



## **Junior Recreation Leader Program**

### **Parent Handbook**



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# Parent & Guardian Welcome Letter

## **Dear Junior Recreation Leader Parents & Guardians,**

We are excited to welcome your child into the Junior Recreation Leader Program and into the Recreation Department! Thank you for trusting us with your child! This handbook will help you in making the most of their Junior Recreation Leadership (JRL) experience. Here are the basics, let's get started!

The City of Antioch Recreation Department's mission is "to unify and strengthen the Antioch community by creating quality experiences that inspires lifelong learning." The department is dedicated to its mission and provides the community with meaningful opportunities and experiences. The Junior Recreation Leadership Program has been created to provide youth with the opportunity to serve their community and gain valuable experience and knowledge.

It is not an uncommon fact that many public service professionals developed their passion for the field at a young age through programs like this. The hope is that throughout this program, participants will begin to discover what their passions encompass and how they can achieve their goals as our staff provides them with the skills to be leaders. In addition to self-discovery, this program is a training and introduction into the workforce.

**Daily Attendance/Schedule:** JRLs are required to attend all 7 weeks of the program. All vacation days should be sent in advance to staff. If JRL will not be able to attend program, please email [ljackson@antiochca.gov](mailto:ljackson@antiochca.gov) and [fortiz@antiochca.gov](mailto:fortiz@antiochca.gov) or leave a message at 925-776-3073 or 925-779-7076. Families must commit to an entire session.

We look forward to an enriching and exciting summer!

**City of Antioch Recreation Department Staff**

# Frequently Asked Questions

## SUMMER CALENDAR

JUNE 2024

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

JULY/AUGUST 2023

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

 Holiday Closures  Program Start/End  Off-Site Field Trips  In-Service Training

### Program Dates

Program begins **Monday, June 17th** through **Friday, July 26th**. We will be closed on **Wednesday, June 19th** and **Thursday, July 4th** in observation of federal holidays Juneteenth and Independence Day. **All in-service trainings are mandatory.** Off-site field trip dates are open to all JRLs, no matter which location they are stationed: *field trip dates*. **On Friday, July 26th, JRLs will have their End-of-Program Water Park Bash!**

**What Items to Bring Daily:** Each day, no matter the location, JRLs should wear their provided shirt, closed-toed shoes, and bring a lunch. Please note that summer camps will have swimming days at the Antioch Water Park throughout the week. Swimming attire is required.

**How to Sign In:** All JRLs arrive as early as 8:30am to their designated site and check-in with site supervisor. Each JRL must be dropped off by a parent/guardian or an approved pick-up person. You've identified these people on your registration form. Forgot to add someone? Give us a call at 925-776-3073 and we'll add them for you!

**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. There will not be any JRLs released before their assigned schedule. Our program will occasionally go off-site for local field trips and will turn to home sites before the end of the program day. Please note that assignment ends at different times for different sites. Please make sure your JRL is picked up on time.

**Walk Waivers:** If your JRL is capable of walking 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. To complete or make updates to your Walk Waiver, please reach out to the site supervisor.

### Ouch Reports and Thought You Should Know(s):

- **Ouch Reports** are reports we give to parents if a minor injury occurs, and first aid was given.
- **Thought You Should Know(s)** are given to parents if there is anything we think you should be made aware of whether it be of a good or concerning nature.

# Junior Recreation Roles & Site Information

## Coyote Hills Summer Day Camp & Antioch Youth Sports Camp

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

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

*Swim Days - Tuesdays, Thursdays & Fridays*

*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:

**Zakiya Adams** - Camp Director  
Email: [zadams@antiochca.gov](mailto:zadams@antiochca.gov)

**Alyssa Millhouse** - Camp Director  
Email: [amillhouse@antiochca.gov](mailto:amillhouse@antiochca.gov)

**La'Nae Jackson** - Programs Coordinator  
Email: [ljackson@antiochca.gov](mailto:ljackson@antiochca.gov)  
Phone: (925) 776-3073

**Savoy Fraine** - Recreation Supervisor  
Email: [sfraine@antiochca.gov](mailto:sfraine@antiochca.gov)  
Phone: (925) 779-7075

