



Hayward Area Recreation and Park District

Junior Lifeguard Camp

Dear Parents,

We hope your experience with our program will be enjoyable for both you and your child. The Junior Lifeguard Camp is committed to our campers and we plan to provide opportunities to: learn new skills, improve self confidence, develop social skills, provide friendly competition, and improve decision-making. It is our hope to also introduce nutrition and physical fitness, with the intent to promote a healthy and successful life. For example, sun safety and varying daily physical fitness activities.

We are excited about what this camp has to offer each child and welcome you to our program! Enclosed is your Junior Lifeguard Camp packet containing very important information requiring your review and/or signature before your child may participate in the program. Please take a few moments to read over the information, being sure to complete and sign all forms as specified and bring all paperwork the first day of the camp. For the safety of your child, he/she may not participate until all forms have been read, signed and received. Thank you for your understanding.

We are excited to have your child join the Junior Lifeguard Camp and look forward to providing him or her with enjoyable and educational experience. If you have any further questions or concerns, please contact me at (510) 888-0123 or geoc@haywardrec.org.

Sincerely,

Cody George
Recreation Supervisor
(510) 888-0123



Hayward Area Recreation and Park District

Junior Lifeguard Camp

Parent Handbook

Our Goals and Philosophies

Your child's Instructor follows a designed curriculum however, they conduct and modify each class day as they see fit. Each instructor's curriculum will be based on the goals of the Junior Lifeguard and Leadership Camp. The main goals and functions of this class include:

- Provide a safe and secure environment that allows children to thrive
- Create opportunities for children to develop social skills
- Conduct physical activities that will improve Tennis and Swimming Skills

Our Swim Tennis Camp meets 4 of the California Children's Outdoor Bill of Rights:

- Play in a Safe Place
- Splash in the Water
- Play on a Team
- Learn to Swim

If there are any questions about the policies of your instructors, please contact them directly.

Activities/Events

Staff will provide structured and unstructured activities for your child to participate in daily. Staff will encourage children to participate but will not force any child to do anything that they do not want to do. The schedule will be posted at least one day in advance and is subject to change.

Registration

You can register online, in person at the Hayward Plunge or the District Office, or by faxing a completed registration form to 510-881-6763. Please register in advance, for the camp fills up quickly.

Dress Code

Junior Lifeguard and Leadership Camp provides HANDS-ON learning experiences and your child will come home sweaty, therefore you may want to bring an extra set of clothing. For the tennis component your child is required to wear closed-toed shoes with rubber soles. In addition, they will be involved in climbing and running activities during the Tennis component. Children should wear PLAY CLOTHES. Recommended clothing includes: clothes that your child can easily manipulate themselves such as pants with an elastic waist band, jeans, sweats, shorts, t-shirt, sweatshirt, sweater or jacket. During the swimming component your child is required to wear swimsuit, no cut offs, cotton materials, or jeans will be allowed. If your child has goggles, swim cap, etc. feel free to bring them to camp. Please don't forget to send your child with a towel to dry off with at the end of the day.

Financial Assistance

The Hayward Area Recreation and Park District offers scholarships to provide financial assistance to economically disadvantaged families, and recreational opportunities to children in need. Please call (510) 881-6700 for more information.

Sign-In/Sign-Out Procedures

In order to ensure the safety of your child, it is mandatory that each child be signed in and out daily by a legal guardian. Children may not be signed out by anyone under the age of 18.

Late Policy

For the comfort and security of your child, it is imperative that your child be picked up from the program within five minutes of camp ending. Late parents may be assessed any of the following charges based on the amount of time they are late:

Amount of Time	Fee
0-5 Minutes	Grace Period (No Charge)
5-15 Minutes	\$10
15-30 Minutes	\$25
30-60 Minutes	\$50
More than 60 Minutes (1 Hour)	Custody transferred to the appropriate police department

**Parents who pick up their child late more than two times may be terminated from the program with no refund*

Authorization to Pick Up Child

For the safety and protection of your child, only those who are authorized in writing by the parent will be allowed to pick up your child. **All adults picking up children from the program may be required to identify themselves with a photo ID.**

Absences

There will be no refunds or credits given for any classes missed due to illness or any other circumstances.

Medical Record Information

To ensure the safety of all children in the program, we require that the Registration and Emergency Forms be filled out completely before the child can participate in the program. The Parental Agreement and Release Forms should also be filled out completely and returned before the child can participate in the program.

