

CALIFORNIA STATE PARKS

FOLSOM LAKE JUNIOR LIFEGUARDS



PARENT & PARTICIPANT HANDBOOK

TEAMWORK ★ LEADERSHIP ★ AQUATIC SAFETY

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Notes: In this handbook JG refers to junior lifeguard(s).

This handbook was last revised on April 25, 2024.

MISSION STATEMENT

The Mission of the California State Parks Folsom Lake Junior Lifeguard Program is to provide high-quality water safety and environmental education while creating unique recreational opportunities for the youth of California.

The Junior Lifeguard Program emphasizes three pillars of development: teamwork, leadership, and aquatic safety. The program is designed to improve young people's physical conditioning, understanding and respect for the environment, and respect for themselves as well as their peers.

Teamwork is developed through a structured program that focuses on learning proficient communication skills in a group dynamic. Mutual respect, shared goals and values, accountability, and collaboration are the foundations of a team that can work together to overcome challenges and achieve desired outcomes.

Leadership is achieved by having the junior lifeguards learn problem solving, critical thinking, and communication skills through experiential learning and mentorship within their respective groups. JGs are encouraged to demonstrate integrity, tenacity, and a willingness to learn at all times.

Aquatic safety is accomplished through activities that include instruction and practice in open water swimming, beach running, paddle boarding, kayaking, diving, self-rescue, and exposure to inland reservoir, ocean, and swift water environments.

The mission of the Folsom Lake Junior Lifeguard Program embraces opportunities for community involvement and partnerships in educational instruction. The mission includes seizing special opportunities that introduce non-traditional user groups to the wonders of aquatic recreation environments.

CONTACT INFORMATION

Folsom Lake Junior Lifeguard Coordinator: Angelica Gale

Phone: (916) 214-5833

Email: folsomjrlifeguard@parks.ca.gov

Aquatic Supervising Lifeguard: Ryan Steele

Email: ryan.steele@parks.ca.gov

Mailing Address: 7755 Folsom-Auburn Road Folsom, CA 95630

SUMMER SESSION INFORMATION

[PROGRAM DATES

Session dates vary on a yearly basis, but typically run from the beginning of June, through July, and into the beginning of August. Please refer to the [Folsom Lake Junior Lifeguard Website](#) for current session calendars, tryout requirements, and all program details. You may contact the Junior Lifeguard Coordinator at folsomjrlifeguard@parks.ca.gov for any specific questions you may have that are not addressed on the website.

Notice: Program dates and hours may be subject to changes or cancellation. Refunds may not be provided for days canceled due to rain, excessive heat warnings, smoke from local fires.

[PROGRAM HOURS

Regular Summer Program Hours: 9:00 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.

California State Parks is 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. 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 vehicles unattended in a loading zone when picking up or dropping off children. Law Enforcement will strictly enforce all parking regulations.

Parking permits will be handed out after the completion of junior lifeguard tryouts or during the first day of instruction. Permits are only valid Monday through Friday for the session the student is enrolled in, and can only be used for pick up and drop off. Parking permits must be displayed upon park entry and clearly displayed within your vehicle while parked. Additionally, all cars entering the park must stop at the kiosk to present their permit.

[PROGRAM LOCATION

The Folsom Lake Junior Lifeguard Program is held at Black Miners Bar in Orangevale, CA. Exceptions to the normal program location will be announced for weather changes, field trips, and other special events (field trip schedule and information will be handed out on the first day of JGs).

[PROGRAM FEES

Tuition is \$495 per participant for one session (Summer Session 1 and 2).

We offer a \$50 sibling discount applied to the second child who is enrolled and a \$50 dual session discount for enrolling in both sessions. Email us so we can process the dual session discount manually.

We do not offer reduced rates for partial sessions. Furthermore, we do not allow 'split sessions'. Your child may attend Session One, Session Two, or both sessions.

Notice: Program dates and hours may be subject to change or cancellation. Refunds may not be provided for days canceled due to rain, excessive heat warnings, smoke from local fires, or other circumstances beyond our program's control.

The tuition fee includes 1 junior lifeguard uniform t-shirt, 1 junior lifeguard rashguard, lectures, instruction, beach activities, and a certificate of completion (to be given at the end of the program). The camping trip is the only event that will require additional expenses outside of what we provide. This can include food, water, transportation, and camping supplies. Campsite fees for this trip are included in the tuition.

[JUNIOR LIFEGUARD CALENDAR AND ITINERARY

A session calendar will be posted to our website prior to the start of each session. Please read it carefully as the location of our program changes during field trips and other special days. Be aware that the daily schedule is tentative and subject to change due to unforeseen circumstances such as inclement weather, dangerous conditions, hazards, and the schedules of our guest lecturers. In the event of rain, smoke, extreme heat, etc., please monitor your email and the junior lifeguard social media accounts for program changes. California State Parks follows Cal/OSHA safety guidelines for wildfire smoke in order to protect our lifeguards and junior lifeguard participants.

*Note: Any changes of the program's location will be accompanied by an email several days prior to the change. Please check your email for more information. The only exception being unforeseen changes due to weather conditions such as extreme heat or smoke due to local fires.

