



**ANTIOCH**  
CALIFORNIA  
JUNIOR RECREATION LEADER

# Junior Recreation Leader Program



## Parent Orientation 2025



# **Welcome Parents & Guardians**

**We are excited to welcome your child into the Junior  
Recreation Leader Program with the Antioch  
Recreation Department.**

**Thank you for trusting us with your child!**

**We look forward to an enriching and exciting summer!**

**City of Antioch Recreation Department**

*Opportunity Lives Here*

# Frequently Asked Questions

## Summer Calendar

JUNE 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9 BUSD/OAKLEY LAST DAY OF SCHOOL	10 AUSD LAST DAY OF SCHOOL	11	12 MANDATORY TRAINING DAYS	13	14
15	16	17	18	19 JUNETEENTH HOLIDAY CLOSURE	20	21
22 WEEK ONE	23 JRL PROGRAM STARTS	24	25	26	27	28
29 WEEK TWO	30 JRL IN- SERVICE TRAINING	1	2	3	4	5

## Program Dates

**June 11th-13th** Mandatory Training Week

**\*\*June 19th** Juneteenth Holiday Closure\*\*

**June 23rd** First Day of Program Assignments

**June 30th** In-Service Training (at ACC)



Holiday Closures



Program Start/End



Off-Site Field Trips



In-Service Training

# Frequently Asked Questions

## Summer Calendar

JULY/AUGUST 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
29	30	1	2	3 FIELD DAY	4 FOURTH OF JULY CLOSURE	5
6 WEEK THREE	7	8	9	10	11	12
13 WEEK FOUR	14 JRL IN-SERVICE TRAINING	15	16 URBAN AIR CONCORD	17	18	19
20 WEEK FIVE	21	22	23 DINGLE FAMILY FARM	24	25	26
27 WEEK SIX	28 JRL IN-SERVICE TRAINING	29	30	31 END-OF-SUMMER WATER PARK BASH	1 LAST DAY OF PROGRAM	2

 Holiday Closures

 Program Start/End

 Off-Site Field Trips

 In-Service Training

## Program Dates

**July 3rd** Field Day- Williamson Ranch Park

**\*\*July 4th** Independence Day Holiday Closure\*\*

**July 7th** First Day of New Program Assignments

**July 14th** In-Service Training (at ACC)

**July 16th** Urban Air- Concord

**July 21st** First Day of Last Program Assignments

**July 23rd** Dingle Family Farm

**July 28th** Last In-Service Training (at ACC)

**July 31st** End-of-Summer Water Park Bash

**August 1st** Last Day of JRL Program



# Frequently Asked Questions

## What Items to Bring Daily

- Provided gold Junior Recreation Leader T-shirt
- Athletic Pants
- Closed-toed shoes (**Note: Crocs are not considered proper footwear away from pool**)
- Lunch
- *Swimming Gear (bathing suit, towel, sunscreen, flip flops)*

*\*\* For swim days at Antioch Water Park*

## How to Sign In

- Arrive to site by 8:30am and check-in with site supervisor.
- All participants must be signed in daily. ***If you wish for your JRL to sign themselves into & out of their worksite, you must fill out a Walk Waiver.***

# Frequently Asked Questions

## How to Pick Up

- Only persons listed on the emergency form will be eligible for pick up.
- All pick up persons must be prepared to show ID to site staff for participant release.
- **Note:** *Participant assignments end at different times depending on the site. Please make sure your JRL is picked up on time.*

## Walk Waivers

- If your JRL is capable of walking or catching the bus to and/or from program sites, a Walk Waiver must be completed and submitted to the site supervisor.
- Walk waivers authorize JRLs to sign themselves in and out of the program at the beginning and end of program days, effective only for the dates listed by a parent/guardian on the Walk Waiver.



