

To Our Valued School Partner,

The City of Leduc takes great pride in the strong relationships it has with the Black Gold Regional and STAR Catholic school divisions. The Aquatic Services department works closely with over 15 schools in the Leduc area to offer Water Safety programs to over a thousand students each year.

Our mission is to provide water safety education and skill development to local students. From swimming pools to open water, this education helps students become confident and safe in aquatic environments. Not only do students learn technical swimming skills but they also learn water safety practices that could save their life or the life of another.

This mission is important to us as water safety educators. We value each and every one of our school partners and the dedicated staff that support these programs. With new schools arriving in both divisions over the last couple years, it is even more important that communication and engagement with our school partners occur regularly.

School programs remain a high priority for the City of Leduc as a rapidly growing segment. The City of Leduc is committed to identifying and removing barriers to access aquatic programs and recreational swims. We want to work with and engage our schools to create innovative solutions that provide flexibility and continued quality for our programs.

We are pleased to share with you that, after hearing so much positive feedback over the last couple years, we will again be utilizing our online survey tool for registration (School Lesson Request Form). We've outlined easy-to-follow registration instructions along with other important swimming lesson and rec swim information in our **2018-19 School Information Package**.

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About Our Program

The City of Leduc offers full Red Cross Preschool and Red Cross Swim Kids lessons, the same program offered to public participants. This means every student will receive:

- up to 8 high-quality lessons
- a report card with a sticker or badge
- the opportunity for parents to attend the sixth lesson

We also offer a wide variety of aquatic fitness, first aid, recreational swim and lane booking options to schools.

Please note: City of Leduc Aquatic Services at this time is unable to supply instructors for specialty courses such as Water Polo, SCUBA or Underwater Hockey. For these activities schools may work with the Aquatic Scheduling Assistant to book lanes and bring their own contracted instructor.

For safety reasons and quality assurance, we can accommodate a maximum of 35 students (grades 1-12) or 25 preschool students in one group. Any groups over the maximum will need to be split into two groups.

***NEW this year*:** *Schools can work with the Aquatic Programs Coordinator to increase the maximum number of students by request if bringing 2 grades with a minimum of 1 grade in between (ie. Bringing Grade 1's & 3's together or Grade 2's & 5's together etc.) Requests will be granted if instructors are available.*

School programs are offered at reduced rates:

	Public Rate	School Rate (2018/19)
30-min lesson	\$ 52.00	\$36.40
45-min lesson	\$ 58.00	\$ 40.40
60-min lesson	\$ 64.00	\$ 44.80

For Aquatic Fitness, First Aid or Recreational Swim booking information, please see our 2018/19 School Lesson Pricing document. For Lane rentals (for specialty courses such as SCUBA, Underwater Hockey or Water Polo) please contact the Aquatic Scheduling Assistant at 780-980-7198 ext. 6040

Registration

Registration for school swimming lessons occurs each spring for the upcoming year. This allows both your school and our team to plan these programs well in advance.

