

City of Tampa  
Parks and Recreation Department

# Parent Guide

For Youth Programs

Updated August 2009



Our MISSION is to preserve and provide quality parks and recreation opportunities for all.  
Our VISION is a quality park system that meets the community's need for recreation and learning opportunities to benefit health and well-being.

*It Starts in Parks ... Achievement, Community, Conservation, Economic Development, Health, Heritage, Nature and Florida's Future.*

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# CITY OF TAMPA

Pam Iorio, Mayor

Parks and Recreation Department

Karen Palus, Director

## Director's Welcome

Dear Youth Program Parents:

Thank you for choosing the City of Tampa Parks and Recreation Department's Youth Programs for your child(ren).

Your park is the coolest place to be for youth programs! Our community centers, playgrounds, and specialty program sites provide a safe, structured and fun environment for children. Our recreation professionals have planned exciting programs full of a variety of activities to enhance your child(ren)'s experience. Each day will be filled with a variety of activities including arts and crafts, computer instruction, special events, sports, athletics, and recreational activities.

We are very proud of our youth programs and are confident you and your child(ren) will have a wonderful experience! We have created this Parent Guide to provide you the rules and guidelines for participating in our programs. Please review these carefully and discuss with your child(ren) so they will have an understanding of what is expected of them when participating in our activities.

The Guide also provides you with contact information for your site. We encourage you to stay in contact with your child(ren)'s leaders throughout the program and we welcome your comments and suggestions.

On behalf of the City of Tampa Parks and Recreation Department, thank you again for selecting our Youth Programs for your child(ren).

Sincerely,

Karen Palus, CPRP  
Parks and Recreation Director

# Who To Contact

## North Service Area

**Heather Erickson, Manager**

**Max Risler (274-5147)**

email: [max.risler@tampagov.net](mailto:max.risler@tampagov.net)

Benito PAC  
10065 Cross Creek Blvd.  
907-2863

New Tampa Community Center  
17302 Commerce Park Blvd.  
975-2794

**Regina McBride-Smith (274-7717)**

email: [regina.mcbride-smith@tampagov.net](mailto:regina.mcbride-smith@tampagov.net)

Copeland Community Center & Pool  
11001 N. 15<sup>th</sup> St.  
975-2743 (Center)  
975-2734 (Pool)

G. Bartholomew Community Center  
8608 N. 12<sup>th</sup> St.  
931-2109

Temple Crest Community Center  
8116 N. 37<sup>th</sup> St.  
989-7606

**Shannon May (274-7725)**

email: [shannon.may@tampagov.net](mailto:shannon.may@tampagov.net)

American Legion PAC  
106 E. Sligh Ave.  
231-5275  
Wayne C. Papy Gymnasium  
6925 N. Florida Ave.  
231-5273

Danny Del Rio Pool  
10208 N. Boulevard  
931-2107

Forest Hills Community Center  
724 W. 109<sup>th</sup> Ave.  
931-2105

**Nick Kelso (274-5161)**

email: [nicholas.kelso@tampagov.net](mailto:nicholas.kelso@tampagov.net)

Henry & Ola PAC  
502 W. Henry Ave.  
231-5279

Kathryn Malone PAC  
5202 N. 12<sup>th</sup> St.  
231-5284

Sulphur Springs Pool  
701 E. Bird St.  
931-2156

## East Service Area

**Joe Green, Manager**

**Lisa Grizzle (274-8714)**

email: [lisa.grizzle@tampagov.net](mailto:lisa.grizzle@tampagov.net)

Cuscaden PAC & Pool  
2900 N. 15<sup>th</sup> St.  
242-5311 (Center)  
242-5377 (Pool)

Cyrus Greene Community Center & Pool  
2101 E. Dr. MLK Jr. Blvd.  
242-5350 (Center)  
242-5305 (Pool)

Williams Park Community Center  
4362 E. Osborne Ave.  
635-3482

Woodland Terrace PAC  
6408 N. 32<sup>nd</sup> St.  
231-5211

**Alvin Holder (274-7718)**

email: [alvin.holder@tampagov.net](mailto:alvin.holder@tampagov.net)

Al Barnes PAC (formerly 18<sup>th</sup> Ave.)  
2902 N. 32<sup>nd</sup> St.  
242-5412  
Highland Pines Community Center  
4505 E. 21<sup>st</sup> Ave.  
630-3925

