

INFORMATION & WELCOME PACKET

College of San Mateo, Building 5 1700 W. Hillsdale Blvd San Mateo, California 94402

Operations Manager of Aquatics Nina Pineda Pinedan@smccd.edu

Main email Bulldogs.ss@smccd.edu

SWIM SCHOOL LEVELS:

The Bulldogs Swim School is a **year round** program split up into four levels. The intention is to have a swimmer without any swimming skill to start at Level 1 and by the end of Level 4 the swimmer will be proficient in basic strokes. After Level 4, they will be ready to join our development levels to further expand into a competitive level.

This group swim program is catered to children ages 3-12, with a 1:4 ratio.

Fun Fact: all Bulldog Swim School Levels are named after our favorite breeds of Bulldogs!

ALANOS (Level 1):

Description: In the Alano's Level, or Level 1, the students will learn to become comfortable in the water and the building blocks of their swimming careers. They will start with holding their breath and then move on to learn the prone float, along with the back float and roll over. In addition to these basics, water safety will be a major aspect of this level. We will teach the student how to safely enter and exit a pool, to swim always with a parent or guardian, only when you have the proper equipment like goggles and swim suit, and if there is an emergency to notify 911 or a lifeguard. Ages recommended 3 -5 years old. Please note this is a recommendation, not a requirement or restriction.

Prerequisites: There are no swimming skills required to join Level 1. <u>Your child MUST be at least 3 years old and potty trained to attend / participate at this level.</u>

Goals: Students will enjoy classes as a fun, safe, trusting environment to explore and become comfortable in the water.

Skills Required to Pass:

- Prone Float or Glide for 10 seconds unassisted and with no wiggles
- Back Float and perform a Roll Over unassisted
- Unassisted Safety Swim
- Underwater swim of at least 4 feet with Assistance

CONTINENTALS (Level 2):

Description: In the Continental's Level, or Level 2, kicking and arm strokes will be critical to the next stage of their swimming abilities. Kicking will start with demonstrations from our instructors and then progressing to kickboards, before independent streamline. Arm strokes will be the precursor to freestyle and start out as arm paddling and eventually working towards a full head down position with straight arms resembling freestyle. The student will then progress to combine both kicks and arm strokes together, ensuring correct timing and breath control. In addition to these two core skills, students will also learn more water safety such as the survival float used in open water as well as refining their diving skills. Ages recommended 4 - 6 years old. Please note this is a recommendation, not a requirement or restriction.

Prerequisites:

Prone Float or "Glide" for 10 seconds unassisted and with no wiggles

- Back Float and perform a Roll Over unassisted
- Safety Swim
- Underwater swim of at least 4 feet with Assistance

Goals: Students will refine their kicking, arm strokes, and the basics of side breathing. All skills will be independent movements without assistance, but each skill will be taught in slow progression through various stages.

Skills required to Pass:

- Straight leg kicking with pointed toes
- Be able to swim with 4 to 6 big, slow, straight arm strokes and with a strong kick
- Perform a Side Breath on both sides of the body
- Back Kicks with streamline
- Underwater swim of at least 7 feet

MAMMUTS (Level 3):

Description: In the Mammuts Level, or Level 3, the progression of freestyle and backstroke will be the focus of this level, with heavy emphasis on bilateral breathing. Students will be building off the foundation they have from Level 2 to focus on breathing and stronger arm strokes for bilateral freestyle. During backstroke they will focus on their arm movements ensuring that they are at the correct rhythm and spacing. They will also be learning elementary backstroke that will lay the foundation for breaststroke in Level 4.

In addition they will practice their water safety skills with treading water. For treading water they will be taught a variety of different methods and refine the method that best works for them. Ages recommended 5 - 7 years old. Please note this is a recommendation, not a requirement or restriction.

Prerequisites

- Be able to swim with 4 to 6 big, slow, straight arm strokes and with a strong kick
- Perform a Side Breath on both sides of the body
- Back Kicks with streamline
- Underwater swim of at least 7 feet

Goal: Students in Level 3 will focus on refining their freestyle learning bilateral breathing as well as backstroke and elementary backstroke.

