

LEARN TO SWIM





WELCOME

to the University of Minnesota Learn to Swim Program! Thank you for choosing us for you or your child's swim experience. Our programs are open to University students, faculty, staff, and the community. We look forward to providing the experience and benefits of learning to swim. With our program, swimmers have the opportunity to learn water safety, interact with other swimmers, work on swim skills to progress through our levels, and develop a life skill.

This handbook is designed as an overview to answer common questions about the program and to provide expectations and guidelines for participation. All participants and parents/guardians are expected to read and follow the guidelines.

DEPARTMENT MISSION/VISION:

Recreation & Wellness Mission: Our mission is to serve all students and the greater University community by enriching the campus experience and encouraging lifelong wellbeing. We are driven to develop leaders, foster supportive relationships, and inspire active living through recreation and wellness.

GUIDING PRINCIPLES:

- Excellence exceeding expectations and standards
- Integrity leading with sound and responsible judgment
- Development fostering a culture of growth and improvement
- Collaboration working collectively to achieve common goals

ABOUT OUR INSTRUCTORS:

Our staff is comprised of Learn to Swim Instructors and LTS Senior Instructors. They are all University of Minnesota college students. All staff have passed a background check and have completed over 6 hours of CPR, First Aid, and



AED training. Each instructor completes over 8 hours of in-service training, safety, and program procedures each semester. There will be a senior instructor on shift during each LTS session. Senior instructors will act as the deck manager and to help oversee swim lessons. They are your point of contact during lessons and are there to help answer any questions. Our pools are also staffed by certified lifeguards on deck during all sessions. We do our best to keep swim instructors consistent during our swim sessions.

PROGRAM INFORMATION:

Please be aware that Learn to Swim is not responsible for placing your child in the right level. LTS will do its best to make each participant experience a positive one. However, due to high enrollment in certain levels, moving swimmers up or down a level will only occur if the swimmer interferes with the teaching of the other swimmers in that class. Switching of levels will require approval from the instructor and senior instructor on shift.

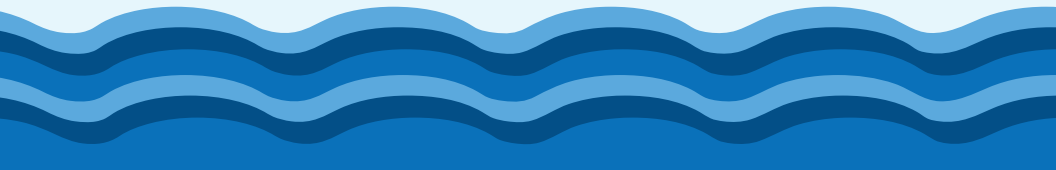
If your child has passed into a level, but does not meet the age requirement for that particular level, please contact Learn to Swim at lts@umn.edu prior to registration day.

ATTENDANCE/ABSENCE:

Attendance will be taken every class session. Attendance helps our instructors determine level progression. There are no make-ups for missed classes. Swimmers may not attend a class at another time slot in place of a missed class, whether you or your child is sick, out of town, or unable to attend.

PROGRESS REPORTS & LEVEL PROGRESSION:

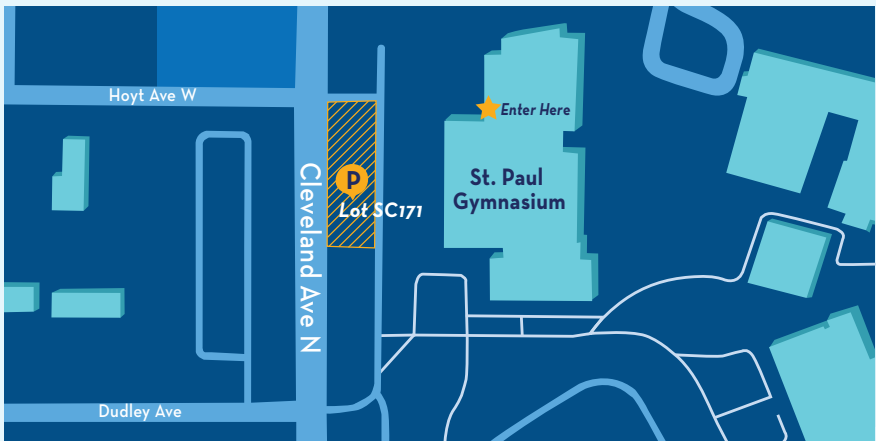
All participants will receive a progress report during the 4th week of lessons. These reports will check off skills that your child has accomplished in the pool. Report cards will be handed out on the final day of lessons. Report cards will indicate if your swimmer will be able to progress to the next level. It is not uncommon for swimmers to retake certain levels. It is important to remember that swimmers progress at their own speed and that there are many factors that can influence progression (swimming ability, behavior, practice, etc.). If you have any concerns, please talk to the LTS senior instructor on shift. We highly recommend to all of our participants and families to utilize practice time and our LTS Swim Pass to work with your children more in the water. These passes can be collected at either front desk of the St. Paul Gym or Minneapolis Recreation and Wellness Center. If you are interested in a take home paper copy of our level checklist, please ask the senior instructor on shift.



