

**Forest Knolls Pool, Inc.  
11105 Foxglove Lane  
Silver Spring, MD 20901**

Summer 2008

Dear Neighbor:

Thank you for your interest in **Forest Knolls Pool**. We hope you will be joining us this summer and for many more to come. Enclosed is general information about our pool and the forms necessary to join.

To become a permanent member, you must pay a one-time membership fee and annual dues.

The current fee schedule:

**Membership Fee is \$250**

**Annual Dues:**

**\$300 for singles (one adult)**

**\$370 for couples (2 adults or 1 adult & 1 child)**

**\$450 for families (2 adults and children)**

The membership fee may be paid over two summers in two equal installments of \$125 each. Once the full \$250 membership fee is paid, you will receive a certificate, which entitles you to all rights and privileges of membership. It is valid as long as you pay the annual dues or an inactive member fee (\$50 per year). Certificates issued after 1989 cannot be sold, but if you sell your home, you may choose to transfer your membership to the new owners.

**A Bargain for New Members!**

If you join Forest Knolls Pool **before July 1, 2008**, and pay the **full \$250 membership fee**, you can apply a **\$100.00 discount to your annual dues!** Payment for both the membership fee and the discounted dues must be made in full by July 1 to receive the discount. In addition, if a current member refers you, they will receive a **rebate of \$75** on their annual dues. This offer may not be combined with any other offer and is **applicable for the 2008 pool season only**. Membership referrals must be documented on the new member form for current members to receive the rebate.

We hope that you will decide to join Forest Knolls Pool this summer. For your consideration, enclosed are the New Member Application, and, if applicable, the Parental Consent Form and Discipline Policy. These documents should be completed and submitted along with current photos of all persons who will be using the pool. The photos will be kept on file at the front desk and used to confirm active membership. You may submit a group photo or individual passport size photo (2" x 3").

Forms can be submitted as follows:

Checks should be make payable to Forest Knolls Pool, Inc.

**Mailed to:** Forest Knolls Pool  
c/o Lynne Kartsakalis  
10709 Edgewood Avenue  
Silver Spring, MD 20901  
Tele: 301/681-0688

or **Drop Off:** Forest Knolls Pool (After May 24, 2008)  
"Front Desk"  
11105 Foxglove Lane  
Silver Spring, MD 20901  
Tele: 301/593-8773

If you have any questions, please feel free to contact any member of the Board. We look forward to seeing you at the pool.

Sincerely,

Lynne Kartsakalis, 301/681-0688  
Secretary, Board of Directors  
Forest Knolls Pool, Inc.

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### General Information

Summer 2008

#### Proposed Operating Schedule:

The pool is open seven days a week from Memorial Day Weekend through Labor Day Weekend. The hours of operation are as follows:

	<u>May 24-June 12</u>	<u>June 13-Aug. 25</u>	<u>Aug. 26-Sept. 1</u>
Weekdays	3:30pm - 7:30pm	11:30am - 8:30pm	3:30pm - 7:30pm
Weekends	11:30am - 8:00pm	11:30am - 8:00pm	11:30am - 8:00pm

Members must exit the pool 15 minutes prior to closing time. The gates will be locked at the closing times noted above. This schedule is subject to change if inclement weather occurs or financial considerations arise. In addition, when Forest Knolls host Swim Team meets, the pool may close early or open late. Wednesday evening meets require an early closing at 5:00 p.m. and Saturday morning meets may delay the opening by as little as a few minutes or as much as half an hour. Last season, the pool stayed open an additional hour on Friday evenings and the Board may decide to continue this practice. Information and changes to the schedule will be posted at the pool front desk after opening day.

#### Admittance to the Pool:

When you enter the pool, please sign-in at the front desk where, as necessary, your membership will be verified by a staff member and checked against the photos on file. Members under the age of 10 must be accompanied and cared for by an adult or responsible person 14 years of age or older. If the responsible person is not a member, the guest fee is applicable. Member's children and their guests between the ages of 10 and 17 may enter the pool without the adult member if a completed Parental Consent Form for member and guest is on file. The children entering without a parent or guardian may be asked to pass a water safety test. A parent or guardian must accompany any child requiring the use of any kind of flotation device, regardless of age.

#### Water Safety Test:

At its discretion, the staff may require any member or guest between the ages of ten and seventeen and unaccompanied by an adult to pass a basic water safety test. To pass, the individual must swim one length of the pool; tread water for one minute and float for one minute.

