DOW BAY AREA FAMILY YMCA

Dear Parents/Guardians,

Thank you for enrolling your child/children in the Dow Bay Area Family YMCA Swim Lessons. Your child is in for a fun, safe and positive experience!

Dow Bay Area Family YMCA's goal is to increase Safety Around the Water. Because Michigan has abundant locations for recreation around water, it is extremely important that children and adults know how to swim and enjoy water safely. Our YMCA is dedicated to this goal by providing a program for all ages and ability levels.

We focus on integrating water safety benchmark skills such as "Swim, Float, Swim" and "Jump, Push, Turn, and Grab" at a beginner level to help children learn what to do in an emergency. At an advanced level, we will prepare them for competitive swimming and lifeguarding. At the Y, we celebrate your child's achievements, give them a sense of belonging, and build positive relationships.

To foster this, our program will teach the whole child by integrating character and safety lessons into each session. Lastly, we want to increase our communication with you. Therefore, you will receive mid-session and end-of-session progress reports from your child's instructor.

If there are any limitations or special needs your child may have that could impact their health, safety or ability to understand and follow directions or perform various skills, please let us know before the session begins so we can make the needed accommodations.

All of our Swim Instructors are equipped with the teaching techniques to best reach students with diverse abilities. We know that many parents/guardians (old and new) have many questions. For that reason, we are providing this handbook full of information that you will need to know for a successful lesson experience.

Inside is information regarding locker room usage, policies, and other guidelines. Please take the time to read and review this handbook.

Thank you for choosing our Y to teach your child/children this important life skill.



FOR SOCIAL RESPONSIBILITY

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(Must be returned to Aquatic Managers)	

OBJECTIVES

- 1. To teach swimming skills for personal safety
- 2. To provide aquatic activities for the purpose of improvement in range of motion, endurance, muscular strength, gross motor skills, perceptual motor skills, and general physical fitness
- 3. To provide the basics for a lifetime sport
- 4. To provide character development and social and emotional skills needed to build self-confidence
- 5. To enhance your child's enjoyment of the water

LESSON PROGRAM OVERVIEW

Swim lessons run in 6 week sessions. Stages are offered for all abilities.

Swim Starters (Parent & Me): We offer two water adjustment classes: Water Babies for children ages 6 months - 3 years old years old and Water Tots for children ages 18 months - 3 years old.

Preschool Age: There are four progressive stages for 3 - 5 year olds (Water Acclimation, Water Movement, Water Stamina, and Stroke Introduction).

School Age: There are six progressive stages for 6 – 12 year olds (Water Acclimation, Water Movement, Water Stamina, Stroke Introduction, Stroke Development, and Stroke Mechanics).

Develops

stages

intermediate

performed at

self-rescue skills

longer distances

than in previous

The chart below gives a description of each stage and the expected outcome.

SWIM BASICS (Safety Around Water)

Recommended skills for all to have around water

Water

Movement

Encourages

in water and

forward movement

hasic self-rescue

skills performed

independently



PROGRAM OVERVIEW

Water

Acclimation

Increases comfort

with underwater

exploration and

introduces basic

self-rescue skills

performed with

assistance





Introduces Infants and toddlers to the aquatic environment

Outcomes

supervision.

Accompanied by a parent,

infants and toddlers learn to be

comfortable in the water and

develop swim readiness skills

through fun and confidence-

building experiences, while parents

learn about water safety, drowning

prevention, and the importance of



Focuses on exploring body positions, blowing bubbles, and fundamental safety and aquatic



skills

Outcomes

Students learn personal water safety and achieve basic swimming competency by learning two benchmark skills:

- Swim, float, swim-sequencing front glide, roll, back float, roll, front glide, and exit
- Jump, push, turn, grab

SWIM STROKES

Skills to support a healthy lifestyle



Introduces basic stroke technique in front crawl and back crawl and reinforces water safety through treading water and elementary backstroke

Outcomes

lifetime of physical activity.



