Group Swim Lessons — Policies & Procedures

Stroum Jewish Community Center

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Enrollment & Placement:

Swim-Level Assessment and Placement:

If you are new to our program, please schedule a swim assessment by emailing **aquatics@sjcc.org**.

The assessment will be conducted by one of our swim instructors, who will determine the appropriate level for your child.

If your child is new to swimming, please register them for the first level within their age range.

Accommodations for Swimmers with Additional Needs:

If your child has additional needs or you have concerns about their participation in group swim lessons, please contact our team at **aquatics@sjcc.org** so we can discuss how we can best support your child.

Waitlists and Enrollment Priorities:

Beginning September 1, 2026, all group swim lesson classes will transition to a waitlist system that we will actively maintain.

When a child moves up a level or cancels their registration, the available space will be offered to the next child on the waitlist for the following month.

There are no enrollment priorities. Waitlists are managed on a first-come, first-served basis.

Transfers Between Classes:

If your child is ready to move up a level, their instructor will notify our administration team. We will then coordinate with you to determine the best available option.

If your child's current lesson day or time no longer works for your family, please complete the SJCC Swim Class Transfer Request (Same Level Only) at least one month before your next billing date.

On the form, you will indicate the class day and time that works better for your family. Once we receive your completed form, your child will be added to the waitlist for the class you selected.

For example, if you would like your child's current registration to end beginning in December, please submit the form by November 1. Your child will then be placed on the waitlist for the new class you selected on the form.

Please note that we cannot guarantee a space will be available in your requested class by your desired start date. Our administration team will reach out as soon as a space becomes available.

Parent/Guardian Responsibilities & Supervision:

Supervision Requirements:

Children under 13 years old must have a parent or guardian present at all times.

Drop-offs are not permitted for swimmers under the age of 13 years old. This is an SJCC-wide policy.

Children in Kidstown and students enrolled in SECS are exempt from this policy.

Our staff are responsible for instruction and cannot provide one-on-one supervision outside of the lesson. This includes accompanying children to the restroom, unless your child is being shuttled by our staff as part of an established program.

Shuttling Procedures:

Shuttling is a unique service offered by our program for children participating in Kidstown, Swim +, or SECS.

Children who are **3 years old and potty-trained** may be shuttled by our staff to and from their group swim lesson. Children are expected to dress themselves but are able to ask our staff for help with minor changes.

- **Before the lesson:**
    - Our staff will pick your child up from their classroom or program approximately 15 minutes before their scheduled swim lesson.
    - Staff will escort the child to the women's and children's locker room, where they will choose a cubby and change into their swimsuit.
    - Once everyone is changed, staff will escort the children to the pool.

    - Staff will help the children locate their instructor and ensure they arrive at their scheduled class.
- **After the lesson:**
    - Our staff will pick the children up from the pool after their lesson.
    - Staff will escort them back to the locker room to change.
    - Once they are changed, staff will escort them back to their classroom or program
- **Independence Expectations:**
    - While our staff can provide minor assistance, children participating in the shuttling program are expected to be able to change independently with minimal assistance.
    - Staff may help with small tasks such as:
        - Turning clothing right-side out
        - Tying shoes
        - Other minor adjustments as needed
    - **Staff are not able to fully dress or undress children**. Please ensure your child is developmentally ready to manage their clothing and belongings with minimal help before enrolling them in the shuttling service.

Where Parents May Observe Lessons:

Our pool deck is small, and space may be limited. Please do not move benches or chairs. Seating is arranged in specific locations to ensure that instructors have adequate space to safely teach and supervise their classes.

Pool Use & Lesson Time:

There is **no open swim during group swim lesson times**, including in the 2-foot section of the pool.

We provide a 5-minute window before lessons begin for swimmers to warm up and a 5-minute window after lessons conclude for swimmers to finish up.

Even if there appears to be additional space available in the pool, please do not use the pool for open swim during lesson times. Open swimming during lessons can be distracting to participants and limits our instructors' ability to effectively teach and supervise their classes.

Parent Communication:

Parents and guardians are welcome to speak with their child's instructor before or after their lesson. We have scheduled approximately five minutes between lessons to allow time for brief communication.

For questions or concerns that require additional discussion, please contact our aquatics administration team at **aquatics@sjcc.org**.

Expectations Regarding Coaching from the Pool Deck:

Please leave swimming instruction and technique coaching to our instructors. There may be a specific reason an instructor is teaching a skill in a particular way or choosing to correct—or not correct—a particular aspect of technique.

Parents and guardians are welcome and encouraged to help with behavior coaching, such as reminding children to listen to their instructor, follow pool rules, and participate appropriately.

