

# How To: Online Swim Lesson Registration

Swim lesson schedules, pool cancellations, etc. can be found on [bgclifton.org](http://bgclifton.org) on the Aquatics page.

Swim lesson registrations and memberships can be purchased on our new website [parentportal.bgclifton.org](http://parentportal.bgclifton.org). You must create an account 24 hours prior to registration in order to be able to register on time.

## General Membership Information

- 1.) Memberships are non-refundable. The cost is \$40 for the first child and \$30 for each additional child within the same household.
- 2.) Memberships are valid one year from the day of payment and the membership form is received.
- 3.) Your child's membership must be current throughout the entire session in order to register. If your membership expires during the course of the class, you must renew your membership at least 24 hours before Registration Day. Memberships will be updated by 11:00 AM the following business day. Business days are Monday-Friday.

## Registration Information

**Parents may only register for one session at a time.** All sessions are \$65, which includes 9 classes. Swim Levels 1-6 are 40 minutes with 10 students per class. Guppies Swim classes (ages 4 & 5) are 30 minutes with 6 students.

- 1.) Please bring Club receipts to the first day of swim lessons.
- 2.) If your child does not attend the first class and you do not call, the club reserves the right to fill the spot with next available child.
- 3.) Registration is on a first come first, serve basis. Class size is limited so please register early.

## New/Returning Swimmers

If you do not know what level to sign your child up for, or if your child has not swam with us for more than 1 year, your child must take a swim evaluation. We will evaluate your child and let you know what level is appropriate. Level evaluation tests are given during Family Open Swim: Saturdays from 2:00-4:00 pm and Sundays from 1:00-3:00 pm. Current Membership is required to take evaluation.

## How To: Create a Parent Portal Account

- 1.) Go to [parentportal.bgclifton.org](http://parentportal.bgclifton.org), click "New User" button, and fill in your parent/guardian and household information.
- 2.) Once your information is in the system, check your email link to validate and activate your account.
- 3.) Add each of your children as members. Navigate to "Profile" then "Add New Member." This must be done for each child.
- 4.) After this process is done, please allow us time to update your account. Accounts will be updated by 11:00 AM the following business day. Business days are Monday-Friday.

## How To: Enroll Your Child in Programs

1. Click on the Enroll tab at the top of the page. Then, select the member you wish to enroll, the Club location, and the service. You must first select & pay the appropriate membership fee and then select & pay for the service you want to sign up for.\*
- 2.) Then enter your payment information.
- 3.) Carefully read our Terms and Conditions Agreement to complete enrollment.
- 4.) Once you have completed your enrollment you will receive an e-mail confirming your registration. Repeat steps 1, 2 and 3 for each child you wish to enroll.

If you need help with anything parent portal related, please contact [helpdesk@bgclifton.org](mailto:helpdesk@bgclifton.org).

## How To: Use the parent portal

- 1.) To check what class you registered for, click "Account", click "More Detail" next to your child's name.
- 2.) To check when your child's membership expires, click, "Account", under your child's name you will see "Enrollment Expires." The date next to it is your child's expiration date.
- 3.) To change the language of the website, click the "select language" drop down menu on the top right corner of the page.
- 4.) To see if a class is full, click on the Enroll tab at the top of the page. Then, select the member you wish to enroll, the Club location, and the service. If a class is sold out, the box that appears on the right will say "This class is sold out." You can add your child to our waiting list, free of charge by continuing to the next page. You will be contacted via email if a space becomes available.

## Cancellation/Make-up Policy

Classes must be cancelled 1 business day before the class starts. After this cut-off, no refunds will be given. **A \$10 administration fee will be deducted from all refunds.** For safety reasons, make up classes are not available due to instructor/student ratios. Refunds and/or credits will not be issued due to absences.

\* Please allow 24 business hours for all New/Renewed Memberships to be updated. Business days are Monday - Friday.

# Youth Swim Lesson Progression

## Ages 4 & 5:

A series of lessons designed to teach children 4 & 5 years old water adjustment and beginner stroke skills to overcome the natural fear of water. Each class has 6 children per instructor. 9 classes for 30 minutes per lesson.

