

Teacher Partners,

Here at the LRC Aquatic Centre, our fantastic instructors are so excited to be hosting your students very soon in our Red Cross Swim Program! Enclosed in this package is a confirmation of your lesson dates and times, a class roster, letter for the parents and a Red Cross Swim Program Level Registration Guide. As key partners in the Water Safety education of your students, there are a few things we would like to ask your help with.

- Please review the attached confirmation of your lessons. If a discrepancy exists with it and your original confirmation, we would like to take care of that for you as soon as possible.
- On the School Lesson Request you submitted in the spring of 2018, you may have indicated rough numbers for the group you will be bringing. If this number differs significantly from the number on your class roster, it is important that we know as soon as possible in order to ensure the scheduling of enough instructors to work with your swimmers. Please remember that we are able to accommodate a maximum number of **35 students** for swim kids, and **25 students** for preschool levels. This ensures each student receives the safe and high-quality lessons.
 - **NEW this year:** If you plan to bring 2 grades at the same time, we may be able to accommodate a higher maximum number of students! Bringing a higher and a lower grade (ie. Grade 1's & 3's or 2's & 5's) at the same time means better access to the correct pool space for your students swimming level. Contact the Aquatic Programs Coordinator for these requests.
- To ensure each student is placed in the appropriate level, please review the level registration guide for parents and send a copy home with every participating child. You can also refer parents to our website at www.leduc.ca/lrc to view this information.
- Please ask your students to bring the report card from their last completed level to their first lesson. These are very helpful for our instructors to use for lesson planning as well as completing the current level they are enrolled in.
- Please fill out the attached Class Roster form and return it to Aquatic Services via email one week prior to your start date; our Aquatic Programs Coordinator will send out a reminder prior to the due date. **This form should indicate the level of swimming that each student is registered in, not the level he/she has already completed.** We would also appreciate any other pertinent information to be included in the "special conditions" column (i.e. medical conditions). Please keep in mind that levels may be combined because of small student numbers and/or limited number of instructors. If classes need to be cancelled due to unforeseen circumstances we ask for a minimum of two days' notice.

We recognize that students have differing abilities and needs. In most cases all of our instructor resources are used to provide enough levels for your class. **Schools may need to provide an aid for any student requiring assistance—if a student has an aid in the classroom, they should have one in the water.** We may also ask for in-water support in the event that we see a need or safety concern in any of the classes. We also ask for help from our teacher partners to remain active on deck and assist with supervision.

From time to time we also encounter kids unfamiliar with swimming lessons or who are afraid of the water. While our instructors do their best to assist and challenge these swimmers, they are responsible for the safety supervision and instruction of their entire class. If this situation should arise in one of the lessons for your class, the instructor may ask for a teacher or aid to get in the water with them. This is to ensure that all the children are safe and receiving the best quality class we can offer.

Finally, please remind the students of the following facility rules before their first lesson:

- Remove all shoes or boots before entering the change rooms or pool deck. Please place all footwear on the boot racks provided, as it is a tripping hazard to leave them on the floor.
- Walk on deck, the pool tiles can get slippery when wet.
- Please do not bring food onto the pool deck or drinks in breakable containers. Food, drinks & shoes are permitted in the designated observation area between the hot tub & lobby doors.
- We recommend that all users lock up all personal belongings in a locker - the City of Leduc is not responsible for any lost or stolen articles. Lockers cost \$1.00 for a large locker or \$0.50 for a small locker.

In you have any questions or concerns, please contact me at 780-980-7165 or email aquaticprograms@leduc.ca

Sincerely,

MICHELLE BERKELEY

Aquatic Programs Coordinator

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