Student Behavior & Participation:

Participation Expectations:

Swimmers are expected to listen to their instructor, follow pool rules, and participate appropriately during lessons.

Parents and guardians can support their child's success by reinforcing these expectations before and after lessons.

Appropriate Swimwear & Equipment:

We highly recommend that swimmers bring:

- A hair tie or other method of securing long hair, or a swim cap
- Goggles

At the beginning of lessons, instructors may encourage swimmers to practice without goggles so they become comfortable with water in their eyes. This is an important water-safety skill in case a swimmer loses their goggles while in the water.

As swimmers progress, goggles can be very helpful for learning proper technique and improving stroke development. Keeping swimmers comfortable and confident in the water helps them learn new skills more effectively.

Bathroom & Diapering Requirements:

If your child is not fully potty-trained, swim diapers are required in the pool.

According to Washington State Department of Health guidance, please do not change your child's clothes, swimsuit, or diaper on the pool deck.

We understand that family locker room availability may be limited; however, if your child needs to be changed, you will be asked to leave the pool deck and use the appropriate locker room area.

Safety & Supervision During Lessons:

Swimmer-to-Instructor Ratios:

Our group swim lesson ratios are based on age, ability, and class level:

Class Level	Ratio
101 Water Connections & 102 Water Beginnings	10 children with parents : 1 instructor
200 Series & 300 Series	4 children : 1 instructor
304 Competitive Foundations	6 children : 1 instructor
305 Competitive Development	8 children : 1 instructor
401 & 402	4 adults : 1 instructor

Active Supervision:

Our instructors actively supervise swimmers throughout each lesson. The instructor's primary responsibility is your child's safety, followed by teaching swimming and water-safety skills.

Lessons may include both swimming instruction and water-safety education to help children develop the skills and awareness needed to be safer around water.

Instructor Expectations & Communication:

Instructor Qualifications:

Each swim instructor is certified in the American Red Cross Safety Training for Swim Coaches and Adult and Pediatric CPR/First Aid/AED/Bloodborne Pathogen trained.

Bfore teaching their own classes, instructors also complete a minimum of 30 hours of shadowing with other instructors.

Staff-to-Student Responsibilities:

Our instructors' primary responsibility is your child's safety, followed by swimming instruction.

Instructors may incorporate water-safety skills and activities into lessons in addition to swimming skills. These skills are an important part of helping swimmers become safer and more confident around water.

Substitute Instructors:

We understand that your child may have a favorite instructor. However, our instructors are entitled to time off.

When an instructor has scheduled time off, they complete substitute notes so the substitute instructor understands what the class has already mastered and what skills the class should continue working on.

For privacy reasons, we are unable to notify families when an instructor is taking scheduled time off. Notification of time off is at the instructor's discretion.

If an instructor calls out sick or is absent due to an emergency, we will provide a substitute instructor. In these situations, the regular instructor may not have an opportunity to prepare notes for the substitute.

For privacy reasons, we are unable to notify families when an instructor is sick or absent due to an emergency.

Health, Hygiene & Illness:

Showering Before Entering the Pool:

All swimmers are required to shower before entering the pool, in accordance with Washington State Department of Health and CDC guidance.

We understand that children may be cold between showering and entering the pool, but showering before entering the water is still required.

Open Wounds:

Please cover any open wounds before entering the pool.

Illness:

We understand that families want to make the most of their monthly lessons. However, we strongly recommend keeping your child home when they are sick.

Keeping sick children home helps protect your child, their classmates, our instructors, and the health of the entire pool community.

Pool Closures:

The safety of our swimmers, guests, and team members is our highest priority. The pool may be temporarily closed whenever conditions are determined to be unsafe or unsuitable for swimming. Closures may occur due to severe weather, water temperature, pool contamination, equipment or water-quality concerns, or other circumstances that could compromise the safety of our guests.

Reasons for Pool Closures:

The pool may be closed, either temporarily or for an extended period, under any of the following circumstances:

1. Thunder and/or Lightning:

For the safety of all swimmers and staff, the pool will be closed whenever thunder and/or lightning is present in the area or when weather conditions indicate a potential lightning hazard.

All swimmers must exit the pool and designated pool area immediately when a weather-related closure is announced. The pool will remain closed until conditions are determined to be safe for reopening.

2. Pool Temperature:

The pool will be closed when the water temperature falls outside of the facility's approved operating range of 82°F to 90°F. The pool's normal operating temperature is 84°F to 86°F.

This closure is intended to protect swimmer safety and comfort and to ensure that the pool remains within appropriate operating conditions.