# Frequently Asked Questions

## Walk Waivers

<div>ANTIOCH CALIFORNIA RECREATION DEPARTMENT</div>	
WALK WAIVER	
(Waivers for Junior Recreation Leaders who walk to and/or from program)	
I, _____, give my child, _____, permission to walk to and from the Junior Recreation Leader program. I understand my child will not be supervised on his/her walk to camp or home.	
Waiver & Release: I, the undersigned, in consideration of participation in the activity listed above agree to indemnify and hold harmless the City of Antioch agents and its employees from any and all liability for any injury suffered by the above named participant arising out of or in any way connected with participation in the activity.	
Locations (Check all that apply):	
<input type="checkbox"/> Antioch Community Center, 4703 Lone Tree Way Antioch, CA 94531	
<input type="checkbox"/> Antioch Senior Center, 415 W. 2nd Street Antioch CA 94509	
Dates (Check all that apply):	
<input type="checkbox"/> All Program Dates: June 20, 2023-July 28, 2023	
<input type="checkbox"/> One Program Day: _____	
<input type="checkbox"/> Multiple Program Dates: _____	
Parent or Guardian Name (Printed):	
<input type="text"/>	
Parent or Guardian Signature:	Date:
<input type="text"/>	<input type="text"/>
Opportunity Leads Here	

# Frequently Asked Questions

## Ouch Reports & Thought You Should Know(s)

**Ouch Report(s)** are reports we give to parents if a minor injury occurs, and first aid was given (e.g., bandage, ice pack, etc.)

**Thought You Should Know(s)** are given to parents if there is anything we think you should be made aware of, whether it be good news or of a concerning nature



# Junior Recreation Roles & Site Information

**JRLs will spend two program weeks at one recreation site before rotating to the next.**

1. Coyote Hills Summer Day Camp at the Antioch Community Center
2. Antioch Youth Sports Camp at the Antioch Community Center
3. Senior Services at the Antioch Community Center
- 4.

## **In-Service Training**

- Provides JRLs with the knowledge and skills to be successful in a professional setting.
- Every other **Monday** at **Antioch Community Center** from **2:00pm-4:00pm**.
- Covering topics such as resume building, interview practice, and conflict resolution.

# Junior Recreation Roles & Site Information

## Coyote Hills Summer Day Camp

**Location:** Antioch Community Center, 4703 Lone Tree Way, Antioch, CA 94531

**Schedule:** Monday-Friday 8:30am-4:00pm

*Swim Days - Tuesdays, Thursdays & Fridays*

## Antioch Youth Sports Camp

**Monday-Friday 8:30am-12:30pm**

*Swim Days - Tuesdays & Thursdays*

### JRL Responsibilities

- Help prepare, organize, and set up equipment and materials for camp activities.
- Engage with campers by participating in activities & assisting counselors with supervising small groups.
- Serve as a role model to campers of proper behavior and engagement with activities.
- Assist with sanitizing rooms and equipment used at the end of the camp day.

### Contact Information:

**La'Nae Jackson** - Program Coordinator

Email: [ljackson@antiochca.gov](mailto:ljackson@antiochca.gov)

Phone: (925) 776-3073





# Junior Recreation Roles & Site Information

## Senior Services

**Location:** Antioch Senior Center, 415 W. 2nd Street, Antioch, CA 94509

**Schedule:** Monday-Friday **8:30am-1:00pm**

### JRL Responsibilities:

- Interact/socialize with seniors
- Assist seniors with operating technology
- Assist with Lunch Program
- Organize files and storage
- Assist with room set-up for classes and activities
- Assist with sanitizing areas and equipment

### Contact Information:

**Frida Palmas-** Program Coordinator

Email: [fpalmas@antiochca.gov](mailto:fpalmas@antiochca.gov)

Phone: **(925) 779-7076**



# General Rules, Policies & Procedures

## Food/Water

- Outside food is permitted for lunch/snacks and we ask that it is healthy and nut-free.
- However, food delivery is not permitted. Programs will occasionally be off-site and food delivery can affect program schedules.
- Gum and nuts are not allowed at sites!

