

Sample Aquatic Plan

(Date Written/Revised)

This sample aquatic plan meets licensing regulation requirements for Center Based Child Care and Preschool Programs and Afterschool Programs. Family Child Care Homes may also use this sample aquatic plan.

Personalize this sample aquatic plan to meet the specific licensing regulations required to be followed by your program and to include the types of swimming locations and activities your program provides.

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Administration

Aquatic Director

Identify the aquatic director.

Job description may entail:

- Writing, revising, and training staff on aquatic plan.
- Hiring or arranging for lifeguards.
- Documentation is completed and available to staff.
- Working with licensee to obtain materials and equipment.
- Supervision and training of staff and lifeguards.

Lifeguard(s)

(Whether this section is needed in your aquatic plan is based upon whether lifeguards will be used.)

When lifeguards are being used:

- Identify the lifeguard(s) and whether they are employed by your program or not.
- Describe how background clearances will be completed and documented.
- Identify qualifications required for lifeguards and how documentation of this information will be collected and documented.

Job description may entail:

- Supervision
- Rescue responsibilities
- Must not count in staff: child ratio.
- Adhere to licensing regulations and aquatic plan.

Swim Assessor

(Whether this section is needed in your aquatic plan is based upon whether children will be in water deeper than waist level.)

When a swim assessor is being used:

- Identify the swim assessor and whether he/she is employed by your program or not.
- Describe how background clearances will be completed and documented.
- Identify qualifications required for swim assessor and how documentation of this information will be collected and documented.

Job description may entail:

- Assess and document each child's swimming ability.

Documentation

If offsite and onsite swim activities are provided, clarify whether documentation practices are similar or different. It is ideal to have a documentation system that uses a binder or electronic device (e.g., tablet or iPad) that can be onsite and offsite. Depending on the size of your program, you may want to have more than one binder or electronic device that holds documentation so different groups of children may be participating in different swim activities simultaneously.

- Describe how **written parental permissions** will be obtained, staff's responsibility for knowing and adhering to whether parents have granted permissions, and where this documentation will be stored.
- Described where the **aquatic plan** will be located and staff's responsibility to understand and adhere to the aquatic plan, licensing regulations, and the program's policies and procedures.
- Describe where children's **emergency information** is located and how this information will be used. Include in this description other emergency contact information needed.
- Identify **certifications required for staff** and how documentation of this information will be collected and documented.
- Include the program's policies and procedures for completing **Incident Reports** and where these forms are located. Consider including blank forms in the aquatic binder or having the form available on the aquatic electronic device depending on the type of system being used.
- Describe where children's **swimming ability/level** is documented and how staff are informed of children's swimming ability/level. Documentation should include the child's name, the name of the swim assessor completing the assessment, the date and method of assessment, and the assessed swim ability/level.

Rules and Regulations

Clarify how and/or which **CDD licensing rules** apply to swimming activities. For example, clarify whether diving or night swimming is allowed. Also, identify which staff: child ratios are to be followed during various swimming activities. Ratios will be based upon the type of regulatory license (e.g., Center Based Child Care Preschool Program versus Afterschool Program), whether lifeguards are being used, and the type of swimming activity.

Write **the program's policies and practices** that relate to swimming activities such as:

- Children are only allowed into the water if the lifeguard is on duty.
- Children are not allowed near the water without an adult present.
- Non-swimmers are only allowed in waist deep water.
- Swimmers do not need to be assessed when they are limited to waist deep water only.

- Children are paired in groups of 2 (and no more than one group of 3) with a like skilled buddy. (Note: For children, too young to understand and/or use a buddy system, develop an alternative plan to substitute.)

Include a **plan** for each type of location in which swimming activities occur:

- Pool (on or off site)
- Beach
- River or Stream (on or off site)

In the plan include where materials, equipment, bathrooms and other services are located, and emergency procedures for non-medical situations, medical situations, water safety situations, and weather conditions.

Training

Lifeguard

Identify training to be provided to lifeguards. Be mindful that the amount of training will depend on whether lifeguards are employed by your program or not.

