

Ryan Road Childcare & Swim School conducts swimming and aquatic education classes throughout the year. Subject to parents authorization each child is scheduled for a weekly ½ hr class conducted by our fully qualified and professional swimming and aquatic teachers.

This program is offered **only** to children attending care and is not available to the general public.

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## Program information & guidelines

### Your child's age

- 0-6 months:** Classes not available for this age group
- 6months – 3yrs:** Parents/guardian must accompany baby/toddler in water
- 3yrs – 6yrs:** Children to participate in a group of 2-4 children with a qualified swimming teacher (unless under exceptional circumstances)

### Staffing

- Staff / child ratios are 1:4 and a maximum of two groups will be conducted at anytime.
- Staff qualifications include but are not limited to: Infant aquatics (vicswim) and swimming and water safety (vicswim)

### Swimming certificates

- All children receive their swimming certificates throughout the year upon satisfactorily performing set skills.

### Class guidelines

#### Class cancellations / time changes / scheduling

- Swim School management reserves the right to amend, cancel and/or suspend class times without notice.
- Swimming times may continue to change throughout the year due to group changes and additional enrolments.
- In the event that only one child is swimming in a class due to the days cancellations, the swim school manager will aim to transfer the one child to a different swim class. If this is not possible the class may be cancelled.
- It is recommended that parents contact the centre prior to visiting to watch their child swim to ensure the times have remained unchanged.
- Classes are scheduled consecutively and a minimum of two children must be in attendance to run the session.
- All classes are suspended in accordance with end of year school holiday period and will recommence when school returns in the new year.

#### Swimming Interruptions.

Swimming classes are free, therefore should swimming be cancelled, postponed or interrupted in any way make up classes or fee reductions are not permitted.

#### Missed classes

- Replacement lessons cannot be provided for lessons missed.
- In the event that your child misses 3 consecutive lessons without notification your child's swimming position may be jeopardised.
- Lessons missed due to public holidays cannot be replaced.

#### Graduating

- Each child will graduate at the discretion of swimming teachers and management.
- To graduate each child must satisfactorily perform the required skills.

#### Arrival

- Each child must arrive a minimum of ½ hr prior to their lesson to allow for potential rescheduling.
- 3-6 yr old children must wear their bathers under their clothes on arrival.

#### Please provide (3–6yr olds)

- The same towel each week, **labelled with your child's name** placed in your child's swim bag
- Suitable bathers
- Ear plugs if required
- Goggles and swimming cap if required
- Childrens clothing will be changed by nominated carers

Please note that ear plugs should be accompanied by a head band or swimming cap to help ensure that ear plugs stay in place. Swimming caps are not sufficient on their own.

## Childrens hair

- The centre does not have the facilities or the resources to dry each child's hair. If you wish your child's hair to be brushed following his/her class please provide a name labelled brush.

## Viewing room

- Parents must view their child's swimming lesson from the viewing room only
- Parents who attend to watch their child's swim lesson must not enter the pool area
- On departing please ensure the viewing room door has been properly closed.
- Toys and activities have been provided in the viewing room to entertain young siblings. Please ensure these items do not become a tripping hazard for other people.

## Water entry & exit

- All Children and parent have been given instructions on pool entry and exit. Please ensure that you follow these instructions at all times to ensure the safety of yourself, your child and others in the pool. If you did not receive instructions or if you do not recall, please request instructions from swim teachers.

## Parents swimming with babies & toddlers

### Waiting for classes

- Parents and child must not enter the pool area until instructed from swim teachers. Please wait in the waiting area.

### Storage

- Please store your personal belongings on the hooks provided in the change area.

### Shower use

- In accordance with our water wise policy shower usage must not exceed 2 minutes.

### Changetable use

- Babies/ toddlers must be changed on the changetable only. Please wash after use as per instructions

### Scheduling

- To enable parents to accompany their baby/toddler during swimming parents are permitted to schedule their babies/toddlers swim lesson on a day that they are **NOT** booked into care.

### What to wear:

- Parents must ensure that their baby/toddler is wearing specialised "swimmer" nappies for their lesson. Normal disposable nappies are not permitted as they swell and fall apart in the pool.

### Child supervision

- In regards to supervision parents/guardians are responsible for their own child during swim lessons, dressing & changing and until such time as a child is back in their nominated room with childcare staff. If a child arrives and leaves with parent/guardian then the child is the sole responsibility of the parent/guardian whilst on the premises including carpark

### Nominated carers

- Parents/guardians can nominate their own carer to accompany their child during their swimming lessons.
- Any nominated carers must be registered on this authority.
- If a carer has been nominated the above requirements must be fulfilled by the "nominated carer".

It is the parent/guardians responsibility to ensure the "nominated carer" is informed of all regulations as stated in this document.

## Safety

Strict Safety measures are imposed to ensure the safety of children, staff and parents/guardians. Please read all signs and abide by all teachers instructions at all times.

## Communicable diseases & medical conditions

A person suffering from any skin infection or other communicable disease will be excluded from lessons for the safety and well being of other participants and the teaching staff.

### Some exclusion periods Include:

- Herpes (while lesions are still open and weeping);
- Chicken Pox (6 days after onset of last crop of blisters);
- Conjunctivitis (while eye discharge is present);
- Diarrhoea (until 1 week after symptoms have ceased);
- Giardia (until 1 month after symptoms have ceased);
- Ringworm (as long as lesions contain fungus and spores).