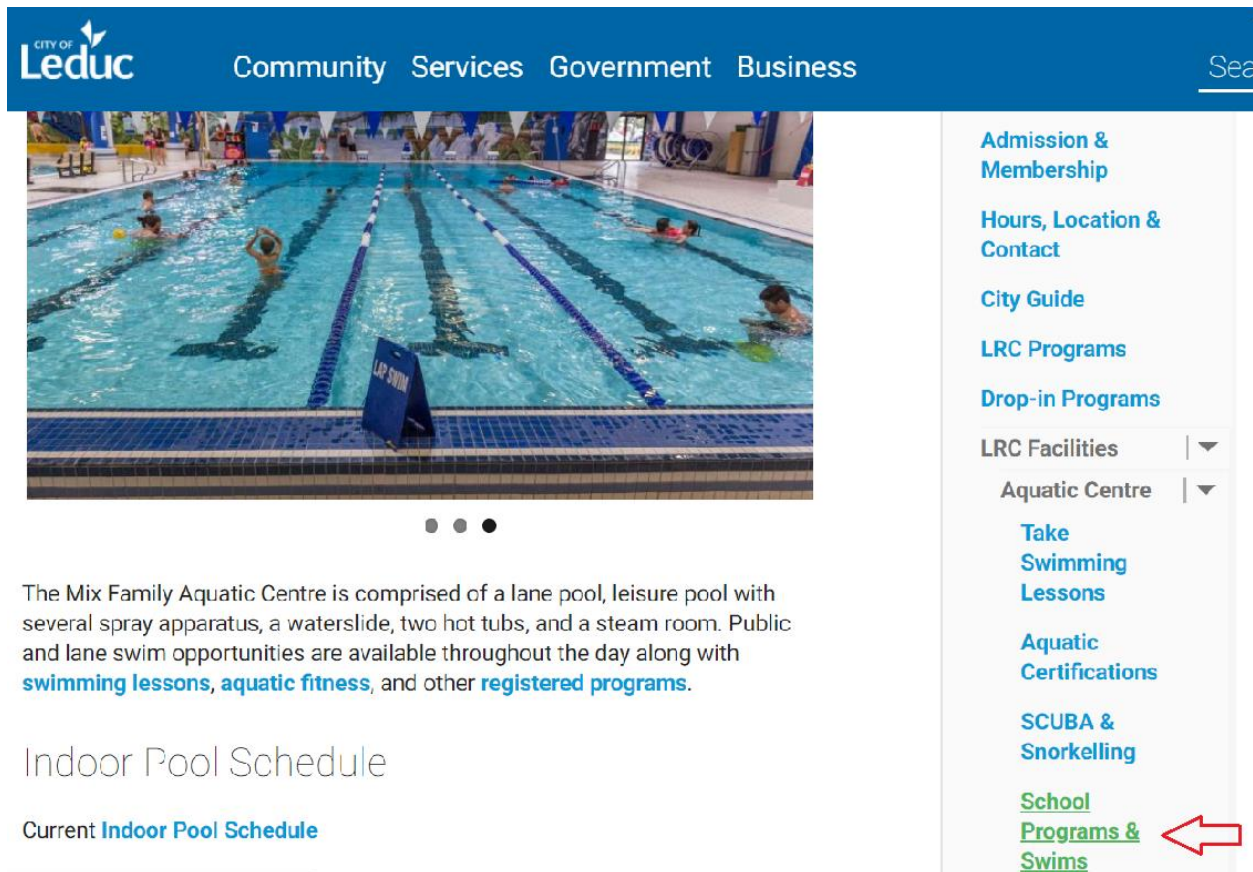
We utilize an online registration system to provide teachers, secretaries and parent coordinators 24-hour access to school lesson information and documents. **Registration will open on Monday May 28th,**

2018 and close on Friday June 8th, 2018. We will do our best to have final confirmations to all schools by Friday June 22nd, 2018.

Similar to last year, a **School Lesson Request form Survey** will be used. This form will:

- provide more flexibility by allowing you to list your top 3 preferences for time slots for each class your school will be bringing
- collect more valuable information up front to help us serve you better
- allow you to register regardless of whether there is a balance on your account or not

School program information can be found online at www.leduc.ca/lrc > Aquatic Centre > **School Programs & Swims**.



The screenshot shows the City of Leduc website. The navigation bar includes "Community Services Government Business" and a search bar. Below the navigation bar is a large image of an indoor swimming pool with people swimming. To the right of the image is a list of services: "Admission & Membership", "Hours, Location & Contact", "City Guide", "LRC Programs", "Drop-in Programs", "LRC Facilities" (with a dropdown arrow), "Aquatic Centre" (with a dropdown arrow), "Take Swimming Lessons", "Aquatic Certifications", "SCUBA & Snorkelling", and "School Programs & Swims". A red arrow points to the "School Programs & Swims" link.

