



# Swimming Instruction Parent's Guide

**Mountlake Terrace Recreation Pavilion**  
 5303 228th St SW • Mountlake Terrace, WA 98043  
 (425) 776-9173 • [www.mltrec.com](http://www.mltrec.com)

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# Welcome!

Thank you for choosing the Mountlake Terrace Aquatics Program. Our goal is to provide a safe and fun learning environment for your child. Each student will be encouraged to learn at his or her own pace through a logical progression of skills.

Your comments and feedback are always welcome. We look forward to working with you to help our program improve and grow. Don't hesitate to let the Instruction Supervisor or a member of the Aquatics Program Staff know if you have a question, concern or compliment!

You can get general information on class times, enrollment status, pool hours, special events or closures, pool rentals, and all other Pavilion programs by:

Visiting our web site at:  
**[www.mltrec.com](http://www.mltrec.com)**

Or by calling:  
**425-776-9173**

Or by stopping by:  
**5303 228th Street SW  
Mountlake Terrace, WA 98043**

We offer on-line registration for swim lessons, aquatic camps, and safety classes...don't wait in-line, register from home on-line! Visit [www.mltrec.com](http://www.mltrec.com) and click on the Registration page.



## Important Safety Considerations

- No glass allowed in the pool area or in the locker rooms.
- All guests must shower before entering the pool.
- All guests should use the rest room before entering the pool.
- If a child is not toilet-trained, he or she must wear swim diapers and fitted plastic/vinyl pants under his or her swimsuit. Children wearing regular diapers will not be allowed in the pool.
- Proper swim attire is required at all times. No cut-off shorts or threadbare swimsuits are allowed. We have swimwear available for purchase in our lobby.
- All bandages must be removed before entering the pool.
- Gum must be disposed of before entering the pool.
- Walk on the deck and in the locker rooms at all times.
- Children should wait on a bench, in the bleachers or on the side of the pool until his or her teacher is ready to start class, it is unsafe for them to be in the water without an instructor present.
- Please keep siblings and other children not participating in class away from the pool edge and in the bleacher area or on a bench.
- Our swim instructors will provide supervision for your child in class, however, please be available to assist if your child needs to leave the pool deck for any reason. Please inform the instructor if the child will not be returning to class.
- If you have something to discuss with your child's teacher, please try to catch him or her before or after class, or leave your name and phone number with the Instruction Supervisor. Instructors need to have their full attention on the students during class.

## Important Health Considerations

- Small children should be taken on frequent bathroom breaks to avoid contamination of the pool
- If contamination does occur, the pool will be cleared in order to properly disinfect the area. If the contamination occurs in the Leisure Pool it may be possible to relocate to another area; this will be done whenever there is availability.
- Persons with infectious illness, including vomiting and diarrhea within the past seven days, may not enter the pool. If your child has been ill with these symptoms, a refund for missed classes may be considered in this situation (see page 4).

## Pre-Registration

Now that your child is enrolled in a swim session, he or she will be given priority registration for classes in the subsequent session. Registering on the designated Pre-Registration day for your lesson is the best way to get a spot in the class you want. We cannot guarantee your first choice class during pre-registration, so please have a second choice ready.

Detailed schedules for the upcoming sessions may not be available until the day before pre-registration. In order to offer the most comprehensive schedule we can, we may have to wait to finalize the schedule until after the instructors have completed their "pass/stay" evaluations.

Pre-Registration day is generally the second to last day of the session for weekday lessons, and the last day for weekend lessons. Your first-day handout will have the specific date. On that day you can stop at the front desk and check whether or not your child has "Passed" or will need to "Stay" in his/her current class. Once you know which level to register for, look at the schedule and decide which times fit your class level and schedule needs, and then register with our front desk staff. You will receive a progress report with all your child's skills listed on the last day of class.

