# **Shelton Parks & Recreation**

41 Church Street, Shelton, CT 06484

🕿 203-925-8422

# **Private Swim Lesson Request Guidelines**

Participants/ Guardians must read and keep a copy of these guidelines (updated 6/2019).

1. Complete Private Swim Lesson Request & place with payment in the Wooden Private Lesson Box on the Pool Lobby wall. **Payment is by Check Only, payable to the ‘City of Shelton’.** Check must be submitted before the lesson will be posted for instructors. DO NOT hand your form or check to the instructor directly if you are continuing with a new set of lessons.
2. Fees are listed on the request form. **Please provide proof of residency in order to receive resident rates.** Residency can be proven with a copy of a Driver’s License, piece of mail from an official source such as a utility, lease agreement, tax bill from the City of Shelton with guardian’s name, etc.
3. Residency is determined by where the **PARTICIPANT** lives, not if they have a relative or friend that lives in Shelton. For example, if a Grandparent lives in Shelton, but the Grandchild taking the lesson does not, they must pay the non-resident rate. **There are no membership, senior, or disabled discounts available for Private Lessons.** Questions can be submitted to the Pool Director.
4. If your address on the form does not match the address on your check, please submit a copy of your Proof of Residency. All copies of residency verification should be submitted to the Pool Director in person or placed in the locked Private Lesson box. Copies will be shredded once verified by the Pool Director.
5. One request form is to be completed for **each** set of 4 private lessons. The form will be for either 1 or 2 participants during the same lesson time period with the same instructor. Each lesson is a half hour in length. (No more than 2 participants allowed at a time for Private Lessons.) If you have 2 participants/children taking separate half hour lessons, please complete a request form for each participant/child. Children’s private lessons CANNOT be scheduled during an Adult Swim time listed on the Pool Schedule.
6. If an instructor is available for the times requested, they typically call within 2 weeks. **A completed request form does not guarantee that an instructor is available for the times requested.** Requests will be held for a period of 6 weeks. If lessons cannot be provided after 6 weeks, the check will be shredded and a new form and check must be submitted.
7. Only certified Red Cross Water Safety Instructors ***CURRENTLY EMPLOYED BY THE CITY OF SHELTON*** may teach private lessons. Patrons that appear to be teaching swim lessons will be asked to leave.
8. Please keep in mind that Instructors are required to teach group lessons if they are available during scheduled times. There is no guarantee that an instructor will be available for private lessons during group lesson times. Group lesson times are as follows:
	1. Monday - Friday, 9:30 – 10:30 am
	2. Monday/Wednesday, 6:00 – 8:15 pm
	3. Tuesday/Thursday, 4:30 – 6:05 pm
	4. Saturday, 8:30 – 11:15 am
	5. Summer Session (summer only) Monday – Friday, 1 – 4 pm
9. **An Instructor will call parents and give their name & phone number.** Pool management can not/ will not assign instructors or schedule private lessons. If an emergency arises the parent must contact the instructor directly.
10. **Parents must comply with all Pool Policies & Procedures** printed on back of Pool Schedule. Also see Parents’ Guide to Swim Lessons, page 2, of Children’s Aquatics Brochure.  **If a parent or guardian refuses to follow pool rules or policies, the child/children will be removed from the lesson. No refunds or credit will be given.**
11. **Parents MAY NOT sit on the pool deck.** Parents may watch their child’s Private Lesson from the gallery. When group lessons are in progress, all spectators are to leave the gallery when requested by the Lifeguards. Private Lesson and Swim team parents must clear the stands according to the group lesson schedule when group lessons are in session.
12. If you are dropping off your child for a private lesson while group lessons are in session, you may enter the locker rooms **5 minutes** prior to your lesson. **Parents must clear the gallery immediately once your child is in with an instructor.** When picking up your child, you may enter the gallery **5 minutes** prior to the scheduled end time of their lesson.
13. Lifeguards are monitoring the pool for the safety of everyone swimming. Please do not distract the Lifeguards and allow them to do their jobs. If you have any questions or concerns about pool policies and procedures please contact the Pool Director.
14. **PHOTOGRAPHS:** Participants may be photographed for the purpose of promotion or advertising in future brochures, newspapers or other Shelton Parks & Recreation media. Parents are welcome to take pictures of their children from the gallery so long as it is not interrupting our programming. Parents must stay off the pool deck.
15. For info concerning late openings, closings & cancellations (except thunder and lightning) please call the **Cancellation Line: 203-331-4120.** The pool is closed for 30 minutes after last thunderclap or flash of lightning, so please call or text your instructor directly to determine if the pool is open.
16. **Cancelling Lessons/Issues with Instructors** –
	1. Please check that your phone number and voicemail are working properly. Listen to your messages if you receive a call from an unknown phone number, instructors will leave a message when trying to initiate contact. If a lesson needs to be cancelled by the participant, 24 hour notice is required or the lesson and fee is forfeited.
	2. If an instructor is routinely cancelling on short notice (not weather/heath code related), not arriving on time, or at all for your scheduled private lessons please contact the Pool Director.
	3. To avoid excessive cancellations each set of 4 lessons started with an instructor should be completed within a maximum of a 2 month period. After a 2 month period the remaining lessons will be forfeit and will not be reimbursed/credited. A written appeal may be made to the Parks and Recreation Committee and decisions will be made on a case by case basis. Appeals may be submitted to the Pool Director or Parks and Recreation Director with any supporting documentation.
	4. The Pool Director can be reached by email (j.taylor@cityofshelton.org), or submit a written complaint if there are any issues with your instructor. Please keep all text messages or voicemails to show agreed upon lesson times, and any relevant details.