The Mix Family Aquatic Centre is comprised of a lane pool, leisure pool with several spray apparatus, a waterslide, two hot tubs, and a steam room. Public and lane swim opportunities are available throughout the day along with [swimming lessons](#), [aquatic fitness](#), and other [registered programs](#).

Indoor Pool Schedule

Current [Indoor Pool Schedule](#)

Before submitting your request, it is important to review the **School Lesson Session Dates** for available options. We've programmed lessons around your school division's calendar and provided a number of options through fall, winter and spring to choose from.

Your school may choose to combine swimming lessons with a field house booking. This option can work well for large groups that need to be split. This will allow you to utilize both the pool and field house at

one time. *This option is subject to field house availability. Field house bookings fees can be provided upon request.*

How to Request Your School's Swimming Lessons

1. Review the School Lesson Session Dates and decide on your top 3 choices for lesson times *for each of the classes you will be sending*. You should submit 1 request form per grade or class being sent – Keep in mind our **35-student maximum** (25 for preschool)
 - a. If a class exceeds 35 students (25 for preschool) you will need to book 2 spots for that class so our safety & supervision standards are met
2. Go to the **link provided in the registration email** you will receive once registration opens & complete the survey to submit your School Lesson Request for 2017-18
3. Complete the form with all required information & submit
 - a. You must submit a request form for **EACH** class you plan to bring for lessons (ie. If you are bringing 1 class each of grades 1-3, you'll need to submit a form for each grade 1 class, each grade 2 class & each grade 3 class that will be attending)
 - b. If you are combining classes and bringing 2 grades at once please indicate so on your request form & ensure the combined number of swimmers does not exceed our 35-student maximum (25 for preschool).

Lesson Request Tips & Tricks

- In order to meet the 35 student maximum, think about bringing different, smaller classes at the same time
- Pool space is limited. If combining classes, it would be helpful to bring a lower and a higher grade together in order to maximize pool space. This might also allow us to increase the maximum number of students you would be allowed to bring.
 - ie. It is difficult for us to manage two grade 1 classes at the same time as the majority of the swimmers will be in Swim Kids 1 or 2. If you bring a grade 1 class with a grade 4 class, we'll have a wider range of levels that are better able to fit within our pool spaces
- 30-minute lesson options are best for our younger swimmers. When looking at lesson times, keep in mind that higher levels require more practice time so the 45 or 60 minute classes are better suited to them (and the little ones tend to get tired & cold after 30 minutes).
 - Red Cross recommended lesson durations are as follows:
 - Preschool & Swim Kids 1-3: 30 mins
 - Swim Kids 4-7: 45 mins
 - Swim Kids 8-10: 60 mins
- Most spots are 30 minutes long because we find the majority of our school swimmers are in that Swim Kids 1-3 range. If you would like specific spots but for 45 or 60 minutes, request back-to-back spots that can be rearranged into 45 or 60 minute lessons.

Registration will open on Monday May 28th, 2018 and close on Friday June 8th, 2018. We will do our best to have final confirmations to all schools by Friday June 22nd, 2018.

After Registration Closes

We will carefully review all requests. An effort will be made to accommodate transportation requirements, options to walk to the LRC, etc. Please remember that we will be balancing the needs of over 15 schools and many individual classes. You will then be contacted by someone from Aquatic Services who has carefully reviewed your request to confirm which spots you have been registered in.

Once again this year, we will post which schools have been registered in which time slots. If you wish to trade spots with another school and that school agrees to the trade, we would be happy to make an adjustment for you.

If you need help at any point throughout this process, we are here to help you. Please give us a call at 780-980-7165 or email us at aquaticprograms@leduc.ca.

When the School Year Arrives

To assist you with parent communication, we provide you with a **Parent Information Package**. Included in this package is everything a parent or guardian needs to know about our program and assists them with providing you their child's correct level to register in. This package is always available online to download and will be emailed to you with your registration confirmation.

