School swimming lesson workbook

This workbook is used by our staff to help us complete your booking. Before you begin, please review the Swimming lessons for schools page on calgary.ca to determine the number of instructors available at your preferred location and which type of swimming lesson is right for your students.

If you require additional support, please contact the Bookings Support Team at facilitybooking@calgary.ca or 403-268-3800, option #2.

Requesting a school booking

Before submitting an application, you will need to:

- Divide students into groups
- Choose the times you want to book
- Know the number of instructors needed for your booking

Each lesson grouping requires its own application; for example, if you are bringing one set of students April 1-5 and a different set of students April 8-12, you would need to submit two applications.

Please find guidelines below to complete this workbook.

Step 1: divide students into lesson groups (time slots)

Determine which students/grades will be swimming together and create lesson groups of no more than 60 students (40 for preschool and kindergarten classes)*****. Groups can include students of all ages, but classes with students in kindergarten and below cannot exceed eight swimmers.

***Killarney Aquatic & Recreation Centre** can accommodate up to 84 swimmers (56 preschool/kindergarten) in a single time slot.

Step 2: determine class times

Indicate the times that each group will be swimming. We offer 30-, 45- and 60-minute classes. The classes should be back-to-back. All bookings require at least two time slots (60-minutes total). For example:

Group 1	Group 2	Group 3
Time: *9:00-9:45*	Time: *9:45-10:30*	Time: *10:30-11:00*

Step 3: determine the number of instructors needed

The maximum class sizes are as follows:

- Preschool and kindergarten: **8** students per swim instructor
- Grade 1 and higher: **12** students per swim instructor

If you are combining the two age categories, classes must follow the lower (1:8) ratio; you cannot have a kindergarten student in a class of 12. You can request more instructors for smaller class

sizes. Each instructor must work a minimum of one hour. The number of instructors required for the largest class will need to be used for a second class to meet this requirement.

Step 4: complete the table and submit an application

Replicate the table below in a separate document and fill out the required information. Please upload the document to the Additional Details section in the application. **This table must be included for your application to be accepted.**

Group 1 **Time:**	**Group 2** **Time:**	**Group 3** **Time:**
Total # of students • Grade 1-12 (max 60): • Pre/Kindergarten (max 40): Number of instructors:	Total # of students • Grade 1-12 (max 60): • Pre/Kindergarten (max 40): Number of instructors:	Total # of students • Grade 1-12 (max 60): • Pre/Kindergarten (max 40): Number of instructors:
Group 4 **Time:**	**Group 5** **Time:**	**Group 6** **Time:**
Total # of students • Grade 1-12 (max 60): • Pre/Kindergarten (max 40): Number of instructors:	Total # of students • Grade 1-12 (max 60): • Pre/Kindergarten (max 40): Number of instructors:	Total # of students • Grade 1-12 (max 60): • Pre/Kindergarten (max 40): Number of instructors: