

# *Aquatic Training & Consulting Services*

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[www.aquatictrainingservice.com](http://www.aquatictrainingservice.com)

## Administrative Policies and Procedures

### **Fees:**

- All payments are due one week prior to class start date
- Checks are made payable to AT & CS
- Unless noted, class sizes are limited so registration and payment are required in advance to guarantee placement

### **Cancellation:**

- Aquatic Training & Consulting Services reserves the right to cancel a class due to lack of registration. The participant registered for a cancelled class will be given the option to reschedule in an upcoming class or receive a refund.
- Due to the fact that certain classes have a minimum participant requirement, 3 days notice is required for participant cancellation. If notice is received within the required time-frame, the participant will receive a full refund. Participants who do not give at least 3 days notice or are a "no-show" for the class will forfeit their payment.

### **Attendance:**

- **Attendance is MANDATORY for all dates of all sessions.**
- Refunds will not be given for a participant who decides he/she no longer wishes to continue a course in which they are participating.
- Should a participant become ill or should there be another EMERGENCY that precludes them from completing the course, every attempt will be made to allow them to make-up the material. Any student in these circumstances will be permitted to complete the course during another scheduled class at another facility if necessary. Aquatic Training and Consulting Services will make every *reasonable* accommodation necessary to complete the training.
- For any participant who should become ill and unable to complete the course, with a Doctor's note, a partial refund will be given.
- Classes or individual sessions that need to be cancelled due to inclement weather or an instructor emergency will be made up as soon as possible.

### **Course Requirements:**

#### **Lifeguard Training:**

- **All participants must be 15 years of age on or before the last day of class**
- There is a "pre-course" required for each participant to enter Lifeguard Training. All participants must demonstrate the required swimming abilities as described by the *American Red Cross*. Each participant must be able to swim (continuously) 300 yards, retrieve a 10 pound brick from the bottom of the deep end of the pool and swim 25 yards with that brick. The "pre-course" will be conducted on the first scheduled day of class before any instruction has begun.
- In the event that a participant cannot meet the minimum skill requirements and therefore does not pass the pre-course, we will refund the tuition minus a \$25.00 pre-course fee.

#### **Certified Pool Operator Training:**

- **All participants must be 16 years of age in order to participate in the course and be issued certification.**
- This is a State of Maryland approved certification course. There is also reciprocity with many jurisdictions in Virginia, West Virginia, and D.C.. Depending on the jurisdiction, ATCS can administer the exam or the local Health Department may require that the exam be taken at their specified location. Please contact us for specific jurisdictional information.
- **Some Health Departments charge a fee to obtain the County license. This fee IS NOT included. These fees are created by and payable to the local jurisdiction.**