Fair Oaks Community Center  
5019 N. 34<sup>th</sup> St.  
231-5277  
Jackson Heights NFL YET Center  
3310 E. Lake Ave.  
242-5346

Grant Park Community Center  
3724 N. 54<sup>th</sup> St.  
622-1910  
Oak Park Community Center  
5300 E. 14<sup>th</sup> Ave.  
622-1904

**Julio Barrera (274-5188)**

email: [julio.barrera@tampagov.net](mailto:julio.barrera@tampagov.net)

DeSoto Park Community Center &  
Spicola Family Pool  
2617 E. Corrine St.  
242-5307 (Center)  
242-5355 (Pool)

Ybor Art Studio  
1800 E. 8<sup>th</sup> Ave.  
242-5370

**South Service Area**

**Jessica Perez, Manager**

**John Grimsley (274-8117)**

email: [john.grimsley@tampagov.net](mailto:john.grimsley@tampagov.net)

Bobby Hicks Pool  
4201 W. Mango Ave.  
832-1216

Kwane Doster Community Center  
7506 S. Morton St.  
832-1202

Port Tampa Community Center  
4702 W. McCoy St.  
832-1215

**Katharine Walker-Herbert (274-7743)**

email: [katharine.walker-herbert@tampagov.net](mailto:katharine.walker-herbert@tampagov.net)

Friendship PAC  
4124 Bay to Bay Blvd.  
832-1200

Hyde Park Art Studio  
702 S. Albany Ave.  
259-1816

Interbay Pool  
4321 W. Estrella St.  
282-2910

Kate Jackson Community Center  
821 S. Rome Ave.  
259-1704

North Hubert Art Studio  
309 N. Hubert Ave.  
274-7433

**\*C.A.M.P. Location**

**John Allen (274-7716)**

email: [john.allen@tampagov.net](mailto:john.allen@tampagov.net)

Davis Island Summer Program @  
Sandra W. Freedman Tennis Complex  
59 Columbia Dr.  
259-1664

Roy Jenkins Pool  
154 Columbia Dr.  
259-1665

Sandra W. Freedman Tennis Complex  
59 Columbia Dr.  
259-1664

## West Service Area

### **Marsha Carter, Manager**

**Barry Thomas (274-7722), email: [barry.thomas@tampagov.net](mailto:barry.thomas@tampagov.net)**

Dr. MLK Jr. Complex 2200 N. Oregon Ave. 259-1667 (Center) 259-1607 (Art Studio) 259-1640 (Pool)	Rey Park Community Center 2301 N. Howard Ave. 259-1673
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**Peggy Lenny (274-7732), email: [peggy.lenny@tampagov.net](mailto:peggy.lenny@tampagov.net)**

Cordelia B. Hunt Community Center 4810 N. Himes Ave. 348-1172	Loretta Ingraham Community Center & Pool 1615 N. Hubert St. 348-1175
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**Sherisha Hills (274-7721), email: [sherisha.hills@tampagov.net](mailto:sherisha.hills@tampagov.net)**

Angus Goss Memorial Pool 4601 N. Central Ave. 231-5299	Robles Park Community Center 3305 N. Avon Ave. 274-7877	Taylor Art Studio 611 W. Indiana Ave. 274-8364
Wellswood PAC 4918 N. Mendenhall Dr. 348-2060		

**Jim Rainey (274-5165), email: [jim.rainey@tampagov.net](mailto:jim.rainey@tampagov.net)**

Kid Mason Community Center  
1101 N. Jefferson Ave.  
274-8366

### Other Useful Phone Numbers

Administrative Office, 3402 W. Columbus Dr.	274-8615
Shelter Rentals	274-8184
Athletics Office, 6925 N. Florida Ave.	231-5270
Mayor's Youth Corps	274-5909
Hillsborough County Information	272-5900
Hillsborough County Parks and Recreation	635-3500

The City of Tampa Parks and Recreation Department looks forward to providing your child with a safe, supervised and fun recreational experience. Our staff brings energy, enthusiasm, skill, and commitment to making sure your child has a wonderful learning experience. This Parent Guide has been provided to familiarize you and your child with our Youth Program rules, guidelines, and code of conduct. Please review this guide with your child so they will have a better understanding of what is expected.