Illness/Injury

We want to maintain a healthy environment in the Swim Tennis program. In order to do this, please do not send your child if they have a cold or any other contagious illnesses. Use the following guideline: your child should be free of fever for at least 24 hours prior to them returning to camp.

If your child is/or becomes ill while in our program, the staff will contact you to come pick up your child. The program is not set up to care for ill children, so it is important for you to pick up your child in a timely manner. If your child is injured, the staff will take the necessary steps in order to obtain medical care. If we are unable to reach you in the event your child is in need of medical attention, they will be transported to the hospital by a District vehicle or ambulance. **It is extremely important that you notify the Hayward Area Recreation and Park District of any changes to your child's emergency contact information**

Lunch/Snacks

The Hayward Area Recreation and Park District promotes a healthy and nutritious snack program. This calls for a “team approach” between staff and parents. This program encourages active support from the parents by eliminating the “cookie and punch” snacks and replacing them with nutritious snacks. The development of positive attitudes toward foods is the basis for the practice of healthful dietary patterns. Parents are asked to pack their child’s lunch with two nutritious snacks to have throughout the day.

Some examples of healthy snacks:

Apples	String cheese	Pretzels
Raisins	Pumpkin seeds	Carrots
Snap peas	Dried fruit	Low-fat yogurt
Whole-wheat muffin	Turkey jerky	Hummus
Whole-grain dry cereal	Bananas	

Evaluations

Evaluations will be provided at the end of each week; this is your opportunity to share with us your child’s experience. We encourage you to complete and return evaluations as we value and utilize your feedback.

Staff

All staff who work in the Swim Tennis program are at least 18 years of age. Each staff member has been educated and has prior experience working with children. They also have been certified in First Aid and CPR. Additionally, all staff participates in periodic trainings to enhance their knowledge and skills in working with children.

Belongings

Each child will store their personal belongings in a locker and locks will be provided. Toys from home are not permitted at Swim Tennis Camp unless otherwise noted by the staff.

Birthday/Holidays

Some children enjoy celebrating their special day with their friends. If you would like to provide a special snack for your child’s special day, please check with the instructor for any allergy concerns. Pre-packaged items are permissible, homemade goods are not. Thank you for your understanding.

Camp Overview

The HARD Junior Lifeguard Camp will allow participants the opportunity to learn the basic skills needed to become a lifeguard and swim instructor. After the completion of the camp and passing of the written exams, participants will have the opportunity to receive American Red Cross certifications in Basic CPR, Basic Water Rescue, Basic First Aid, and Water Safety Aide.

Jr. Lifeguard Camp Staff

All staff who work in the Jr. Lifeguard program are at least 18 years of age. All HARD Jr. Lifeguard camp staff have been chosen to due to their expertise in lifeguard skills, many of which are Lifeguard Instructors. All camp staff goes though the same training as all HARD Aquatics staff and are nationally certified in CPR/AED, First Aid, Lifeguarding, and Water Safety Instruction. Additionally, all staff participates in periodic trainings to enhance their knowledge and skills in working with children.

Prerequisites

Participants must be at least 11-14 years of age and able to swim coordinated crawl stroke continuously for 50 yards.

Parents Code of Conduct

- Please get your child to camp on time!
- Please pick your child up no more than 10 minutes after camp ends.
- Please be positive and supportive at all times. Support your child and the rest of the camp.
- Please set the example and demonstrate good sportsmanship at all times.
- Please stay in the bleachers or picnic area during practice.
- Please help your child meet their attendance goals.

Communication

The Jr. Lifeguard Coordinator may have many different people communicating many different things to them. The best way to communicate with the coordinator is to talk to them before or after camp. If you are unable to speak to them, please leave them a note and they will get back to you within one camp day.

Refunds

Refunds/Credits will be issued only upon cancellation of a class/activity by the District – no exceptions. Refunds/Credits will be pro-rated for any classes already provided. Refunds may take up to 21 days to process. If you withdraw from a class one week prior to the first-class meeting, you may receive a Client Credit for the registration period. Client Credits will be issued within 21 days of the class and can be used for any District program. Refunds, cancellations and transfer of classes are subject to a \$5 service charge per class. Credits will not be issued after the second-class meeting.

Returned Check Policy

If for any reason your check is not honored by the bank and is returned to the Recreation and Park District, a \$25 service charge will be levied.