Introduces breaststroke and butterfly and reinforces water safety through treading water and sidestroke

Having mastered the fundamentals, students learn

additional water safety skills and build stroke technique,

developing skills that prevent chronic disease, increase

social-emotional and cognitive well-being, and foster a



Refines stroke technique on all major competitive strokes and encourages swimming as part of a healthy lifestyle

PATHWAYS Specialized tracks







Outcomes

Students build confidence. cultivate their passion, and stay active through specialized tracks.



CLASS RATIOS

Our Preschool student ratio is set at 1:4 for all lessons. Advanced levels may have a 1:8 ratio. Parent & Me lessons have 1:12. Some classes may have smaller ratios if registration is not full. We must have a minimum of 4 registered students to run a class.

Should we need to cancel a class due to lack of enrollment, we will make every effort to transfer your child into another class. If we are unable to transfer your registration, a full credit will be issued.

REGISTRATION

The registration start dates for each session are listed in our Swim Lesson Brochure. Our brochure is available online at ymcabaycity.org and printed copies can be found at our Member Service Desk. Class size is limited, so if a specific day and time are needed to fit your schedule, we strongly recommend that you register early on the first day of registration.

For your convenience, there are several ways to register. If you are unable to stop by our Y to register, you can visit us online at www.ymcabaycity.org. You may also register over the phone with our Member Service Desk at 989-895-8596. Due to the high volume of calls our Member Service Desk can receive, we ask that you have your class day/time and credit card information ready. Please check our Swim Lesson Brochure or our website for registration dates.

REFUNDS/CREDITS

Program fees are non-refundable except under the following conditions:

- 1. Programs canceled by the YMCA will be fully refundable.
- 2. In the case of medical emergencies, a credit will be issued for the remaining balance of class fees. A written request must be submitted with a doctor's note.

ABSENCES & MAKE-UP LESSONS

Participants are urged to attend all class sessions. We have many children enrolled in our programs and we adhere to strict ratios. It would be unfair to other participants to add an additional child to the class, impacting the quality of the lesson. If the YMCA cancels a class for any reason other than Holiday closings, a special make-up class will be scheduled.

YMCA'S AGE POLICY

Any child under the age of 13 may not enter the pool area without adult supervision. If your child is enrolled in a program, please make sure a responsible adult/ guardian escorts them to and from the program.

NONDISCRIMINATION

It is the policy of the YMCA to make membership and programs available to all persons regardless of race, color, religion, sex, age, marital status, sexual orientation, gender identity or expression, national origin, disability, or financial circumstances without discrimination.

DRESS CODE

Swimming attire must be clean, modest, and designated for pool use. No undergarments, thongs, overly revealing garments, or street clothes allowed. Swimsuits must not be transparent. Children in diapers or newly potty-trained children must wear a swim diaper. Please change diapers in the locker rooms.

LOCKER ROOMS/LESSON PREPARATION

Boys 13-17 years old must use the Boys locker room. Girls 13-17 years old must use the Girls locker room. Parents/ quardians accompanying children under the age of 13 are encouraged to use the Private Changing Rooms.

Dow Bay Area Family YMCA is not responsible for lost or stolen articles. You may bring a lock for your locker, but all locks must be removed from the locker when you leave. Any locks that are left will be cut after 48 hours.

Please remove Band-Aids before entering the pool. For the safety and health of everyone in the pool, anyone with an open sore should NOT swim. Participants are not permitted to chew gum or candy in the pool area.

All swimmers are asked to shower before entering the pool area.

Food is not permitted on the pool deck. No glass containers are permitted on the pool deck. Beverage containers must have a lid/top.

So children do not miss the beginning of their class, please allow enough time for them to dress and shower before class begins. Do not forget to ask your child if they need to go to the bathroom before class begins. Students are asked to refrain from playing in the pool prior to their lessons.

BATHROOM POLICY

Please have your child go to the bathroom before class. If your child needs to use the restroom during class, parents/ quardians must escort them to the bathroom. Swimmers ages 3 years and older are not permitted to wear any type of diapers, including swim diapers. Children who are 3 years old must be potty-trained to participate in our progressive swim lessons.

SHOWER BEFORE CLASS

This is an important step in helping to keep the pool clean. Taking a shower to remove body oil, sweat, lotions, deodorants, and perfumes enables us to use fewer chemicals in the pool. Also, rinsing with cool water helps to lower your body temperature so there is no shock to the body when entering the water.

SHOES

Children may wear water shoes, flip flops or sandals in the locker room, shower area, and on the pool deck. Water shoes may not be worn in the pool for swim lessons. The shoes add extra weight to your child's feet and lead to difficulty learning proper kicking techniques and supporting themselves in the water.

CELL PHONE USAGE

Parents/guardians using their cell phone during swim lessons must have them on silent. If you need to have a phone conversation, we ask that you leave the pool area. There are multiple adults and children that use the pool and it is inappropriate to assume they would like to be in a video or a picture that is captured and shared with others, including social media.

PHOTOS & VIDEOS

Out of the respect for every child and parent/quardian, and due to the fact that many individuals do not want their photos or their child's photos on social media, you are not allowed to take any photos or videos of anyone but your own child. If you are taking photos or videos of the entire group, our Aquatics Staff will ask you to stop and delete.

YMCA SWIM LESSON ETIQUETTE

For each child to receive the best possible experience, it is required that every child comes to their lesson with a positive attitude. Being safe is our number 1 priority at the Y. We want to have a fun learning environment and that requires all our swimmers being safe. We also want our swimmers to be respectful to the other swimmers, their instructors, and our equipment. Failure to be safe or respectful can result in time away from class and potential removal from swim lessons. We want everyone to be successful, but we must maintain a safe environment for all of our swimmers.

WHEN SHOULD I NOT BRING MY CHILD TO LESSONS?

Open wounds and contagious diseases/illnesses are reasons to keep your child out of the pool until healed or well. At the Dow Bay Area Family YMCA, we abide by strict regulations regarding blood-borne pathogens and other bodily fluids. Participants with open cuts, blisters, inflamed eyes, contagious skin rashes, or any communicable disease are not permitted in the pool. Anyone who has or had diarrhea in the past two days should refrain from using the pool.

START OF THE CLASS

If children arrive early for class, they must wait on the pool deck until it is time for their class to begin. An instructor will announce when it is time for class. You should accompany your child into the pool area and make sure that they get to the correct spot for their lesson. It is highly recommended that you leave your child's towel on the bench for immediate access after the lesson. Please have your child's name written on the towel to avoid any confusion. Parents/quardians are permitted to stay in the pool area during swim lessons unless the child is having a problem focusing with the parent/quardian around. Chairs must stay in designated areas and clear walkways maintained (4 feet from the pool edge).

DISMISSAL TIME

Please meet your child, particularly younger ones, in the pool at the end of class. Check if your child has the correct towel and any other items (goggles, water shoes, etc.). Our instructors are happy to talk to parents/guardians and answer any questions you may have. If your discussion requires longer time than just a few minutes, we encourage you to talk to the Aquatics Manager on Duty or contact the Aquatics Director or Assistant Aquatics Director.

PARENT/GUARDIAN OBSERVATION

We ask that at no time do parents/quardians interrupt a lesson that is in progress. If we need you, we will signal you for help. There are chairs provided for you to sit on during lessons on the pool deck and additional sitting in the Pool Lounge. Please do not allow siblings who are observing the lessons to be disruptive or unsafe (i.e. run on the deck or go towards the water.) This is a very important safety issue. They will be asked to leave if they are disruptive or are in danger of getting hurt. Please make sure to see your child's instructor at the last day of the session for your child's Certificate of Achievement.

WHAT SHOULD I DO IF MY CHILD IS CRYING?

Many times, first time participants can become overwhelmed with the lesson experience. It is not unusual for a child to become upset when in unfamiliar surroundings. Your child may show great apprehension or cry during the first few weeks of lessons. They may not wish to return, or they may pretend to be ill. Be persistent and they will overcome their fears. Our instructors are trained to handle this kind of situation. The best thing you could do for your child is to give your child to the instructor and leave the pool area immediately.