Additionally, specialized program rules and guidelines are located toward the back of this guide and are separated by the type of program. Please see the table of contents for page location.

## **General Rules and Guidelines**

### **Adjustment of Child**

If possible, take your child to the site several days before the opening of the program. Let your child become acquainted with the outdoor play equipment, the location of the building, drinking fountains, and toilets. Also, encourage your child to interact with the staff.

Every effort is made to see that each participant considers the program a “happy experience.” Close cooperation and mutual understanding between parents and leaders is important. We reserve the right to decide whether the participant is to remain in the group if he/she fails to adjust him/herself within a reasonable length of time.

### **Bicycles**

All bicycles must be parked in the bicycle rack or other designated area and locked at all times. Bicycles are for transportation to and from the program and are not to be used at any other time. Bicycle racks are not monitored and the City is not responsible for any loss, damage, or theft of personal items.

### **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, either physical or sexual, is happening to them, it is our obligation to report the discussion to the Department of Children and Families.

### **Clean-up**

Throughout the day trash accumulates in the facility and playground. For the protection of all children and to promote environmental awareness, all children are responsible for utilizing good housekeeping skills.

### **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 should be properly fitted and 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, shorts or leotards should be worn under the dress for modesty during recreational activities. Footwear must be suitable for outdoor activities and unsafe shoes such as “skate tennis shoes” are not allowed.

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.

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



## Lost and Found

Your child(ren) are responsible for keeping up with their own property; therefore, labeling items will help with the upkeep. Parents/Guardians are responsible for checking the Lost and Found box once a week for personal items. Any items not retrieved within 45 days will be considered abandoned property and will be disposed of. The City is not responsible for any loss, damage, or theft of personal items and encourages participants **NOT** to bring valuables to the site.

## Medical Emergencies

Staff members are trained in basic First Aid/CPR/AED. A first aid kit is located at all sites. Minor first aid treatment will be given by on site staff, an incident report will be completed, and the parent/guardian will be notified upon pick up.

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 ½ 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.
2. 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.
3. If the medication requires equipment for administering (spoon, cup, or dropper) the parent/guardian is responsible for providing it to their child.
4. Medications will not be kept at program sites overnight.
5. Any medication administration required for longer than 10 days and for any "as needed" emergency medication, such as inhalers, Benadryl, Epi pens, etc., is required to have a physician's signature on the Participant Medication Form.

Staff will only monitor required usage and will not administer medication under any circumstances. In the event that a child is found with unauthorized medication, the parent/guardian will be notified immediately and medication will be confiscated. Failure to comply with these policies will result in consequences listed in the Code of Conduct.

## Personal Items

Storage is at a minimum at all program sites and secure storage for personal items is not available. We request that participants do not bring money or personal belongings to the site and bring only those items requested for special activities and trips. All personal items brought to the site must be labeled with your child's name. The City is not responsible for any loss, damage, or theft of personal items.

Electronic devices (cell phones, MP3 players, electronic games, etc.) are not allowed during program hours and should not be brought to the sites.

After School Program participants should bring homework and supplies for doing homework (pencils, eraser, pencil sharpener, etc.)

C.A.M.P. participants may be permitted to bring personal items for “share” day. “Share” day is determined by the site and will be announced.

### Phone/Cell Phone 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.

Personal cell phones shall not be activated or used during program hours or on field trips. The City shall not accept responsibility for personal cell phones brought to the sites or on field trips. Failure to comply with these policies will result in consequences listed in the Code of Conduct.

### Program Participation

Registration for all programs is on the first come first serve basis based on our City resident priority registration policy.

A current Rec Card is required to participate in any youth program.

Proof of age (birth certificate) is required to register for all youth programs.

A City Residency Verification Form; Registration Form; Authorization, Release and Waiver of Liability and Indemnity Agreement; and payment of all applicable program fees are required for each child attending a program and must be completed prior to participant’s attendance. Additional waivers will be required for off-site events (field trips, activities, etc.) on an as-needed basis.

In addition to program fees, other fees including but not limited to materials, field trips/off site activities, transportation and T-shirts may be required.

### Rec Cards

Rec Cards are required to participate in all City of Tampa Parks and Recreation programs, camps or activities. Your annual Rec Card will also allow access to: Open Gym, Fitness Room, and/or Computer Lab use.