#### Guests:

Guests of members must sign-in at the front desk. The sponsoring member must provide either provide a valid guest pass or pay the daily guest fee. Members may purchase Guest Pass Booklets containing ten (10) passes for \$30 at the front desk. These passes may be used for any person on any day. In the absence of a pass, daily guest fees may be paid at the front desk. The guest fee is \$5 per person at all times, and children under 2 years old are admitted free. Members are also entitled to five (5) "Family Days" per season. On a Family Day a member may bring visiting family members to the pool for the day without passes or paying the normal guest fees. The use of these Family Days will be recorded at the pool's front desk.

#### Swim Team:

Forest Knolls is the home of the award winning Seahawks Swim Team, a division "M" member of MCSL. Being a member of the Seahawks is a great way for kids to make friends at the pool, share a teambuilding experience, and compete in a healthy, active sport over the summer. The season is about 10 weeks long from June through early August and the team participates in regular practice sessions and competes in swim meets held on Wednesday evenings and Saturday mornings. Children of active members between the ages of 5 and 18 are encouraged to join the swim team. The Swim Team Rep –**John Goggin** – will provide further information about registration fees and dates before the start of the 2008 summer season.

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**Swim Lessons:**

In addition to the swim team, Forest Knolls Pool offers everyone the opportunity to learn how to swim and improve on stroke techniques. Swim lessons are open to every age group, and classes are held at the pool facility in the morning before general admittance hours. Membership is not required to register for swim lessons. Details will be posted at the pool after opening day, but for advance information please contact **Nanci Schaeffer**.

**Social Events:**

Forest Knolls Pool is an active and social environment in our community. We strive to create an atmosphere that everyone can enjoy, regardless of age! Social activities are one way to bring members together for fun and entertainment. Annual events include an Open House Weekend and 4<sup>th</sup> of July Family Fun Day. Other events held in the past include "Beach Blanket Bingo", "A night at the Movies" and a "Talent Show". Additionally, private parties can be hosted at the pool for a nominal fee. If you are interested in hosting a private party, please contact the pool manager at least one week in advance. If you would like to help with social activities, or have any suggestions, please contact a member of the Board for more information.

**Pool Staff:**

Forest Knolls Pool employs professional and well-trained staff to support pool operations and membership needs. Each staff member shares a commitment to provide outstanding service and ensure the overall safety of our members while at the pool facility. Staff positions include a Pool Manager and Lifeguards. Additionally, the Swim Team has a Head Coach and Assistant Coach. Names and positions will be posted when the pool opens for the season. For staffing questions, please contact **David Kelly**.

**Board of Directors:**

Forest Knolls Pool is a non-profit membership association managed by a Board of Directors. The Board is committed to handling the administration and operational issues of the pool in an effective and efficient manner, and promoting the growth of the organization within the community. Comments and support from the general membership is welcome and encouraged. Board Members hold a two-year term and seats are open for election every season. If you are interested in serving on the board, please contact any current member.

The Board Members for the 2008 Season are as follows:

<b>President</b>	<b>Laura Richaudeau</b>	<b>301-681-9127</b>
<b>Vice President (Staffing)</b>	<b>David Kelly</b>	<b>301-754-1786</b>
<b>Secretary</b>	<b>Lynne Kartsakalis</b>	<b>301-681-0688</b>
<b>Treasurer</b>	<b>John Gunnison</b>	<b>301-754-1533</b>
<b>Member (Building &amp; Grounds)</b>	<b>Nanci Schaefer</b>	<b>301-593-1907</b>
<b>Member (Community Outreach)</b>	<b>Aleks Beltran</b>	<b>301-593-4466</b>
<b>Member</b>	<b>John Tierney</b>	<b>301-681-6989</b>
<b>Member</b>	<b>John Moore</b>	<b>301-681-7999</b>
<b>Member (Swim Team Rep)</b>	<b>John Goggin</b>	<b>301-593-8480</b>

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**NEW MEMBER APPLICATION**

	Adult #1	Adult #2
<b>Name</b>		
<b>Address</b>		
<b>Daytime Phone</b>		
<b>Evening Phone</b>		
<b>Cell Phone</b>		
<b>Email</b>		

Names of Children	Date of Birth	Additional Household persons (i.e., Nannies, Grandparents, Aunts/Uncles, etc.)