Sometimes parents/quardians feel their child will be more comfortable with them on the pool deck, but this only makes the instructor's job more difficult and distracts your child and the other children in the class. Please let our trained instructors work with your child.

EXTRA PRACTICE AND AT HOME PRACTICE

Bring your child to Open Swim (see our Pool Schedule for available times) and give them an opportunity to show you what they are learning in class. The more opportunities children are given to practice, the faster their progress will be. FREQUENCY is a very important factor in learning.

Practice in the bathtub at home is very beneficial if your child is not acclimating to getting their face and ears wet in the pool. Spend part of each bath time letting water drip over their face, blowing bubbles, getting their face wet and lying on their back to get their ears wet. For some children, this is an unnatural feeling and must be done gradually. Have your child practice floating on their back.

Begin in a small amount of water and then increase the depth. This helps the child become accustomed to having water in their ears and gain an understanding of the buoyancy of their body. For advanced levels, have children practice arm movements for various strokes while standing on the floor. They can practice crawl stroke arms, backstroke arms, breaststroke arms, and butterfly arms. Remember to never, ever leave a child alone in the bathtub or swimming pool.

TESTING AND CERTIFICATES OF ACHIEVEMENT

Children are continuously being evaluated on their progress during class. There is no specific "Test Day". As mentioned earlier, we want to celebrate your child's achievements and will mark your child's progression on an individual basis when they are ready. Readiness is an important concept in learning; a child will never be pushed to perform skills that are beyond their ability.

During the session, you will receive a Mid-Session Report and End-of-Session Progress Report. These will help you see your child's progress and help you understand which skills need more work. The End-of-Session Progress Report will also list which class your child should be signed up for next session. You may not sign your child up for a class they are not ready to be in. Lesson placement is solely up to the Dow Bay Area Family YMCA Aquatics Staff.

INDIVIDUAL DIFFERENCES

Each child differs in their progress in all activities, including swimming. With our progressive swim stages, we want to celebrate all of their achievements—big and small. Our trained instructors have the experience and knowledge to cater the skills to the child's individual needs. Therefore, we do not compare one child's ability to another. Don't be discouraged if your child does not seem to be doing as well as another child.

Some examples of what may cause slow progress:

- 1. Fear of the water
- 2. Slow acclimation to being comfortable in the water
- 3. Difficulty focusing

SWIMMING AIDS

Most Swimming Aids are not USCG (United States Coast Guard) approved PFDs (personal flotation device). They are teaching aids to be used like a kick-board or pool noodle. We encourage children to find comfort and confidence in the water without a swimming aid. The beginning stages of the swim program help children gain the knowledge of what to do in the water if they find themselves in an emergency situation without a flotation aid.

If you choose to put a USCG approved PFD on your child during Family Swim, you must always be within arms reach of your child in the water and it must be USCG approved.

VOLUNTEERS

The YMCA is always looking for volunteers. If you have any free time during the day and would enjoy volunteering in our swim program, please contact the Aquatics Director or Assistant Aquatics Director. The more help that we have, the more time a child will receive in the water.

OTHER QUESTIONS OR CONCERNS

We want both you and your child to have a positive experience. If you have any questions or concerns, please contact Rob Hendry, Aquatics Director at rhendry@ymcabaycity.org OR Anna Kuehne, Assistant Aquatics Director, at akuehne@ymcabaycity.org

STAGES OF SWIMMING SKILLS & BENCHMARKS

STAGES OF LEARNING







Stroke

Mechanics

Endurance

any stroke or

combination of

strokes, 150 vd.

Front crawl

Back crawl

pull & flip turn.

Resting stroke

elementary

sidestroke,

50 vd.

backstroke or

Tread water

off bottom.

tread 1 min.

Breaststroke

open turn.

Butterfly

50 yd.

25 yd.

retrieve object

flip turn,

50 yd.

50 vd.