PARKING & FACILITY:

Park at the metered parking lot (SC171) on the north side of the facility and the on street parking located on Hoyt Ave W. Lot SC171 is contract parking, please do not park in the non-metered spaces, you may be ticketed by UMPD. Our address is 1532 Cleveland Ave N, Saint Paul, MN, 55108. The main entrance is at the north end of the St. Paul Gym. This entrance will only be open during Learn to Swim hours.

To enter the facility, please use the north entrance located on the side of the facility. Learn to Swim participants are not permitted to use the front entrance of the Saint Paul Gym. The north entrance door will unlock for entry 20 minutes prior to the start of lessons.



REGISTRATION:

Registration dates will be determined at the beginning of the academic year and posted on our website for the participants to view. Registration will typically fall on a Monday and open for enrollment at 12:00 pm. Any changes to the registration date and time will be posted in advance. Learn to Swim does not accept early registrations or registrations by phone.

You can view our current session offerings at any time on our website at recwell.umn.edu/LTS or by signing in at shoprecwell.umn.edu.

- Go to Classifications - Aquatics on shoprecwell.umn.edu
- Select the current semester

REGISTRATION DAY:

1 University of Minnesota Students, Faculty, and Staff:

Please use your x500 username and password to login. If you are having trouble logging in, please contact lts@umn.edu.

1 Community Members

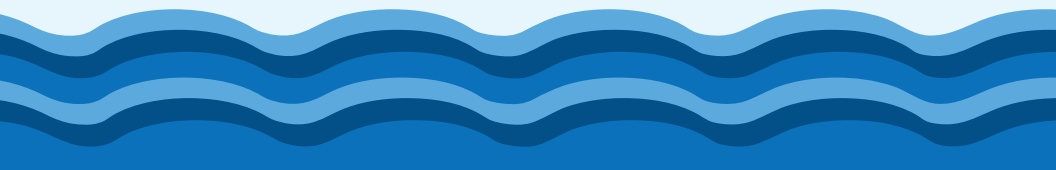
- Complete your registration user account on the ShopRecWell Sign Up link (shoprecwell.umn.edu/Account/Register).
 - Please make this account for yourself, not your child. Add your child as a dependent under your profile.
- Once you have created your profile you will receive a confirmation email to activate your account. Please note that you will need to activate your account before registering.
- Upon activating your account, you can navigate the Learn to Swim offerings on ShopRecWell or through the Learn to Swim webpage.

2 Update your profile and dependent information

- Once logged into the ShopRecWell member portal your username will appear in the upper-right corner of the screen. Click on your name, then select “profile” in the box that appears. At the bottom of the page you can add a new dependent to your profile by clicking the button that says “Add a new Dependent.”
 - Enter the first and last name, date of birth, and select a gender. Then click “Save.”
 - The newly added dependent now appears on your user profile.

3 Registering for a Learn to Swim offering

- After you sign into the ShopRecWell member portal, you will be redirected to the home page to view all Learn to Swim offerings.
- Select classification and semester to see all available options.
- To add the offering to your shopping cart:
 - Click “Add to Cart”
 - Select “Add to Cart” next to the dependent you want to register. DO NOT REGISTER YOURSELF, it will not process correctly.
- Complete the online sale through 3rd party page. Do not exit the screen until you receive a confirmation.
- Click back into the registration portal to view enrollment confirmation.