### Reduced Fee

Reduced Fees are available for After School, Traditional Summer Camp, No School Day Camp, and Holiday Camp for qualifying families. A Reduced Fee Application may be obtained online or from the site at which you are registering. A completed application along with current proof of income for all household income must be submitted in person to our Administrative Office located at 3402 W. Columbus Dr. For your privacy, applications will not be accepted at the center.

Applications will be accepted Monday through Friday from 8:30 a.m. – 4:30 p.m. The application will be reviewed and you will be notified of the outcome through a Reduced Fee Authorization Form. Submit the Reduced Fee Authorization Form to the center to complete the registration process.

### Refund Policy

Rec Cards are non-refundable. Refunds for program fees must be received 30 days prior to scheduled date of use, except for illness or family emergencies, in which case proof must be provided, and the request must be received within 7 days following absence. Daily refunds are not available.

An applicant seeking a refund shall be required to submit a Refund Request Form. Forms are available at all program sites. Refund checks will only be issued in the name of and delivered to the person whose name appears on the original receipt. A \$15 processing fee will be assessed for all refunds. The Refund Request form must be completed and signed, and the original receipt must be attached.

## Scholarships

Scholarships may be available for select youth programs for those participants who qualify. Please ask on site staff for more information.

## 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. If time permits, you will be notified to pick up your child(ren) or staff will move participants to a secure shelter as quickly as possible.

During lightning, severe rain storms, tornadoes, etc. staff is required to clear the area of people as quickly as possible and/or stay with patrons until clear. Staff will report to assigned alternate areas as directed by their supervisors.

## Sign In/Sign Out Policy

For your child(ren)'s safety, the City has a strict Sign in/Sign out policy for all children under 18 years of age enrolled in our programs. Unless a current Sign In/ Out waiver is on file, a parent/ guardian must sign their child(ren) in and out each day. Photo identification is required every time the child is signed out. This will be strictly enforced.

Children who arrive to the afterschool program directly from school must have a current sign in/ out waiver on file. They will be required to sign themselves in each day.

Parents may complete a sign in/out waiver to allow their child(ren) to leave the afterschool program unescorted. Once a child signs themselves out for the day, they are not allowed to return to the program. This will be strictly enforced.

For the protection of the participants, staff members will release your child(ren) only to those authorized individuals who are listed on their registration forms and provide proper photo identification. Staff can not honor any verbal instructions to allow someone other than those listed on your child's registration form to pick up the child(ren).

Failure to comply with the sign in/ out policy will result in suspension of your child(ren) from the program.

## Supervision

City of Tampa Parks and Recreation Staff will be supervising your children. They are responsible for planning, instructing, organizing, and leading a large group of children in various activities. They will have a list of children's names assigned to them each day. Participants should not arrive to the site before the advertised hours of operation (staff are busy preparing for the day and are unable to provide supervision) and should be picked up promptly at the conclusion of the program.

If you arrive prior to the start of the program, please make arrangements to stay with your child(ren) until the start of the program. Parents/guardians are responsible for arrangements to have their child(ren) picked up prior to the end of the program. Failure to comply with these policies will result in consequences listed in the Code of Conduct.

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.

## Transportation

Parents/guardians must make their own transportation arrangements to and from our programs. The City assumes no responsibility for transportation to and from our programs. Carpools are encouraged and must be arranged by the parents/ guardians, the city can not make carpool arrangements.

## Worthless Checks

Worthless checks may be subject to prosecution under Florida's criminal statutes. Returned checks are payments that have been accepted and deposited by our department then subsequently returned by the bank as uncollectible for

reasons such as insufficient funds, closed account, and stop payment. The bank returns uncollectible checks to City of Tampa General Accounting Division. The fee for worthless checks is \$25 for check amounts up to \$50, \$30 for check amounts of \$50.01 to \$300, \$40 for check amounts of \$300.01 to \$800, and 5% of the check value for checks more than \$800.00.

Once the customer is notified of the dishonored check, it is the customer's obligation to resolve the debt to the City immediately. The Parks and Recreation Department has no ability to waive these fees and failure to honor your uncollectible check and assessed fees could jeopardize future participation in our programs. In addition, all future payments must be made in the form of cash, money order, cashiers check or other form of guaranteed funds.

