

## Refund Policy

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

Students may drop from the program at any time prior to the completion of the second week of instruction and receive a 50% refund of tuition. After commencement of the first day of instruction of the program's third week, no refunds will be made.

Injuries during the program that preclude 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 fees for students suspended (1-3 days) or for students that are removed from all further program activities for disciplinary reasons.

Refunds require a written request, are processed by the City's accounting office, and take **four to six weeks for payment**.

Uniform items may be exchanged for a different size, but refunds for uniforms must be processed according to the above policy.

## Personal Items to Bring

- Uniform
- Lunch & Drinks
- Towel
- Sunscreen
- Swim Fins (optional, but recommended)

Please print name, in large letters, on all personal items. The City of Oceanside is not responsible for personal items lost during, or left behind, after program's end.

## Session Dates

Summer Session #1 (MWF): June 17-July 12

Summer Session #2 (T/Th): June 18 – July 11

Includes Fri 7/5, Mon 7/8, & Wed 7/10

Summer Session #3 (MWF): July 15 - Aug 9

Summer Session #4 (T/Th): July 16 - Aug 8

Includes Mon. 7/29 & Mon. 8/5

## Uniforms

- Students are required to wear their uniforms every day of the program, including field trips.
- Swim suits are required to be royal blue, and t-shirts must be white.
- Swim suits (shorts) are available for purchase through the program. Female swimsuits are available from local vendors.
- Rash guards are required uniform and must be worn at all times while in the water for safety/visibility/sun reasons.
- If a student fails to bring their rash guard, they will be required to wear a "loaner" from the Lost & Found.
- If a student loses their rash guard, they will be required to purchase a new one for \$15.

# Parent Handbook 2013



## Oceanside Junior Lifeguards

Oceanside Fire Department  
Lifeguard Division  
300 N. Coast Highway  
Oceanside, CA 92054



# Phone Numbers

JG Information Line 435-4020x3

JG Coordinator 435-4021

## Website:

<http://www.ci.oceanside.ca.us/gov/fire/div/jrlifeguards.asp>

## Booster Club Updates:

<http://jgboosterclub.blogspot.com/>

## Behavior Expected from Students

1. Respect the instructors and other staff
2. Respect the other students: no shoving, hitting, or name-calling
3. Respect the facilities, equipment, and property of others
4. Cooperate with others
5. Arrive on time and be promptly picked up from the program
6. Practice good sportsmanship
7. Gain permission before leaving a group and to follow the Buddy System
8. Follow all safety rules and instructions
9. Listen quietly to directions, announcements, and lectures
10. Participate in program activities to fullest ability
11. If you don't understand an instructor's directions, ask for clarification.

## Student Discipline

The steps taken by instructors to discipline students should progress as follows:

1. When a minor discipline situation occurs, the student will be counseled about the situation and given an explanation of what behavior change is expected.

2. If a subsequent incident occurs, the student will be asked to take a "Time Out" or to "Take a Lap". A "Time Out" is a period of five to ten minutes that the students spend quietly reflecting on the incident. A "Take a Lap" disciplinary action is a supervised swim or run of reasonable distance. If the student does not complete the "Take a Lap" in a satisfactory manner, (i.e. he/she either walks or stops unnecessarily), the student will be expected to repeat the exercise and complete it in satisfactory manner. After the "Time Out" and/or "Take a Lap", the student is allowed to rejoin the group activity.

3. When a student has a series of "Time Outs" or "Take Laps" in the same day or a series of discipline situations over several days, the Coordinator will inform the student's parents of the situation and the student will be required to sign a "Behavior Contract" in order to continue in the program.

4. If a student shows little or no improvement with steps 1-3, and disregards the commitments made in the Behavior Contract, the student will be suspended from the program for one day. The student's parent or guardian will be notified that the student has been suspended. There will be no prorated refund of fees.

5. If, after suspension, the student's behavior is still unacceptable, the parent or guardian of the student will be informed that the student may no longer attend any of the program's activities. There will be no refund of fees.

Major first-time incidents may progress the student directly to step 4 or step 5. Major incidents would include:

-Ditching the program

-Insubordination

-Fighting

-Unlawful or non-consensual touching of another person

-Stealing

-Vandalism

-Activity which seriously threatens the safety of others

-Other conduct which brings disrespect upon the Oceanside Junior Lifeguard Program or the City of Oceanside

## Program Hours

Mon/Wed/Fri Sessions: 9:00 AM to 2:00 PM.

Tue/Thu Sessions: 9:00 AM to 3:00 PM

Field trips and competitions may be exceptions to the normal hours.

Parents are expected to be prompt at dropping off and picking up their students.

Parents are responsible for their students immediately prior to and immediately following scheduled program hours.

## Location

The program is located at the Oceanside Harbor Beach at the brown stone restrooms across from the boat launch ramp (half-way between the two jetties). Look for the red and blue "Junior Lifeguard" sign.