CANCELLATION & REFUND POLICY:

- Requests for transfers, credits, or cancellations must be received in writing a week prior to the start of the specific lesson day. No verbal or phone requests are accepted.
- All swim lesson fees include a 10% non-refundable administration fee. This charge is withheld from any refund or credits when cancelled by the deadline. Cancellations after the deadline forfeit the entire fee.
- Cancellations due to severe medical circumstances will need a doctors note and will be considered on a case-by-case basis. Absences due to common illnesses do not qualify for any reimbursements.
- Any session that does not meet minimum enrollment by the week before the session start date will be cancelled and you will be contacted.
- If we must cancel a camp due to insufficient enrollment or any other circumstances beyond our control, we will offer a full refund or issue credit towards another session.
- A refund will be given prior to the enrollment deadline. Once processed, the refund can take up to 2-7 business days to reflect on your creditcard statement.

REGISTRATION FAQS & TIPS:

- We will not accept over the phone registrations. If you wish to register in person, please visit our Minneapolis or St.Paul locations.
- Due to the amount of phone calls and emails on registration day, we will be answering all phone calls and emails in the order received.
- We recommend that you add your dependents to your profile prior to registration day.
- Once you are ready to check out, you will be redirected to an external page to complete your transaction. Do not hit the back button or refresh button. This will interrupt the check out process and may result in losing your spot in line or restarting the enrollment process.
- Due to increased user activity on registration day the website may run slower than usual.
- You will be locked out of your account for 5 minutes (300 seconds) if your username or password attempts fail more than three times. If you have forgotten your username or password, you will need to select the "click here if you are having trouble signing in."

Q: Can I register over the phone?

Learn to Swim will not accept registrations over the phone. If you wish to register in person, you may stop at our Learn to Swim Office in our St. Paul location.



Q: Why am I getting locked out of my account on ShopRecWell?

If you are getting an error message while trying to login to your account select the "click here if you are having trouble signing in" button. You will be directed to an account recovery page that will instruct you to use your account email to recover your username or password. After hitting submit, an email will be sent to you to recover your login information. If you are new to Learn to Swim since January 1st, 2019, we have updated our registration software. If you have not created a new login on ShopRecWell you can do so by selecting the "sign up" button on the top right corner of the screen or "Sign up here if you do not have a local account." Previous accounts from our ActiveNet Software will not work. Once you submit your account registration an email will be sent to your preferred email with your account confirmation. After confirming your account, you will be redirected to sign in to your account to enroll into our Learn to Swim classes.

Q: Why am I getting an error message about age restrictions while trying to enroll into a class?

If an error message pops up on your screen with an age restriction prompt this is because that specific level has an age restriction. To add a dependent to your profile, you will need to go into your profile settings and select "Add a new Dependent." Once the dependent is added to your profile you will be able to select the class and enroll your dependent into your desired swim level. Please view the level descriptions to learn more about age restrictions. If a participant does not meet the age criteria for a level and you believe that they are able to meet the required skills for the level, you will need approval from the Coordinator of Aquatics prior to registration.

Q: Why am I receiving an error message of "pending payment authorization?"

Enrollment has not been completed if you received this message. To complete enrollment, you will need to select the shopping cart and finish the transaction. If you have hit the refresh or back button, this has put a pending hold on your enrollment and will unlock after 20 minutes.

Q: Why did the class I wanted show as available, but showed that it was full once I went to check out?

The registration program updates in real time instantly. During enrollment, class spots will be "taken" while in line for checkout. Due to heavy traffic and not refreshing a page, a class may appear to have open spots before checking out.



LEARN TO SWIM LEVEL INFORMATION:



PARENT TOT *Parents/guardians must accompany child in water. Class size is limited to 10 participants per instructor. Each class session will be 30 minutes long with 15 minutes optional in water time.*

Parent Tot 1 - 6 months to 2 years old

Parents and children are introduced to the fundamentals of water safety and water discovery in a fun, stimulating environment. This class will help equip parents with information on how to safely submerge and properly hold infants in the water. Children must have a swim diaper.

Parent Tot 2 - 2-3 years old

Parents and children focus on the fundamentals of water safety and development of swim readiness skills. This class incorporates games that introduce the fundamentals of skills such as breath control, submersion, blowing bubbles, and assisted kicking and floating. Children must have a swim diaper.



PRESCHOOL *3-5 years old. Our preschool classes focus on how to safely enjoy the water while gaining comfort and confidence. These classes are divided into three levels that include water safety and comfort, water independence, and swim strokes and fundamentals. Class size is limited to 4 participants per instructor. Each class session will be 35 minutes long.*

Level 1 - Water Comfort & Safety

Preschoolers will learn water safety and how to develop comfort with submersion, learn proper breath control, and front and back float with assistance. This class is designed for first time swimmers and for children who are not yet comfortable being in the water.