## Regulations

Our Swim School is operated in accordance with the requirements as set out by the following authorities:

- Department of Human Services
- Health (Infectious Diseases) Regulations 2001
- Occupational Health & Safety Act 2004
- Dangerous Goods Act 1985
- Dangerous Goods (Storage & Handling) Regulations 2000
- Codes of Practice
- Australian Standards.

## Notes

For full details on all centre swimming policies please refer to "Swimming Policies" file in the parents resource room.

## References

Department of Human Services:

[www.health.vic.gov.au](http://www.health.vic.gov.au)

Pool Operators Handbook

Life Saving Victoria:

Guidelines For Safe Pool Operations

Health (Infectious Diseases) Regulations 2001

For more information on issues relating to health and public pool use please refer to the Department Of Human Services website

[www.health.vic.gov.au/environment/water/swimming.htm](http://www.health.vic.gov.au/environment/water/swimming.htm)

## SECTION 1 | Your child's details

Child's Name: \_\_\_\_\_ Gender:  M /  F (please tick) Age: \_\_\_\_\_

Which room does your child attend: \_\_\_\_\_

Please tick the days your child is in care:  Monday Arrival Time: \_\_\_\_\_  Thursday Arrival Time: \_\_\_\_\_

Tuesday Arrival Time: \_\_\_\_\_  Friday Arrival Time: \_\_\_\_\_

Wednesday Arrival Time: \_\_\_\_\_

Do you have a preferred day for your child's scheduled lesson? If so, which day? \_\_\_\_\_

**Note:** For under 3yr olds this does not have to be a childcare scheduled day.

## Parent's details

Name: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

## Nominated guardians

If your baby/toddler is between the ages of 6 months and 3 yrs please provide the name and details of the person(s) nominated to accompany your child for their swimming and aquatic lessons.

**(1)** Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**(2)** Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## SECTION 2 | Health & medical needs

Does your child have any medical or health care needs that could affect their safety in the water?

Yes (please tick the relevant boxes below)  No (go to next section)

Asthma  Seizures \* / Epilepsy  Skin conditions  Incontinence

Severe allergies  Diabetes \*  Respiratory difficulties  Ear disorders

Joint disorders  Hearing impairment  Vision impairment  **Other**

**If other**, please provide details: \_\_\_\_\_

Please provide medication requirements: \_\_\_\_\_

Does your child require ear plugs for swimming  No  Yes (please tick)

If yes, please provide details:

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## Illness Management Plan

Swimming instructors require a written Illness management plan from your child's doctor or treating health care professional to plan for any special health needs. It is highly recommended that you provide an Illness Management Plan for any condition ticked above, if your child has seizures or diabetes swimming is strictly prohibited until an Illness Management Plan has been provided.

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## SECTION 3 | Consent

### Lawful authority

All parents have powers and responsibilities in relation to their child which can only be changed by a court order. The "Childrens Services regulations 1998" refer to these powers and responsibilities as "Lawful Authority" It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order such as under the "Family Law Act" may take away the authority of a parent to do something or may give it to another person.

### Guardians

A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of guardian under the "Childrens Services Act 1996" also covers situations where a child does not live with his/her parents and there are no court orders. In these cases the guardian is the person the child lives with who has the day to day care and control of the child.

### Confidentiality

This form is to be completed by parent/guardians on behalf of their child. This information is accessible to swimming Instructors, officers of the Department of Human Services and emergency services personnel responsible for your childs safety during swimming and aquatic activities. Children will not be permitted to participate until this form has been fully completed and returned.

I appreciate that every care will be taken by the staff and management and acknowledge and agree that they cannot be held responsible for personal injury, loss or theft of property affecting my child or myself.

As with any childrens program it is recommended that families are covered by ambulance insurance because the cost of this service, if ever required is the responsibility of the childrens parents.

I have read and understand the above and give my permission for my child to attend a weekly swimming and aquatic education lesson with the Ryan Road Childcare and Swim School.

Name:

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Signature:

Date:

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## Office use only

This section is to be completed by instructors / teachers to record special measures to be taken for this child's safety whilst participating in swimming and aquatic activities (eg. Safety watch because of history of seizures, asthma medication on to be kept on hand etc) Date:

Instructor name:

Signature:

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**SECTION 4 | Swimming History**

**Please fill in this section as best you can to help us place your child into the appropriate class in the pool.**

Name (Child Enrolled): \_\_\_\_\_

Has your child had swimming lessons?  No  Yes (please tick)

**If yes**, please provide details: At what age did your child commence lessons: \_\_\_\_\_

How long did your child participate in these lessons: \_\_\_\_\_

What centre/swim school did you attend these lessons: \_\_\_\_\_

Has your child ever had a bad experience in water, be it the bath, pool or other water areas?  No  Yes (please tick)

**If yes**, please provide details: \_\_\_\_\_

Do both parents have swimming ability? \_\_\_\_\_

Is your child happy in the bath?  No  Yes (please tick)

Is your child happy in the shower with water running on their head?  No  Yes (please tick)

Is your child comfortable going under water in a pool environment?  No  Yes (please tick)

How often do you take your child swimming for fun? \_\_\_\_\_

Thank you for this information we hope you enjoy your swimming experience here at Ryan Road.

**Office use only**

Follow-up with parent: _____	Date: _____	Time: _____	Staff member: _____
Parent/Guardian spoke to: _____			
Scheduled Time/Day/Group: _____			