

California State Parks

Parent Handbook



TABLE OF CONTENTS

PURPOSE	3
PROGRAM DATES / HOURS / LOCATION / FEES	3
REFUND POLICY	4
AGE REQUIREMENTS	4
ENROLLMENT / TRYOUT	5
TRYOUT WAIVER	6
HOW TO APPLY	6
INSTRUCTORS	6
VOLUNTEER ASSISTANTS	7
ATTENDANCE	7
JUNIOR LIFEGUARD DAILY ITINERARY / REQUIREMENTS	8
PARTICIPATION	8
DAILY SCHEDULE / CALENDAR	9
TRANSPORTATION	9
UNIFORMS	10
PROGRAM UPDATES/ BLOG	11
DISCIPLINE	11
SPECIAL ACCOMMODATIONS	12
NOTICE OF NONDISCRIMINATORY POLICY	13
COMMENTS and SUGGESTIONS	13
CONTACT INFORMATION	13

PURPOSE

The Junior Lifeguard Program at Leo Carrillo emphasizes Aquatic Safety, Teamwork, and Leadership while introducing young people to safe marine and aquatic recreational opportunities. The program is designed to provide quality water safety education while improving participant's physical conditioning, understanding and respect for the surrounding environment. The Junior Lifeguards' team-building philosophy is perfect for learning how to deal with various water safety situations. The objectives of the Leo Carrillo Junior Lifeguard Program are accomplished through activities such as instruction and training in open water swimming, board paddling, body surfing, body boarding, surfing, windsurfing, kayaking, snorkeling and surf rescue. Understanding of the environment is gained by daily physical contact with beach and park ecosystems as well as lectures and discussions of pertinent marine and aquatic topics. Individual and group achievement is improved by creating a positive and supportive team building atmosphere.

Having fun while learning is primary to meeting the objectives of the Leo Carrillo Junior Lifeguard Program

PROGRAM DATES / HOURS / LOCATION

Junior Lifeguard Program: (5 weeks) go to www.leojgs.com for dates
(Channel Island Trip, rash guard and T-shirt included in fee)

Junior Lifeguard Surf Sessions: Spring Break
Week Following JG Program

Regular Program Hours: 9:30 a.m. to 2:00 p.m. Monday through Friday. Exceptions to normal program hours will be announced for field trips and other special events (field trip schedule and information will be posted at leojgs.com prior to the start of the program).

*California State Parks and the Junior Lifeguard Program are not responsible for students outside of scheduled program hours and activities. Parents are responsible for their children immediately prior to and immediately following scheduled program hours. If riding the bus, parents are responsible for their children at the bus stops before and after the program. Parents are expected to be prompt at dropping-off and picking-up their Junior Lifeguards. *Please do not park in handicapped parking, red zones, double park, or leave car unattended in a loading zone when picking up or dropping off children.*

Location; The Leo Carrillo Junior Lifeguard Program is held on the beach in front of the north beach day-use parking lot at Leo Carrillo State Beach, approximately one mile south of the Ventura County Line.

REFUND POLICY

There is a \$50.00 fee for cancellations made prior to the first day of instruction.

Students may drop from the Program at anytime prior to the completion of the 1st week of instruction and receive a 50% refund of tuition. No refunds after the beginning of the 2nd week. Student injuries that occur during the Program that preclude the student's continuation will be given a pro-rated refund based upon the remaining number of days, including the date of injury.

There is no refund for students suspended or for students, or for students removed from activities for disciplinary reasons. NO EXCEPTIONS.

AGE REQUIREMENTS

The age requirement for Junior Lifeguards is 9 to 15 years of age on the first day of instruction. Although some instruction takes place as one large group the students are divided into three groups for the duration of the program. The groups are primarily based on age; but size, strength, ability, and confidence are also considered. Generally, 14-15 year olds are in the "A" group, 12-13 year olds are "B's", 9-11 year olds are "C's".

Note: A child may be moved into a different group at the Coordinator's discretion.

ENROLLMENT / TRYOUT

Enrollment in the Junior Lifeguard Program and Surf Camp is “first come - first served.” Due to the popularity of the programs, enrollment is expected to fill to capacity quickly. Students are considered enrolled when the Junior Lifeguard Office receives **completed application and full payment** of fees.. Enrollment is limited in the (5) week program to 250 students with 100 students in the (1) week Surf Camp.