Level 2 - Water Confidence & Independence

Preschoolers will further focus on gaining confidence and independence in the water by concentrating on control and movement in the water. Participants will continue to practice water safety. This class is best suited for participants who need guided practice and are not yet able to independently swim on their own or stay afloat.

Level 3 - Stroke Fundamentals & Development

Preschoolers are introduced to arm/leg action, rhythmic breathing, and will swim further distances up to 15 yards, both with assistance and independently. This class is best suited for participants who are unable to swim longer distances independently.



YOUTH 6-12 years old. Our classes are divided into 6 levels that include water safety and comfort, water independence, stroke fundamentals, and stroke mechanics and refinement. Class size is limited to 4 participants per instructor. Each class session will be 35 minutes long.

Participants to instructors and session time length will vary with level 5 and level 6.

Level 1 - Water Comfort & Safety

Participants will learn water safety and how to develop comfort with submersion, learn proper breath control, and front and back float with assistance. This class is designed for first time swimmers and for participants who are not yet comfortable being in the water.

Level 2 - Water Confidence & Independence

Participants will further focus on gaining confidence and independence in the water by focusing on control and movement in the water. Participants will continue to practice water safety and further learn about the aquatic environment. This class is best suited for participants who are not yet able to independently swim on their own or stay afloat.

Level 3 - Stroke Introduction & Fundamentals

Participants are introduced to alternating and simultaneous arm/leg action, rhythmic breathing, and swimming further distances up to 15 yards both with assistance and independently. This class is best suited for participants who are unable to swim longer distances independently.



Level 4 - Stroke Development & Technique

Participants will further work on alternating and simultaneous arm/leg action and primarily focus on front crawl and backstroke for 15 yards. This class is for participants who are not yet able to swim 15 yards of the two basic swim strokes.

Level 5 - Stroke Development & Technique II

Participants will further work on alternating and simultaneous arm/leg action, and rotary breathing. They will learn front crawl, backstroke, breaststroke, and elementary backstroke for 15 yards while improving stamina. Participants will be introduced to other components of swimming. This class is for participants who are not able to swim 15 yards of the four basic swim strokes of front crawl, backstroke, breaststroke, and sidestroke. Class size is limited to 5 participants per instructor. Each class session will be 40 minutes long.

Level 6 - Stroke Mechanics & Refinement

Participants will work on stroke techniques and learn competitive strokes to become more efficient swimmers. This class will refine strokes so participants can swim with further efficiency, power, and smoothness over longer distances. This class is for participants who are not yet able to swim front crawl, backstroke, or breaststroke across the pool for 25 yards. Class size is limited to 5 participants per instructor. Each class session will be 40 minutes long.



BEYOND SWIM LESSONS *Ages 9-12.*

Our advanced classes are designed for swimmers who want to further incorporate swimming into a lifestyle. Participants will hone in on all major competitive strokes and techniques while swimming greater distances. Class size is limited to 6 participants per instructor. Each class session will be 50 minutes long.

Level 1 - Competitive Training

Participants will refine stroke techniques and learn competitive stroke. This class is for children who are not yet able to swim the basic swim strokes consistently across the pool and back and who are looking to increase strength and endurance. Participants will learn to swim freestyle, backstroke, butterfly, and breaststroke across the pool for 25 yards. Participants will practice endurance building and competitive techniques.



Level 2 - Competitive Endurance

Participants will refine stroke techniques and learn competitive stroke. This class is for children who are not yet able to swim the basic swim strokes consistently across the pool and back, and who are looking to increase strength and endurance. Participants will learn to swim freestyle, backstroke, butterfly, and breaststroke across the pool for 25 yards. Participants will continue to practice endurance training and competitive techniques.

ADULT CLASSES *It's never too late to learn to swim. Our adult classes split into two levels that are programmed to learn the basics of swimming, survival skills, stroke development, fitness swimming, and more. Class size is limited to 5 participants per instructor. Each class session will be 50 minutes long.*

Adult Beginner

This class is designed for adults of all ages who are uncomfortable in the water and have little to no experience with swimming. In this class participants will learn about floating, kicking, and stroke techniques. The number of strokes introduced is based on each individual's progress during the class.

Adult Intermediate

This class is designed for adults of all ages who are comfortable swimming 25 yards in deep water on their front and back. In this class participants will learn how to increase endurance while swimming and refine stroke technique. This class is perfect for those looking to exercise in the water!