Pre-registration must be done in person on the pre-registration day. You may pre-register no earlier than 15 minutes prior to your class time. If you have children enrolled in multiple times, you will be able to register at the earliest time. You may register after the pre-registration period for your child's class by phone on the day designated for "Resident" registration, generally the day before Open registration. If you wish to switch days, or from AM to PM classes, please speak to our front desk staff for more info.

We may adjust the session schedule after pre-registration. Classes with low registration or no registration may be combined with another class, or cancelled to open up spots in classes that are in higher demand.

If you wish to enroll siblings in a session for which you have pre-registration privileges for one child, you may fill out and turn in a registration form for the sibling, but it will be held until the end of the pre-registration for that class day.

## Open Registration

If you are not eligible for Pre-Registration you may register your child on our Open Registration date. These dates are posted in the Craze and on the session schedules. Mountlake Terrace residents are able to register

one day prior to non-residents. You can also get session date information by calling the Recreation Pavilion at 425-776-9173, or visiting our website at [www.cityofmlt.com](http://www.cityofmlt.com). Open Registration can be done in person, on-line or over the phone (phone registration taken after 2:00pm only).

## Class Cancellations and Refunds

Classes listed on the schedule may be canceled if there is no or low enrollment after Pre-Registration. This will be done to increase enrollment ability in the levels that are more popular at that particular time. Classes that have low enrollment on the first day may be combined with another level (see below).

If a class you have enrolled your child in has to be canceled for some reason by the Recreation and Parks Department, you will be given a full refund or credit for that class. If a class is canceled due to low enrollment, you will be given the option to switch to another time. We will call all participants as soon as possible regarding a class cancellation.

## Credit/Refund Policy

Programs or classes canceled by Recreation & Parks Department will be refunded in full. All participant-based refunds/credits are assessed a \$10 service fee with the exception of Semester/Yearly Dance and Fitness Classes, which will be assessed a \$40.00 fee. Refunds make take up to four weeks for processing. No refunds for amounts less than \$5.

**Additional credit/refund policies for Aquatic programs:** You may withdraw from lessons through the third class to receive a pro-rated credit/refund. No credits/refunds issued after the third class without Coordinator approval. Participants receiving credits/refunds lose pre-registration status. **Credits will not be issued for classes your child will miss due to vacation or overlap with another program.**

## Class Combinations

At times it may be necessary for us to combine levels to avoid canceling a class due to low enrollment. Classes will be combined so that there is no more than one level difference between students. The instructors will modify their lesson plans to accommodate the different levels and will make sure to evaluate the student based on his/her level at the start of class. If you feel your child is not being instructed properly in a combined class, please talk to the Instruction Supervisor to see about the possibility of switching classes or times to accommodate your child's abilities.

## Aquatics Staff

The Recreation Pavilion aquatics staff base is wide-ranging and includes local high school students, college students from around the state, members of the Mountlake Terrace community, moms, dads, teachers, and grandmothers!

We staff the pool with American Red Cross certified lifeguards at all times. Our instructors go through an extensive training process, which includes one on one time with a certified trainer, as well as time shadowing classes with experienced instructors. During lessons, the Deck Coordinator is on duty to assist you with any questions or concerns you may have. If you need to discuss something with your child's teacher directly, we ask that you wait until after class so as not to distract him or her from instruction.

When scheduling instructors for a class, we take many factors into consideration. These include the instructor's experience level, the classes he/she has been trained to teach, and the availability of his/her schedule.

While we strive to have one instructor teach your child's class for the entire session, it may be necessary for a sub to cover your child's class due to instructor illness, vacations, or other unforeseen circumstances. If possible, we will notify parents in advance of any subs. If a sub is needed for more than one class, we will do our best to secure the same sub for all fill-ins, but again this may not always be possible. Please be aware that any instructor who subs for your child's class will be experienced in teaching that level and will have access to the original instructor's lesson plan so consistency can be maintained throughout his/her subbing tenure.

If you would like to request a particular instructor for your child's class, you may do so on your registration form. We will do our best to accommodate all feasible requests.