The Junior Lifeguard Program is not a “learn to swim” school. Therefore, prospective students are screened at a tryout to see if they have the minimum skills needed to safely participate in and benefit from the Junior Lifeguard Program. The instructors approve a child's skill level based upon successful completion of the test as well as the child's swimming competence and confidence. We reserve the right to refuse admittance if it is felt a student will adversely affect the safety and welfare of themselves and or others in the program. All new students entering the program must successfully complete the testing process to be eligible. (NO EXCEPTIONS). Tryouts will be held at **Malibu High School** in April, May, specific dates, times, locations, and other information will be posted on our website www.leojgs.com in early spring. At the tryouts, students should have a bathing suit and towel and be ready to swim.

The tryout consists of the following:

- 1) **Swim 100 yards continuously** (within the allotted time)
- 2) **Swim 10 yards underwater** (in fewer than 3 attempts)
- 3) **Tread water for 5 minutes**

Time standards for the 100 yard swim are as follows:

- 14-17 year olds must complete the swim in less than 2 min 30 sec.
- 12-13 year olds must complete the swim in less than 3 min.
- 9-11 year olds must complete the swim in less than 3 min. 30 sec.

TRYOUT WAIVER

(FOR RETURNING STUDENTS ONLY)

Returning Junior Lifeguards who were in the program last year may skip the tryout testing; however, parents must sign the TRYOUT WAIVER on the Junior Lifeguard Application..

HOW TO APPLY

Applications and Payment available through our website April 1st until the end of the program. Call or email the JG Office (310) 457-5775 or leojgs@parks.ca.gov with questions

INSTRUCTORS

The Junior Lifeguard Program is taught by professional State Park Lifeguards and specially-trained support personnel. The Lifeguards have extensive experience and rigorous training in surf and ocean rescue, beach safety, first aid, and CPR and in most cases have many years of grade school and high school teaching and interpretation experience. We have current Instructors that have matriculated from the Junior Guard Program and become professional supervising lifeguards with the State of California and the County of Los Angeles. There will be a minimum of 10 paid Junior Lifeguard Program Instructors and several volunteer Assistants with the Junior Lifeguards at all times during the program (based on full capacity). To increased beach supervision we also enlists the help of our Lifeguard Supervisors, (2) extra daily Lifeguards, parents, and guest lecturers present on the beach periodically throughout the five-week program. This level of supervision adheres to the statewide standard ratio of 20 students to 1 Instructor at the absolute lowest level of supervision. We are aiming for a 10 to 1 ratio for our one-week Surf Camp.

The following are the names and titles of the Junior Lifeguard Management Staff:

Tim Harvey: JG Program Coordinator. tharvey@parks.ca.gov

John Regan: State Park Peace Officer / Malibu Sector Lifeguard Supervisor

VOLUNTEER ASSISTANTS

We are looking for youths, 15-17 years of age who would like to participate in the Junior Lifeguard Assistant Program. Previous Junior Lifeguard experience, strong ocean swimming skills, and maturity are required. Volunteer Assistants are a valued and integral part of our program and help Instructors with beach set up, equipment management, student supervision and safety. Assistant hours are from 9:00 a.m. to 3:30 p.m., Monday through Friday with the last hour set aside for learning Lifeguard-specific job skills and training. All program fees are waived accumulate volunteer hours within the State Park System.

Being a Junior Lifeguard Assistant has successfully prepared young people for Seasonal Lifeguard employment and has helped produce some of the finest Lifeguards and JG instructors in the state. Interested youths should call the Junior Lifeguard Office as soon as possible. There will be mandatory Assistant tryouts, training and interviews scheduled sometime before the beginning of the Program. More Assistant info is available on our website www.leojgs.com.

ATTENDANCE

Attendance is taken twice daily. Regular attendance is encouraged and will allow students to fully benefit from the Program. Please notify us if your child will be absent.

JUNIOR LIFEGUARD DAILY ITINERARY / REQUIREMENTS

All Junior Lifeguards need to report in uniform to Leo Carrillo State Beach by 9:30 am and leave the beach at 2:00 p.m.