**Shahad Wright** - Recreation Supervisor  
Email: [szwright@antiochca.gov](mailto:szwright@antiochca.gov)  
Phone: (925) 779-7073

## 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:

**Jun Gandia** - Recreation Supervisor  
Email: [jgandia@antiochca.gov](mailto:jgandia@antiochca.gov)  
Phone: (925) 779-7090



**Frida Ortiz** - Recreation Coordinator  
Email: [fortiz@antiochca.gov](mailto:fortiz@antiochca.gov)  
Phone: (925) 779-7076

# Junior Recreation Roles & Site Information

## Program Goals

This summer, each Junior Recreation Leader will have the opportunity to gain experience at all three recreation sites: 1) *Coyote Hills Summer Day Camp at the Antioch Community Center*, 2) *Youth Sports Camp at the Antioch Community Center*, and 3) *Antioch Senior Center*. **Starting Monday, June 17, 2024, each JRL will spend 2 program weeks at one recreation site before rotating to the next.** Our goal is to expose JRLs to the many recreation positions we have to offer as we further develop their previously existing interests through empowerment.

While at summer camp:

- JRLs will understand the role of a Recreation Camp Counselor and the duties that the role entails.
- JRLs will know the basic safety guidelines required for youth recreation programming.
- Each JRL will experience guiding participants through an activity or craft with staff support.
- JRLs will understand the value and importance of teamwork and the camaraderie required to operate a successful recreation program.
- JRLs will build connections with fellow participants and city staff.

While at the Senior Center:

- JRLs will experience and foster community development through engagement with senior residents.
- JRLs will understand the value and communal necessity of services offered for senior members of a community.

## In-Service Training

In addition to the training completed during our mandatory training week, JRLs will attend three in-service trainings throughout the program:

- **Monday, June 24th** at the Antioch Community Center from **2pm-4pm**
- **Monday, July 8th** at the Antioch Community Center from **2pm-4pm**
- **Monday, July 22nd** at the Antioch Community Center from **2pm-4pm**

Run by our youth development specialist, these trainings will provide JRLs will the knowledge and skills to be successful in a professional setting. Teens will learn how to advocate for themselves, standard workplace practices, the benefits of working in recreation, and will have the opportunity to talk and ask questions about other interests and enriching topics relating to work experience.

**Coaching Cards:** At each in-service training, JRLs will receive a coaching card based on their most current site that highlights the JRLs strengths and/or areas of improvement for the following week.

**Program Feedback:** In-service training provides a designated time for JRLs to provide feedback about their experiences within the program and ways staff can further curate an empowering environment for JRLs.

# General Rules, Policies, and Procedures

## Items to Bring/Wear to Rec Site

- Book bag or similar item that can be zipped or securely closed for the protection of personal items
- Socks and sneakers or other closed-toed shoes (no sandals, slides, flip flops, open-toed shoes or crocs unless at the pool)
- Loose fitting pants or shorts (no exceptionally short shorts, spunks, tights, or jean shorts)
- Sweatshirts or jackets are permitted
- Hats, visors, and sunglasses are encouraged and must remain in the possession of the owner throughout the entirety of the program day.
- Sunscreen
- Towel, bathing suit, and other swim time materials
- Lunch (**Note: Summer camps will have two 15-20 minute snack times and one 30 minute lunch break for campers daily. JRLs are welcome to bring snacks for their own personal enjoyment, in addition to a lunch.**)

## Food/Water

- Outside food is permitted for lunch/snacks and we ask that is healthy and nut-free.
- Food delivery is not permitted, even by parents/guardians. Programs will occasionally be off-site and food delivery can affect program schedules.
- To avoid allergic reactions and the risk of exposure, food sharing is not permitted.
- Gum and nuts are NOT allowed at sites.
- Please ask a supervisor before you bring any celebratory sweets for JRLs to enjoy.

## Cell Phones, Electronics & Toys

Cell phones are not allowed out at JRL worksites, even for staff. If parents/guardians need to contact their JRL, they can call the main desk for contact. *See Page 2 for front desk contact information.* If a JRL needs to respond to a call or message using their phone, they should let their site lead know BEFORE attempting to do so.