3-4 weeks prior to the start of your lessons, you will be contacted with a reminder of your lesson dates and times. If you have not already provided us your **Class Roster form**, we will send you a copy. This form is a fillable PDF and is always available online to download. To ensure accuracy of information, we require these forms to be completed electronically and then emailed or printed and sent to us. Class Roster forms are vitally important to us and must be returned to us a minimum of 1 week before lessons begin, complete with the levels each student is to be registered in as well as any medical or special needs information. The information on this form allows us to ensure that we have the right number of instructors, those instructors can properly plan for their upcoming classes and that we have important health information for each of your students.

The collection of swimmer information may change in Fall 2018 as part of a transition to more sophisticated registration software. Information will be sent out in advance of any changes.

We're Educators Too – Only in the Water!

Safety

What if the typical school classroom posed a risk to the life of your students? What if that risk increased with the number of children the teacher had to supervise? This is the concern swimming instructors deal with every day. Our team is well qualified and safety-focused but all it takes is a few seconds of extra time with one student for another to slip below the surface. Should the need arise, instructors may ask the school to provide an assistant in the water with particular classes. Please note it is the responsibility of the parents and the school to supply an aid for any student requiring assistance in the water. It is up to the parents and the school how they see fit to go about this (whether the child's aid, teacher or a parent swims with them). *Keep in mind that children who require an Educational Assistant in the classroom also require that Assistant to participate with them in the water.* We are more than willing to work with teachers, parents and students to ensure that any strategies you use in the classroom or at home are crossed over into swimming lessons. We encourage working toward independence but take extra precautions in & around the water to ensure the safety of all our swimmers and instructors as we get to know our swimmers.

Quality

Learning to swim is usually very one-on-one oriented, especially at the lowest levels. The larger the class, the less time each student has with the instructor. The likelihood each student has of completing their level in only eight classes decreases with each additional student the instructor has to teach in a short 30-45-minute window.

Space

School lessons offer the additional challenge of bringing a large number of students that are almost exactly the same age. In many cases, this means many of the students are in the same level and are similar in height. This makes placing each of the swimming groups in the correct depth of water difficult. In lower levels, the child's ability to touch the bottom of the pool is important.

For example, a Grade 1 class that brings 35 students will likely see all of the children in Swim Kids Level 1 and 2. The safest location for these classes is in the shallow end of our 6-lane Main Pool. Unfortunately, not all of these students will fit in that space.

Instructors

In an industry where staff resources are primarily student-based, daytime staff is incredibly hard to find and retain. This is a struggle that exists right across the country. By asking our schools to bring groups

of 35 or less, we can better ensure that we will have enough instructors to teach your children and to do so safely.

What Can Schools Do to Support Successful Learn-to-Swim Programs?

1. Communicate frequently

By ensuring forms are submitted on time and any changes are discussed well ahead of time, we can be ready and waiting for you on lesson day!

2. Have you considered bringing mixed grades?

If you are able to bring a low grade with a higher grade (i.e. grades 1 and 4) we can keep our class sizes smaller, improving your students' education and safety.

3. Pass along important info to parents

The one disadvantage to school lessons is limited parent involvement. We still have parent day for swimming lessons and parent support through swimming development is vital. If your school can pass along our swimming information, we can develop better swimmers.

4. Review water safety education materials

Swim instructors and school teachers are both educators, but in different worlds. We are happy to provide schools with a variety of educational materials for water safety. The more we understand each other, the better we can provide the safest, most fun and highest quality program to OUR students.

Recreational Swims

We offer recreational swims, or “rec swims” for schools all year long. Similar to a public swim, many schools book some time with us to provide a fun and active “treat” for their students while meeting Phys Ed curriculum. Your students will get to have fun at our facility and maybe even put some of the skills they learn in swimming lessons to good use.