9:30 - 9:45 ROLL CALL (roll call, announcements, notes from parents, remove beach hazards, sunscreen application, etc.)

9:45-10:30 EXERCISE (stretching, warm-ups, calisthenics, sit-ups, jumping-jacks, push ups, beach runs, buoy swims)

10:30-12:00 DAILY LECTURE & HANDS-ON LEARNING ACTIVITY (daily lecture topics include ocean safety, first aid, environmental awareness, ocean recreation, etc.)

12:00 - 12:30 LUNCH (bring your own lunch to eat on beach, sealed container)

12:30 - 1:45 RECREATION (beach games, ocean recreation, safe use of soft surfboards, boogie boards, & JG equipment)

2:00 ROLL CALL & CLEAN UP (pick up all trash, personal belongings, help clean & put away all JG equipment, catch bus)

Parents and guardians are responsible for their children after 2:00 pm as there is no supervision beyond programmed hours!

*Note: This is a sample itinerary only and these activities may be shuffled occasionally to accommodate other events. Field trip days may have different reporting times and locations. Field trip info will be available on our website www.leojgs.com prior to the start of the program and in a daily blog.

PARTICIPATION

JG's are expected to participate in all activities!!!!

Students should be on time, in full uniform, and prepared for a full day on the beach (i.e.: sand, sun, fog, cold weather, cold water, exercise, lectures, etc.).

Parents should be aware that rigorous physical exercise and ocean swims are a daily part of the Program and an integral aspect of lifesaving. Refusal to participate may result in removal from the Program. If a student is unable to participate in certain activities, the student should give a note (from a parent or guardian) to one of the Instructors first thing in the morning. Exercise and

activities will vary for the children depending on their age, size, strength, ability, confidence level, and ocean conditions. If you have questions, please contact the Coordinator or one of the Instructors.

JG's should bring the following items to the beach daily:

- Uniform (JG t-shirt & navy blue swimsuit) required
- Sun protection (sunscreen, hat, etc...) highly recommended
- Foot protection (sandals, shoes, booties, etc.) highly recommended
- Large lunch (sack lunch and lots of drinking water) highly recommended
- Back pack & towel (bird and squirrel proof) highly recommended
- Swim fins (optional)
- Spring suits (wetsuit) are exceptionally useful during cold water periods
- Positive & enthusiastic attitude required!!!

DAILY SCHEDULE / CALENDAR

A daily lecture / field trip schedule will be available on the first day of the program on our website www.leojgs.com. Please pay close attention to the website for changes and information during field trips and other special days, we will send out email's as needed. Also be aware that the daily schedule is tentative and subject to change due to unforeseen circumstances such as inclement weather, dangerous ocean conditions, hazards, and the schedules of our guest lecturers.

*Note: Any changes to the Program's location will be accompanied by email several days prior to the change.

TRANSPORTATION

The Leo Carrillo Junior Lifeguard Program makes available for **JG's only**, a Beach Bus service to and from the Program originating and returning to Agoura with stops at Lindero Canyon Middle School, Agoura High School, Liberty Canyon Road/ Agoura Road. (Bus information is posted at www.leojgs.com). Space on the bus (3) is limited. Therefore we urge you to reserve your spot as early as possible. To reserve your spot you must pay through our online application. If you do not pay bus fees, you cannot ride the bus, (NO

EXCEPTIONS). Bus fees are **\$50.00 paid with separate registration on our website**, plus 2 dollars each way each day of the program.

General Bus Rules:

- No eating, touching, yelling & screaming, or name calling
- ALWAYS follow the driver's directions
- Stay seated at all times
- Students who behave inappropriately will lose bus privileges and will forfeit fees
- Parents are responsible for dropping off and picking up children at scheduled times

UNIFORMS

We require students to wear a uniform for safety and team camaraderie. The uniforms allow Instructors to safely monitor the children and distinguish them from non-Junior Guard beach visitors. Junior Guards must wear the required uniform in order to participate in the Program. The required uniform is a red t-shirt with the Junior Lifeguard logo and or a red rash guard (both included in course fees) and a solid Navy blue swimsuit.