**There is an additional charge of \$50 for other adults or children, not in the immediate family, but residing at the same address, if they intend to have unlimited access to the pool. This applies to grandparents, aunts, uncles, cousins, etc. and to full time nannies or baby-sitters. If this fee is not paid, guest fees will apply.**

I certify the names listed above are those of my immediate family and other persons actually residing at my household.

\_\_\_\_\_  
*Signature of Adult Member*

\_\_\_\_\_  
*Date*

The enclosed payment of \$\_\_\_\_\_ includes (Special Offer rates!)

- \_\_\_\_\_ \$700 for full membership fee (\*) and 2008 family dues (\$600 if paid in full by 7/1/08)
- \_\_\_\_\_ \$620 for full membership fee (\*) and 2008 couple dues (\$520 if paid in full by 7/1/08)
- \_\_\_\_\_ \$550 for full membership fee (\*) and 2008 single dues (\$450 if paid in full by 7/1/08)
- \_\_\_\_\_ \$50 for each \_\_\_\_\_ additional household person(s)
- \_\_\_\_\_ \$30 for guest pass book (10 passes)

\_\_\_\_\_ (\*) If you are not taking advantage of the special discount offer and would like to split the cost of the membership fee over two years, then include the following: **\$575 for Families; \$495 for Couples; and \$425 for Singles**. A balance of \$125.00 will be payable in 2009 when the annual dues are paid. Full membership will be activated in 2009.

If a current member referred you to Forest Knolls Pool, they may be entitled to a referral discount. If applicable, please provide their name: \_\_\_\_\_

Make checks payable to: **Forest Knolls Pool, Inc.**  
 Mail to: Forest Knolls Pool, c/o Lynne Kartsakalis, 10709 Edgewood Avenue, Silver Spring, MD 20901

Please be sure to include:

- ID Photos (1 group or individual passport photos of all members)
- Parental Consent and Discipline Policy Form (if applicable)

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**Parental Consent Form**

As parent or legal guardian, I, \_\_\_\_\_ give the following child(ren), who are **between the ages of ten and seventeen** and have passed a basic water safety test administered by the pool staff, my permission to be on pool property during operational hours without my personal accompaniment. I understand that the basic water safety test consists of swimming one length of the pool and treading water and floating for one minute. I understand it is the child(ren)'s responsibility to comply with the pool rules. I also understand that it is not the pool's responsibility to ensure that my child(ren) stays on pool property.

Name of Child	Date of Birth	Parent Signature

Parent Name (Relationship)	Daytime Phone	Evening Phone	Cell Phone

**Discipline Policy Form**

I have read and discussed the guidelines noted on the back of this page and I and my child(ren) understand that they must be obeyed in order to ensure the safety and comfort of everyone at the Forest Knolls Pool. This form must be signed by the child(ren) and the parent or guardian before the child(ren) will be admitted to the pool.

Parent signature	Child signature	Date

## Discipline Policy

### A. Inappropriate Behavior

#### 1. Creating Distractions

- a. Making a ruckus around the guard's chair.
- b. Running on the deck.
- c. "Overzealous" splashing of others.
- d. Using swim noodles to hit others or pool property, including the water.
- e. Yelling and screaming.
- f. Running the water in the bathrooms for no reason

#### 2. Consequences For These Behaviors

- a. **First offense** - warning from guard.
- b. **Second offense** - 15 minutes sitting out.
- c. **Third offense** - another 15 minutes sitting out and a **CALL TO PARENT!!**

### B. Unacceptable Behaviors

#### 1. Dangerous/Disrespectful Behaviors

- a. Roughhousing - i.e., dunking a swimmer, jumping on other swimmers.
- b. Using profanity.
- c. Arguing with a guard - refusing to comply with guard's requests.
- d. Defacing pool property.

#### 2. Consequences For These Behaviors

- a. **First offense** - 30 minutes in the chair - **NO WARNING!**
- b. **Second offense** - child will not be allowed to swim for the remainder of the day.  
The parent/caretaker will be notified (at work or home).
- c. **Third offense** - child will not be allowed in the pool the day following the offense including swim team practice. The parent/caretaker will be notified of this action in writing.

**THE GUARDS ARE NOT RESPONSIBLE FOR MAKING YOUR UNACCOMPANIED CHILD STAY ON POOL PROPERTY. FOREST KNOLLS POOL IS NOT RESPONSIBLE WHEN YOUR CHILD LEAVES POOL PROPERTY.**