# **Private Swim Lesson Request**

**Contact’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ /20**\_\_\_**

🕿 **Cell #** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_ 🕿 **Home #** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_

**Street:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **CT** \_\_\_\_\_\_\_\_\_

**E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Participant’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

2. Participant’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

**Prepaid Fee Schedule** – **Check only** made payable to the ‘**City of Shelton**’

**Shelton Resident**: 1 participant = $30/half hour x 4 lessons = **$120** Check # \_\_\_\_\_\_\_\_

 2 participants = $40/half hour x 4 lessons = **$160** Check # \_\_\_\_\_\_\_\_

**Non-Resident**: 1 participant = $35/half hour x 4 lessons = **$140** Check # \_\_\_\_\_\_\_\_

 2 participants = $50/half hour x 4 lessons = **$200** Check # \_\_\_\_\_\_\_\_

If your check does not have a Shelton address please include proof of residency/ownership of property in Shelton in order to receive resident rates. Copies of documents can be placed in the locked private lesson box to be confirmed by the Pool Director. Once residency is verified copies will be shredded.

2 participant prices are for 2 participants taking the same half hour lesson. Separate half hour lessons are charged as 1 participant EACH and should be turned in on separate forms.

**Instructor requested:** \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ (not required)

**please list a window of time that you are available (not specific dates). The larger the window the easier it will be for instructors to schedule you around their other lessons.** For children’s lessons - choose any time other than ‘Adult Swim’ periods as noted on Pool Schedule. **There is no guarantee that an instructor will be available, especially during scheduled group lesson times.**

 Circle days available

Su M T W Th F Sa between \_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm and \_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm

Su M T W Th F Sa between \_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm and \_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm

**INSTRUCTORS**

1. **Instructors are to be sure that the private lesson participant has your cell or work phone number**, and the Shelton Community Center phone number: 203-925-8422. If an emergency arises & the private lesson participant needs to contact the instructor, they are to attempt to reach the instructor using the phone numbers in the above order.
2. **ALL** Private Lesson forms are to be signed out by the instructor and must remain in the Pool Office. When taking a Private Lesson from the board, instructors must sign out the Private Lesson sheet in case it is lost or damaged. Private Lessons should be contacted within 24 hours of the form being removed from the board.
3. Instructors are to use their own planners to keep track of scheduled private lessons & phone numbers. Keep track of agreed upon dates and times of lessons in the case of a conflict. You can lose the privilege to teach private lessons, so be sure to be professional, follow your training, and arrive on time.
4. Instructors must verify payment amount and Private Lesson Agreement information is complete before submitting for payroll. Incomplete forms will be returned to the instructor.

Revised 6-2019

Private Swim Lesson Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to provide 4 lessons to:

*(Print Instructor’s Full Name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(Print Participant’s Full Name) (Print Participant’s Full Name)*

* Lessons begin at the agreed upon time, and must comply with the Pool Schedule.
* Lessons cannot be scheduled during any Adult Swim times unless participant is over 18 or during events (such as Special Olympics practices, High School Swim Team practices, swim meets) that may be scheduled at the pool.
* If a two-person lesson is taught with only one of the two participants swimming, the lesson does not have a make-up for the absent participant.
* If the participant needs to cancel a lesson, 24 hour notice is required or the lesson and fee is forfeited. Excessive instructor cancellations/no shows should be reported to the Pool Director. Please have proof of communication such as text messages or emails.
* Each set of 4 lessons must be completed within a 2 month period or unscheduled lessons are forfeit. Appeals may be submitted to the Parks and Recreation Commission and are decided on a case by case basis.

**All Pool Policies & Procedures (printed on back of Pool Schedule) apply to private swim lesson participants.**

**To be filled out by instructor**

  ***Parents Instructor Initials &***

## **Lesson Dates Lesson Times Initials Comments** (see WSI Guidelines)

1) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_ am/pm \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_ am/pm \_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_ am/pm \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_ am/pm \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lack of initials does not constitute a make-up class.

Instructor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructors-Please note any lessons cancelled by either yourself or the participant below. Make sure to include original lesson time, who cancelled, what time you/they cancelled, why the lesson was cancelled, and method of communication.

Ex. “Lesson 4/11 at 10 am, instructor cancelled, car would not start, phone call – spoke to parent at 9 am.”

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