

Forest Knolls Pool, Inc.

11105 Foxglove Lane
P.O. Box 838, Woodmoor Station
Silver Spring, MD 20918-0838

"In the Heart of Your Neighborhood"
January 2010

Dear Fellow Pool Member:

Thank you for renewing your membership at Forest Knolls Pool for 2010. 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 before May 1, 2010, 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 2009 season rates.
2. Dues are payable in full no later than **May 1, 2010**. After May 15, 2010 all members with an outstanding balance will be assessed a late fee of \$25.00. After May 24, 2010, 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. Installment 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, 2010, by check or PayPal.**
5. Checks should be mailed to Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838. **If you have any questions, please contact Don Kershner at 301-593-9016.**
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 2010 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:

	<u>May 29-June 16</u>	<u>June 17-Aug. 29</u>	<u>Aug. 30-Sept. 6</u>
Weekdays	3:30pm - 7:30pm	11:30am - 9:00pm	3:30pm - 7:30pm
Fri	3:30pm - 9:00pm	11:30am - 9:00pm	11:30am - 9:00pm
Sat.-Sun.	11:30am - 8:00pm	11:30am - 9:00pm	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 will 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 **Laura Hickok**. Applications are being accepted **NOW** through **May 1, 2010**. 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. Guests 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 allow them to swim or dive in the deep end. 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:

Our Board of Directors is actively involved in re-energizing our membership drive activities, including community outreach efforts. We are 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 any member of the Board.

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, 4th of July Fun Day, Movie Night, etc. We are searching for help to work with our **VIP of Fun**, so if you have an interest and want to share your great ideas, please contact a Mike Amitay 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. Swim Team Representative – Joe Yanovitch– will provide further information about fees and practice dates before the start of the 2010 summer season. If you are interested in supporting the team or have questions about coaching opportunities, please contact **Joe at 301-593-9018**.

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 50th plus 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 2010 Board Members are:

President	John Gunnison	301-754-1533
Vice President (Staffing)	Laura Hickok	240-472-6894
Secretary	John Tierney	301-681-0688
Treasurer (Accounts Payable/Receivable)	Don Kershner	301-593-9016
Member (Building & Grounds)	Nanci Schaefer	301-593-1907
Member at Large – VIP of Fun	Mike Amitay	301-593-4466
Member at Large	John Moore	301-681-7999
Member (Swim Team Rep)	Joe Yanovitch	301-593-9018

Renewal Form – 2010

Instructions: Dues are to be paid in full by **May 1, 2010**. If you would like, you may pay in up to four installments payable before May 1st. If you are paying after May 15th 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.

Adult #1		Adult #2	
Name			
Address		Address	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	
Email		Email	

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 2010
(If paying by PayPal, please see the website)

Payment #1

January Installment, or
Full Payment (Due 5/1/10)

The enclosed payment of \$_____ includes:

- \$450 – Family dues + \$50 Debt Reduction Fee = **\$500 total amount (or Installment 1 of 4 \$125.00)**
- \$370 – Couple dues + \$50 Debt Reduction Fee = **\$420 total amount (or Installment 1 of 4 \$105.00)**
- \$300 – Single dues + \$50 Debt Reduction Fee = **\$350 total amount (or Installment 1 of 4 \$87.50)**
- Discontinue Membership \$ 25 – Late Fee (if paying past 5/15/10)
- \$ 75 – Inactive Membership \$ 50 – Each Additional Household Member
- \$ 30 – Guest Pass Card (includes 10 passes)

\$50 – Debt Reduction Fee (formerly Special Assessment) – one fee per membership required. See special letter for more information.

Installment payments listed already include the Debt Reduction Fee

If paying by Paypal, please mail in this form along with Personal Info, Current Photos and Parental Consent Form (if necessary).

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

Checks payable to: Forest Knolls Pool, Inc.
Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Forest Knolls Pool 2010

Payment #2 of 4

February Installment

Member Name: _____ Amount enclosed: \$_____ (Families \$125.00; Couples \$105.00; or Singles \$87.50)

Checks payable to: Forest Knolls Pool, Inc.
Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Forest Knolls Pool 2010

Payment #3 of 4

March Installment

Member Name: _____ Amount enclosed: \$_____ (Families \$125.00; Couples \$105.00; or Singles \$87.50)

Checks payable to: Forest Knolls Pool, Inc.
Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Forest Knolls Pool 2010

Payment #4 of 4

April Installment

Member Name: _____ Amount enclosed: \$_____ (Families \$125.00; Couples \$105.00; or Singles \$87.50)

Checks payable to: Forest Knolls Pool, Inc.
Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

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** – additional 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 a chair next to a lifeguard - **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
Name			
Daytime #			
Evening #			
Cell #			

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.

Parent signature	Date
Child signature	Date
Child signature	Date
Child signature	Date

PAYPAL INSTRUCTIONS

Forest Knolls Pool is accepting PayPal for your membership renewal. What is PayPal? It is an on-line company that processes credit card payments over the Internet. Instead of having to pay for a credit card processor and the monthly fees the charge, PayPal handles all that for us for a nominal fee per transaction. We have several ways in which you can make your payment.

1. A single one-time payment through PayPal.
2. Split your renewal over two consecutive months.
3. Split your renewal over four consecutive months. Your account is debited automatically; you do not have to remember to make a payment each month.

With PayPal, you can debit your checking account, or use a credit card. The transaction is secure and PayPal will pay the pool for your transaction. Please review the following information regarding how to make these payments.

- If you already have a PayPal account.
 - Go to the Forest Knolls Pool website: <http://www.forestknollspool.com>
 - Once on the website, locate the following headline: Renewal and Membership Forms.
 - Click on the statement "CLICK HERE" and you will go the page with a number of options to choose from. Choose the appropriate option for you and click on it.
- If you don't have a PayPal account.
 - You will need to go the PayPal website: <http://www.paypal.com>
 - From there, you can register and transmit your information. You can setup PayPal to debit your checking account, and a major credit card. Once you've setup your PayPal account, you will then need to go to the Forest Knolls Pool website: <http://www.forestknollspool.com>
 - Once on the website, locate the following headline: Renewal and Membership Forms.
 - Click on the statement "CLICK HERE" and you will go the page with a number of options to choose from. Follow the instructions listed above.

Paying through PayPal, will help streamline the process, allow you to spread the cost of the pool membership over an extended period, and most importantly give the pool the assets it needs to get the pool up and running before the season begins. Please be sure to spread the word regarding PayPal to all your friends who'd like to join the pool.

Please note, that the Renewal and Consent forms must still be completed and mailed in before your membership renewal will be deemed complete. Please make sure you read through all instructions and sign where needed. Thank you.