



In-Service Training-Solano
June 9
1:00-4:30 pm

Introductions	All Staff
Discussion	What makes an effective teacher?
All Staff-Program Overview	All Staff
Communication	
Weekly email and group me	
Lesson Overview	
Private Lessons	
Levels (for reference)	See attachment
Developmental Team	
Registration	
Information about lessons	
How families register	
Schedules	
Instructor Assignments	
Communication regarding swimmers	
Staff Schedules	
ADP-clock in and out	
Arrival times-opening and prep	
Departure time-closing and cleanup	
Availability	
Time Off Request	
Call outs (sick, sub, etc)	
Apparel-what to wear	
On Deck	
In Water	
Shirts will be handed out starting on Tuesday	

Instruction and Shadow

Instructors-Morning

Shift

9:00 am-11:00 am

Instructors-Afternoon

Shift

2:30 pm-6:00 pm

Shifts

Setup

Facility

Restrooms

Lane Lines

Pool Deck/Other

Viewing Areas/Maintain

First Aid and AED

Cleanup

All trash thrown away

Lost and found

Clear viewing area following lessons

Clear deck by 5:55 pm