Dive

standing



SWIM STARTERS Parent & child lessons Water Water **Discovery Exploration** Blow bubbles Blow bubbles

on surface, assisted submerged, assisted Front tow

chin in water, Front tow assisted assisted Water exit

parent & child together

Water entry parent & child together

Back float assisted, head on shoulder

Roll assisted

Front float chin in water. assisted

Back tow assisted, head on shoulder

Wall grab assisted

mouth & nose

blow bubbles,

Water exit assisted

Water entry assisted

Back float assisted, head on chest

Roll assisted

Front float blow bubbles, assisted

Back tow assisted, head on chest

Monkey crawl assisted, on edge, SWIM BASICS Recommended skills for all to have around water

Water Acclimation

Submerge bob independently

Front alide assisted, to wall, 5 ft.

Water exit

independently Jump, push,

turn, grab assisted

Back float assisted. 10 secs., recover independently

assisted

Front float assisted. 10 secs., recover independently

Back glide assisted, at wall, 5 ft.

Swim, float, swim assisted, 10 ft.

Water Movement

Submerge look at object on bottom

Front glide 10 ft. (5 ft. preschool)

Water exit independently

Jump, push, turn, grab

Back float 20 secs. (10 secs. preschool)

Front float 20 secs. (10 secs. preschool)

Back glide 10 ft. (5 ft. preschool

Tread water 10 secs., near wall. & exit

Swim, float, swim 5 vd.

Skills to support a healthy lifestyle

Stroke Introduction

SWIM STROKES

any stroke or combination of

Front crawl

Water exit independently

Jump, swim, turn, swim, grab 10 vd.

Submerge

retrieve object in

chest-deep water

Swim on front

15 yd. (10 yd.

preschool)

Swim on back 15 yd. (10 yd. preschool)

Roll

Tread water 1 min. & exit (30 secs. preschool)

Swim, float, swim 25 yd. (15 yd. preschool)

Endurance

strokes, 25 vd.

rotary breathing, 15 yd.

Back crawl 15 vd.

Dive sitting

15 yd.

Resting stroke elementary backstroke,

Tread water scissor & whip kick, 1 min.

Breaststroke kick, 15 yd.

Butterfly kick, 15 yd.

Stroke

Endurance any stroke or combination of strokes. 50 vd.

Development

Front crawl bent-arm recovery.

25 yd. **Back crawl**

pull. 25 vd.

Dive kneeling

Resting stroke sidestroke, 25 yd.

Tread water scissor & whip kick, 2 mins.

Breaststroke 25 yd.

Butterfly simultaneous arm action & kick, 15 vd.

PATHWAYS Specialized tracks







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This continuum outlines the skills taught at each stage for infants, toddlers, and $preschool-age\ children.\ Though\ school-age\ children,\ teens,\ and\ adults\ also\ learn\ the$ skills listed in stages 1–4, they achieve distinct milestones compared to preschool-age children. As a result, their skills are presented in a separate skill continuum.

	A Water Discovery	B Water Exploration	1 Water Acclimation	2 Water Movement	3 Water Stamina	4 Stroke Introduction
Breath control	Blow bubbles on surface, assisted	Blow bubbles mouth & nose submerged, assisted	Submerge bob independently	Submerge look at object on bottom	Submerge retrieve object in chest-deep water	
Swim on front	Front tow chin in water, assisted Front float chin in water, assisted	Front tow blow bubbles, assisted Front float blow bubbles, assisted	Front glide assisted, to wall, 5 ft. Front float assisted,10 secs., recover independently	Front glide 5 ft. Front float 10 secs.	Swim on front 10 yd.	Front crawl rotary breathing, 15 yd. Breaststroke kick, 15 yd. Butterfly kick, 15 yd.
Swim on back	Back float assisted, head on shoulder Back tow assisted, head on shoulder	Back float assisted, head on chest Back tow assisted, head on chest	Back float assisted,10 secs., recover independently Back glide assisted, at wall, 5 ft.	Back float 10 secs. Back glide 5 ft.	Swim on back 10 yd.	Back crawl 15 yd.
Water safety	Roll assisted, back to front & front to back Wall grab assisted	Roll assisted, back to front & front to back Monkey crawl assisted, on edge, 5 ft.	Water exit independently Roll assisted, back to front & front to back	Water exit independently Roll back to front & front to back Tread water 10 secs., near wall, & exit	Water exit independently Roll back to front & front to back Tread water 30 secs. & exit	Dive sitting Resting stroke elementary backstroke, 15 yd. Tread water scissor & whip kick, 1 min.
Benchmark	Water exit parent & child together Water entry parent & child together	Water exit assisted Water entry assisted	Jump, push, turn, grab assisted Swim, float, swim assisted, 10 ft.	Jump, push, turn, grab Swim, float, swim 5 yd.	Jump, swim, turn, swim, grab 10 yd. Swim, float, swim 15 yd.	Endurance any stroke or combination of strokes, 25 yd.