Daily Itinerary:

9:00 Drop-off and Check-in

9:00 – 9:45 Roll call, warm-up, and stretching (roll call, announcements, notes from parents, remove beach hazards, and prepare for the daily workout.) (APPLY SUNSCREEN)

10:00 – 10:45 Daily PT (various core strengthening techniques, jumping jacks, push-ups, distance running, sprint exercises, and swimming and paddling.)

10:45 – 11:00 Snack time, dry off and prepare for the daily lecture (APPLY SUNSCREEN)

11:00 - 12:00 Daily lecture (daily lecture topics include lake safety, environmental awareness, lake recreation, swift water/cold water safety, first-aid, CPR and lifesaving techniques.)
12:00 – 12:30 Lunch time (bring your own sack lunch to eat on beach) (APPLY SUNSCREEN)
12:30 – 1:15 Roll-call, lecture review, circuit training, or beach competitions (beach games including water flags, beach flags, soccer, kick-ball, the famous “death-ball”, competitive circuits, and other team games.)
1:15 – 1:40 Independent equipment use (JGs will get to use all the junior lifeguard equipment under the supervision of their instructors including safe use of soft surfboards, kayaks, balls, and all other JG equipment)
1:40 – 1:50 Beach clean-up (pick up all trash, pick up all personal belongings, help clean and put away all JG equipment, and leave the beach cleaner than how we found it)
1:50 – 2:00 Roll-call, announcements, and dismissal (JGs cannot leave until checked out)
*NOTE: This itinerary is subject to change based on a day to day basis depending on activities.

[JUNIOR LIFEGUARD REQUIREMENTS

All junior lifeguards need to report to Black Miners Bar Swim Beach at 9:00 am and will leave the beach at 2:00 pm. Parents and guardians are responsible for their children before 9:00 am after 2:00 pm! Junior lifeguards 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.). JGs names should be clearly written on all gear.

*NOTE: Field trip days may have different reporting times and locations. Field trip info will be made available before the trips.

Participation: **PARTICIPANTS ARE REQUIRED TO PARTICIPATE IN ALL REGULAR JG PROGRAM ACTIVITIES!**

Parents should be aware that rigorous physical exercise and lake swims are a daily part of the program. If a participant is unable to participate in certain activities, the student must give a note (from a parent/ guardian or doctor) to one of the instructors first thing in the morning. Refusal to participate may result in the child’s removal from the Program.

[SPECIAL EVENTS

Special Events Purpose: As a part of the Folsom Lake Junior Lifeguard Program, we strive to teach all participants about teamwork, leadership, and aquatic safety. Teamwork and leadership skills are built throughout the program and as the participants are exposed to Lake Natoma, our inland reservoir, they begin to develop an understanding for aquatic safety. In order to round out the final pillar of aquatic safety, we teach our junior lifeguards about all three water environments: inland reservoir, swiftwater, and ocean environments. Our goal is that by the end of each session, the junior lifeguards can show an understanding of teamwork, leadership, and aquatic safety in all three aquatic environments.

Santa Cruz Camping Trip: The Santa Cruz camping trip will be held the third week of the program. This is a voluntary activity, although it is highly encouraged for the experience and comradery. While we will be camping together, the lifeguards will only be responsible for the JGs during the normal 9:00 am to 2:00 pm times. Outside of these hours, PARENTS WILL BE IN CHARGE OF SUPERVISION FOR THEIR CHILDREN. This means parents will be responsible for transportation to and from Santa Cruz, to and from the beaches we will be holding activities at, food, water, and other camping supplies. This might sound like a lot, but the kids really grow from this experience, and we firmly believe in the necessity of learning about all the different water environments. Additionally, we often get to meet other junior lifeguard programs and either compete or play games with them. During these trips all participants are expected to be on their best behavior and all rules outlined in the Santa Cruz Camping Contract are to be followed. For more information regarding the Santa Cruz camping trip please see the attached document.

Note: No person associated with, or visiting the camp-out, is allowed to possess or use alcoholic beverages or illegal drugs, including cannabis.

Rafting Trip: For the rafting trip, we will be taking the JGs down a small section of the American River. The day will be held during the regular JG hours; however, the start and end locations will be different. The drop off and pick up location will be at American River Raft Rentals located at 11257 S Bridge St Rancho Cordova, CA 95670. JGs will still be bringing most of their gear with a few exceptions. Due to limited storage on the rafts, everything brought with them must be inside a closed one gallon ziplock bag with their name sharpied on the front. Additionally, all JGs must come in their rash guard, board shorts, and footwear with closed or strapped ankles. Examples of this would be old sneakers, Texas with ankle straps, or water shoes. Lastly, any important medical devices or medications that need to be taken down the river need to be given to the coordinator or a lifeguard (please try to waterproof it as much as possible).

Volunteers: Parent volunteers are appreciated for many different days throughout the program. Activities where volunteers could be used are the rafting trip, bike day, and the Iron Guard competition. If you are interested in participating in any of these activities, please send us an email of your interest.

[JUNIOR LIFEGUARD ASSISTANTS

We are looking for youths 13-16 years of age who would like to participate in the Junior Lifeguard Assistant Program (younger assistants may be approved by JG staff). Previous junior lifeguard experience, strong swimming skills, and maturity are required. Assistants must have at least one session of prior experience as a junior lifeguard before trying out for an assistant position.

