**The Greater Columbus Swim School**

**The Instructional Program of the**

**Greater Columbus Swim Team of Ohio**

***Creating the Difference***

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**2020.2021 Adult Lessons Informational Brochure**

**- www.gcsto.com -**

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***Program Background***

Our instructional program was established in 1990 and provides an extremely 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. Concussion & Sudden Cardiac Arrest training are 2 additional courses that our instructors are certified as they progress through the teaching ranks of our program. Instructors must also 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 2014-2019 partner for Nationwide Insurance’s Autism Speaks Camp Series.***

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***Instructional Adult Class Structure***

***(15 years & up)***

**Adult-Beginner 1**

Face under water, Bobbing (with rhythmic breathing), Treading Water (unassisted for 10 seconds), Front Float (unassisted for 5 seconds), Front kicking with a board (unassisted 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 Sculling (unassisted for 12 yards),Jump and Return to the wall (unassisted; optional skill)

**Adult-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 (25 yards), Breaststroke Kicking with a board (assisted for 12 yards), Breaststroke Pull (Introduction), Diving (Introduction; optional skill)

***Scheduling Information***

**Schedule Creation**

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. We set our schedule around the registrations we receive. This allows us to ensure that families with more than one participant have class times that coincide with one another, to hold as many or as few classes of any given level as is needed, and to help work around special needs that our families may have (as much as we possibly can).

**Group Class Minimums**

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. We reserve the right to run combine level classes, with levels of similar skill sets, to help meet the 3-participant minimum. For school age and adult classes, we will automatically default to a semi-private class when we have 2 participants registered for the same level. For cases in which an additional fee would be due when switching to semi-private we will contact you ahead of setting the schedule to confirm your preference.

Note that during this COVID pandemic that we are currently running only private lessons and same household semi-private lessons with the instructor teaching from on deck until such times as conditions change.

**Special Considerations**

We arrange the schedule so that those families who have more than 1 participant in different levels/classes will have their classes at the same time, or at the very least class times that are scheduled back-to-back.

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 (when available), and/or carpooling needs.

**Class Schedule Notification**

We will contact you via email 3-4 days prior to the start of your classes confirming class dates, exact times & the name of your instructor.

If you do not hear from us within 3 days prior to the start of the session please contact your head instructor immediately.

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

***Registration Information***

**How to Get Registered**

Online Registration can be found at [www.gcsto.com](http://www.gcsto.com) by clicking on the drop down [**REGISTER NOW**](https://www.teamunify.com/SwimLessons.jsp?team=ohgcst) tab under Swimming Lessons in the upper ribbon.

**Online Registration**

First determine the following items:

1. Session
2. Location
3. Day & Time of Day when appropriate
4. Level/Class Name\*\*
5. Type of Class (Group, Semi-private, Private)
6. Special Notes or Request? You can include those in the *Medical/Notes* section or simply email them to your head instructor.

\*\* The skills listed on page 4 of this brochure are the skills that the participants will need to

 do to pass out of that class. As such, if your participant can do all of the skills at a given level

 they should not take that class and you should move on to look at the next level above that.

 Once you 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) 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.

**Registration Confirmation**

***On-line registrants***

* You will receive an automated email immediately.
* Additionally, you may log into your account at any time to confirm your registration.
* Once the registration deadline passes, you’ll receive email confirming your participation for the upcoming session.

**Annual Registration Fee**

Upon paying the annual registration fee the participant will receive a team t-shirt. Please be sure to contact Erin Harris with the participant’s size, along with the location & day you’ll be attending lessons.

***Class Types***

**Group Classes – Not Offered During The Pandemic**

**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

**Preschool Level Class Lengths**

6 class session:     30 minutes

5 class session:     36 minutes

**School-Age Level Class Lengths**

6 class session:     45 minutes

5 class session:     54 minutes

**Private Classes**

* 1 to 1 Instruction
* 20 minute or 30 minute classes
* 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 Classes**

* 2 to 1 Instruction
* 30 minute classes (6 class session) -or- 36 minute classes (5 class session)
* Participants should have the 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. ***Note that during the COVID Pandemic participants must be from the same household.***

**Important Notes for Private & Semi-Private Classes:**

* Private & Semi-private classes are scheduled on the same days & times as group lessons.
* Under non-pandemic conditions scheduling of 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. There is an $8 per 30 minutes 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 (within the guidelines of group class make up policy).
* Instructors will not be making physical contact with students except in cases of emergency. They will be teaching/instructing from the deck or from within the pool but from at least 6ft away from the participant(s).
* A – For classes in which the athlete is totally self-supportive it will be just the instructor and the student. These may be private or semi-private lessons. The classes that fall into this category are our School Age Beginner 3 and above classes.
* B – For classes in which the athlete is NOT self-supportive we will require that an water safe adult be in the water with the student to help support them and aid them under the directions & guidance of the instructor. Life guards and proven (high school or summer league participation proof required) swimmers under the age of 18 will be allowed as the student's assistant. The classes that fall into this category are our Parent/Tot class, all Pre-school classes and School Age Beginner 11, 1.2 & 2 classes. Note that this has been working out VERY, VERY well as it’s made family members “part of the process” for better family interaction. As well, it’s helped parents better understand the skills we’re teaching their children so that they can be better “instructors” when helping their kids out while in the water at other times. As well, some aides have done some participation of their own actually honing their own skills a bit all while learning new things that they, themselves, can use.

