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CONTACT INFORMATION

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<p>Grant Park Community Center 3724 N. 54th St. 622-1910 Supervisor: Jamal Jefferson 753-9014</p>	<p>Highland Pines Community Center 4505 E. 21st Ave. 630-3925 Supervisor: Krystal Sheets- McKenzie 367-8641</p>	<p>Cyrus Greene Community Center 2101 E. Dr. MLK Jr. Blvd. 242-5350 Supervisor: Lalita Lovett 376-3429</p>
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<p>Wellswood PAC 4918 N. Mendenhall Dr. 348-2060 Supervisor: Angel Garcia 731-4575</p>	<p>Loretta Ingraham Ctr. 1615 N. Hubert St. 348-1175 Supervisor: Fred Spencer 613-4702</p>	<p>Kate Jackson Comm. Ctr. 821 S. Rome Ave. 259-1704 Supervisor: Nina Acevedo 373-0842</p>
<p>Kwane Doster Comm. Ctr. 7506 S. Morton St. 832-1202 Supervisor: Yolanda Rios 373-9322</p>	<p>Dr. MLK Complex 2200N.Oregon Ave. 259-1667 Supervisor: Marlon Monroe, 267-1860</p>	<p>Port Tampa Comm. Ctr. 4702 W. McCoy 832-1215 Supervisor: Yolanda Rios 373-9322</p>
<p>Friendship Park 4124 Bay to Bay Blvd. 832-1200 Supervisor: Nina Acevedo 373-0842</p>	<p>Therapeutics Kathryn Malone Center 5202 N. 12th St. Supervisor: Casey Tolar 853-2115</p>	<p>Creative Arts Theater (CAT) 6800 N. Rome Ave. 931-2151 Supervisor: Meg Heimstead 613-4700</p>
<p>Ybor Art Studio 1800E.8th Ave. 242-5307 Supervisor: Cee Beuer 478-4322</p>	<p>Taylor Art Studio 611 W. Indiana Ave. 274-8364 Supervisor: Cee Beuer 478-4322</p>	<p>N. Hubert Art Studio 309 N. Hubert Ave. 282-2911 Supervisor: Cee Beuer 478-4322</p>
<p>JCC/Golding Art Studio 522 N. Howard Ave. 259-1687 Supervisor: Patricia Bohannon 734-2143</p>		

PROGRAM REGISTRATION

Registration needs to be done online. Go to www.tampagov.net/parks for details and registration dates. Please see website for details. Please make sure to sign waiver and acknowledgement of Parent Guide. A parent/ guardian will need to sign waiver before the first day of the After School Program.

NO-SHOW & ATTENDANCE POLICY

After School No-Show Policy

If your child (ren) are signed up for an After School Program and are not able to attend, please let the supervisor of the facility know prior to the program so that we may remove your child and allow those on the waitlist to attend program.

After School Program Attendance Policy

We have a 3 day per week attendance policy. Participants must attend the program at least 3 days a week. Please see Code of Conduct section for more details.

The only exception to this rule is if you communicate with the supervisor that your child (ren) will not be attending the program, (i.e. Family vacation, illness, injury, out of town tournaments, etc.). Only then, the absences will be excused and will not be subject to the attendance policy.

GENERAL INFORMATION

Clothing

Please dress your child(ren) appropriately for both indoor and outdoor activities in comfortable, properly fitting, weather appropriate shorts/pants, shirt, and properly fitted shoes.

Clothing may not expose the torso or the midriff (front, back, or sides). Undergarments shall not be visible. If it is necessary that girls wear dresses, we highly recommend that shorts or leotards should be worn under the dress for modesty during recreational activities. Child(ren) must wear closed toe shoes that are suitable for outdoor p

Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol related wording or graphics, or which provoke or may tend to provoke violence or disruption, shall not be worn. Failure to comply may cause staff to contact you, and your child(ren) may be sent home from the program.

All clothing, towels, lunch boxes, back packs and any other personal items should be labeled with your child's name and stored separately. It is also recommended that your child(ren) apply waterproof sunscreen (SPF with at least 30 is recommended) before coming to the program.

Emergency Situation/Evacuation Procedures

Staff's primary role is to protect the participants. In the event of an immediate area threat (i.e. bomb threat, fire, flood, other major building problem, etc.) the participants, staff, and other occupants will follow the evacuation plan. If there is a more widespread threat such as a chemical spill or widespread fire, it may be necessary to take children further away from the building. Once everyone's safety has been asserted, you will be contacted immediately to notify you of the incident.

Illness

Sick children should not be brought to the program site. Children's temperatures will be taken daily. If your child becomes ill during the day, the parent/guardian will be notified. When the illness involves a fever, vomiting, rash, or contagious condition your child must be picked up immediately. If the parent/guardian cannot be reached, the next authorized person listed will be contacted.

