

# Forest Knolls Pool, Inc.

11105 Foxglove Lane  
P.O. Box 838, Woodmoor Station  
Silver Spring, MD 20819-0838

*"In the Heart of Your Neighborhood"*

January 2008

Dear Fellow Pool Member:

Thank you for renewing your membership at Forest Knolls Pool for 2008. The Board of Directors is looking forward to a great summer season and we sincerely appreciate your continued support. Enclosed are the membership renewal form and the parental consent form. Both documents should be returned to Lynne Kartsakalis before May 1, 2008, along with current photos for identification purposes.

Please note the following:

1. We are pleased to advise you that Membership Dues for all categories **DID NOT** increase from the 2007 season rates.
2. Dues are payable in full no later than **May 1, 2008**. After May 15, 2008 all members with an outstanding balance will be assessed a late fee of \$25.00. After May 24, 2008, unless payment arrangements have been made, membership privileges ***including pool access*** will be suspended for members with an outstanding balance on their account.
3. To discontinue or change your membership status (*including switching to an inactive status*) appropriate documentation must be submitted. Please complete the renewal form and return it at the earliest convenience.
4. Extended payments are accepted and encouraged. Four equal installments have been established – January, February, March, and April – **all dues must be paid in full by May 1, 2008, by check, or with a credit card through PAYPAL.**
5. Checks should be mailed to Forest Knolls Pool, c/o Lynne Kartsakalis, 10709 Edgewood Avenue, Silver Spring, MD 20901. **If you have any questions, please contact Lynne at 301/681-0688.**
6. Please remember to update your personal information (address, phone, photos, and email). Membership information, including meeting notices will be provided primarily by electronic distribution. Members who do not have an email address on file will be provided documents via USPS or hand-delivery. **During the season, information will be posted at the pool.**

## **GENERAL INFORMATION - SUMMER 2008 SEASON**

**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:

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

**Members must exit the pool (water) 15 minutes prior to the times noted above and be finished in the changing areas at closing.** 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 pm and Saturday morning meets may delay the opening by as little as a few minutes or as much as half an hour or more depending on completion of the activities. We appreciate your patience and understanding to accommodate these circumstances. Changes to the schedule will be posted at the pool front desk.

**Pool Staff:** The staff of Forest Knolls Pool consists of well-trained and professional employees. A Pool Manager oversees the daily administrative requirements and pool operations including supervising our outstanding lifeguard staff. If you are interested or know of someone who might be interested in one of these paid positions, please contact **David Kelly at 301-754-1786**. Applications are being accepted **NOW** through **May 1, 2008**. Names and positions will be posted when the pool opens.

**Admittance to the Pool:** Members must sign-in at the front desk when entering the pool. A staff member will verify membership information. A responsible person 14 years of age or older must accompany and care for members under the age of 10. 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 be in the water with any child, regardless of age, using a flotation device.

**Guests:** Members must sign-in guests at the front desk and provide a guest pass or pay the daily guest fee. Members must accompany all guests while on pool property. Members may purchase Guest Pass Cards containing ten (10) passes for \$30 at the front desk. These passes may be used for any person once per 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, with children under 2 years old admitted free. Individuals will not be admitted to the pool unless a person holding an "Active Membership" in good standing is present and provides consent.

Active Memberships 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 guard on duty will record the use of these Family Days on the membership card on file at the front desk.

**Water Safety Test:** At its discretion, the staff may require any member or guest between the ages of 10 and 17 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.

**Building & Grounds Working Group:**

Forest Knolls Pool depends on the dedication and support of its members in order to operate the facility each season. The Board of Directors is actively reviewing options to reduce the amount of labor and expense it takes to get the pool up and running before opening day. However, until a definitive plan can be implemented, we still need your help in the spring with clean-up, painting, and other activities. Nanci Schaefer is leading the Building & Grounds Working Group, which focuses on making it possible to open the pool and enjoy the facility during the summer. She will provide more information about the Spring Cleanup activities starting in April and other important projects you can support. If you want more details, or can make a commitment to help in this area, please contact **Nanci at 301/593-1907.**

**Community Outreach Working Group:**

Aleks Beltran, a new board member, is actively involved in re-energizing our membership drive activities, including community outreach efforts. He is seeking volunteers to help with this important effort for the upcoming season. If you are interested in delivering flyers, supporting familiarization events (Open House, Bring Your Neighbor Day, etc.) or just want to get involved in some way to help bring new members to the pool, contact **Aleks at**

**Social Events Working Group:**

The Board is actively looking for a volunteer to take charge of arranging social activities, such as the Open House Weekend, Pot Luck Dinners, 4<sup>th</sup> of July Fun Day, Movie Night, etc. We are searching for a **VIP of Fun**, so if you have an interest and want to share your great ideas, please contact a Board Member to enlist and contribute your entertaining skills this season.

After opening day, members interested in hosting a private party (birthdays, family gatherings, etc.) are asked to coordinate the arrangements through the front desk staff at least one week in advance of the event.