***Summary of Swim Lesson Fees***

***2020 – 2021***

**Annual Registration Fee:     $22**

Due with your first registration & then again upon the yearly anniversary.

**Private Lesson Fees – All Locations**

$35 per swimmer per 30-minute class OR $23.75 per 20 minute class

**Semi-Private Lesson Fees – All Locations**

$111 per swimmer per session for 6 X 30 minute classes or $74 per swimmer per session for 4 X 30 minute classes

**~~Group Lesson Fees - per swimmer per session~~**

**~~Preschool & Parent-tot Levels~~**

~~6 class session:   $74~~

~~5 class session:   $62~~

**~~School Age & Adult Levels~~**

~~6 class session:    $111~~

~~5 class session:    $93~~

***Schedules by Location***

*Indoor Locations*

**CORE 44 Fitness -** [**Wyandotte, 5198 Riding Club Lane, Columbus**](https://www.teamunify.com/SubTabGeneric.jsp?team=ohgcst&_stabid_=113545) **43213**

**Mondays 4:00 - 7:45 pm**

**Fridays 4:00 - 7:45 pm**

**Saturdays 2:15 - 5:00 pm**

**Sundays 4:00 - 6:00 pm**

**Fall 1:** September 11 - October 5, 2020 (4 week session)

**Fall 2:** October 16 - November 11, 2020 (4 week session)

**Fall 3:** November 16 - December 13, 2020 (4 week session\*)

\*No classes November 27, 28 & 29 (hence Fridays, Saturdays and Sundays will only be a 3 week session)

**Winter 1:** January 4 - 31, 2021

**Winter 2:** February 5 - March 1, 2021

**Spring 1:** March 5 - 29, 2021

**Spring 2:** April 5 - May 2, 2021

**Spring 3:** May 7 - 24, 2021 (3 week session)

**Summer 2021:** TBA

[**Columbus Academy - 4300 Cherry Bottom Rd, Gahanna**](https://www.teamunify.com/SubTabGeneric.jsp?team=ohgcst&_stabid_=4278)

**Sundays 12:00 - 1:30 pm, 2:00-3:15 p.m. & 3:45-5:15 p.m.**

**Fall 1:** Will not operate

**Fall 2:** Will not operate

**Fall 3:**  Will not operate

**Winter 1:** Potentially January 4 - 31, 2021

**Winter 2:** Potentially February 5 - March 1, 2021

**Spring 1, 2 & 3:** TBA

**Summer 2020:** No classes – but we do staff Columbus Academy Summer Experience swim lessons.



***What Should You Bring To Swim Lessons?***

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

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

**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.

**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

**Excellent Behavior:** Last but not least, please remember we are guests at all of our locations. Please be respectful of the facility by picking up after your family, so when we leave it looks just as clean or cleaner than when we arrived.

***Program Policies***

**Make-Up Classes**

* We allow make-ups for missed group lesson 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.
* 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 (Subject Line: “Make up Class Requested”)
* No refunds are issued for missed classes.
* A missed or canceled make up class is not eligible for rescheduling.

**Private & Semi-Private Notes**

* Rescheduling of private and semi-private classes will be done around your instructor's current schedule if possible. If not, the class will simply be lost.

**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.
* We recommend signing up for the text messaging service – instructions will come with your schedule – this is the first means of communication when we determine lessons must be canceled.

**Registration & Payments**

* Registration cut-off date is approximately 3-4 days prior to the start of each session (exact registration deadlines for each session can be found on the website).
* Pre-registration is required.
* Late registrations will be accepted if and when there is availability in an existing class.
* Full payment is to be rendered upon registration online. Credit card payments, only, are accepted for online registrations.

**Cancellations**

* Cancellation requests prior to the registration deadline are eligible for refund (less 10% administration fee) or full credit to a future session.
* Cancellations requests must be sent via email to your head instructor. Please keep email confirmation from the head instructor for your records.
* ***Once the registration deadline passes,*** ***No Refunds or Credits will be issued***.

**Spectators**

* During the pandemic we allow only 1 spectator per participant or per semi-private class to view classes and that participant must remain properly masked at all times. Only participants and instructors are permitted to be on deck or in the water during program operations.
* **Wyandotte -** Anyone wishing to view classes must remain in the carpeted area, and back away from the pools edge.
* **Columbus Academy-** Spectators are not permitted on the pool deck as they must remain in their assigned seating area in the bleachers. Lesson participants must come to the swimming pool with their suits on under their clothing and must leave in the same manner during this pandemic as we do not allow locker room use for changing nor any other area of the facility. Your instructor will walk upstairs to get your participant(s) and then walk them down to the pool deck as spectators are not permitted to leave their assigned area.

**All Locations**

* 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.

**Miscellaneous**

* Please park **legally** in designated lots, only, please.
* Locker rooms are NOT available during the pandemic.
* 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**.

**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 athlete’s 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!***