If a child is sent home sick from school, he/she cannot attend the After School Program. If a child is quarantined from school, or parent/guardian is quarantined, he/she cannot return to the After School Program after quarantined. A doctor's note may be required to return.

Children sent home due to illness, fever or a contagious condition will not be allowed to return for a minimum of 72 hours or until on site staff verifies the situation has been resolved. The parent/guardian may be required to provide documentation from a licensed physician. The Parks and Recreation Department follows the policies and procedures of the Hillsborough County School Board regarding communicable diseases. (See COVID-19 Section for more details).

Medical Emergencies

It is the parent/guardian's responsibility to keep emergency information and contact data up to date. Staff members are trained in basic First Aid/CPR/AED and can perform certain other emergencies like administering an Epi Pen. Minor first aid treatment will be given by on site staff, an incident report will be completed, and the parent/guardian will be notified.

In the event of a medical emergency, the Parks and Recreation Department's policy is to immediately call 911. The staff will contact the parent/guardian or the emergency person(s) designated if the parent/guardian cannot be reached. The parent/guardian is responsible for payment of medical services required for your child. It is strongly recommended that emergency contacts listed be no more than 1/2 hour away from the site.

Medication

Whenever possible, medication (including prescription, over-the-counter, vitamins, and special diet) schedules should be arranged so all medication is given at home. However, we understand that circumstances will arise which requires a child to bring their medication to the program. Parents/guardians and participants must abide by the following mandatory policy:

1. A Participant Medication Form must be completed and on file.
Prescriptions, over-the-counter medications, vitamins, and special diets must be in the original container with the physician's name, the child's name, name of the medication, time medication is to be taken and required dosage. No outdated medication will be accepted by staff.
2. If the medication requires equipment for administering (spoon, cup, or dropper) the parent/guardian is responsible for providing it to their child.
3. Medications will not be kept at program sites overnight.
4. Any medication administration required for longer than 10 days and for any "as needed" emergency medication, such as inhalers, Benadryl, etc., is required to have a physician's signature on the Participant Medication Form.
5. Medications will not be kept at program sites overnight.

Personal Items

We request that participants do not bring personal belongings to the site. Electronic devices (cell phones, earbuds, Bluetooth, electronic games, iPads etc.) are not allowed during program hours and it is recommended that they not be brought to the sites. The City of Tampa is not responsible for lost or damaged personal property. Only bring essential items.

Phone/Electronic Device Usage

Parks and Recreation Department facility phones are for business use only. Children will only be allowed to use the phone in an emergency situation. As your child's safety is our first priority, staff may not always be available to receive calls; however, staff will relay messages to children as time permits.

Severe Weather

Staff will take immediate action if there is severe weather just prior to or during hours of operation for the protection of all participants and patrons.

Sign In/Parent Drop Off

Staff will go to select schools to escort students to the sites.

Sign out is daily from 4:30 p.m. 6:00 p.m. Late pickup will follow our Code of Conduct consequences. Parent/guardian will follow posted signs at the facility on how to enter car line. Once parent/guardian arrives at pick up point, parent/guardian remains in the car. The parent/guardian will follow the signs to exit. Please contact staff if child is to be picked up early.

Walk up parent/guardian will come to pick up point. Please call site for early pick up. A student may walk home but must follow the policy below:

Parents may complete a sign in/out waiver to allow their child(ren) to leave the program unescorted. Once a child signs themselves out for the day, they are not allowed to return to the program. Child must be 10 years of age to walk home by him/herself. A younger child may walk home with his/ her family member who is 10 or older if permission is given. Distance from recreation center to home may not exceed ½ mile, unless the child is 13 or older, then the distance allowed will be determined by the parent and supervisor. Staff will use appropriate maps to determine if child is eligible to walk home. Staff will not allow child to walk home during inclement weather, it will be the responsibility of the parent/guardian to pick up the child by 6:00 p.m. that day. This will be strictly enforced.

Supervision

Tampa Parks and Recreation staff will be supervising your children.

Staff will keep parents informed about upcoming events, special announcements, accomplishments, accidents, and incidents. Any discipline problems will be brought to the parent's attention and documented. Any parent meetings will be done by conference calls.

Suspected Child Abuse

Parks and Recreation Department staff is legally required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse of any kind is happening to them, it is our obligation to report the discussion to the Department of Children and Families.

COMMUNICATION

Parents/Guardians must inform the staff when:

1. Household contact information should be updated (i.e. change in phone #, e-mail, address, emergency contact, etc.)
2. Someone other than those listed on your child's registration will be picking up your child. This information must be in writing and the designee will be asked to show valid identification.
3. Your child cannot be picked up on time or your child will be late.
4. You need to drop off your child(ren) later or pick up early.