Skills Needed to Pass:

- Bilateral Freestyle with proficiency of at least 25 yards
- Backstroke and Elementary Backstroke proficiency of at least 25 yards
- Strong ability to tread water in the deep end
- Can retrieve object from 5-7 feet depth

MASTIFFS (Level 4):

Description: In the Mastiffs Level, or Level 4, the students will be mastering the strokes and continuing to improve their endurance and breath control. At this level we will be introducing the more complicated strokes of breaststroke and dolphin kick. These strokes may take some time for students to learn, but our instructors will progress them through several stages to ensure that each student is able to understand. In addition the students will learn secondary skills in the big pool in short intervals. Ages recommended 6 - 8 years old. Please note this is a recommendation, not a requirement or restriction.

Prerequisites:

- Bilateral Freestyle with proficiency of at least 25 yards
- Backstroke and Elementary Backstroke proficiency of at least 25 yards
- Strong ability to tread water in the deep end

Goals: Advanced continuation of Bilateral freestyle and backstroke. Learning and mastering Breastroke and Dolphin Kick.

Skill Required to Pass:

- Complete proficiency of bilateral freestyle and backstroke with endurance of at least 50 yards with strong water balance and solid body positioning
- Underwater streamlines with three dolphin kicks on front and back
- Backstroke stroke count from flags to wall
- Mastery of Breaststroke
- Mastery of Dolphin Kick

BLUE 1 (Level 5)

Prerequisites:

- Completion of Bulldogs Swim School Mastiffs (Level 4) OR
- Complete proficiency of bilateral freestyle 50 yards, including consistent straight-legged kicks and underwater streamline push-offs with three dolphin kicks from both walls and quick side breaths
- Complete proficiency of backstroke of 50 yards, including consistent straight-legged kicks and underwater streamline push-offs with three dolphin kicks from both walls and strong sense of direction
- Mastery of Breaststroke of 25 yards
- Mastery of Dolphin Kick of 25 yards

Focal Points:

BLUE 1 WILL REQUIRE A TRY OUT! IF YOU THINK BLUE 1 IS THE LEVEL FOR YOU, PLEASE EMAIL US NOW TO SCHEDULE A TRY OUT! EMAIL BULLDOGS.SS@SMCCD.EDU, FROM THERE WE WILL CONDUCT A TRY OUT.

PRICING AND SCHEDULING:

Pricing The prices below reflect your **monthly price** based on the number of days chosen. Once dates are chosen, your schedule and prices will be locked unless otherwise discussed. You may NOT show up to any day/class you want. You may only show up to the classes that you have scheduled.



Class Frequency	Regular Price	CSM-AC Member Price	Student/Faculty
1 day / week	\$115.00	\$92.00	\$74.75
2 days / week	\$207.00	\$184.00	\$143.75
3 days / week	\$287.50	\$264.50	\$212.75
4 days / week	\$379.50	\$356.50	\$287.50

BLUE 1	Regular Price	CSM-AC Member
2 days/week	\$138.00	\$115.00
3 days/week	\$161.00	\$138.00
4 days/week	\$184.00	\$161.00

Membership is required at registration, for member pricing eligibility. If you join after registration, kindly inform us via email. Your member rates will be applied starting from the following month.

Employees of the **KAD Division** can enroll their children in complimentary swim lessons, promoting family well-being and safety. This initiative underscores the division's commitment to nurturing water confidence and swimming skills in children, contributing to their overall development and safety.

Scheduling: Parents will select their personalized class schedule from the provided days and times below, with up to 4 classes per week. Each class lasts approximately 30 minutes, concluding around the 27-minute mark to allow time for updates and showers. Classes maintain a maximum of 4 children, with the class roster remaining the same unless a cancellation or level up occurs.

Schedule inquiries can either be done by emailing us at <u>Bulldogs.ss@smccd.edu</u>, or coming down to our Aquatics Desk during our hours of operations.