Junior lifeguard assistants help the instructors with various tasks to keep the program running smoothly, such as providing extra supervision, setting up games, and reviewing lecture material with the junior lifeguards. In addition to aiding the instructors, the assistants are also taught

extra skills through introductory lifeguard training. Being an assistant is hands down one of the best ways to prepare to be a California State Parks Lifeguard.

Assistant hours during the summer sessions are 8:30 am-3:00 pm, Monday through Friday.

Junior Lifeguard Assistant Programs have successfully prepared young people for Seasonal Lifeguard employment and have helped produce some of the finest lifeguards in the state! Mandatory assistant tryouts and interviews will be scheduled sometime before the program starts. In exchange for their hard work as an assistant, assistants will receive a 100% tuition scholarship for the session they are assisting in.

Assistant tryouts consist of the following:

1. 500 yard open water swim in 15 minutes
2. 100 yard run - 200 yard swim - 100 yard run in 5 minutes
3. Interview

Potential assistants should email the coordinators in advance of the tryout to express interest in the position. Furthermore, interview skills will be assessed so it is important to come prepared for a formal interview with a resume and appropriate attire.

FALL SESSION INFORMATION

[PROGRAM DATES

Session dates vary on a yearly basis, but typically run from early September to the beginning of October . Please refer to the [Folsom Lake Junior Lifeguard Website](#) for current session calendars, tryout requirements, and all program details. You may contact the Junior Lifeguard Coordinator at folsomjrlifeguard@parks.ca.gov for any specific questions you may have that are not addressed on the website.

Notice: Program dates and hours may be subject to changes or cancellation. Refunds may not be provided for days canceled due to rain, excessive heat warnings, smoke from local fires.

[PROGRAM HOURS

Regular Fall Program Hours: 4:30 pm-6:30 pm. Monday through Wednesday. Exceptions to normal Program hours will be announced for field trips and other special events.

California State Parks is 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. 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 vehicles unattended in a loading zone when picking up or dropping off children. Law Enforcement will strictly enforce all parking regulations.

Parking permits will be handed out after the completion of junior lifeguard tryouts or during the first day of instruction. Permits are only valid Monday through Thursday for the session the student is enrolled in, and can only be used for pick up and drop off. Parking permits must be displayed upon park entry and clearly displayed within your vehicle while parked. Additionally, all cars entering the park must stop at the kiosk to present their permit.

[PROGRAM LOCATION

The Folsom Lake Junior Lifeguard Program is held at Black Miners Bar in Orangevale, CA. Exceptions to the normal program location will be announced for weather changes, and special events (special event information will be available the first week of the program, and will be shared through weekly emails).

[PROGRAM FEES

Tuition is \$250 per participant, however, we offer a \$50 sibling discount that is applied to each sibling enrolled after the first.

Notice: Program dates and hours may be subject to change or cancellation. Refunds may not be provided for days canceled due to rain, excessive heat warnings, smoke from local fires, or other circumstances beyond our program's control.

The tuition fees include 1 junior lifeguard uniform t-shirt, 1 junior lifeguard rashguard, lectures, instruction, beach activities, and a certificate of completion (to be given at the end of the program).

[JUNIOR LIFEGUARD CALENDAR AND ITINERARY

A session calendar will be posted to our website prior to the start of each session. Please read it carefully as the location of our program changes during special days. Be aware that the daily schedule is tentative and subject to change due to unforeseen circumstances such as inclement weather, dangerous conditions, hazards, and the schedules of our guest lecturers. In the event of rain, smoke, extreme heat, etc., please monitor your email and the junior lifeguard social media accounts for program changes. California State Parks follows Cal/OSHA safety guidelines for wildfire smoke in order to protect our lifeguards and junior lifeguard participants.

*Note: Any changes of the program's location will be accompanied by an email several days prior to the change. Please check your email for more information. The only exception being

unforeseen changes due to weather conditions such as extreme heat or smoke due to local fires.

Daily Itinerary:

4:30 Drop-off and Check-in

4:30 – 4:50 Roll call, warm-up, and stretching (roll call, announcements, notes from parents, remove beach hazards, prepare for the daily workout, and apply sunscreen.)

4:50 – 5:20 Daily PT (may include various core strengthening techniques, jumping jacks, push-ups, distance running, sprint exercises, and swimming and paddling.)

5:20 – 5:30 Snack time, dry off and prepare for the daily lecture

5:30 - 6:25 Daily lecture (daily lecture topics include lake safety, environmental awareness, lake recreation, swift water/cold water safety, first-aid, CPR, lifesaving techniques, and medical skills.)

6:25 – 6:30 Roll-call, announcements, and dismissal (JGs cannot leave until checked out)

*NOTE: This itinerary is subject to change based on a day to day basis depending on activities.

[JUNIOR LIFEGUARD REQUIREMENTS

All junior lifeguards need to report to Black Miners Bar Swim Beach at 4:30 pm and will leave the beach at 6:30 pm. Parents and guardians are responsible for their children before 4:30 pm after 6:30 pm! Junior lifeguards 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.). JGs names should be clearly written on all gear.

*NOTE: Special event days may have different reporting times and locations. Special event info will be made available before the special event.