- **GUPPIES** – water adjustment skills for ages 4 & 5. Water exploration/adjustment, blow bubbles, floating, gliding, kicking, beginner stroke. *Children ages 4 & 5 must have recommendation of instructor before starting Level I.*

## The following levels are for ages 6-17:

10 children per class.  
9 classes for 40 minutes per lesson.  
*(Children ages 4 & 5 need to be recommended by instructor to sign up for Level classes)*

- **LEVEL 1 – introduction to Water Skills**  
Front and back float, kick and arm movements introduced. Blow bubbles submerging face in water.
- **LEVEL 2 – Fundamental Aquatic Skills**  
Swim freestyle and backstroke unassisted 15 yards. Jump into pool and swim.
- **LEVEL 3 – Stroke Development**  
Swim freestyle with rotary breathing 25 yards. Swim backstroke and elementary backstroke 25 yards. Butterfly kick and breaststroke kick introduced. Tread water. Dive from kneeling position.
- **LEVEL 4 – Stroke improvement**  
Freestyle with rotary breathing 25 yards. Backstroke and elementary backstroke 25 yards. Butterfly and breaststroke 25 yards.
- **LEVEL 5 – Stroke Refinement**  
Freestyle, backstroke and elementary backstroke 50 yards. Butterfly and breaststroke 25 yards. Treading water. Dive.
- **LEVEL 6 – Stroke Refinement**  
Free and backstroke 100 yards. Sidestroke, breaststroke and butterfly 50 yards. Tread water. Standing dive and flip turns for freestyle and backstroke. Refine strokes & work on endurance.

# Fall 2017-Winter 2018 Youth Swim Lessons

Each Session of swimming consists of 9 classes. Each session costs \$65.00 plus annual membership (\$40). Must be 4 years old at the time of registration to take classes. Please see the chart below for registration dates and times.

All registrations will be online at [parentportal.bgclifton.org](http://parentportal.bgclifton.org).  
 For assistance using the **new** portal, please email [helpdesk@bgclifton.org](mailto:helpdesk@bgclifton.org)  
 On registration days, customer service representatives can be reached at 973-773-2697 x126 & x112.

Membership must be current through the entire session you are registering for. Only one session will be open for registration at a time. On registration dates, classes will appear one at a time. Please be patient and wait until you see the level and time you would like to sign up for.

Children will only be allowed to sign up for one class at a time. If you enroll your child in the incorrect class and/or multiple classes, one session will be canceled, a refund issued, and a \$10.00 Administrative Fee will be deducted from all refunds. Refunds will take 5-10 business days to be processed.

If your child never swam with the Boys & Girls Club of Clifton or has not swam with us for more than one year, your child must take a level evaluation. Level evaluations are given during Family Open Swim: Saturdays from 2:00 - 4:00 pm & Sundays from 1:00 - 3:00 pm.

Cancellation/Make-Up Policy: Classes must be cancelled 1 business day before the class starts. After this cut-off, no refunds will be given. **A \$10.00 Administrative Fee will be deducted from all refunds.** For Safety reasons, make-up classes are not available due to instructor/student ratios. No refunds and/or credits will be issued due to absences.

CLASS DAYS	MONDAY & WEDNESDAY	SATURDAY
REGISTRATION DATES	11/8 @ 9:00 AM	11/8 @ 9:00 AM
CLASS DATES	MINI SESSION 11/13-12/11	SESSION III 1/6-3/10 No Class 1/27
GUPPIES	5:30-6:00 6:15-6:45	10:00-10:30 10:30-11:00 11:15-11:45 11:45-12:15
LEVEL 1	5:30-6:10 6:15-6:55	10:00-10:40 10:45-11:25 11:30-12:10 12:15-12:55
LEVEL 2	5:30-6:10 6:15-6:55	9:15-9:55 11:30-12:10 12:15-12:55
LEVEL 3	NOT OFFERED	9:15-9:55 10:00-10:40 10:45-11:25
LEVEL 4	NOT OFFERED	9:15-9:55 10:00-10:40 10:45-11:25
LEVEL 5	NOT OFFERED	9:15-9:55 12:15-12:55
LEVEL 6	NOT OFFERED	11:30-12:10 12:15-12:55