Hours of Operation:

Bulldogs Swim School (Levels 1-4)

Blue 1:

Mondays 3pm-7:30pm

Monday-Friday 4pm-4:45pm or 5-5:45pm

Tuesday 1pm-7pm**

Wednesdays 3pm-7:30pm

Thursday 1pm-7pm**

Fridays 3pm-7:30pm

Saturdays 9am-4:30pm

^{**}indicates office hours (No group swim lessons)

^{*}Keep in mind certain levels will have varying time slots. Please reach out for current availability for your child's class level.

POLICIES & PROCEDURES

COVID-19:

Before coming to campus, ask whether your child has experienced any of the above in the past 14 days. If you answer Yes to any of the above, we ask that you do not attend practice, and follow up with your health care provider instead.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Tested Positive for COVID-19
- Had close contact with someone who Tested Positive for COVID-19

If you or your swimmer have tested positive for COVID-19 or have been exposed to someone with COVID-19 symptoms (either confirmed or suspected), and/or experience any of the COVID-19 symptoms listed above, <u>THEN</u> please notify the main email at <u>Bulldogs.ss@smccd.edu</u>.

If a swimmer contracts COVID-19 we ask that they stay home and quarantine for 5 full days.

ATTIRE: We advise that swimmers wear a form fitting swimsuit that is comfortable and suitable for swimming. Accessories such as goggles and swim caps are not required but can be used to aid in the swimming experience. Please make sure if your swimmer has long hair, it is tied up or in a swim cap.

LOCKER ROOM USE: Locker rooms are NOT available for swim class use. This includes parents who are non-members of CSM-AC and/or CAN-AC, but especially children. There will be no locker room access at all for our BSS children. Changing cabanas on the pool deck and stalls in the family changing room, accessible from the pool deck, are provided. Deck showers are available solely for rinsing purposes; please refrain from using soaps or shampoo, as this is not permitted and will be addressed if observed. Please do not change your children anywhere on deck.

Please make arrangements to fully shower at home, as this option won't be available for Bulldogs Swim School participants.

AIR QUALITY: If the AQI for San Mateo, California is 100 or higher, you have the discretion to not attend class. If the AQI is 150 or higher, the facility will close entirely and No refunds will be given. College of San Mateo management will follow local news and airnow.gov closely during an event and use discretion regarding classes on a day to day basis. You will receive an email

or a direct communication from the Bulldogs email (<u>Bulldogs.ss@smccd.edu</u>) If classes are canceled for a week or longer, refunds will be considered.

MAKEUPS

Makeups for classes are not allowed at this time. Due to the fixed number of students in class, we cannot temporarily shift from one class to another.

REFUNDS

Refunds for missed classes will not be allowed for any reason. Refunds for used/swim months will not be refunded for any reason. Any other reasons for refunds will be at the discretion of the Aquatics Operating Manager.

PRORATING

We will prorate your first month's dues based on your monthly total of lessons.

- We consider each month to consist of 4 weeks, even if there is a 5th week.
 - o 1 day a week, your minimum amount of lessons per month is 4,
 - o 2 days a week, your minimum amount of lessons per month is 8.
 - o 3 days a week, your minimum amount of lessons per month is 12.
 - o 4 days a week, your minimum amount of lessons per month is 16.

If your lesson falls on a 5th week, it is an extra lesson and your rates do not change.

What does this mean for prorating? You are only eligible for prorating if at the time of your start date, you have less than your minimum amount of lessons per month.

We will also prorate for any holiday that the College of San Mateo's Athletic Center has a closure. We will **always** communicate what holiday will involve closure and prorating. You can also check for the building's hours here: https://comfit.smccd.edu/contact-us/

FREEZES

We get it, life gets busy and you might need a break from your swim lessons. We offer freezes to your account in which you can freeze your billing cycle. Please keep in mind, there are limitations to our freezes:

- We do not offer same month freezes. (ex. You cannot request a December freeze in December)
- It must start the 1st and end the 30th/31st, we cannot start or end the freeze mid-month.
- It must be in increments of one month, we cannot freeze for any less than a month
- You can freeze your account for up to 3 months per calendar year. If you need to be away for a longer period and want an indefinite freeze, you may qualify for a cancellation.
- A one month freeze will hold your current class schedule. Any longer than a month, will
 result in forfeiting your current lesson schedule. The team will reach out to you prior to
 your return to coordinate rescheduling lessons.

To freeze your account, please email bulldogs.ss@smccd.edu by 11:59 PM on the 20th of the month for the freeze to take effect the following month (e.g., email by December 20 for a January 1 freeze). You can also email us earlier if you know your schedule in advance. To process your freeze, we will need:

- Written email request
- A set return date

If your freeze request is submitted past the 20th, within the same month, you are eligible to receive a partial refund credit. No exceptions.

We will always send email confirmation of your freeze. If you have not received one, your account has not been frozen.

Your billing cycle will automatically resume on your set return date. If you wish to continue your leave, <u>you are responsible</u> to communicate an extension. We will not be refunding any forgotten freeze requests.

CANCELLATIONS

We require a 3-month commitment from all swimmers. This commitment ensures financial responsibility for a minimum of three months of membership. Following this period, your membership will be effective on a monthly basis, with cancellation requiring written notice. In the event of early termination before the completion of the 3-month period, a \$50 charge will be applied to break the contract.

To terminate your account, please email <u>bulldogs.ss@smccd.edu</u> by 11:59 PM on the 20th of the month for the termination to take effect the following month (e.g., email by December 20 for a January 1 termination). You can also email us earlier if you know your schedule in advance. To process your termination, we will need:

- Written email request
- Effective Date

If your cancellation request is submitted past the 20th, <u>within the same month</u>, you are eligible to receive a partial refund credit. <u>No exceptions.</u>

We will always send email confirmation of your cancellation. If you have not received one, your account has not been canceled. We will not be refunding any forgotten cancellation requests.

SCHEDULE CHANGES

Switching Days: If you want to change your class day or time, no problem. The fastest way would be to see one of our Aquatics Front Desk attendants. In a hurry? Email us at Bulldogs.ss@smccd.edu and we can process it there. We allow up to 4 changes a year, 1 per quarter. Any additional changes will be \$25. If you have more than 8 changes, it will be \$75 per change. Please keep in mind that once you change your class, you must remain in the class for one month minimum.

Dropping Days: If you would like to drop a day from your current class schedule, the change will be in effect for the following month. Please email <u>bulldogs.ss@smccd.edu</u> by 11:59 PM on the 20th of the month for the changes to take effect the following month.

WAIT, I HAVE MORE QUESTIONS!

How many days a week should I pick? It is up to you! We provide different options for how many days per week you wish to have your child swim. Select the number of days and which specific days you want during your registration process as well as your preferred times, please provide us with a 1st, 2nd, and 3rd choice. More days= more practice.

Does my child have to be potty trained to be in Alano (Level 1)? YES! All children MUST be potty trained in all levels in order to be a part of Bulldogs Swim School.

Where do I park? For parking you will need to park at Lot B and take a short walk to the Athletic Center where you will be directed to our Aquatics Front Desk to check in. A campus map can be found here: https://collegeofsanmateo.edu/map/

Where and how do I enter and check in? You will enter the facility through the main entrance of 1700 W. Hillsdale Blvd. Building 5 'Health and Wellness.' Go past the gym's front desk and hang a right and you will see another desk! That is the Bulldogs Aqua Front Desk. There, you will check in your swimmer by FIRST and LAST name. You line up against the opposite wall and await to be called by your swim teacher. DO NOT enter through the large outside gates.

Do you cancel practice if it rains? Nope. Rain is wet and so are swim lessons:) We will cancel lessons if there is a lightning storm. The team will do their best to communicate any last minute cancellations due to weather conditions.

What temperature is the pool? And is it an outdoor pool? The pool is 88 - 89 degrees daily. And yes it is an outdoor pool.

I have questions that were not on the packet, but they are important! Keep asking us questions! Maybe your question will make the next update of the packet. We want to make sure that everyone is as informed as possible.

What happens if my card expires? It is your responsibility to update your billing information if the card on file expires. Please keep in mind if your billing information expires at the time your payment is due to process, a chargeback fee will be added. The chargeback fee will be your financial responsibility.

