

Administrative Policies and Procedures

The American Red Cross requires 6-10 students for a class to run. We should receive your registration form and payment at least one week prior to the class starting date. If there are not enough students registered and paid by this time, we will notify you and refund the class fee.

CANCELLATION

- Because classes have a minimum student requirements, 7 days notice is required for participant cancellation to receive a full refund.
- With 4-6 days notice, a student will receive a refund minus a \$25.00 administrative fee.
- Students who do not give at least three days notice will forfeit their payment.
- If a student becomes ill and is unable to complete the course, a class credit will be issued and must be used within 3 months of the issue date.
- If a student is unable to complete the pre-course requirements, the student can either re-attempt the pre-course or receive a refund minus a \$25.00 pre-course/administrative fee.

PRE-COURSE FOR LIFEGUARD TRAINING (done on the first day of class)

Students must complete the following pre-course in order to participate in the Lifeguard Training class:

1. Swim 300 meters (non-stop, not timed)
 - 100 meters freestyle
 - 100 meters breaststroke
 - 100 meters of freestyle or breaststroke
2. Swim 25 meters, pick up a 10 lb. brick from a depth of at least 7 feet and swim it back to the starting point with both hands on the brick

For more information, contact Pam Champion at 301-213-3946

Make checks payable to: Pamela Champion
Mail registration form to: 4401 Moletton Drive
Mt. Airy, MD 21771

PARTICIPANT INFORMATION

Student's Name: _____

Date of Birth: _____

Address: _____

Phone (h): () _____

(c): () _____

Parent's Name: _____

CLASS INFORMATION

Please check: Session #2 Session #3 Session #4
 Lifeguard Training or CPR
 Full Length Review Challenge

(If registering for a review class, please write the date you received your certification: _____)
Month/Day/Year