Participation: **PARTICIPANTS ARE REQUIRED TO PARTICIPATE IN ALL REGULAR JG PROGRAM ACTIVITIES!**

Parents should be aware that rigorous physical exercise and lake swims are a daily part of the program. If a participant is unable to participate in certain activities, the student must give a note (from a parent/ guardian or doctor) to the coordinator or one of the instructors first thing in the morning. Refusal to participate may result in the child's removal from the Program.

[SPECIAL EVENTS

Special Events Purpose: As a part of the Folsom Lake Junior Lifeguard Program, we strive to teach all participants about teamwork, leadership, and aquatic safety. Teamwork and leadership skills are built throughout the program and as the participants are exposed to Lake Natoma, our inland reservoir, they begin to develop an understanding for aquatic safety. Our goal is that by the end of each session, the junior lifeguards can show an understanding of teamwork, leadership, and aquatic safety in all three aquatic environments.

Special events for the fall session may include, tie-dye day, hike day, boat day, kayak day, and a resume building/interview workshop.

GENERAL PROGRAM INFORMATION

[K12 ALERTS EMERGENCY NOTIFICATION SYSTEM

We have contracted with K12 Alerts emergency notification system in order to provide timely information to our participants' parents/guardians in the event of an emergency situation. K12 Alerts will send notification via text message, phone call, and email. No additional information will be required from parents/guardians to be included in these notifications, however, parents/guardians are advised to make sure their contact information (email and phone numbers) is up to date when registering their participant(s) as this is the information K12 Alerts will use to send notifications. If contact information changes after the session start date please inform the junior lifeguard coordinator.

Please note, we will avoid using this system for more than emergency situations or urgent matters. The coordinator will still be emailing weekly memos.

[TUITION ASSISTANCE

A limited amount of tuition assistance is available, and it is available on a first come, first served basis during regular enrollment periods. If your child, or the child of someone you know, cannot participate in the Junior Lifeguard Program without tuition assistance, please contact us regarding a scholarship via email and we will send out a form to be completed. Please complete the form and mail it to:

Attn: Ryan Steele
7755 Folsom Auburn Rd
Folsom, CA 95650

[REFUND POLICY

- If a participant is unable to pass the tryout, their tuition will be refunded in full.
- If a participant must cancel for any reason prior to 7 calendar days of the start date of the program, a \$50.00 cancellation fee will apply to the refund.
- If a participant must drop out of the program for any reason within 7 calendar days, before or after, the start date of the program a 50% refund will be issued.
- If a participant must drop out of the program after 7 calendar days of the start date of the program no refund will be issued.

- 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 tuition for students that are suspended (1-3) days or for students that are expelled from all further program activities for disciplinary reasons.

Notice: Program dates and hours may be subject to change or cancellation. Refunds may not be provided for days canceled due to rain, excessive heat warnings, smoke from local fires, or other circumstances beyond our program's control.

[AGE REQUIREMENTS

The age requirement for Junior Lifeguards is 8-16 years of age on the first day of instruction. Some of the training will be in one large group; however, the kids will often be divided into three smaller groups (depending on group size). The groups are primarily based on age; but strength, ability and confidence are also considered. Generally, 13-16 year olds are in the "A" Group, 12-13 year olds are "B's", 8-11 year olds are "C's".

Note: A child may only be moved up or down into a different age group at the Coordinator's discretion. This is determined on a case by case basis.

[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 open water rescue, beach safety, first aid, and CPR. The instructors also have teaching and interpretation experience with children and several guest lecturers are utilized to share their knowledge and experiences with the junior lifeguards to further enhance their learning experience.

Safety and education are our primary objectives. The supervision level follows the statewide standard ratio of 20 students to 1 junior lifeguard instructor as the minimum level of supervision. In addition to the lifeguard instructors, there will also be junior lifeguard assistants, the beach and administration coordinators, State Park Rangers and Permanent Lifeguards, a Supervising Permanent Lifeguard and other beach lifeguards to aid in supervision and safety of the junior lifeguards.

Please note: State civil servants and staff are not able to accept gratuities (money, gift cards, etc.). If you would like to donate, please consider donating to Friends of Lake Folsom and Natoma (FOLFAN) or to the Placer County Law Enforcement Chaplaincy.

Names and titles of the Junior Lifeguard Management Staff:
Angelica Gale: JG Program Coordinator/Administration

Ryan Steele: State Park Peace Officer/Lifeguard Supervisor

[JUNIOR LIFEGUARD TRYOUT

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 needed to 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.

*Please understand that a child may physically complete all phases of testing and still may not be accepted into the Junior Lifeguard Program. This is done for the safety of the child, as well as the success of the program.

Tryout test dates are posted to the website each year in early spring prior to the start of the program. Participants will be swimming in the lake every day throughout the program; therefore, they must be able to successfully try out in the same environment.

The tryout test consists of the following:

1. 150 yard open water swim (pass/fail)
2. Swim 10 yards underwater (pass/fail)
3. Tread water 3 minutes (pass/fail)

All students enrolling in the program for the first time must successfully complete the testing process to be eligible for the program (NO EXCEPTIONS). Returning junior lifeguards who participated in the program the previous year do not need to complete a tryout for the following year.

Participants who had a lapse in participation will need to re-qualify in a tryout test. Goggles and/or wetsuits are allowed, but goggles are discouraged.