**Swim Team – The SeaHawks:**

Children between the ages of 5 and 18 are encouraged to join the Forest Knolls Pool Swim Team – The award winning SeaHawks! Swimmers at all levels (from beginner to advanced) are welcome to participate. At the time of registration, the swimmers must be associated with an active pool membership. The Swim Team Representative – John Goggin – will provide further information about fees and practice dates before the start of the 2008 summer season. If you are interested in supporting the team or have questions about coaching opportunities, please contact **John at 301-593-8480**

**Swim Lessons:**

Forest Knolls Pool offers swim lessons for all age groups, and membership is not required to register. More information will be posted at the front desk after the season opening, but if you are interested in being an instructor or have specific questions, please contact **Nanci Schaefer at 301/593-1907.**

**Board of Directors:**

A Board of Directors manages Forest Knolls Pool, a non-profit membership association now in its 45<sup>th</sup> season. The Board oversees all operational and administrative requirements and strives to maximize efficiencies by finding ways to improve the quality of service provided to the membership. We welcome your comments and support. If you are interested in serving on the board please contact any current member. The 2008 Board Members are:

<b>President</b>	<b>Laura Richaudeau</b>	301-681-9127
<b>Vice President (Staffing)</b>	<b>David Kelly</b>	301-754-1786
<b>Secretary</b>	<b>Lynne Kartsakalis</b>	301-681-0688
<b>Treasurer (Accounts Payable/Receivable)</b>	<b>John Gunnison</b>	301-754-1533
<b>Member (Building &amp; Grounds)</b>	<b>Nanci Schaefer</b>	301-593-1907
<b>Member (Community Outreach)</b>	<b>Aleks Beltran</b>	301-768-4861
<b>Member at Large</b>	<b>John Tierney</b>	301-681-6989
<b>Member at Large</b>	<b>John Moore</b>	301-681-7999
<b>Member (Swim Team Rep)</b>	<b>John Goggin</b>	301-593-8480

## Renewal Form – 2008

**Instructions:** Dues are to be paid in full by **May 1, 2008**. If you would like, you may pay in up to four installments payable before May 1<sup>st</sup>. If you are paying after May 15<sup>th</sup> please include a \$25 late fee. **The late fee policy will be strictly enforced.** Please include the completed personal information section, parental consent form, and current photos with your payment.

<b>Adult #1</b>		<b>Adult #2</b>	
<b>Address</b>		<b>Address</b>	
<b>Home Phone</b>		<b>Home Phone</b>	
<b>Work Phone</b>		<b>Work Phone</b>	
<b>Cell Phone</b>		<b>Cell Phone</b>	
<b>Email</b>		<b>Email</b>	

**Names & Ages of Children:**


Additional charges apply (\$50) for each person not in the immediate family including, but not limited to aunts, uncles, cousins, etc. and fulltime nannies or babysitters having unlimited access to the pool. Guest fees imposed if fee is not paid with membership renewal.

**Names of other adults or children not in the immediate family but residing at the same address:**


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*

**Forest Knolls Pool 2008**

**Payment #1**

**January Installment, or Full Payment (Due 5/1/08)**

If paying by check, the enclosed payment of \$\_\_\_\_\_ includes: **(If paying by credit card through Paypal, please see the website.)**

- |  |   |
|--|---|
| <input type="checkbox"/> \$450 – Family dues <b>(or Installment 1 of 4 \$112.50)</b> | <input type="checkbox"/> \$ 75 – In Active Membership                 |
| <input type="checkbox"/> \$370 – Couple dues <b>(or Installment 1 of 4 \$92.50)</b>  | <input type="checkbox"/> \$ 50 – Additional Household Member          |
| <input type="checkbox"/> \$300 – Single dues <b>(or Installment 1 of 4 \$75)</b>     | <input type="checkbox"/> \$ 30 – Guest Pass Card (includes 10 passes) |
| <input type="checkbox"/> Discontinue Membership                                      | <input type="checkbox"/> \$ 25 – Late Fee                             |

**Also enclosed is**     Personal Info (above)     Current Photos     Parental Consent Form

**Checks payable to:** Forest Knolls Pool, Inc.

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

**Forest Knolls Pool 2008**

**Payment #2 of 4**

**February Installment**

Member Name: \_\_\_\_\_ Amount enclosed: \$\_\_\_\_\_ (Families \$112.50; Couples \$92.50; or Singles \$75)

**Checks payable to:** Forest Knolls Pool, Inc.

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

**Forest Knolls Pool 2008**

**Payment #3 of 4**

**March Installment**

Member Name: \_\_\_\_\_ Amount enclosed: \$\_\_\_\_\_ (Families \$112.50; Couples \$92.50; or Singles \$75)

**Checks payable to:** Forest Knolls Pool, Inc.

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

**Forest Knolls Pool 2008**

**Payment #4 of 4**

**April Installment**

Member Name: \_\_\_\_\_ Amount enclosed: \$\_\_\_\_\_ (Families \$112.50; Couples \$92.50; or Singles \$75)

**Checks payable to:** Forest Knolls Pool, Inc.

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

## 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.
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; and 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 head lifeguard will notify the parent/caretaker of the action.

If a problem arises and mediation is needed, please contact the Board of Directors.

**THE LIFEGUARD STAFF IS NOT RESPONSIBLE  
FOR MAKING AN UNACCOMPANIED CHILD  
STAY ON POOL PROPERTY.**

**FOREST KNOLLS POOL IS NOT RESPONSIBLE  
WHEN A CHILD LEAVES POOL PROPERTY.**

## Parental Consent Form

As a 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.

### Names & Ages of Children:

Name	Age	Name	Age

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

	Mother's Info	Father's Info	Emergency Contact
<b>Name</b>			
<b>Daytime #</b>			
<b>Evening #</b>			
<b>Cell #</b>			

## **Discipline Policy Form**

I have read and discussed the guidelines stated in the policy with my child(ren) and we understand that these rules must be obeyed in order to ensure the safety and comfort of everyone while using the facilities at Forest Knolls Pool. The parent or guardian, and the child(ren) must sign this form before admittance to the pool.

<b>Parent signature</b>	<b>Date</b>
<b>Child signature</b>	<b>Date</b>
<b>Child signature</b>	<b>Date</b>
<b>Child signature</b>	<b>Date</b>