Available Times

Day	Pool Space Generally Available	Time
Monday – Thursday	Some Leisure Lane Pool Leisure Tot Area Waterslide - during specified operational hours Hot Tub Whirlpool	9:00am-3:00pm
Friday <i>*Winter 2019 session, limited morning space available</i>	All pools Leisure Lane Pool & Leisure Tot Area Waterslide Hot Tub Whirlpool	10:00am-noon & 1:00-3:00pm 9:00-10:00am & noon-1:00pm

We try to balance programming such as swimming lessons, Aqua Fit and Lane Swim appropriately with rec swim use for the enjoyment of all parties. This may mean that during some of the times listed above, booking options may not be available.

Rates

School Daily Admission Rate for 2018/19 is **\$3.35 per student**. This rate can be used Monday through Friday (8:30am – 4pm) from September – June.

Booking a Rec Swim

Is easy! Simply give us a call or send us an email with the dates you are interested in. We will check availability of pool space and staff and get back to you.

Once we’ve worked with you to confirm dates and times, we will create a booking contract. This contract must be signed and returned to us the day of the booking. It is always a good idea to carefully review your completed contract before signing.

All students and supervisors will require wristbands for your swim. We offer the convenient option for your wristbands to be pre-packaged and available for you to pick up at our west Guest Services desk. By wrist banding your swimmers at the school or on the bus, we can get your group into the pool much quicker. Your students will appreciate the extra few minutes in the pool!

Billing

In order to provide your group with enough staff, we schedule lifeguards 5-6 weeks in advance. To make these swims possible, schools will be invoiced for the number of participants stated at the time of booking.

Of course, we understand that when you book, it's never possible to know exactly how many students will be attending due to absences, etc. To help you with this, we allow up to ten (10) additional participants to be added to the contract on the day of the booking. You may also remove up to five (5) participants from the contract as well. This can all be done the day of the rec swim by confirming your final numbers with our Guest Services desk.

Cancellation policy

To allow us to reallocate staffing resources, we kindly ask schools to provide cancellation notice at least 21 days before the date of the booking. Any cancellation less than 21 days will be charged a \$25.00 administration fee.

Important Safety Information

If you think students can get out of hand in the classroom, wait until you get them in the pool! Their focus is on FUN and not always on safety. To help us keep your students safe while in our facility, we have a few very important requirements:

Any students under 8 years of age must be supervised by an adult or responsible youth (14 years or older). These students must be accompanied both in and out of the water while at our facility within arm's reach.

The student to supervisor ratio is 4:1. We use a wristband system to help identify which students require supervision.

We will ask your school's help to provide supervisors for any students under the age of 8 years and to ensure that each supervisor is assigned to a group of students. Most schools enlist the help of parent volunteers in addition to staff to meet or exceed our supervision policy. We recommend that supervisors be assigned to their group of students before coming to the facility and that both the supervisor and the students understand they must remain within arm's reach of each other at all times.

On the Day of Your Swim

Prior to the swim each student will be given a wrist band, at this time a lifeguard will remind students of facility guidelines, supervisors will also be asked to stand with their groups to ensure there is adequate supervisor to student ratios. Lifeguards will always be present on the pool deck at all times however it is the responsibility of the supervisor(s) to remain active on deck or in the water to assist with supervision.

If you have questions about rec swims, we are here to help. Give us a call or send us an email and we'll do our best to make your swim possible.

Book your year-end swim outdoors!

There's no better place to entertain your students than the outdoor pool and spray park. Available times are accepted on a first-come, first-served basis. Contact us for pricing.



Outdoor Pool Booking Options:

May 19 – June 2, 2018

Day	Times Available
Monday- Friday	10:00 a.m. - Noon 1 p.m. - 3:00 p.m.

June 3 – 30, 2018

Day	Times Available
Tuesday & Thursday Monday-Friday	10:00 a.m. - Noon 1 p.m. - 3:00 p.m.

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