On site staff would appreciate notification concerning any change in your child's life that may alter his/her attitude or behavior, or cause emotional upset (i.e. divorce, loss of a pet, death in the family).

Parents/Guardians will be notified when:

1. Your child is injured or ill.
2. Your child is having disciplinary issues.

Parent/Guardian conferences will be scheduled by the staff when:

1. Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children (see Code of Conduct).
2. The staff observes unusual patterns of behavior or participation in your child.

CODE OF CONDUCT

The Parks and Recreation Department strives to provide a welcoming, safe, supportive and enjoyable environment for program participants. We believe that all individuals have the right to be treated with dignity and respect regardless of abilities or limitations. Therefore, our programs focus on positive attention toward well-behaved participants with the use of incentives, along with positive reinforcement from the parents/guardians. However, there are also consequences for participants who do not follow the rules and guidelines designated for their safety and welfare.

The Code of Conduct consists of disciplinary guidelines set up to help the Parks and Recreation Department staff insure a safe and productive environment for all of our participants. All participants are responsible for understanding and adhering to these guidelines and are expected to follow the rules. Parents/Guardians are responsible for helping their child(ren) understand and abide by these guidelines and for recognizing that unacceptable behavior shall be subject to disciplinary action as listed below.

Staff will review each case on an individual basis and all available facts will be considered. All suspensions must include proper notification to parents/guardians and shall take place as soon as possible.

LEVEL I - The types of unacceptable behavior include, but are not limited to:

- Being in the office or building without permission.
- Engaging in horseplay, pushing others, or any other unwanted physical contact as determined by staff.
- Not following social distancing guidelines
- Using other participants' supplies
- Misuse of any equipment.
- Running in buildings, on bleachers, or under shelters.
- Sitting on tables.
- Wandering from groups, activities, or being in areas not properly supervised.
- Disrupting classes in session.
- Unauthorized phone usage.
- Climbing in trees, on fences, or boundary walls.
- Throwing any type of object.
- Refusing to follow directions.
- Violating a safety rule or practice.
- Cursing or using foul language.
- Being disrespectful.
- Tardiness
- Absences
- Late pick-ups/early drop off

LEVEL I CONSEQUENCES

FIRST OFFENSE	verbal counseling with participant
SECOND OFFENSE	time out from activities and notify parents in writing via email or text
THIRD OFFENSE	parent/guardian conference required; possible suspension
FOURTH OFFENSE	may be a week suspension

LEVEL II – The types of unacceptable behavior include, but are not limited to:

- Repeat offenses of Level I unacceptable behavior.
- Using abusive language.
- Minor vandalism as determined by staff.
- Climbing on building.
- Engaging in consensual intimate physical conduct.
- Possession or use of tobacco products.
- Throwing any type of object.

LEVEL II CONSEQUENCES (and repeat offenses of Level I)

FIRST OFFENSE	parent/guardian conference required
SECOND OFFENSE	one-day suspension from program
THIRD OFFENSE	three-day suspension from program
FOURTH OFFENSE	may result in immediate dismissal from the program

LEVEL III – The types of unacceptable behavior include, but are not limited to:

- Repeat offenses of Level II unacceptable behavior.
- Theft or removal of city property without proper authorization.

- Possession or use of drugs/narcotics, alcohol, or possession of such paraphernalia.
- Being under the influence of drugs/narcotics or alcohol.
- Unauthorized possession of a fire arm, explosives, weapons, or dangerous instruments as determined by staff.
- Deliberately stealing, misusing, destroying, excessive vandalism, destruction of city property, or damaging other's property.
- Indecent exposure.
- Engaging in non-consensual intimate physical conduct.
- Exhibiting threatening or intimidating behavior.
- Provoking, instigating a fight, or fighting at any time.
- Bullying.
- Deliberately spitting on and/or biting another individual.
- Leaving the area without permission.
- Abusive language that targets a group/individual based on race, ethnicity, gender or religion, identity or abilities.

LEVEL III CONSEQUENCES (and repeat offenses of Level II)

Any violation may result in an immediate dismissal/suspension from all Parks and Recreation Department programs for a duration to be determined by the Parks and Recreation Director or designee. Also, no refunds will be given. Additionally, law enforcement may be contacted. The city will pursue all appropriate remedies for any and all damages to city owned property, facilities, and equipment.

If your child is a victim of unacceptable behavior, we encourage them to discuss the issue with an on-site staff member they are comfortable with, so that the situation can be handled appropriately. However, in the event your child notifies you, please bring it to the attention of the on-site staff again, so that the situation can be handled appropriately.