Pursuant to Florida law, you have 15 days from the date of notice to tender payment of the full amount of such check plus a service charge. Unless the total amount due is paid in full within the time specified, the dishonored check may be turned over along with all other available information relating to this incident, to the State Attorney for criminal prosecution. You may be additionally liable in a civil action for triple the amount of the check, but in no case less than \$50, together with the amount of the check, a service charge, court costs, reasonable attorney fees, and incurred bank fees, as provided in Florida Statutes 68.065.

You must make your payment for the dishonored check and fees in the form of cash, money order, cashiers check, or other form of guaranteed funds at the site where you originally tendered the check. Should you have any questions regarding this, please contact our Accounting division at 274-8615.

## **Communication**

### **Parents/Guardians must inform the staff when:**

1. The Registration Form needs to be updated/changed.
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.
4. Your child has a contagious condition (head lice, pink eye, chicken pox, etc.)

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 at pick-up time when:**

1. Staff wants to share your child's accomplishments.
2. Your child receives a minor injury that does not require the services of a medical professional.
3. Your child complains of a non-emergency condition or symptom.
4. Your child exhibits unusual behavior.

### **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.

Conferences will be held after the child(ren) are dismissed from the program. If you would like to speak to your child(ren)'s leader, please ask to schedule a conference appointment at an appropriate time to allow uninterrupted attention to the conversation.

Open communication is very important to us. Expressing concerns or complaints in a respectful manner is essential to communicating in a professional manner. Abuse of any kind will not be tolerated.

**Keeping open communication between parents/guardians and staff  
is key to the success of the program!**

# 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.

In addition, field trips are a special part of the Parks and Recreation Department's programs and are considered a privilege. If a participant displays unacceptable behavior as defined in the Code of Conduct, that privilege may be taken away. This guideline is divided into three levels to reflect degrees of severity of misconduct.

**LEVEL I** – The types of unacceptable behavior includes, but is not limited to:

- Being in the office or building without permission
- Misuse of any equipment
- Parking/riding bicycles in unauthorized areas
- Running in buildings, on bleachers, or under shelters
- Sitting on tables
- Skateboarding in unauthorized areas
- 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 inanimate objects
- Engaging in horseplay, scuffling, wrestling, pushing others, or other similar types of disorderly conduct as determined by staff
- Refusing to follow directions
- Violating a safety rule or practice
- Cursing or using foul language
- Being disrespectful

## **LEVEL I CONSEQUENCES**

**FIRST OFFENSE:** verbal counseling with participant

**SECOND OFFENSE:** time out of an activity and notify parents in writing

**THIRD OFFENSE:** parent/guardian conference required

**LEVEL II** – The types of unacceptable behavior includes, but is not limited to:

- Repeat offenses of Level I unacceptable behavior
- Using abusive language
- Exhibiting threatening or intimidating behavior
- Bullying
- Provoking, instigating a fight, or fighting at any time
- Minor vandalism as determined by staff

- Deliberately spitting on and/or biting another individual
- Climbing on building
- Engaging in consensual intimate physical conduct
- Leaving the area without permission
- Possession or use of tobacco products

**LEVEL II CONSEQUENCES (and repeat offenses of Level I)**

**FIRST OFFENSE:** parent/guardian conference required

**SECOND OFFENSE:** one-day suspension from program

**THIRD OFFENSE:** five-day suspension from program

**FOURTH OFFENSE:** may result in immediate dismissal from the program

**LEVEL III –** The types of unacceptable behavior includes, but is 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, or damaging other’s property
- Indecent exposure
- Engaging in non-consensual intimate physical conduct

**LEVEL III CONSEQUENCES (and repeat offenses of Level II)**

Any violation may result in an immediate dismissal from all Parks and Recreation Department programs for a duration to be determined by the Parks and Recreation Director or designee. 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.

**Drop Off/ Pick Up Consequences**

For parents/ guardians who drop off participants prior to the start of the program and/or who do not pick up their child(ren) prior to the end of the program the following guidelines will be used:

**Early Drop Off**

**FIRST OFFENSE**

- a) Verbal notification of child(ren) left unsupervised.
- b) You will be contacted for discussion of incident and any options available.