## Cell Phones, Electronics & Toys

- Cell phones are not allowed out at JRL worksites, even for staff. If a JRL needs to respond to a call or text, they should let their site supervisor know BEFORE attempting to do so.
- Electronic devices such as Nintendo Switch, iPod, laptop and headphones/earbuds are NOT permitted as they can be easily damaged.
- Personal toys such as water guns, playing cards, figurines, and other miscellaneous items that cannot be worn throughout the program day are not permitted.



# General Rules, Policies & Procedures

## Lost & Found

- Located at front desk at the Antioch Community Center & Antioch Senior Center
- Summer camps at the Community Center hold their lost and found piles for the duration of summer. All found items will be locked away and displayed at the end of each camp week for retrieval.

## Medications

- All present medications for participants needs to be disclosed on the registration form. Medical conditions including allergies should be disclosed on the JRL emergency form so staff are able to take proper precautions in monitoring your JRL's conditions.
- If your child needs one-on-one or small group support due to a behavior, cognitive or physical disability, please let us know by indicating such needs on the Medical Consent and Instructions form part of your JRL emergency packet.

# General Rules, Policies & Procedures

## **Illness & COVID-19 Policy**

- If your child becomes ill during the program day, we will call for immediate pick up (within 1 hour).
- If your child has one of the following, they cannot attend the program until they receive written medical clearance from a physician:
  - Coronavirus/COVID-19, fever, diarrhea, vomiting, pink eye, flu/stomach flu, conjunctivitis, rash, impetigo, lice, hand/foot/mouth, tuberculosis, roseola, measles, rubella and mumps.
- Masks are strongly recommended indoors for individuals who are not fully vaccinated for COVID-19. Full vaccination is defined as two weeks after receiving the second base dose of a two-dose vaccine, or two weeks after receiving a single dose vaccine.

# General Rules, Policies & Procedures

## Concussion/Concussion Symptoms

- If a child sustains an injury from the neck up, staff will ask the JRL a series of questions to determine if they have sustained a concussion. If they are showing symptoms of a concussion, we will call 911 emergency services to conduct a more in-depth health screening.
- If they determine the JRL needs medical care, they will take them to the nearest hospital. We will contact you when medical personnel is called or sooner

## Minor Injuries

- Minor injuries such as scrapes, bumps and falls will be reported as an Ouch Report at pick up on the same day of injury.



# Conduct and Behavior

## Participant Conduct & Behavior Rules

1. JRL shirts and closed-toed shoes must be worn daily. If a JRL arrives without their shirt, they will be given a temporary shirt or asked to return home to change. **(Note: Crocs are not considered proper closed-toed foot attire when away from the pool.)**
2. Cooperate with staff by following instructions. If you have a question or suggestions, respectfully ask or give it. Recreation staff is open to improvements.
3. Respect peers, children, staff, equipment, and facilities.
4. Always remain with your assigned group at the assigned site. Ask for permission to use the restroom so staff are aware of your whereabouts and safety. Only go where you have permission to go and return in a timely manner.
5. If there is a conflict with a JRL or staff member, use calm language and ask for additional staff intervention to resolve the problem.

# Conduct and Behavior

## Participant Conduct & Behavior

- Our goal to provide a safe, positive environment where your JRL can grow and develop. We have created rules that contribute to this safe and harmonious atmosphere. If program rules are broken, participants will experience our 5-step behavior policy.

### 5-Step Behavior Management Policy

**Step 1:** Verbal Reminder of Rules & The Standard of Behavior

**Step 2:** Verbal Warning w/ Redirection From Assignment

**Step 3:** Verbal Warning, Check-In w/ Staff & Parent Thought You Should Know

**Step 4:** Sent Home For the Day

**Step 5:** Dismissal From The Program w/ Request For Immediate Pickup

*Depending on the inappropriate behavior that the JRL is engaging in, any or all of these steps may be skipped if the City believes that immediate dismissal from the program is the best course of action.*

# Conduct and Behavior

Please see below for possible actions that may result in immediate dismissal.

