



# Swim Tennis

Dear Parents,

We hope your experience with our program will be enjoyable for both you and your child. The Swim Tennis Camp is broken up into two sections: Tennis Instruction in the morning and Swim instruction in the afternoon.

We are excited about what the Swim Tennis Camp has in store for your child and we welcome you to our program! Enclosed is your Swim Tennis Parent Handbook 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. For the safety of your child, they may not participate until all forms have been read, signed, and received. Thank you for your understanding.

Once again, we are excited to have your child join the Swim Tennis Camp and look forward to providing them with an enjoyable and memorable experience. If you have any further questions or concerns, please feel free to contact me at (510) 888-0123 or [geoc@haywardrec.org](mailto:geoc@haywardrec.org).

Sincerely,

Cody George  
Recreation Supervisor  
[geoc@haywardrec.org](mailto:geoc@haywardrec.org)  
(510) 888-0123



# Hayward Area Recreation and Park District

---

## Contact Information

**Administrative Office:** District Office  
1099 E Street  
Hayward, CA 94541

**Phone Number:** (510) 881-6700

**Hours of Operation:** M-F 8:30-5:00 PM

## **Site and Staff Information**

<b>Location</b>	<b>Staff</b>	<b>Title</b>	<b>Phone Number</b>
Hayward Plunge 24176 Mission Blvd. Hayward, CA 94541	Dominick Martin Courtney Weddle	Tennis Camp Coordinator Swim Camp Coordinator	510-881-6703

## **Supervisory Staff**

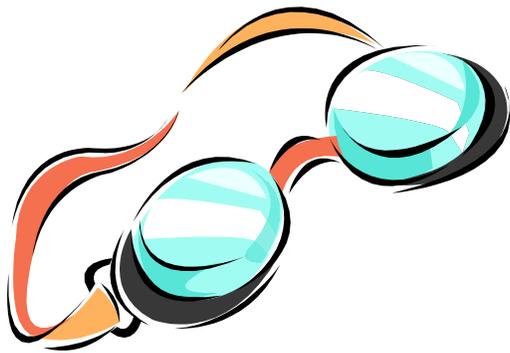
Tommy Prusinovski	Aquatics Specialist	(510) 881-6720	prut@haywardrec.org
Cody George	Recreation Supervisor	(510) 888-0123	geoc@haywardrec.org



Hayward Area Recreation and Park District

---

# Swim/Tennis Camp Parent Handbook



Welcome to the Hayward Area Recreation and Park District Swim Tennis Camp. Our instructors are dedicated to the development and well-being of your child. We will provide your child with compassion, patience, learning opportunities, and most of all a safe and fun experience. Please feel free to let us know about any concerns, ideas, or thoughts that may arise; this way staff and parents will function as a team that is focused on your child's development and learning new skills. The Hayward Area Recreation and Park District is a place for families and it's our intent to do everything possible to help strengthen and support your family.

We believe that each child is a unique individual and develops at their own rate. Our goal at Hayward Area Recreation and Park District is to introduce children to as many safe and positive experiences as possible. Furthermore, we want to ensure that each child feels confident and secure with their self in this safe environment.

It is our hope that each child's experiences in the Swim Tennis Camp will foster creativity and self-confidence. Our doors will always be open for any suggestions. As a team, we seek to improve the quality of life for your children.

### **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 Swim Tennis 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**

Swim Tennis 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:

<b>Amount of Time</b>	<b>Fee</b>
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.

## **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

---

## Swim Tennis 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 Swim Tennis program as stated in the Swim Tennis Camp 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 Swim Tennis 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 Print Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **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:** \_\_\_\_\_

**Identification and Emergency Information**  
*To be completed by parent or guardian*

Name of Program or Camp: Swim Tennis Camp      Location: \_\_\_\_\_      Year: \_\_\_\_\_

Child's Name		Phone
Child's Address		Child's birthdate
Parent/Guardian's Name		
Cell phone	Work phone	Home phone
Parent/Guardian's Name		
Cell phone	Work phone	Home phone
Name of person responsible for child (i.e. parent/guardian)	Home phone	Cell phone

**Email Address:** \_\_\_\_\_

**Please list any medical, special conditions, or food restrictions concerning your child that we should know: e.g. 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** \_\_\_\_\_