READY TO SIGN UP? Fabulous, so are we! Please do the following

- How do I register? The first step to our process for registrations is to schedule an assessment. Keep in mind, if your child is at the Level 1 skill set, you can forego an assessment.
 - a. To schedule an assessment please reach out to us at the Bulldogs email: Bulldogs.ss@smccd.edu and let us know that you'd like to coordinate an assessment. Assessments are based on availability.
- 2. Once the assessment for your child is completed, we will walk you through scheduling coordination and optional same-day registration. If you have any



BULLDOGS SWIM SCHOOL REGISTRATION FORM

Please fill out and return to: bulldogs.ss@smccd.edu

Participant:	Parent:			
Primary Email:	Phone:			
Secondary Email:				
Gym Member #	Level & PRICE(both):			
Address:				
Physical disabilities, allergies, illness, medications, or injuries we should know about:				
Emergency Contact:	Phone:			
DAY:TIME	FRAME:			

REGISTRATION AND AGREEMENT

Circle and list above the group/rate that your swimmer is joining. If one of the swimmer's parents are members of College of San Mateo Athletic Center, please indicate that above and select the group rate under the Member Price column. If this is not indicated, we will default to the non-member rate.



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1 day / week	\$115.00	\$92.00	\$74.75
2 days / week	\$207.00	\$184.00	\$143.75
3 days / week	\$287.50	\$264.50	\$212.75
4 days / week	\$379.50	\$356.50	\$287.50

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2 days/week	\$138.00	\$115.00
3 days/week	\$161.00	\$138.00
4 days/week	\$184.00	\$161.00



RELEASE AND WAIVER OF LIABILITY

Printed Name of Participant:	D.O.B:	
I,, on behalf of myself and my requested to participate in the Program. I am aware that attending or risk of injury to person and property. I voluntarily accept and assume participating in the Program. In consideration of being permitted to p voluntarily and without duress execute the following Release for and Participant's heirs, successors, beneficiaries and assigns:	r participating in the all risk from attend participate in these	e Program involves ding and activities, I freely,
 Waiver and Release. Participant releases, forever discharge San Mateo County Community College District ("District") are officials, agents and/or employees (collectively the "Release claims, demands and causes of action of whatever kind or not arising out of or relating to Participant's activities in District's not limited to any claim for any bodily injury, personal injury, that may arise out of, occur during or result from the Activities whole or in part by an act or omission of a Released Party. Fexcept as otherwise agreed to by a Released Party in writing provide any financial assistance of any kind, including but not disability insurance coverage for any participant. Medical Treatment. Participant releases, forever discharges Released Parties from any claim, demand or cause of action to any first aid or medical treatment rendered in connection of any first aid or medical treatment rendered in connection of the Activities and conveys to District all photographic images and video or audio recordings made by participation in the Activities, including, but not limited to, and benefits derived from such photographs or recordings. 	and its colleges, trusted Parties") from an atture, either in law a Program ("Activities illness, death or pres, regardless of whe Participant also under g, the Released Participant also under the medical programment of the Matsoever arising with the Activities. Il right, title and interprogramment of the programment of the programmen	tees, officers, by and all liability, or in equity, es"), including but operty damage nether caused in derstands that, arties do not all, health or molds harmless the ag out of or relating erest in any and alling Participant's
I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE RELEASE AGAINST THE RELEASED PARTIES RESULTING FROM PARTICICS SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT	SED ANY AND ALL PATION IN THE PE	_ CLAIMS ROGRAM BY
Legal Guardian/Parent's Signature:		
Name of Legal Guardian/Parent:		