Apple watches are permitted at camp, however, the same rules as cell phones apply to texting or calling on watches. Other electronic devices such as a Nintendo Switch, iPod, laptop and headphones/earbuds are NOT permitted as they can easily be damaged.

Any personal toys such as water guns, playing cards, figurines, or other miscellaneous items that cannot be worn throughout the program day are not permitted.

## Lost & Found

At the Antioch Community Center, the Lost & Found is located in the lobby and lost items can be picked up from the front desk. Summer camps at the Community Center hold their own lost and found piles for the duration of the summer. All found items will be locked away and displayed at the end of each camp week for retrieval.

At the Antioch Senior Center/Nick Rodriguez Community Center the lost and found is at the main desk.



# General Rules, Policies, and Procedures

## Safety Protocols and Guidelines

We utilize safety guidelines from the Contra Costa County Public Health Department, California Department of Public Health. Materials and frequently touched surfaces are disinfected twice a day and a deep cleaning takes place by custodial staff each night. Staff are trained on all guidelines. If you'd like more information on our safety guidelines, please call 925-776-3050.

### Medications

All present medications need to be disclosed on the registration form and held by the site supervisor. Medical conditions including allergies should be disclosed on the JRL emergency form so staff are able to take proper precautions in monitoring your JRLs 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.

### Illness & COVID-19 Policy

If your child becomes ill during the program day, we will call for immediate pick up (within 1 hour). Any JRL who is observed to be sick will be moved to a designated space with a staff member until they can be picked up, as to limit potential exposure for other participants.

If your child has the following, they cannot attend the program: Coronavirus/COVID-19, fever, diarrhea, vomiting, pink eye, flu/stomach flu, conjunctivitis, rash, impetigo, lice, hand/foot/mouth, tuberculosis, roseola, measles, rubella and mumps. You may need to receive medical clearance prior to returning to program.

Masks are **STRONGLY RECOMMENDED** indoors for individuals over the age of 2 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.

Fully vaccinated individuals are recommended to continue indoor masking. Surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are highly recommended. Any participant without a mask can request one from a staff member.

### 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 the JRL has sustained a concussion. If they are showing symptoms, 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 a nearest hospital. We will contact you when medical personnel is called or sooner. All JRLs must receive medical clearance or modified activity paperwork in order to return to the program.

### 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

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.

Our goal is 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. It is important that all participants and parent/guardians review, understand and support these rules prior to the first day of program. 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. Likewise, students may not attend the program for a certain amount of days due to misbehavior. 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

No adults other than designated staff will be allowed on-site throughout the duration of the program, unless notified of parent/guardian visiting hours. Below are general guidelines for adult conduct. We expect that all parents/guardians and pick up persons (adults) will conduct themselves as role models for the youth we have in the program, even when there is no youth around.

- **All adults on site must follow all our safety procedures and policies.**
- **Use appropriate, professional 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 Coordinator, La'Nae Jackson by email at [ljackson@antiochca.gov](mailto:ljackson@antiochca.gov) or by phone (925) 776-3073.
- **The 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, City of Antioch Recreation Department Staff, are all mandated reporters. 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

## Youth Rights

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***

## Participant 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!***



# JRL Program 2024 Parent Handbook

## Signature Page

I understand that I have access to the parent handbook located on the City's website at [antiochca.gov/recreation](http://antiochca.gov/recreation) and it is my responsibility to read and follow all the points outlined within it. If I have questions, I understand that I need to ask for clarification before fully enrolling into this program. I further understand that all policies, procedures and program components are subject to change. I understand the following points for my Junior Recreation Leader and I:

- I understand the drop off and pick up process.
- I understand the Food/Water policy at Recreation worksites.
- I understand the Adult Conduct policy.
- I understand the Cell Phone/Electronics policy for this program.
- I understand that I must disclose all medications and medical needs for my child on my application.

Please sign below signifying that you understand the policies/procedures outlined in this handbook and that you further commit to reviewing the rules and expectations with your Junior Recreation Leader.

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Parent/Guardian Print

---

Parent/Guardian Signature

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Date