Staff

Identify training to be provided to staff which should include licensing regulations, how your program's policies and practices are to be applied during swimming activities (whether on or off site), and this aquatic plan.

Children

Identify how staff will teach children about water safety (e.g., the depth of the water) and about swimming rules to be followed (e.g., where the boundaries are in the water). Identify how children will know which staff and lifeguards (if applicable) are assigned to them during swimming activities.

Identify how staff will teach children about what a buddy system is to include but is not limited to how to notice that their buddy is missing or under distress and how to notify their assigned staff member(s). This should also include how children will be trained in not trying to save their buddy to include the risks to themselves in this type of situation and how come this is an adult responsibility.

Supervision

Identification System

Identify how staff and children will be easily recognizable to one another. This may be as a one large group or this may be as individual smaller groups (e.g. children assigned to one team of staff wear red like their assigned staff versus another group that wear green).

A tag board is used in which children hang their tag to show where they are (e.g. swimming, bathroom, and lunch break). The board may be set up so that two children assigned as each other's buddy can move their tags on the board together. Tags may be color coded to reflect their group assignment. The tag's may also be designed in a manner that also show a child's assessed swimming ability/level.

Active Supervision

Define the type of supervision expected of staff to use when children are engaged in swimming activities. At minimum, this must include head count checks (every 10-15 minutes depending on licensing regulations), younger children being within arm's reach of staff, inclusion of the buddy system and reinforce how this is to be taught and used with children, and how staff position themselves to be able to maintain visual supervision of assigned children.

Define how lifeguards are expected to be in position with equipment ready while visually scanning the group of swimmers assigned. This should include how lifeguards are expected to be free from distractions that would impact their ability to identify a swimmer in distress.

Lifeguard Breaks

Considering the high level of supervision and readiness expected of lifeguards, you may want to consider how often lifeguards are provided breaks. A break would be an opportunity to walk around and be relieved of supervision responsibilities for a designated period.

Lost Swimmer

Identify the plan that staff would implement when a headcount fails to account for all swimmers. This plan should include how swimmers would be cleared from the water, how a search would be conducted, and how supervision of the remaining children would continue.

Identify the emergency procedures to be followed should an initial clearing of the water and search does not locate a lost swimmer. These emergency procedures would include but not be limited to calling 911, notifying the parent, and continued care and supervision of the other children.

Child in Distress

Identify the plan that staff and lifeguards (if applicable) would implement when a child becomes distressed while swimming. This would include but not be limited to clarifying the role of the lifeguard versus staff.

Facilities and Equipment

Maintenance of Pool

When the pool is owned by the program, describe the procedures for pool maintenance which should include but not be limited to how EPA registered chemicals are used, the

type of disinfection system used, how the filtration system is maintained and cleaned, and documentation of manufacturer's data sheets.

When the pool is not owned by the program or a beach is being used, describe how staff confirm that the water passes inspection for use before children can use it.

First Aid Materials

Identify the first aid materials to be in stock (e.g., resuscitation materials, children's medications and permission forms, and first aid kit), where these materials are located, and how these are reviewed to ensure they are replenished or complete on an ongoing basis.

Emergency Materials

Identify the rescue equipment and personal protective equipment to be available, where these materials are located, and how these are reviewed to ensure they are replenished or replaced.

Minimizing Risks

Weather Monitor

Identify how monitoring of weather conditions is expected to be conducted prior to swimming activities (and/or leaving the program's space for offsite activities) and during swimming activities. This should include but is not limited to how decisions will be made to postpone, cancel, or end swimming activities early.

Evacuation Plan

Identify how children and staff would be evacuated from an offsite swimming activity in an individual emergency (e.g., one child became ill) or in a group emergency (e.g. lost swimmer, spontaneous thunder storm).

Safety Check

Identify expectations for staff to assess the swimming area for anything that poses a threat to children's safety or health whether this is onsite or offsite. Examples would include but not be limited to:

- Broken glass in the water area.
- Pool water clear to see the deepest part.
- Area clear of debris, clutter, toys, animal feces, or other health and safety risks.