Behavior Management Policy

The Hayward Area Recreation and Park District Swim Tennis Camp program has adopted the following behavior management policy:

Objectives:

- Your child is to be respectful, courteous and considerate towards their peers, staff and property
- Your child is to learn how to become responsible their own actions
- Your child is to learn to make positive choices that build self-esteem and skills
- Your child is to learn the basic fundamental skills of Tennis and Swimming

Unacceptable Behaviors:

- Harming themselves, their peers, and/or staff
- If your child causes destruction to property
- If your child is continuously unable to adhere to program guidelines
- If your child is disrespectful to their peers or staff members, e.g., racial slurs, profanity, threats etc.

General Standards for Positive Guidance:

- Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior
- Guidance is a process of teaching, learning, and positive reinforcement
- Set developmentally appropriate guidelines for children

NOTE: Any consequences involving physical exercise, writing assignments or the withholding of food, water or restroom privileges will **NEVER** be tolerated.

Summary: Staff in all District programs will use a positive, teaching form of guidance. Staff continually reminds children of program guidelines. Children are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their child's progress. When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken. The first step taken will include documenting the behavior on an Incident Report. At this time, if necessary, a parent may be called to pick the child up from the program. If a second incident report is issued within a two-day period, the child will be suspended from the program for one day and a conference with the parent, Instructor and Recreation Supervisor will be scheduled before the child can return to the program. If a child receives another incident report with another week, they may be terminated from the program for the remainder of the summer.



Hayward Area Recreation and Park District

Jr. Lifeguard Camp Parental Agreement

PLEASE READ, INITIAL, SIGN, AND RETURN

Child's

Name: _____

I understand, and I will inform any other person that will be picking up my child of the following items listed below and agree to the following conditions:

1. I agree that I have read, understand and will abide by the policies of the Jr. Lifeguard program as stated in the Jr. Lifeguard Parent Handbook. _____ (Initial). This also means that I have read, understand and agree to abide by the registration, illness, and Behavior Management policy within the handbook. _____ (Initial)
2. An authorized adult, carrying valid photo ID, MUST sign child(ren) in and out each day. I further understand that the person(s) whom I authorize to pick up my child(ren) must be a least 18 years old and listed on the emergency form. _____ (Initial). A late fee will be applied if my child(ren) is not picked up within five minutes of the end of the class period. My child(ren) will not be able to attend class until that fee has been paid in full. _____ (Initial)
3. Any personal item(s) that are brought to class and lost or stolen are not the responsibility of the Jr. Lifeguard staff and is the responsibility of the parent. _____ (Initial)
4. For program effectiveness, siblings or other non-enrolled child(ren) will NOT be allowed to attend class sessions. In addition, when an adult is signed up to volunteer on a particular day, siblings or other non-enrolled child(ren) may not be brought to the class. So the time and attention is available to the class participants. _____ (Initial)

I, the undersigned, in consideration of participation in the Swim Tennis program listed above, agree to indemnify and hold the Hayward Area Recreation and Park District harmless, and release the District and its employees and agents from any and all liability for any injury or loss which may be suffered by the above named individual(s) arising out of or in any way connected with participation in the above program.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____



Hayward Area Recreation and Park District

Responsibility Agreement, Waiver and Release

I have carefully read description of class(es) for which I/we are registering and in consideration for being permitted by the Hayward Area Recreation and Park District to participate in the [above] activity [described in this brochure], I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Hayward Area Recreation and Park District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said activity.

Parental Consent

(To be completed and signed by parent/guardian if applicant is under 18 years of age)

I hereby consent that my son/daughter, _____, participate in the [above] activity [described in this brochure] and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE HAYWARD AREA RECREATION AND PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Parent/Guardian Printed Name: _____
Parent/Guardian Signature: _____ Date: _____



Hayward Area Recreation and Park District

Identification and Emergency Information

To be completed by parent or guardian

Name of Program or Camp: Junior Guard Camp Location: _____ Year: _____

Child's Name	Phone
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Child's Address	Child's birthdate
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Parent/Guardian's Name

Cell phone	Work phone	Home phone
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Parent/Guardian's Name

Cell phone	Work phone	Home phone
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Name of person responsible for child (i.e. parent/guardian)	Home phone	Cell phone
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Email Address: _____

Please list any medical, special conditions, or food restrictions concerning your child that we should know: (i.e. allergies, no meat, asthma, etc.) _____

List below emergency contacts and other persons authorized to pick up your child from the program. Child will NOT be allowed to leave with any other person without written authorization from the parent or guardian. All persons listed must be at least 18 years of age.

Name	Cell Phone	Daytime phone	Relationship

Hayward Area Recreation and Park District personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services and ambulance service.

Signature of parent/ guardian _____ Date _____