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This continuum outlines the skills taught at each stage for school-age children, teens, and adults. Though preschool-age children also learn the skills listed in stages 1–4, they achieve distinct milestones compared to school-age children, teens, and adults. As a result, their skills are presented in a separate skill continuum.

	1 Water Acclimation	2 Water Movement	3 Water Stamina	4 Stroke Introduction	5 Stroke Development	6 Stroke Mechanics
Breath control	Submerge bob independently	Submerge look at object on bottom	Submerge retrieve object In chest-deep water			
Swim on front	Front glide assisted, to wall, 5 ft. Front float assisted,10 secs., recover independently	Front glide 10 ft. Front float 20 secs.	Swim on front 15 yd.	Front crawl rotary breathing, 15 yd. Breaststroke kick, 15 yd. Butterfly kick, 15 yd.	Front crawl bent-arm recovery, 25 yd. Breaststroke 25 yd. Butterfly simultaneous arm action & kick, 15 yd.	Front crawl flip turn, 50 yd. Breaststroke open turn, 50 yd. Butterfly 25 yd.
Swim on back	Back float assisted,10 secs., recover independently Back glide assisted, at wall, 5 ft.	Back float 20 secs. Back glide 10 ft.	Swim on back 15 yd.	Back crawl 15 yd.	Back crawl pull, 25 yd.	Back crawl pull & flip turn, 50 yd.
Water safety	Water exit independently Roll assisted, back to front & front to back	Water exit independently Roll back to front & front to back Tread water 10 secs., near wall, & exit	Water exit independently Roll back to front & front to back Tread water 1 min. & exit	Dive sitting Resting stroke elementary backstroke, 15 yd. Tread water scissor & whip kick, 1 min.	Dive kneeling Resting stroke sidestroke, 25 yd. Tread water scissor & whip kick, 2 mins.	Dive standing Resting stroke elementary backstroke or sidestroke, 50 yd. Tread water retrieve object off bottom, tread 1 min.
Benchmark	Jump, push, turn, grab assisted Swim, float, swim assisted, 10 ft.	Jump, push, turn, grab Swim, float, swim 5 yd.	Jump, swim, turn, swim, grab 10 yd. Swim, float, swim 25 yd.	Endurance any stroke or combination of strokes, 25 yd.	Endurance any stroke or combination of strokes, 50 yd.	Endurance any stroke or combination of strokes, 150 yd.

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PARENT/GUARDIAN AGREEMENT

I verify that I have been given a copy of the YMCA Stages of Swimming Handbook.

I understand and accept full responsibility for reading these policies and procedures completely and asking for clarification related to sections that I may not fully understand or about which I have questions.

I will address all comments and questions concerning the YMCA Stages of Swimming Handbook directly to the Assistant Aquatics Director, Aquatics Director, or Aquatics Manager On Duty.

I further understand that the policies and procedures in the YMCA Stages of Swimming Handbook can be changed in parts or in its entirety. Any changes will replace previous Swim Lesson policies and procedures.

Parents/guardians will be notified of any approved changes to the Swim Lesson policies

Child's Name:	
Parent/Guardian Signature:	Date:
Print Name:	

Please sign and return this page to one of our Aquatic Managers On Duty by the first day of class.

Dow Bay Area Family YMCA is a community leader in supporting children, adults, and families in their lifelong quest for physical, emotional, and social wellness.