

MEMORANDUM

TO: All Aquatics Safety Instructors
Elementary Principals
YMCA Directors

FROM: Bonnie Conner-Gray
Educational Specialist for Health, Physical and Driver Education

SUBJECT: Important Information

DATE: December 10, 2004

Please find enclosed the following:

- Schedule of participating schools 2004-05
- Aquatic Safety Field Trip Permission Form
- Student Aquatic Instructional Booklet
- Teacher Edition Aquatic Instructional Booklet

(Attached to this memo is an electronic version of the instructional booklets, which may be printed and copied at each school's site. **Please contact us by email if you need paper for copying these booklets.**)

Thank you for your interest in participating in the Aquatic Safety curriculum this year. Many schools have already contacted the YMCA aquatics directors at their respective schools and made tentative schedules for their fifth grade aquatics field trip. Any additional schools who have not yet signed up for the aquatics safety program may consult with their principal in planning a date and schedule for this program for 2004. Deadline for contacting the YMCA will be January 5, 2005.

Please submit your date of field trip for aquatics to our office immediately. Email me at bcgray@henrico.k12.va.us or call 652-3741.

New equipment this year includes the following:

- Sea Doo Apparatus
- Inflatable Kayaks

*Both the Sea Doo and kayaks will be kept at the YMCA's for Henrico County School aquatics usage from December 2003-May 2004.

With your help, Henrico County Public Schools will provide instruction in this very critical area for over 2000 students and is one of the highlights of the elementary physical education program.

PLEASE NOTE:

- **SCHOOLS WILL NEED TO COMMIT TO AN AQUATICS FIELD TRIP DATE AND HAVE PRINCIPALS AND YMCA DIRECTORS CONFIRM BY DECEMBER 15, 2003.**
- **CANOES (KAYAKS) WILL BE AVAILABLE THIS YEAR AT THE YMCAS.**
- **AQUATIC EQUIPMENT SHOULD BE AVAILABLE TO EACH INDIVIDUAL SCHOOL THIS YEAR. IF YOU DO NOT HAVE YOUR OWN RUBBERMAID CONTAINER OF SWIM EQUIPMENT, PLEASE CONTACT BONNIE AT 652-3751.**

- **NONSWIMMERS (AS NOTED IN PERMISSION FORMS SIGNED BY PARENTS) WILL BE REQUIRED TO WEAR A LIFE JACKET AT ALL TIMES WHILE PARTICIPATING IN THE WATER. THIS REQUIREMENT IS ALSO A YMCA REGULATION.**
- **Please alert YMCA directors and staff when additional support staff and aquatic modifications are needed. Please share pertinent information with aquatics staff.**

The Aquatics Program operates very smoothly because of the efforts of the YMCA's, Henrico Schools, and parental support. We rely on each individual school, physical education teacher and principal to implement the learning stations and the organization of the aquatics field trip with safety, reliability, and swim safety instruction for all students. Please continue to support this program at your school and to correspond with the office of educational specialist when questions arise.

Copy: Lynn Thorpe
Cheryl Thomas
Cami Raimo
Mark Becken