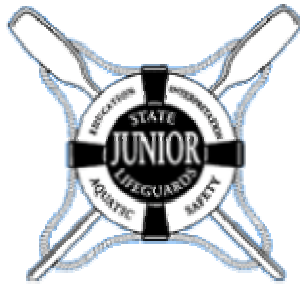


# Parent Handbook



## 2007

Half Moon Bay State  
Junior Lifeguard  
95 Kelly Avenue  
Half Moon Bay,  
California  
94019



### PARTICIPATION IN ACTIVITIES

Students are required to participate in all regular program activities. The younger, smaller students may not have the same opportunities as the older students to utilize equipment that requires body weight and strength. If you have questions, please see the lead instructors.

### REFUND POLICY

There is a \$50.00 fee for cancellations made prior to the first day of instruction. commencement of the first day of instruction of the program's third week, no refunds will be made. Injuries during the program that precludes the student's further participation in activities will be given a pro-rated refund based upon the remaining number of days in the program including the date of injury.

There is no refund of fees for students suspended (1-3 days) or for students that are removed from all further program activities for disciplinary reasons.

Refunds are processed by the State Controller's office and take three to six weeks for payment.

### TUITION ASSISTANCE

We have a limited amount of tuition assistance available each year. If your child or the child of someone you know cannot participate in the Junior Lifeguard Program without assistance, please contact us for a Tuition Assistance Application. Due to limited funding, tuition assistance is only available for one session per program year per student. Further, priority consideration will be given to new applicants. Otherwise, tuition assistance is first come first served during regular enrollment periods.

If you or your business has the means to make a donation to the TUITION ASSISTANCE FUND, please call the Junior Lifeguard Office.

### UNIFORMS

#### Student's Required Uniform

(available at most swim and surf shops.) Shirts will be handed out on the first day of the program  
Boys: Navy Blue Swim Trunks and Program Long Sleeve Tee-Shirt.  
Girls: Navy Blue athletic style swim suit and Program Long Sleeve T-shirt.  
(Racing style, 2 pieces are okay)

#### Student optional uniform items SWEATSHIRTS:

Optional Junior Lifeguard logo Sweatshirts are available and can be ordered on the enrollment application. The cost will be added to the program fee. Extra T-Shirt can be ordered too.

#### Youth Aides

They can be identified by their Red Trunks and Red T-shirts.

### Instructors

Instructors are distinguished from Assistants and Students by their official California State Park red swim trunks with patch, and Navy Blue State Park Lifeguard Uniform Shirt.

### JUNIOR LIFEGUARD YOUTH AIDE / STUDENT POSITIONS

We are looking for youths 15 years of age or older who would like to participate in the Junior Lifeguard Youth Aide Program. Junior Lifeguard Youth Aides help the instructors with various tasks from 9:30 a.m. to 3:30 p.m. After regular program hours, the Youth Aides receive universal and lifeguard specific job skills training. In past years, the Junior Lifeguard Youth aide Program has successfully prepared young people for seasonal lifeguard employment. Interested youths should call the Junior Lifeguard Office prior to April 1st.

### SPECIAL ACCOMMODATIONS

We ask that you notify program coordinator at least thirty (30) days prior to the start of the program if your student desires special accommodations or services in compliance with the Americans with Disabilities Act.

### NOTICE OF NONDISCRIMINATORY POLICY

The California State Junior Lifeguard program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The state does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship, athletic and other school - administered programs.

### Phone Numbers

Junior Lifeguard (650)726-8806  
Ranger Office (650)726-8819  
Do Not Use Ranger Line for Attendance

### MAILING ADDRESS

California State Parks San Mateo Coast  
Attn: Junior Lifeguards  
95 Kelly Avenue  
Half Moon Bay, CA 94019

### PROGRAM HOURS

Regular Program: 10:00 a.m. to 3:00 p.m. Monday through Friday.

Exceptions to normal program hours will be announced for field trips and other special events.