Optional /Recommended Uniform Items: Red hooded JG sweatshirts (available for purchase the first day of the program), hats, Sun screen, short sleeve spring suit (wetsuit), additional JG t-shirts, *Note: Please write your child's name on his or her uniform and all other personal gear. We are not responsible for lost or misplaced items.

Cost of Uniform Items:

- Extra red t-shirts with JG logo \$15
- Red hooded sweatshirt with JG logo \$35
- Extra Red rash guards \$20

Tax is included.

Instructor Uniforms: Jr. Lifeguard Instructors are distinguished from Assistants and students by the official California State Park red Lifeguard uniform swim trunks/swimsuits and Lifeguard patch, a navy blue t-shirt and navy blue jacket

with the official California State Park Lifeguard emblem and Yellow “Instructor” rash guards.

PROGRAM UPDATES/ BLOG

The Leo Carrillo Junior Lifeguard Program strives to keep parents and participants informed. Therefore, we have developed a daily/weekly web log to be used as a communication tool to help pass on vital information (i.e. field trips, competitions, location changes, directions, scheduled guest speakers, etc.). Posts are updated in the “News” section of our website as needed while the Program is in session and during the off-season.

DISCIPLINE

For the Leo Carrillo Junior Lifeguard Program to be successful, students must exhibit behavior that does not jeopardize the safety and/or educational opportunities of other participants. A student who is disruptive to group activities and disrespectful to instructors and peers diminishes the enjoyment, safety and education of the other students. The intent of discipline is to gain compliance while instructing the student in acceptable behavior. Therefore, please become familiar with the following expected behaviors:

- Respect of instructors and other staff
- Respect of other students; no shoving, hitting or insulting
- Respect of the facilities, equipment and property of others
- Cooperation with others and good sportsmanship
- Following all safety rules and all instructions
- Listening quietly to directions and announcements
- Participation in regular Program activities

PROGRESSIVE STEPS OF PROGRAM DISCIPLINE are as follows;

1. COUNSELLING: When a discipline incident occurs, the student will be counseled and given a description of the behavior change required.

2. TIME OUT: If subsequent incidents occur the student may be asked to take a "Time Out" or a "Lap". A "Time Out" is a 5 to 10 minute period that the student spends quietly reflecting on the incident. A "LAP" is a supervised swim or run of reasonable distance. The child then rejoins the group.

3. PARENT CONTACT: If a series of discipline situations occur, the child's parent or guardian will be contacted.

4. SUSPENSION: a student who continually disregards instructions will be suspended for 1 day. The parent / guardian will be advised.

5. TERMINATION: If the child's behavior remains unacceptable then the parent or guardian will be informed and the child will be dropped from the Program.

*Note: Major incidents may progress the student directly to step 4 or 5. A Level 4 or 5 discipline response, a rare event, shall involve the Aquatic Supervisor.

Examples of major incidents would include and are not limited to the following:

- Truancy
- Insubordination
- Bullying or Fighting with another student or person
- Unlawful or non-consensual touching of another person
- Stealing the property of another
- Vandalism of equipment or facilities

SPECIAL ACCOMMODATIONS

Prospective students desiring special accommodations or services under the Americans with Disabilities Act must notify the Program supervisor at least sixty (60) days prior to the start of the Program, or as soon as reasonably possible.

NOTICE OF NONDISCRIMINATORY POLICY

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

COMMENTS and SUGGESTIONS

Your comments, suggestions, input, and ideas on our program are welcome and greatly appreciated. Please feel free to email the program at any time.

California State Parks is happy to be able to provide you with the finest of Junior Lifeguard Programs possible. However, as our Junior Lifeguard Program grows, support is needed for scholarships, equipment, and supplies.

If you or your business is interested in making a donation to the Leo Carrillo Junior Lifeguard Program in the form of money, services or equipment please contact us.

CONTACT INFORMATION

Email Address: leojgs@parks.ca.gov

Web Site: <http://www.leojgs.com>

Phone: (310) 457-5775

Tim Harvey

Coordinator

Timothy.Harvey@parks.ca.gov

Leo Carrillo Junior Lifeguards

9000 West Pacific Coast Highway

Malibu, Ca 90265