[ENROLLMENT

Enrollment in the Junior Lifeguard Program is on a first come first served basis. Students are considered enrolled in the program once their information has been successfully submitted and accepted. The email confirmation you receive after online enrollment is your tuition receipt. Due to the program’s popularity, both sessions have a tendency to fill quickly. Enrollment may be revoked due to failure to complete the tryout test.

[UNIFORMS

We require students to wear a uniform for team camaraderie and safety. The uniforms allow the instructors to monitor the junior lifeguards and distinguish them from other children on the beach. Junior lifeguards must wear the required uniform in order to participate in the program.

Student required uniform: The junior lifeguard required uniform is the navy blue t-shirt with the junior lifeguard logo (included in the course fees), a navy blue swimsuit, and navy blue boardshorts with a junior lifeguard patch. Navy blue sweats are recommended for warmth on cold mornings, and especially for the summer Santa Cruz trip. All JGs must have their name - clearly written in black - on the yellow screen printed paddles of their uniform pieces. We recommend all JGs have their name written on their personal belongings.

Uniform items available for purchase (pricing is listed on our website):

- Navy blue t-shirt with JG logo (one included with registration)
- Red Rash guard with white JG logo (one included with registration)
- Navy blue hooded sweatshirt with JG logo
- Navy blue sweat pants with JG logo
- Navy blue board short with JG patch sewn on
- Backpack
- Hat
- JG Patch

Uniform Bundles for purchase:

Santa Cruz Bundle - this is not required but the name is coined after the essential items JGs usually wish they had for the Santa Cruz trip.

This bundle includes: 1 sweatshirt, 1 pair of sweatpants, 1 backpack, and 1 hat.

Value Bundle - This is a bundle of the most common items participants purchase, bundled for a discounted rate.

This bundle includes: 1 pair of boardshorts, 1 t-shirt, 1 sweatshirt, 1 pair of sweatpants, 1 backpack, and 1 hat.

Uniform items can be purchased in person on the beach during regular JG hours. We only accept credit cards (excluding American Express and Apple), we do NOT accept cash or checks.

For your benefit, we sell only high-quality merchandise at or near wholesale prices. Tax is included in the price. All proceeds go directly back into the Junior Lifeguard Program.

JG Assistant Uniforms: The junior lifeguard assistants are required to wear the same navy blue swim shorts and are issued a yellow assistant t-shirt and assistant rashguard.

Instructor Uniforms: Junior 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 with the official California State Park Lifeguard emblem on the left breast with “State Parks Lifeguard” title across their back.

[ATTENDANCE

Attendance is taken a minimum of twice daily for accountability. Please notify us if your child will be absent for more than two days in a row.

Due to the fast paced nature of our program, we ask that participants limit their planned absences to two days only. Participants are expected to participate in the program regularly to learn the necessary skills for some activities. Failure to attend the program regularly may result in inability to participate in some activities at the coordinator’s discretion.

If you are planning to miss more than 2 days of the program, please email folsomjrlifeguard@parks.ca.gov for approval prior to enrollment.

[BEHAVIORAL EXPECTATIONS & DISCIPLINE

The Folsom Lake Junior Lifeguard Program strives to have a positive impact and create a safe and sound environment for its young participants. In order for this to occur, students must exhibit behavior that demonstrates respect for the program’s rules, our staff, other students, our equipment, and facilities.

Examples of correct behavior include but are not limited to:

- Respect of instructors and other staff
- Respect of other students; no shoving, hitting or insulting
- Respect of the facilities, equipment and property of others
- Shows aspects of teamwork and leadership
- Following all safety rules and all instructions
- Listening quietly to directions and announcements
- Not being disruptive during program lessons and activities
- Actively participating in regular program activities

* Please note: The intent of discipline at JGs is to gain compliance while instructing the student of acceptable forms of behavior. Accomplishing this requires effort by the student, staff, and parents/guardians.

Safety is a primary concern at JGs, and as such, failure to adhere to program rules and/or staff requests will not be tolerated. A student who fails to follow the rules not only disrupts the smooth and safe operation of the program, but can diminish the overall enjoyment and education of other students. Therefore, California State Parks has developed the following discipline policy.

Progressive Steps of JG Program Discipline:

Step 1 – Verbal warning and counseling: When a minor discipline incident occurs, the student will be counseled and given a description of the behavioral change that is required. Examples of incidents related to step 1 can include failing to follow instructions and/or failure to adhere to general program rules.

Step 2 – Time out (cool-off period), physical fitness reprimand, or loss of privileges: If subsequent or more serious incidents occur, the student may be asked to “take a time out,” “take a lap,” and/or perform a series of push-ups. For more serious incidents, a student may be asked to sit out for the duration of an activity such as “free play,” in addition to the previously mentioned actions.

* Please note: A “time out” is a 5-10 minute period that the student spends quietly reflecting on the incident; a “lap” is a supervised swim or run of reasonable distance; and a “series of push-ups” is one or more sets of push-ups within the ability level of the student. Like all discipline situations at JGs, incidents in this category will include a verbal counseling and a description of the appropriate/expected behavior.

Step 3 – Parent Contact: If a series of discipline situations occur, or in the event of a serious discipline incident, the child’s parent or guardian will be contacted. The intent of a parent contact is to enlist the help of the student’s parent or guardian in order to correct the behavior.