It is the sole responsibility of each parent or guardian to insure safe travel for their child to and from the Junior Lifeguard Program. California State Parks and the Junior Lifeguard Program are not responsible for students outside of scheduled program hours and activities. The Program does not certify parent carpools. The only Program provided transportation is by licensed commercial carriers hired by the Program for group travel to special activities.

Parents are expected to be prompt at dropping-off and picking-up their Junior Lifeguards. Parents are responsible for their children immediately prior to and immediately following scheduled program hours.

### THE TRYOUT TEST

The Junior Lifeguard Program is not a learn to swim school. Therefore, prospective students are screened at a tryout test to see if they have the minimum skills to benefit from the Junior Lifeguard Program. The instructors approve a child's skill level based upon successful completion of the test and on the child's swimming competence and confidence. The tryout test consists of:

Swim 100 yards.

*\* eight year olds are only required to swim 50 yards*

Swim 10 yards underwater.

Tread water for 5 minutes.

### TRYOUT WAIVER

All returning Junior Lifeguards may skip the tryout testing.

All new students must successfully complete the testing process.

### Program Terms and Conditions

In order for the Junior Lifeguard program to be successful, participants must exhibit behavior that is respectful of our staff, other participants, equipment, and facilities.

The intent of discipline is to instruct the participant so as to gain compliance with acceptable behavior norms. Therefore, please sign and familiarize yourself and your Junior Lifeguard with the following rules and policy.

### Rules:

1. Leaving the supervised recreational area without receiving permission from program staff is not permitted.
2. Fighting (physical or verbal), and use of profane language is not permitted, and parents will be notified.
3. Vandalism of site, public or other participant's property will not be tolerated.
4. Restrooms are to be used for their intended purpose and nothing else. Restrooms are to be kept clean. Participants must notify a lead-person before going to the restroom.
5. Daily assembly- each site has its own assembly times. For approximately 15 minutes the entire group will meet. It is necessary that participants are quiet and attentive at this time.
6. Each Junior Lifeguard program site will have its own specific guidelines put in place for the safety and enjoyment of all participants.

### DISCIPLINE POLICY

Any types of mildly aggressive, intrusive, or destructive actions towards fellow participants, staff members or equipment

1. Participant will be verbally warned, counseled about the situation, and given an explanation of what behavior change is expected.
2. Time-out (cool-off period), immediately after each incident for 2-5 minutes, depending on the incident. Extra, supervised physical exercise such as push-ups, sit-ups, or running, may be assigned at this time. At this time the participant will be given an explanation of the consequences for continued inappropriate behavior, and

an informal behavior contract and plan for successful participation will be implemented.

3. Conference involving parent, participant, and staff that will include:  
a) discussion of incident  
b) explanation of discipline policy  
c) formal behavior contract, completed and signed  
d) determine disciplinary support at home

4. May include suspension or expulsion depending on severity of behavior, as judged by the site leader and aquatic supervisor. Parent, participant and staff will review behavior contract as well as incident reports. There will be no refunds in the event of an expulsion

### ATTENDANCE

Attendance is taken daily. We would appreciate being notified if your child will be absent. Please phone the Junior Lifeguard Office between 8:00 and 8:45 a.m. at 726-8806. Do not call the Ranger Office to report absences.

### Typical Daily Agenda

(This agenda is subject to variation without notice, based daily conditions  
10:00 – Roll call and program meeting  
10:15 – Warm ups, stretching and calisthenics  
11:15 – Daily Vitamin (Run, Swim, Paddle etc.)  
12:00 – Lunch  
12:45 – Age group skills and activities  
2:00 – Relay / Team Building activities  
2:40 – Program clean-up and review  
3:00 – End of another great day!

**Please make sure your JG has the following everyday:**

1. Sunscreen (spf 15 or higher) and towel
2. A bag lunch, with nutritious, wholesome food, and lots of drinking water, for a full active day, and at least 1.5 Liters of Water.
3. Junior Lifeguard uniform
4. A large sun hat (optional but recommended)
5. A sweatshirt for cold days
6. Protective, beach appropriate footwear
7. Wetsuits – Spring Suits (Short arms and legs) are optional, but recommended.