## Gift Policy for City Employees

City policy prohibits employees from accepting or soliciting money, gifts, gift cards, services, or other gratuities. A handmade card or other artwork from children can be accepted as long as it does not contain anything of monetary value such as gift cards. Gifts of food (cookies, etc.) will be shared with class participants.

## At the Start of Class

On the first day of a session, please check the directional signs on the pool deck to see where your child's class will meet. The Instruction Supervisor will announce the start of class and then the individual instructors will call out the names of the children in his/her class, your child should go with his/her instructor at this time. The instructor will take the class to the area of the pool they will meet at each time. When you come in for subsequent lessons, you can send your child to that area of the pool to meet his/her instructor. We ask that you keep your child with you in the bleachers or bench area if you arrive early. This will help ensure your child's safety and will not cause a disruption to the classes already in progress.

Please make sure your child showers and uses the restroom before class. If you do not see your child's instructor, or are unsure where the class is meeting, please see the Instruction Supervisor for assistance.

## Playtime Passport

From September through June, Monday-Friday swim lesson participants can enjoy 15 minutes in the leisure pool following each swim lesson by purchasing Playtime Passport wristbands for a small fee. **Wristband is required to participate. We cannot replace lost, stolen, or forgotten wristbands.** Parent supervision is required. Please see the Front Desk staff for information on fees and other restrictions.

Due to participation levels and pool space constraints, **Playtime Passport is not available for our Advanced Swimming Levels, during summer lessons, or any Saturday or Sunday lessons.**

## Private School Group Lessons

During the summer, we offer blocks of time to private schools for lessons. Private school lessons are administered differently from our regular lessons, as we do not schedule specific class levels for the school. Instead, we will assign an adequate number of instructors to teach just the school groups during that time block.

Children will be grouped in a class based on age and swimming ability. It is usually necessary to combine more than one level during these lessons. The instructors will modify their lesson plans to accommodate the different levels and will make sure to evaluate the students based on their level at the start of class.

## Class Descriptions: Pre-School

### Terrace Tots: Ages 9 months-3 years

The Terrace Tots program is designed to instruct parents in the skills necessary to teach their tots basic water adjustment and swimming skills. You will develop various techniques through the use of games, toys, songs, smiles, and praise.

To enroll in Tots:

- Child must be 9 months-3 years of age
- A parent must accompany the child in the water

In this class you and your child will learn:

- Water safety
- How to teach your child skills in a fun, enjoyable environment
- Water adjustment & swim skills
- Development of motor & social skills

### Advanced Tots: Ages 9 months-3 years

Learn breath control, use of equipment, and coordinated swimming. Tots learn to work with their swim instructor and to perform swim skills without assistance. Offered on a limited basis by instructor recommendation.

To enroll in Tots:

- Child must be 9 months-3 years of age
- A parent must accompany the child in the water

In this class your child will learn:

- Basic Water & Lifejacket Safety
- Waits for parent's cue to enter pool
- Jump into water on cue
- Breath control, going under water, & blowing bubbles
- Swim on front with arms, kicks, & bubbles
- Independent glide & swim
- Relaxed back ride with head support
- Independent backfloat
- Works well with equipment
- Works well with instructor & responds to instructor's cues
- Leisure pool introduction

## Class Descriptions: Pre-School

### Puddle Jumpers: 34-36 months

A transition class for children 2 years & 10 months through 3 years. Enroll in Preschool-age classes once child is 3.

