

# Parent Handbook

## San Clemente

### State Junior Lifeguards

#### MAIN INFORMATION

##### ADDRESS

3030 Ave. Del Presidente  
San Clemente, CA 92672

##### WEBSITE

San Clemente - [www.scstatejg.com](http://www.scstatejg.com)

##### PHONE NUMBERS

Junior Lifeguard Office: (949)304-3295  
(For calls before and after program hours)

##### STAFF

Dan Newberry -Program Coordinator (949)304-3295 cell  
David Coy – Instructor  
Ty Vollebregt – Instructor

San Clemente Lifeguard Headquarters: (949)204-5803  
(For emergency calls only between 9am-3pm)

#### PROGRAM HOURS

##### San Clemente

9:00am-3:00pm Monday through Friday

\*Exceptions to normal program hours will be announced for special events by email and/or notation on the program calendar.\*

If you have any questions or concerns about the program please call and leave us a clear message with your name and phone number. We will return your calls at the end of the day or in the morning. As always, we welcome and encourage you to join us at the beach and watch how we run the program. We are proud of the program we run and the safety of your Junior Lifeguard is our first priority.

#### DROP OFF AND PICK UP

It is the sole responsibility of each parent to ensure their child's safe travel to and from the program. Neither the State of California or the San Clemente State Junior Lifeguard program is responsible for students or their transportation outside of scheduled program hours or anytime a commercial carrier hired by the program is not used for transportation. 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.

Occasionally, because of unforeseen delays, pick-up times for certain special events may be later than we may have originally intended. This may be due to traffic or the event running longer than its scheduled time. We ask that you understand that it is not our intention to make you wait for us but sometimes delays cannot be helped. We appreciate your cooperation and will do our best to provide accurate times of arrival whenever possible.

The program starts promptly at 9:00am on the beach. Please take note of the specific drop off and pick up information given below for your program location.

Drop off for all JG days except field trip days that involve self-transportation will be at the north trail in the day use parking lot inside San Clemente State Park. To get into the State Park, exit the freeway at Calafia and go straight down the hill. The entrance to the State Park is about halfway down the hill on your left. Stop at the kiosk, let them know you are there for Junior Guards and proceed down the road to the day use parking lot. There will be an instructor at the north trailhead each morning and afternoon to answer any questions you have. Please do not park, drop off or pick up your JG in the red zone in front of the south trail. This is emergency access for ranger and lifeguard units only! Please drop your JG off at the trailhead with enough time to be in their squad by 9:00am. Suggested drop off time is 8:40am.

#### ATTENDANCE

Attendance is taken daily and is important for those JG's attempting Superguard. If your child must miss a day please email or call the office at 361-2969 and if they must leave early from JG's they will only be released if they have a signed note from a parent/guardian. This also applies if you would like your child to go home with another family after an event.

#### SICKNESS AND INJURY

If your child is sick or injured they should not come to Junior Lifeguards. If they are unable to complete the workout or participate fully in the program they should stay home to recover or recuperate. We are unable to accommodate your children if they are unable to fully be included in the day's activities. Sending your child with an illness or injury is a safety hazard for those exposed to them in the case of illness and in the case of injury requires that we pull a staff member to sit with the JG during the workout or activities when they should be supervising the other JG's. If you have any questions about this policy please call the office and speak to an instructor and always have a back up plan in the event your child needs to stay home for the day.

## **SUPERGUARD**

Superguard is an expression we use to describe our excellent and inspired Junior Guards. It is a terrific honor and is acknowledged and recognized on the last day of JGs with a certificate and a "Superguard T-shirt." Here are the qualifications for achieving this honor:

1. No more than 1 absence, Field trips can be missed without penalty.
2. No major behavioral problems
3. Score 80% or better on all tests
4. Complete the Ironman, pier run and the paddle challenge- no make up's will be scheduled.
5. Complete 80% of all the challenge workouts

## **REQUIRED JUNIOR GUARD UNIFORM**

Our official navy blue board short with patch on left side and JG logo T-shirt is required. We require this uniform so we can easily distinguish our JG's from other beachgoers. Solid navy blue Speedo or appropriate sports two piece *required* for girls. For boys Speedo/jammers are recommended as an undergarment and for workouts.

*-Aides will be identified by their light blue shirts, and yellow buoy.*

*-Lifeguards will be identified by their red trunks, navy shirts, and red buoy.*

## **UNIFORMS**

Uniforms are to be worn every day with the exception of certain (specified) field trips. Uniforms should not be altered and a JG who wears inappropriate attire or swimwear will be required to change or be sent home. *Sturdy sandals or shoes must be worn for the walk down the trail as well as on all field trips. Any Junior Guard arriving for a field trip without footwear will be denied access to the bus or program activities*

## **RECOMMENDED DAILY CHECKLIST**

1. Full Uniform
2. Sunscreen (SPF 30 or higher)
3. Wide brim hat
4. Large beach towel
5. Foot wear
6. Lunch with plenty of fluids. A cooler is a must  
As it keeps food fresh and also keeps the squirrels out.
7. Sunglasses
8. Backpack or bag to carry gear.