3. Inclement Weather

The pool may be closed due to inclement weather, including but not limited to severe storms, high winds, heavy rain, flooding, extreme temperatures, or other weather conditions that may create an unsafe environment for swimmers or staff.

Management and/or designated pool staff will determine when conditions warrant closure and when it is safe to reopen.

4. Pool Contamination or Water-Quality Concerns:

The pool will be closed immediately if contamination or a water-quality issue is identified that could pose a health or safety risk to swimmers. Examples may include bodily-fluid contamination, chemical imbalances, unsafe chlorine or pH levels, water clarity concerns, or other conditions requiring treatment or remediation.

Accidental fecal or vomit contamination can happen, and our staff are trained to respond to these situations and complete the required cleaning and disinfection procedures in accordance with Washington State Department of Health and CDC guidance.

While we cannot share our full contamination procedures, please keep the following in mind:

- Follow all instructions from lifeguards and swim instructors.

- Help your child exit the pool and pool deck promptly when asked.
- Please do not return to the pool deck until staff have determined that it is safe to do so.
- An email will be sent to affected classes with information about what will happen regarding any missed lesson(s).

Your cooperation allows our staff to begin the necessary cleaning and safety procedures as quickly as possible.

The pool will remain closed until the issue has been properly addressed and the pool has been determined to be safe for use.

5. Equipment or Facility Issues:

The pool may also be closed if there is an equipment malfunction, facility issue, or other condition that creates a safety concern or prevents the pool from operating properly. This may include issues involving filtration, circulation, chemical systems, pool surfaces, lighting, plumbing, or other critical equipment.

Reopening:

The pool will reopen once the condition causing the closure has been resolved and the appropriate staff or management has determined that the pool is safe for use. Depending on the circumstances, reopening may require additional time for weather conditions to pass, water treatment, testing, cleaning, repairs, or other safety procedures.

Communication During Closures:

In the event of a pool closure, our team will communicate with affected families via **email** regarding the closure and any further instructions.

Families should monitor their email for updates regarding reopening information (if applicable), rescheduling options, or any other actions that may be required.

Because conditions can change quickly, families should not assume that the pool will reopen at a specific time unless that information has been communicated by our team.

Safety First:

Pool closures are implemented as a precaution to protect the health and safety of everyone using our facility. We appreciate your cooperation and understanding when a closure is

necessary. Our team will make every reasonable effort to provide timely communication and reopen the pool as soon as conditions are safe and appropriate for swimming.

Administrative & Financial Policies:

Registration and Payment:

Please refer to our Group Swim Lessons FAQ on our website for information regarding registration and payment.

Cancellation Policy:

To cancel your child's registration, you must complete the SJCC Swim Cancellation Request at least one month before the next billing date.

For example, if you would like to cancel your child's registration beginning in December, you must notify us by November 1.

Holding a Lesson Spot:

Lesson spots cannot be held during a break in enrollment.

Once you cancel your child's enrollment, their space may be offered to another swimmer. If you would like to return later, you will need to register for an available class or join the waitlist.

Vacations and Missed Lessons

Families may choose whether to remain enrolled while traveling.

Keeping your registration ensures that your child maintains their place in the class. If you cancel your registration, we cannot guarantee that the same class, day, time, or instructor will be available when you return.

Tuition is not prorated for lessons missed due to vacations or other personal absences.

Make-Ups:

Make-up lessons are not offered for individual missed swim lessons.

We will offer a designated make-up week in June (June 7–13). During this week, families may attend a make-up lesson on their normally scheduled day.

Class Cancellations:

Classes may be cancelled due to circumstances including:

- Severe weather conditions
- Pool contamination
- Unplanned facility or pool closures
- Other circumstances that make it unsafe or impossible to conduct lessons

If a class is cancelled, we will communicate with affected families regarding the cancellation and any applicable next steps.

Facility Closures:

All planned facility closures are included in the Group Swim Lesson Calendar on our website.

Families are responsible for reviewing the calendar and noting dates when lessons will not be held.

While our team will make every effort to send reminder emails as planned closure dates approach, families should not rely solely on email reminders and are responsible for checking the current Group Swim Lesson Calendar.

Late Registration:

Please refer to our Group Swim Lessons FAQ on our website for information regarding late registration.

Quick Reference: Important Contacts

Swim assessments, accommodations, and general questions:
aquatics@sjcc.org

Group Swim Lesson Calendar:
Please refer to the current Group Swim Lesson Calendar on our website.

Registration, payment, and late-registration information:

Please refer to the Group Swim Lessons FAQ on our website.

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