Step 4 – Suspension: A student who continually disregards rules or instructions will be suspended for 1 day. If this occurs, the parent or guardian will be advised as to when the child can return to the program and what steps will be taken if the child fails to improve.

Step 5 – Expulsion/termination from the JG Program: If the child’s behavior remains unacceptable after previous disciplinary steps, then the parent or guardian will be informed and the child will be dropped from the program.

* Please note: Major first time incidents may progress the student directly to steps 3, 4 or 5. Students who receive a level 4 or 5 discipline response will not receive a refund for their participation in the program and may be disqualified from participating in the program in the future. Examples of major (level 4 or 5) incidents include but are not limited to the following:

- Insubordination/disrespecting the staff
- Fighting
- Truancy or leaving the program area without permission
- Unlawful or non-consensual touching of another person
- Vandalism of equipment or facilities
- Stealing the property of another
- Safety violations
- Use of alcohol or illegal drugs

- Other conduct which brings disrespect to the Junior Lifeguard Program or California State Parks

Unauthorized forms of Junior Lifeguard Program Discipline:

At no time will physical touching or corporal punishment, the threat of physical touching or punishment of any type, or any activity that could subject the student to humiliation or ridicule be used as discipline.

[PARENTAL CONDUCT & SPORTSMANSHIP

Parental conduct and sportsmanship is an important aspect of our program. Parents must exhibit behavior that demonstrates a respect for the program’s rules, our staff, other students, our equipment, facilities, and other families.

Examples of expected behaviors include but are not limited to:

- Reading the Parent Handbook
- Following all rules and all instructions: this includes reading all weekly emails
- Adhering to all laws within our California State Parks
- Cooperation with staff and having good sportsmanship
- Arriving on time for pick-up
- Using junior lifeguard social medias appropriately, showing respect for all participants

Failure to follow these rules may result in your child being removed from our program or action taken by law enforcement.

[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 NONDISCRIMINATION 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 or ethnic origin in administration of educational policies, scholarships, athletic and other program-administered programs.

[ANTI-BULLYING POLICY

The Folsom Lake Junior Lifeguard Program does not tolerate bullying, and follows the State of California’s Department of Parks and Recreation departmental notice on workplace violence and bullying prevention. For more information please see the attached document.

[COMMENTS & SUGGESTIONS

Your comments, suggestions, input and ideas on our program are welcome and greatly appreciated. Please feel free to email the program leaders anytime!

SANTA CRUZ CAMPING CONTRACT

Folsom Lake SRA Junior Lifeguards
folsomjrlifeguards@parks.ca.gov

JG name(s): _____

This contract must be completed and turned in no later than the Monday prior to departure in order to participate in the camping trip.

I have read and understand the parent handbook and agree to follow all rules outlined in the handbook.

I understand that participating in the Junior Lifeguard Santa Cruz trip is a privilege. Check in is to occur no sooner than 3:00 PM on the first day of the camping trip and campers are expected to vacate the campground no later than 11:00 AM on the final day of the camping trip.

I understand that I, or a designated adult guardian, am responsible for my child at all times; this includes, but is not limited to, transportation to/from daily JG activities, down-time at the campsite, and all supplies and meals necessary for the duration of the trip. The Folsom Lake Junior Lifeguard Program is not responsible for providing any transportation, camping supplies, or meals for the camping trip.

I understand that I must follow all campground policies. I understand that I must comply with any parking arrangement requests from State Parks personnel. No vehicle is permitted to be parked off of the pavement in any way, at any time.

I understand that alcohol is prohibited for State Parks sponsored events. Alcohol will not be permitted on State Parks property for the duration of the camping trip.

I understand that I am responsible for my own accommodations if wishing to stay in a site other than the group site. Furthermore, the Folsom Lake Junior Lifeguard program is not responsible for providing accommodations for any RV/trailers.

I will be respectful and courteous to all campers and State Parks personnel.

I understand that if at any time I am found to be in breach of this contract me, and my child, will be asked to leave immediately.

If my child's participation is revoked due to breach of contract I understand that I will not be given a refund for program tuition.

Parent's Name(s): _____

Parent's signature(s): _____

Please indicate your overnight plans in Santa Cruz by selecting one of the following.

I will be staying in a group campsite with my child

My child will be staying in a group campsite with another family (If your child is staying with another family, please include their contact information in the camping box below)

I will be staying off-site (hotel, with family, AirBnB, etc.) with my child (Please indicate your vehicle information below)

My child will be staying off-site with another family (If your child is staying with another family, please include their contact information in the camping box below)

My child will not be attending the camping trip

Please list all members of your party who will be in the group site, or who is responsible for your child if you are not present on the trip:

Name	Age	JG / Relation to JG	Contact Info

Please list the vehicle information for all vehicles your family will be taking on the trip, even if you are staying off-site but will be driving your child to JGs: (if your child is staying with another family you can leave this blank)

Make	Model	Color	License Plate

All information regarding the camping trip may be found in the email sent to your email address on file, the subject line of this email was JG Weekly Memo - Santa Cruz.

