



Highland Park Hospital Health & Fitness Center
Arthritis Foundation Aquatic Program
Effective Spring 2009

HPHHFC Arthritis Line:
847/419-7139

Arthritis Registration Line:
847/419-7128

Program Guidelines

- The program will run in three four-month increments. These increments will be defined as the length of a particular program:
 - Winter Session: January – April
 - Spring Session: May – August
 - Fall Session: September – December
- Enrollment will be open for all participants and interested participants the weeks leading up to the start date (will be the first business day of the month). If a participant would like to join while the session is in progress, a spot will be given if space is open. Otherwise, an interested participant must wait until the next session.
- All enrollment questions or program questions will be handled by Hilary Schwartz, Group Exercise Supervisor. All questions relating to enrollment or general program questions should be directed to **847/419-7128**.
- New prescriptions must be collected for every existing participant during the May session. The attached "Physician Clearance" form must be completed and returned. All new participants must complete the "New Participant Packet" and return to the Group Exercise Supervisor prior to their enrollment into the program.
- If a clearance form is not on file or is not returned within two weeks of the start of the program, this will result in the participant losing their spot in the class.
- Participants can only attend the classes that they are registered in.
- No one is allowed more than 3 (three) classes per week and participants may not attend more than one class in the same day.
- It is the responsibility of the participant to inform their instructor(s) that they are going on vacation/bridging their membership/taking time off from the program. The form titled "Absence Information Form" (located at the Service Desk) must be completed for our records in order to document time spent away from the program. This will hold your spot while you are away. This form should be filled out when scheduling your bridge at the Service Desk. If the participant is ill, or is taking care of an ill child/spouse/friend etc., or any other unexpected short-term event, please call the Arthritis line (**847/419-7139**) to leave a message for the instructor.
- If a participant misses more than three (3) unexcused or unaccounted for absences in each session, they will lose their spot in class, and will go to the bottom of the waiting list.
- Attendance will be taken in all classes.
- Participants may only attend the classes that they are registered in. If they attempt to join a class in which they are not on the roster, the instructor will ask them to leave.
- If a participant arrives more than 10 (ten) minutes late, he or she will be asked to leave the class.
- For members that pay for the year in full and use the bridging option, their spot in the class will be guaranteed. For members that pay their membership month to month, their spot will be held for up to two (2) weeks after their return date. If they have not returned within two weeks of their return date, their spot will be given to the next person on the waiting list.