To enroll in Puddle Jumpers:

- Child must be 2 years and 10 months old by first day of class

In this class you and your child will learn:

- Face in the water with bubbles & glide with parent
- Glide with instructor to the bench
- Relaxed backfloat with parent and with instructor
- Relaxed independent backfloat
- Performs jumps into the pool with parent, independently, and with instructor
- Performs above skills in the Teach Pool
- Works well with instructor in classroom environment
- Works well with floatation equipment



### Tadpole: Ages 3-5

To enroll in Tadpole:

- Child may have little or no water experience
- Child may not be comfortable in water yet
- Child cannot float independently

In this class your child will learn:

- Water play
- Blowing bubbles
- Putting face in water
- Front and back glides
- Basic lifejacket skills

## Class Descriptions: Pre-School

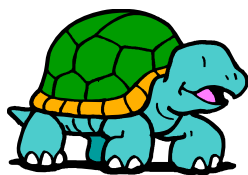
### Seahorse: Ages 3-5

To enroll in Seahorse:

- Child can glide on front with face in water
- Child is relaxed floating on back w/help of instructor
- Child can blow bubbles in water w/face submerged

In this class your child will learn:

- Front glide with face in water and kicks for three body lengths
- Tall arms and kicks on front
- Back glide with kicks for 3 body lengths
- To be comfortable in 3 feet of water
- Pencil jump, head underwater, recover
- Skills with lifejacket



### Turtle: Ages 3-5

To enroll in Turtle:

- Child can front glide w/face in the water
- Child can swim 4 tall arm strokes
- Child can kick on back 3 body lengths
- Child is comfortable in 3 feet of water

In this class your child will learn:

- Kicks, bubbles and 3 breaths with kickboard
- Combined swim with breathing on front
- Back glide from the wall return on front
- Combined kicking and winging
- Jump in, combined swim to safety
- Sit entry with underwater swim
- Introduction to 4 feet
- Skills with lifejacket

## Class Descriptions: Pre-School

### Starfish: Ages 3-5

To enroll in Starfish:

- Child can perform four tall arm strokes with breathing on front
- Child can swim on back
- Child can jump into deep water and swim to safety

In this class your child will learn:

- Swim with tall arms on front for 20 feet
- Intro to side breathing with kickboard
- Combined swim with side breathing
- Swim on back
- Jump in, return five feet to safety
- Swim 10 feet on back return on front
- Tread water for 5 seconds
- Sit dive with underwater swim for 10 feet

### Dolphin: Ages 3-5

To enroll in Dolphin:

- Child can swim 20 feet on front with tall arm strokes and side breathing
- Child can swim for 20 feet on back
- Child is comfortable relaxed in deep water
- Child can tread water for 5-10 seconds

In this class your child will learn:

- Backstroke for 20 feet
- Underwater swim for 20 feet
- Swim with tall arms on front for 35 feet
- Side breathing with kickboard
- Combined swim with side breathing
- Swim on back for 35 feet
- Winging & kicking combined - start on front & roll to back
- Standing dive into deep water

## Class Descriptions: Pre-School

### Porpoise: Ages 3-5

To enroll in Porpoise:

- Child can swim 20 feet of Backstroke
- Child can swim 35 feet on front using tall arm strokes with side breathing
- Child is able to turn over in deep water front to back
- Child is able to swim in deep water on front and back for 35 feet
- Child can tread water for 10-15 seconds

In this class your child will learn:

- Breaststroke for 15 feet
- Butterfly for 15 feet
- Swim on front for one length
- Swim on back for one length
- Combined swim for one length
- Elementary backstroke for one length
- Standing dive into deep water
- Underwater swim in deep water
- Tread water for 20 seconds
- Lifejacket skills
- Rescue skills



## Class Descriptions: School Age

### Facefloat: Ages 6 and up

To enroll in Facefloat:

- Child may have little or no water experience
- Child may not be comfortable in water yet
- Child cannot float independently

In this class your child will learn:

- To be comfortable in water
- Blowing bubbles
- Putting head underwater
- Glide on front with and without kickboard
- Swim on front with tall arms and kicks
- Swim on back with winging and kicking
- Lifejacket skills

### Backfloat: Ages 6 and up

To enroll in Backfloat:

- Child should be comfortable in the water
- Can glide on front with face in water blowing bubbles
- Can swim on front and back

In this class your child will learn:

- Breathing and kicks with kickboard for 20 feet
- Swim on front with tall arms and breathing
- Swim on back
- Kicking with kickboard
- Winging and kicking
- Jump in, swim on front, roll to back for 10 feet
- Tread water for 15 seconds
- Lifejacket skills



Class Descriptions: School Age

## Side Breather: Ages 6 and up

To enroll in Side Breather:

- Child can swim on front 20 feet with bubbles and tall arm strokes
- Child can swim on back 20 feet
- Child is comfortable w/above skills in 5 feet of water

In this class your child will learn:

- Side breathing with kickboard for 35 feet
- Swim on front for 35 feet
- Tall arms with side breathing
- Swimming on back
- Winging and kicking
- Backstroke introduction
- Jump in, swim on front, turn over swim on back
- Comfortable with above skills in deep water
- Tread water for 20 seconds
- Sit dive and underwater swimming for 10 feet
- Lifejacket skills

## Stroke Coordination: Ages 6 and up

To enroll in Stroke Coordination:

- Child can swim 35 feet with tall arm strokes and side breathing
- Child can swim 35 feet on back
- Child can jump into deep water swim on front and back
- Child can tread water for 20 seconds in deep water

In this class your child will learn:

- Swim front crawl stroke for 60 feet
- Swim on back for 60 feet
- Backstroke
- Elementary backstroke
- Tread water for 30 seconds
- Standing dive
- Underwater swimming for 20 feet
- Safety skills

Class Descriptions: School Age



## 75' Distance: Ages 6 and up

To enroll in 75' Distance:

- Swim on front with tall arm strokes and side breathing for 60 feet
- Backstroke for 60 feet
- Elementary backstroke for 60 feet
- Tread water 30 seconds

In this class your child will learn:

- Front crawl with bilateral breathing for 75 feet (one length)
- Backstroke for one length
- Elementary backstroke for one length
- Breaststroke for 20 feet
- Butterfly for 20 feet
- Open turns
- Somersaults
- Tread water for 45 seconds
- Standing dive
- Underwater swim for 35 feet
- Safety skills



## Class Descriptions: School Age

### Advanced Swimming: Skills & Strokes

#### Ages 6 and up

To enroll in Advanced Swimming:

- Child can swim one length of front crawl using bilateral breathing
- Child can swim one length of backstroke
- Child can swim one length of elementary backstroke
- Child can Swim 20 feet of breaststroke
- Child can Swim 20 feet of butterfly
- Child can perform open turns
- Child can perform somersaults
- Child can tread water for 45 seconds

In this class your child will learn:

- To swim two efficient lengths (50 yds.) using Front Crawl, Back Crawl and Elementary Backstroke
- To swim one efficient length (25 yds.) using Breaststroke, Butterfly and Sidestroke.
- A standing jump dive and swim to poolside
- Tuck, Pike, and Feet-first surface dives
- To Tread water for two minutes using two different kicks
- Lifesaving skills
- Sculling on back for 25'

### Competitive Swimming I: Stroke Refinement

#### Ages 6 & up

To enroll in Comp I:

- Your child must successfully complete Advanced Swimming.

In this class your child will learn:

- To swim 8 efficient lengths (200 yds) Front Crawl (Freestyle), Backstroke, Breaststroke.
- To swim 4 efficient lengths (100 yds) Butterfly
- Use of pull buoys and paddles for training
- Use of flags to time backstroke turns
- Racing starts
- Streamline from wall
- Competitive swimming etiquette
- To complete a workout of 1200 total yards.

## Class Descriptions: School Age

### Competitive Swimming II: Speed & Distance

#### Ages 6 & up

To enroll in Comp II:

- Your child must successfully complete the Competitive Swimming I Course.

In this Class your child will learn:

- Pace clock management
- Understand workout sets
- Racing dive and continue swimming
- To work on endurance of competitive strokes
- To complete a workout of 1800 total yards.

### Competitive Swimming III: Strength & Endurance

#### Ages 6 & up

To enroll in Comp III:

- Your child must successfully complete the Competitive Swimming II Course.

