times. If you feel that it does not meet your expectations, please do not hesitate calling your head instructor. We are firm in our belief that this program will operate in the best interests of all involved. From our operations as a business to our operations as a service entity for our participants, we will operate under fair and equitable guidelines for all involved. The safety and welfare of your child is at the center of all that we do. Regardless of how organized our actual program operations are, it is our instructors who shoulder a tremendous amount of the responsibility to represent this program in the highest accord possible. Expectations are set high for these instructors. Besides first being CPR, First Aid & Lifeguard certified, our instructors must score a perfect score on a test associated with our own written Instructor’s Training Course. They are often required to serve as extra instructors (which we often provide on the first day of our session), substitute instructors, registration instructors & pre-registration instructors prior to being assigned their own classes. They are also expected to be involved in our own extensive continuing education program, as well, participating in in-services that we hold to ensure that they can perform and teach each stroke utilizing the exact protocol set forth as guidelines for our program. Besides maintaining a strict adherence to safety procedures (we expect them to keep their eyes on the swimmers at all times and to remain within a 3-5 second reach of their swimmers) much else is expected of them. We expect our instructors to be present 10 minutes before their first class begins to better prepare for classes and to remain briefly after class to answer parental questions. We expect them to be punctual beginning their classes and we expect them to keep all classes in for the precise amount of time specified. They are expected to be fully involved in their class remaining in the water for the entire duration of their class for all classes. The only exception that we allow is for the upper level classes (SAInt1 and above) in which we allow the instructors to be on deck viewing the athletes mechanics for no more than 10 minutes of the entire class. We expect them to be positive and excited in their dealings with the swimmers and to keep the swimmers as active as possible through-out the entire class. If you see otherwise, we would appreciate hearing about it. Thank you… as your feedback keeps this program what it’s meant to be!

**"Greater Columbus Swim School" Swimming Instruction Program**

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***Creating The Difference – GCSTO Strong, GCSTO PROUD!***