**SECOND OFFENSE**

- a) You will receive a letter stating possible consequences.
- b) You will be contacted for discussion of incident

**THIRD OFFENSE**

- a) Parents will be sent a certified letter.
- b) Child(ren) will be suspended from program.
- c) Law enforcement and/or Department of Children & Families will be notified.

**Late Pick Up**

**FIRST OFFENSE**

- a) A staff member will stay with any child that is not picked up prior to the end of the program.

- b) Staff will attempt to contact emergency phone numbers provided.
- c) You will be contacted for discussion of incident.

**SECOND OFFENSE**

- a) A staff member will stay with any child that is not picked up prior to the end of the program.
- b) Staff will attempt to contact emergency phone numbers provided.
- c) Parents will be given a letter stating possible consequences.
- d) You will be contacted for discussion of incident.
- e) You will be charged a late fee of \$5 for each 15 minutes or any fraction thereof for each child.

**THIRD OFFENSE**

- a) A staff member will stay with any child that is not picked up prior to the end of the program.
- b) Staff will attempt to contact emergency phone numbers provided.
- c) Parents will be sent a certified letter.
- d) You will be charged a late fee of \$5 for each 15 minutes or any fraction thereof for each child.
- e) Child(ren) will be suspended from from program.
- f) Law enforcement and/or Department of Children & Families will be notified.

## **After School Activity Program (A.S.A.P.)**

Your park is the coolest place to be after school. Parks offers structured after school programs for youth ages 5-17 at sites throughout Tampa. The After School Activities Program includes homework help, computer instruction, arts and crafts, and organized activities. Program hours are Monday through Friday from 2 to 6 p.m.

### **Early Release Days**

The After School Activity Program follows the Hillsborough County School Board Schedule. The A.S.A.P. program will have extended hours for all Early Release Days at all sites.

### **Enrollment**

Children must be enrolled in K5 or higher in the current school year to be eligible to participate in A.S.A.P.

### **Multiple Child Discount**

A multiple child discount of \$5 per week will be applied for each additional child in the family registering in the same program.

### **Personal Items**

Participants should bring homework and supplies for doing homework (pencils, eraser, pencil sharpener, etc.).

### **Program Fee**

The program fee is \$25 per week per participant. Reduced fees are available for qualifying families (see page 11). Payments are due on Thursday of each week for the following week. Any payments received after Thursday will be assessed a \$5 per day late fee until payment is made. Payments must be made prior to the child(ren) attending. If payment is not made, your child(ren) will not be admitted to the program.

Fees paid in form of check or money orders should be placed in the provided payment envelopes (see on site staff) with front of envelope completed. All checks or money orders should be made payable to the City of Tampa. Additionally, please include your child's first and last name, and name and date(s) of the program, on the check or money order to ensure it is credited properly. If you are paying with cash you will be required to wait until a staff member is available to accommodate you since cash cannot be left in an envelope, but must be acknowledged upon receipt.

# **Holiday Camps & No School Day Camps**

Any day there is no school is a great day at the park! Our No School Day Camps and Holiday Camps provide an alternative for days when school is not in session. Camps are offered at select Parks and Recreation locations. Each day will be filled with a variety of activities including arts and crafts, special events, sports and recreation activities.

## **2009/2010 Schedule**

### **No School Day Camps**

January 19, 2010  
March 8, 2010  
April 30, 2010

### **Holiday Camps**

Thanksgiving Camp Nov. 23 – 25, 2009	\$33 per participant
Winter Break Week One Dec. 21 – 23, 2009	\$33 per participant
Winter Break Week Two Dec. 28 – 31, 2009	\$44 per participant
Spring Break Apr. 12 – 16, 2010	\$55 per participant

## **Enrollment**

Children must be enrolled in K5 or higher in the current school year to be eligible to participate in the Holiday Camp and/or No School Day Camp programs.

## **Program Fee**

The No School Day Camps fee is \$6 per day per participant for After School participants, \$11 per day for non-participants.

The Holiday Camp fees are listed above.

Reduced fees are available for qualifying families (see page 11). Multiple child discounts apply to full week camps only (Spring Break).

Camps fill up quickly and payment must be made to reserve a spot for your child(ren) for each week they will be attending. All fees must be made prior to the child(ren) attending.

## **Program Times**

The Holiday and No School Day Camps will be held from 7:00 a.m. to 6:00 p.m.