Prohibited Items: Electronic gadgets, portable game systems, ipods (except on pier run, jetty run and ironman). Cell phones can be brought but should stay in the gear bag and not be used unless there is an emergency. Program instructors are not responsible for any items lost or stolen during the program.

**NOTE: PUT IDENTIFICATION ON ALL YOUR BELONGINGS! (IE: BLACK WATERPROOF MARKER) Everyone has the same stuff and it is not the lifeguards' responsibility to keep track of the JG's stuff.**

*All personal items should be placed in the backpack for safekeeping and to avoid lost items when they are not in use.*

**AN IMPORTANT NOTE ABOUT SUNSCREEN:** Excessive exposure to sunlight in childhood can lead to skin cancer later in life. It is for this reason that we encourage our JG's to put sunscreen on several times a day and highly recommend Junior Guards wear a hat and rash guard with SPF. JG's with noticeable sunburns will be sent home to heal before returning to the program. There will be no exceptions to this rule. This will be considered an unexcused absence and may disqualify the JG from achieving Superguard.

## **STATEWIDE REFUND POLICY**

1. There is a \$50 fee for cancellations made prior to the first day of the program.
2. Students may drop the program at any time prior to the completion of the 8<sup>th</sup> day of the session and receive a 50% refund of tuition. Thereafter, there will be no refund of fees.
3. Injuries during the program that preclude the student from participating in the program will be given a prorated refund of fees based on the number of days left in the session.
4. There are no refunds or prorating of fees for students suspended from the program or removed altogether from program activities for disciplinary reasons.
5. Refunds are processed by the State Controllers office and take between three and six weeks for payment.

## **TAX ID INFORMATION**

If you are eligible for child care credits please use the following information and the receipt given to you at registration for tax filing purposes.  
**California State Parks and Recreation Tax ID # 68-0303606**

*Refer to the separate handouts for the Buoy-a-Thon fundraiser and Program Calendar of Events.*

*Tuition assistance may be available and given on a first come first served basis. Contact the office for further information and an application.*

## DISCIPLINE

### Student Discipline for Minor Incidents

For the Junior Lifeguard Program to be successful, students must exhibit behavior that is respectful of our staff, other students, our equipment and facilities. Group activities are vital to our program. A student that is disruptive to group activities and disrespectful to instructors diminishes the enjoyment and education of the other students.

The intent of discipline is to instruct the student so as to gain compliance with acceptable behavior norms. Therefore, please familiarize your Junior Lifeguard with the following expected behaviors:

Arriving on time and being promptly picked up from the program.

Respect of Instructors and other staff.

Respect of other students: no shoving, hitting or name-calling.

Respect of the facilities, equipment and property of others.

Cooperate with others and practice good sportsmanship.

Follow all safety rules and all instructions.

Listen quietly to directions / announcements.

Participate in the daily workout and regular program activities – *If your child refuses to take part in the morning workout a phone call home will be made and the child will be sent home for the day.*

### The progressive steps of discipline are as follows:

1. When a minor discipline situation occurs, the student will be counseled about the situation and given an explanation of what behavior change is expected.
2. If a subsequent incident occurs, the student will be asked to take a "TIME OUT" or "TAKE A LAP". A "TIME OUT" is a period of five to ten minutes that the student spends quietly reflecting on the incident. A "TAKE A LAP" is a supervised swim or run of reasonable distance. After the "TIME OUT" or "TAKE A LAP" the student is allowed to rejoin the group activity.
3. When a student has a series of "TIME Out's" or "TAKE A Lap's" in the same day or a series of discipline situations over several days, the Lead Instructor will inform the youth's parent or guardian about the situation.
4. When a student continually disregards the Instructors or shows little or no improvement with steps 1 through 3, the student will be suspended from the program for one day. The parent or guardian of the student will be informed that the student has been suspended. There will be no prorated refund of fees.
5. If after suspension the student's behavior is still not acceptable, the parent or guardian of the student will be informed that the student may no longer attend any of the program's activities. There will be no refund of fees.

Major first time incidents may progress the student directly to step 4 or step 5 of the above procedures. Major incidents would include:

Ditching the program

Insubordination

Fighting with another student or other person

Unlawful or non-consensual touching of another person

Stealing the property of another

Vandalism of equipment or facilities

Walking on or near the train tracks

Throwing rocks at other students, wildlife, the train or property of others

Other conduct which brings disrespect on the Instructors, Jr. Lifeguards or the State of California.

*Please Note: A phone call home at any time during the program may result in the student forfeiting participation in field trips and Veteran's Day activities as they have shown an inability to follow simple rules and have shown disrespect to the program and their instructors. Traveling away from the beach with the program is a privilege reserved for those able to conduct themselves appropriately at all times. Any time a major behavior problem occurs, the Aquatic Program Supervisor shall be advised along with the parents of the junior guard.*