State of California - The Resources Agency DEPARTMENT OF PARKS AND RECREATION		MANUAL
DEPARTMENTAL NOTICE No. 2023 - 05		DOM
SUBJECT WORKPLACE VIOLENCE AND BULLYING PREVENTION		CHAPTER 2400 Employee Standard of Conduct
ISSUED December 26, 2023	EXPIRES When superseded	REFERENCE

DPR 375 (Rev. 10/2001)(Word 6/25/2002)

WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

In an effort to provide proper guidance to Department employees, the Law Enforcement and Emergency Services Division has developed a new Workplace Violence and Bullying Prevention Program. .

2415 PURPOSE AND SCOPE

This DN provides policy, guidance, and clarification of issues regarding Department workplace violence and bullying prevention by adding section 2415.

The purpose of the Workplace Violence and Bullying Prevention Program (WVBPP) is to Ensure that the Department of Parks and Recreation (State Parks) provides employees, members of the public, and constituents with a place to conduct state business free of harassment, intimidation, threats, bullying and acts of violence.

2415.1 WORKPLACE VIOLENCE AND BULLYING PREVENTION

When allegations of workplace violence or bullying occurs, the WVBPP defines the process to address the issues in a manner that ensures employees safety with a prompt and appropriate response by the Department.

2415.2 POLICY

It shall be the policy of State Parks to take appropriate actions to protect, as fully as possible, State employees, members of the public, and constituents from bullying, threats, harassment, intimidation, stalking, and/or acts of violence which may occur at State workplaces, and during the performance of State duties. (Activities taking place in the context of authorized peace officer training or law enforcement are not included for purposes of this policy.)

Employees (with the exception of peace officers and others with specific authorization) are prohibited by State law (**Penal Code Section 171b**) from possessing within a State workplace any firearm (loaded or unloaded); deadly weapon of any kind; knife with a blade in excess of four inches; unauthorized tear gas weapon; taser or stun gun; any instrument that expels a metallic projectile, such as a BB or pellet, through the force of air pressure, CO2 pressure, or spring action; or any spot marker or paint gun.

Employees are further prohibited by this policy from bringing firearms, weapons, or other dangerous or hazardous devices or substances onto the work premises without proper authorization. (Employee residences, including garages and outbuildings associated with a residence, are not considered “work premises” for purposes of this policy.)

State Parks shall also take action, including involving State or local law enforcement, in pursuing through judicial or other appropriate administrative remedies when such incidents occur. Workplace violence or bullying, whether implied or direct, made by a State Parks employee, a member of the public, or constituent, must be taken seriously, reported immediately, documented, and investigated if necessary. No employee shall experience retaliation for reporting any type of bullying or workplace violence.

2415.3 LEGAL AUTHORITY

California Labor Code section 6400

Requires every employer to furnish a safe and healthy place of employment.

California Government Code section 19572

Prohibits workplace violence, discourteous treatment, willful disobedience, insubordination, and other failure of good behavior, and constitutes cause for discipline.

California Government Code section 12950.1

Requires an employer to include prevention of abusive conduct as a component of required training and education for managers and supervisors.

California Penal Code section 71

Prohibits any person from threatening or inflicting unlawful injury upon any public officer or employee, which would cause the public officer, or employee to refrain from doing any act in the performance of his/her duties.

California Penal Code section 171(b)

Prohibits any person from bringing or possessing within any state or local public building firearms and other weapons as described in this section. Any person who brings or possesses any of these items is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison.

California Penal Code section 422

Prohibits any person from willfully threatening to commit a crime which will result in death or great bodily injury to another person, even if there is no intent of actually carrying it out, causing reasonable sustained fear.

California Penal Code 653m

Prohibits any person from using an electronic communication device to make threats to conflict injury to a person or property. See code for details.

Note: Full regulatory language is accessible at www.leginfo.ca.gov.

2415.4 DEFINITIONS

Act of Violence: The attempt (coupled with the ability), or actual use of force or violence with the intent to threaten, harass, intimidate, intentionally commit an injury to self or others, or damage or destroy property.

Threat: An action (verbal, written or physical) which is intended to intimidate by expressing the intent to harass, hurt, take the life of another person, or damage or destroy property. This includes threats made in jest, but which others could perceive as serious.

Harassment: The creation of a hostile work environment that includes, but is not limited to, the following types of behavior:

- a. Verbal harassment such as making or using derogatory comments, epithets (name calling), slurs, or jokes.
- b. Physical harassment such as battery, assault, impeding or blocking another person's movement in and about the workplace or unwelcome touching of an individual.
- c. Visual harassment such as derogatory gestures, posters, cartoons, or drawings.

Intimidate: To make afraid; to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.

Stalking: Stalking occurs when any person willfully, maliciously and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family.

Bullying aka (Abusive Conduct): Conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

Cyberbullying: The use of Information Technology to harm or harass other people in a deliberate, repeated, and hostile manner.

State Workplace: Anywhere a state employee is conducting authorized state business, or enroute to and from (excluding normal commute) a location where state business is, will be, or has been conducted.

Workplace Violence: The three major types of workplace violence are:

- A. Type I: The aggressor has no legitimate business relationship to the workplace and usually enters the affected workplace to commit an act not in compliance with the law.
- B. Type II: The aggressor is a customer, current or former client, or criminal suspect that is unhappy with the services provided and expresses their disagreements through hostility and/or aggression.
- C. Type III: The aggressor has some employment-related involvement with the affected workplace such as a current or former employee, supervisor, manager, a current/former spouse or partner, a relative, friend, or some other person who has a dispute with an employee of the affected workplace (i.e., contractors, vendors, constituents).