*We thoroughly investigate each issue and give equitable consequences. Decisions will include discussion around intent and the amount of physical or emotional harm done by the participant.*

- Inappropriate Language (including profanity, insults, sexual references, racial and ethnic slurs, offensive language relating to gender identity or expression, physical appearance, or sexual orientation, and inappropriate jokes toward family members)
- Bullying/Harassment
- Physical Fighting/Hitting staff or a participant
- Theft
- Vandalism/Property Damage
- Bringing a weapon to site/program
- Consistent disregard of health and safety standards
- Leaving program or adult supervision without permission/not reporting to program within timely manner
- Misuse of recreation equipment and materials
- Using "self-defense" as a reason to harm others

**The City defines self-defense as "stopping someone from causing bodily harm to you as it is happening and stopping once you are physically safe. Retaliation and revenge are not self-defense. Make the choice to find help, walk away, or use your voice to resolve conflict.**



# Conduct and Behavior

## Adult Conduct & Behavior

**Please Note:** No adults other than designated staff will be allowed on-site throughout the duration of the program, unless notified of parent/guardian visiting hours.

- **All adults on site must follow all our safety procedures and policies.**
- **Use appropriate and respectful language and tone of voice at ALL TIMES.** Whether having a casual conversation, asking a question, voicing a concern, or airing a complaint, inappropriate language should NEVER be used. Such language includes profanity, insults, racial and ethnic slurs, offensive language relating to gender identity or expressions, physical appearance, or sexual orientation.
- **Adults may not approach a student or a youth to resolve a conflict.** If you would like to request mediation or discuss a concern, please contact Recreation Programs Coordinators, La'Nae Jackson and Frida Palmas by email at [ljackson@antiochca.gov](mailto:ljackson@antiochca.gov) and [fpalmas@antiochca.gov](mailto:fpalmas@antiochca.gov) or by phone at (925) 776-3073 or (925) 779-7076.
- **32The authorities will be called if parents arrive to a site under the influence of drugs or alcohol (including marijuana while driving a vehicle).**
- **Personal relationships with City Staff will not be allowed to compromise the quality or integrity of care provided by the City in regards to programming standards.** Special treatment and favors OR deliberate neglect and exclusion are strictly prohibited by all staff, especially those who have connections to participants or their families.
- **Sexual harassment will not be tolerated.**

# Mandated Reporting Disclaimer

We, the City of Antioch Recreation Department Staff, are all mandated reports in accordance with California Penal Code 11164-11174.3. Physical aggression towards minors in our presence or any suspicion of child abuse or neglect will be immediately reported to Child and Family Services.

Any adult that violates our code of conduct will be asked to leave the program and a formal request to restrict them from the program may be made. In general cases, the decisions and actions of a parent/guardian will not reflect on the participant and their program participation. However, in rare and extreme cases, the participant may be terminated from the program along with their guardian.

# Youth Rights & Participant Disclaimer

Each youth receiving services from the Recreation Department shall be afforded rights which include, but are not limited to, the following under the law:

- 1.To be accorded dignity in his/her personal relationship with staff and other persons.
- 2.To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- 3.To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting, or the withholding of shelter, clothing, medication, or aids to physical functioning.
- 4.To be free to attend religious services or activities of their choice and to have visits from the spiritual advisor of their choice
- 5.Not to be locked into any room.
- 6.Not to be placed in restraining devices without advanced approval by the licensing agency and the parent

***Section 80072, and 101223, Title 22 California Administrative Code***



# Youth Rights & Participant Disclaimer

## Participation Disclaimer

All safety guidelines and procedures are for the protection of you and your JRL. Our goal is to provide a safe and fun program for all.

The City of Antioch does not discriminate. All participants regardless of race, religion, color, creed, national origin, gender identity or gender expression are eligible to participate in programs. While we refrain from any religious practices, we also comply with the Americans With Disabilities Act and will provide reasonable accommodations for persons with physical and/or mental limitations or disabilities without undue hardship to the City.

***Thank you for choosing us!***



# Any Questions?

