

Lifeguard Training **Policies & Procedures**

*Please review and sign. This document will be kept on file by the instructor.
This document will remain effective for the duration of the time that instruction is offered.
Please sign and leave the bottom portion on the clipboard.
The remainder of the document is for your files.*

West Hawaii Water Safety Instruction is a private entity, and offers Lifeguard Training according to guidelines set by the American Red Cross. This class focus is on Life Saving and Skill Training in preparation for any emergency situation that may arise in the Aquatics Environment or within the community.

Elements of Personal Safety, Rescue and Personal Growth are incorporated into Lifeguard Training. Some of the time in training is spent watching videos, while other time is spent in the water practicing skills. The CPR / AED portion of the Lifeguard Training is completed on the pool deck and the Instructor will provide the scenario and observe as the participants perform the necessary steps to provide life-saving measures. This simulation is meant as a learning opportunity for all.

This Training is to prepare for life-saving. We are all here for success, and the Instructor will help guide us. All are expected to watch and learn for positive feedback.

Class Sizes

The minimum number to run a Lifeguard Training course is three participants.

Payment / Deposit / Cancellation

Registration will be taken by phone or in-person.

Please provide an e-mail address and phone number for registration. The syllabus and class preparation readings will be on the Syllabus. You are expected to come prepared. We will keep in touch with you prior to the first class via phone. Please be courteous and let us know if you have changed your mind about attending.

A deposit of half of the full tuition will be required at the time of registration to hold the spot in the class. The remaining balance for the class is due on the first day of the class.

All payments are to be in the form of cash or check.

Checks can be made payable to: **West Hawaii Water Safety Instruction (WHWSI)**.

Please let the instructor know if a receipt is necessary.

Please let the Instructor know if you may have trouble making a payment. We will be happy to work with you, as long as we know in advance.

Should the student fail to show up for the session after the spot has been held, the deposit will not be returned. Should cancellation be necessary, the deposit will be returned with notice of 72 hours before the scheduled start of the first class.

We are not responsible for providing make-up classes that a student may miss.

There will be no refunds.

Signing up for Lifeguard Training is a commitment that both the instructor and client are making. Please be respectful of the time, class preparation work and overhead to be paid even in your absence.

Lifeguard Training Policies & Procedures

I have read the policies and procedures statement above and understand that fees for Lifeguard Training are non-refundable, unless ample notice is provided prior to the first day of class.

Participant name (printed)

date

Participant name (signed)

Deposit Received

yes no

E-mail address

Cell Phone Number