This third type of workplace violence can also involve domestic violence, which is abusive behavior that is physical, sexual, and/or psychological and used to maintain control over a domestic partner(s). This sometimes affects the workplace and may have the potential to become workplace violence.

2415.5 EXAMPLES OF WORKPLACE VIOLENCE AND BULLYING

A. Examples of Workplace Violence

- Hitting or shoving an individual;
- Verbal harassment, directly or indirectly, in person or by phone;
- Threatening an individual or his/her family, friends, associates, or property with harm;
- The intentional destruction or threat of destruction of State property;
- Harassing surveillance or stalking;
- The suggestion or intimation that violence is appropriate;
- Unauthorized possession or inappropriate use of firearms or weapons;
- Terrorist threats.

B. Examples of Workplace Bullying

- Constant threats of dismissal or intimidation;
- Attempts to destroy or harm the person's self-esteem or confidence;

- Constant negative remarks or repeated criticism or sarcasm;
- Consistent over time, unrealistic work demands, or work overloading;
- Isolating or systematically isolating the person;
- Spreading false information or rumors;
- The use of Information Technology to harm or harass other people in a deliberate, repeated, and hostile manner;
- Tasks that are ambiguous, contradictory, or that are deprived of purpose;
- False insinuations, attacks to the individual's dignity, integrity, or self-image; and
- Attempts to humiliate or public humiliation.

2415.6 RESPONSIBILITY

It is up to each employee to help make State Parks a safe workplace for all of us. The expectation is that each employee will treat all other employees, constituents, and the public that State Parks serves with dignity and respect. It is also expected that management is to provide a safe working environment by putting preventative measures into place and to take immediate action towards threatening and potentially violent situations.

Be Proactive

- Foster a supportive, harmonious work environment. Mutual respect can help reduce harassment and hostility in the workplace.
- Communicate openly and give employees support and recognition.
- Train managers, supervisors, and employees on how to resolve conflicts.
- Develop skills in effective communication, team building and resolving disputes.
- When appropriate, refer employees to EAP.

2415.7 TRAINING

Training shall be provided when the Workplace Violence and Bullying Prevention Program (WVBPP) is first established and every two years thereafter. Training shall be provided:

- To all new employees, supervisors, and managers given new job

assignments for which specific workplace security training for that job assignment has not previously been provided.

- To other employees who have not previously received the training.
- Additional training and instruction will be provided to all personnel whenever State Parks is made aware of new or previously unrecognized security or workplace violence hazards.

Related Training Requirement:

CalHR – PML 2014-040, New Sexual Harassment Prevention Training Requirements. “Abusive Conduct”

2415.8 INCIDENT REPORTING PROCEDURES

A. Immediate Danger:

1. For serious threats or acts of violence, immediately **dial 9-1-1** for emergency assistance. You may also contact State Parks Peace Officers in the vicinity of your work environment, if applicable.
2. Report all threats or acts of workplace violence to your supervisor/manager.

B. No Immediate Danger:

1. Report the incident to your supervisor/manager and/or the Department’s Workplace Violence and Bullying Prevention Program (WVBPP) Coordinator in the Law Enforcement and Emergency Services Division within one business day of the incident.

Law Enforcement and Emergency Services Division
Phone: (916) 651-0388
Email: workplaceviolence@parks.ca.gov

Mailing Address: P.O. Box 942896
Sacramento, CA 94296-001

2. Complete the Workplace Violence Incident Report (**DPR-726**) which is available on the State Parks intranet under Forms and forward it to the WVBPP Coordinator. You may submit the information anonymously if you believe that is necessary.
3. Upon notification of incident, the Workplace Violence Prevention Coordinator will:

- a) Notify the affected Office/District Superintendent;

- b) Consult with affected Supervisor/Managers and employee reporting the claims;
- c) Coordinate all appropriate referrals.

2415.8.1 INCIDENT INVESTIGATION

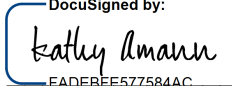
The initial Workplace Violence Report (**DPR-726**) shall be completed by those who are involved in the alleged workplace violence incident. Additional fact finding will be conducted at the district or division level.

The (WVBPP) Coordinator will review the initial report and supporting documentation to determine if the alleged incident warrants an investigation. It is preferred to have alleged workplace violence and bullying incidents addressed at the lowest possible level. When investigations are necessary the (WVBPP) Coordinator and Internal Affairs Unit will determine how the investigation will proceed.

When an investigation has been finalized an evaluation of the incident report will be completed to determine whether or not there is a policy violation. The district or division will be notified of the outcome. Even if a policy violation is not found, appropriate measures may still need to be taken to address personnel issues.

Any disciplinary action taken as a result of a Workplace Violence Incident Report (**DPR-726**) shall be coordinated with your district or division's Performance Management Unit analyst.

EFFECTIE DATE: Immediately

DocuSigned by:

EADEBEE577584AC
Kathy Amann
Deputy Director
Park Operation