In this Class your child will learn:

- Racing Strategies
- Individual Medley techniques
- To increase speed & endurance
- To complete a workout of 2400 yards or more



## New! Adaptive Aquatics Program

This program is for children 12 and under who have special needs that may prevent them from joining or thriving in the general lesson program. There are two levels within Adaptive Aquatics: Water Introduction and Water Introduction & Integration. Water Introduction covers basic water safety and swimming skills. Water Introduction & Integration helps students gain the skills they need to progress into the general lesson program. More details are available at our Front Desk.

## Adult and Teen Lessons

Learn to swim with other teens and adults. Classes are generally held twice a week on Monday and Wednesday evenings and follow the same session dates as our regular lessons. These lessons emphasize individual progress in a safe and friendly environment. Please check the current session's schedule for specific dates and times.

## Marlins Summer Swim Team

The Marlins are a recreational swim team that emphasizes stroke improvement, endurance and fun competition. There will be weekly meets with other local summer swim teams. Prerequisite: 8 & under must swim 25 yards nonstop. 9-18 must swim 50 yards nonstop. For more information on the Marlins, please see the Instruction Supervisor or a member of the Aquatics Program Staff.

## Advanced Swimming

Our new Advanced Swimming Program is divided into four levels. Advanced Swimming is the first level and is designed for children who have successfully completed the skills required for our 75' Distance class. Advanced Swimming focuses on advanced skills and strokes and improving endurance. The next level, Competitive Swimming I, introduces new competitive swimming skills such as flip turns and wall turns, and works on refining the four competitive swimming strokes. Participants must have successfully completed Advanced Swimming to enroll. Competitive Swimming II works on increasing endurance and perfecting strokes. Competitive Swimming III, our highest level, works on speed and distance. See pages 15-16 for more details.

## Triathlon Training/Masters Swim

This program is for teens and adults who want to work on swimming skills, body mechanics, and endurance. One of our experienced instructors will help you improve and strengthen your strokes. Check the swim schedule for dates, times and fees.

## Private Lessons

- The Aquatics Program does not administer Private Lessons; they are done by our instructors independent of their regular employment. Therefore, the Aquatics Program is not responsible for any issues or concerns with your private lessons.
- Many of our instructors are available to give private swim lessons.
- Private lessons are scheduled directly with an instructor, and we do not guarantee the availability of these types of lessons.
- Private lesson fees and times vary by instructor.
- We do not allow private lessons to be held during our scheduled group lesson times.
- All private lesson participants must pay the Recreation Swim entry fee to the Pavilion in addition to the fee charged by the instructor.
- The Pavilion Front Desk is unable to take phone calls or messages for staff regarding their Private Lessons. Please exchange contact info with your Private Lesson instructor and contact them directly.

## Pool Rentals

For your next birthday party or gathering consider renting our pool! Pool rentals are great for people of all ages and abilities. Our pool boasts several different water depths, so there's something for everybody! Features include shallow leisure area with a fun island and plumbed spray toys, a lazy river, deep water and shallow lanes.

Pool rentals include tubes, mats, basketball hoop, water walk, noodles, lifejackets and a variety of floating toys. Half the pool or the full pool may be rented. Half pool rentals share the leisure area and deep area, for an additional fee the river can be rented for one half hour. Full Pool rentals include all areas of the pool including the spa and sauna.

You can also rent one of our rooms before or after your pool rental to use for cake and presents, award ceremonies, or general meetings. We also have fun extras like balloon bouquets, hot dog packages, and the "Bouncenator", our inflatable house! After-hour and overnight rentals are also available. Please see Front Desk staff for more information.

## Skill Checks/Float Tests

On Friday nights, you can reserve time for groups or individuals who need a skill check or float test for scouts or boating or sailing clubs. Arrangements must be made in advance with the Deck Coordinator or a member of the Aquatics Program Staff. Fees will vary based on group size and the amount of pool space required.