AUTHORIZATION OF PAYMENT at COLLEGE OF SAN MATEO ATHLETIC CENTER

Swimmer Name:	Date:	
first month, then their first month'sI This authoriz	, authorize College of San Mateo Athletic Center to charge \$	ractice is it on the 1st of each
	n an electronic funds transfer debit by notifying my bank. This, however, does not be any payment commitment and I am obligated to pay by some other method. The anking procedures.	
	A late fee will be assessed for returned checks, insufficient funds, closed account cumstances which result in late or delayed payment to the College of San Material and updated information.	
	norizing electronic transfer of funds from the account listed below that will begin will thereafter auto draft on the 1st of each month.	on
with written notice by the 20th of the	ncel or freeze my electronic transfer of funds if I provide the College of San Matche month. A freeze puts a hold on monthly payments for a specified amount of the nating the contract. A freeze or cancellation of an account can be effective no so	ime. A cancellation
	ronic transfer of funds from the account listed below will resume auto drafting on eze period, unless I provide written notice otherwise.	the 1st of the
months of payments. The three runderstand that at the end of the in until it is canceled and with written above and/or the facilities and pro-	mmitting to a minimum three month membership, and agree to be respons month period commences on the 1st of the months following the date the membership will remain in effect on the month-to-month notice pursuant to the resignation policy. As such, any failure to use the membergrams associated therewith does not relieve the member of any payment obligation above, regardless or circumstances. Dues may increase at any time, with one responsible.	pership begins. In basis unless and ership indicated ations for dues or
☐ Visa ☐ Mastercard ☐ Discover		
Cardholder Name:		
Credit/ Debit Card#:		
Exp. Date: /		
Billing Address:		
Street:		
City:	State:	
Zip:		
Signatura	Data	



NAME:

GETTING TO KNOW YOUR SWIMMER!

1.	What are the 3 most important things you want for your swimmer to experience at our swim school? a. b. c.
2.	What is your child's favorite thing (in general, what are they really into right now)?
3.	What are some <i>very</i> important things we should know about your swimmer?
	Has your child been in group swim lessons before? YES NO If yes, what did you like best about your previous lessons?
6.	What did you like the least?
7.	What are you hoping to gain from our swim school?
8.	What is the best way your child learns? Do they like challenges?



BULLDOGS SWIM SCHOOL PARENT CODE OF CONDUCT

The purpose of a Code of Conduct for parents is to establish consistent standards for behavior. As a parent/guardian, I understand the importance of developmental support for every child's participation. I understand and agree to respect all staff members.

I,	agree with the following statements
below:	Print Full Name
	I will set a positive example for our children by demonstrating
	sportsmanship and showing respect and common courtesy at all times to the team members, instructors, parents, and all facilities.
	I understand that criticizing, name-calling, and the use of abusive language or gestures directed toward team members, instructors, parents, and at all
	facilities may lead to suspension or dismissal from the swim school. I will respect the position of the swim instructors and all aquatics team members
	I understand and will adhere to the policies set by the Swim School.
	I will direct questions and concerns to the Operations Manager of Aquatics.
l agre	ee to the Swim School Parent Code of Conduct and understand that my failure to adhere to these guidelines may result in suspension or removal from the program.
Parent	Signature:
Child N	Jame:



BULLDOGS SWIM SCHOOL SWIMMER CODE OF CONDUCT

Parents, please review and sign this Code of Conduct with your children.

The purpose of a Code of Conduct for swimmers is to establish consistent standards for			
behavior. As a swimmer, I understand the importance of appropriate behavior to foster a safe learning environment. I understand and agree to respect all staff members.			
I	agree with the following statements		
	agree with the following statements		
below: Print Full Name			
☐ I will set a positive example for others by	demonstrating		
sportsmanship and showing respect and	common courtesy at all		
times to team members, instructors, pare	ents, and at all facilities.		
☐ I understand that criticizing, name-calling	, and the use of hurtful language or		
gestures directed toward other team mer	nbers, swimmers, instructors,		
parents, and at all facilities may lead to s	uspension or dismissal from the		
swim school.			
☐ I will respect others' personal space and	boundaries.		
☐ I understand that I need to listen to my in	structors and follow		
☐ instructions during my lesson.			
☐ I understand and will adhere to the polici	es set by the Swim School.		
I agree to the Swim School Swimmer Code of C	onduct and understand that my failure to		
adhere to these guidelines may result in susp	pension or removal from the program.		
Parent Signature:			
Child Name:			