# Summer Camps

Remember the friends you made at summer camp? Each summer the City of Tampa Parks and Recreation Department welcomes thousands of children who come to share friendship, adventure and fun. In addition to the traditional Summer Day Camp offered at our community and activity centers, we offer a variety of Special Interest Camps. Special Interest Camps include Joe Abrahams Sports Camp, Kids Create Art Camp, Mangrove Marcus Aquatics Camp, Sandra Freedman Tennis Camps, and more. Each offers an in-depth experience in a particular concentration, such as art, aquatics and/or sports.

## Enrollment

Children must have completed K5 to be eligible to participate in a Summer Camp program.

## Lunch/Snack

During the summer program, a well-balanced lunch is provided by the federal government at most traditional Summer Day Camp sites. This program is available for infants to 17 year olds. Lunch consists of a cold sandwich, milk, juice and fruit. An afternoon snack/drink is also provided. The on-site staff has no control over the variety of food served. These lunches and snacks must be eaten on the premises. If a scheduled field trip does not include lunch, the parent/guardian will be responsible for packing a lunch for their child(ren).

At sites that do not have a federal food program *or* if your child(ren) chooses not to participate, you must provide their lunch. We recommend you pack a lunch and snack in sealed containers that are clearly labeled with your child's name and date, and that does not require refrigeration or heating, in a small cooler. Please keep in mind that no glass items are allowed.

## Multiple Child Discount

A multiple child discount of \$5 per week will be applied for each additional child in family registering in the same program.

## Program Fee

The program fee is \$55 per week per participant for traditional Summer camp and varies for our Special Interest Camps. Reduced fees are available for qualifying families (see page 11).

Camps fills up quickly and payment must be made to reserve a spot for your child(ren) for each week they will be attending. All fees must be made prior to the child(ren) attending.

## Program T-Shirts

There is a mandatory \$5 T-shirt fee for all summer programs. Please check with on-site staff for T-shirt information. Additional shirts may be purchased at \$5 each.

# Aquatics

## Dress Requirements

- No street clothes of any kind in the pool area.
- Only standard swimsuits are accepted.
- Participants wishing to protect themselves from the sun may wear T-shirts and hats in the pool.
- Females – one or two piece suits made of spandex, lycra, or cotton.
- Males – shorts with a liner and functioning drawstring or board shorts. No cutoffs, oversize shorts, boxer shorts, or denims are allowed.
- Babies – must wear snug plastic pants, swimsuits, or “swimmies.” Diapers except for swim diapers are not allowed in the pool.
- All children under the age of 5 must wear swim diapers.

## General Rules

For the safety and protection of everyone, we ask that all participants observe the following:

- Each participant must have a signed Registration Form and Authorization, Release and Waiver of Liability, and Indemnity Form.
- All participants must wear proper bathing attire (see Dress Requirement below).
- Lifeguards will regulate the use of personal flotation devices.
- Participants should shower before entering the pool.
- Running, wrestling, and foul language is prohibited.
- Food, drinking, and smoking are NOT permitted on the pool deck unless the facility is hosting an approved and supervised special activity.
- Loitering and playing in or around the locker rooms or pool area is prohibited.
- No diving or jumping into the pool unless approved and supervised by a lifeguard.
- The use of water features, slides, diving boards, and starting blocks will be regulated and supervised by the lifeguards.
- All participants must exit the pool quickly when thunder is heard or lighting is seen. The pool will remain closed for 30 minutes from the time the last crash of thunder or last bolt of lighting was observed.
- Obey the lifeguards at all times.
- We strongly recommend wearing 30+ SPF sunscreen at all times.

Some programs may require a parent/guardian to be present and/or in the pool with the child. Please check with staff for more information.

Children under the age of 8 must be accompanied by an adult.

Participants who do not pass the swim test must meet minimum height requirements to swim unattended. These participants will be allowed in the non-swimmer area only.

Participants who do not pass the swim test and do not meet minimum height requirements must be directly supervised by a parent/guardian at a ratio of no more than one (1) adult to three (3) children. Directly supervising means the child(ren) are within arms reach of the parent/guardian.

# **Children's Adventure Movement Program (C.A.M.P.)**

The Children's Adventure and Movement Program (C.A.M.P.) is offered to at Kate Jackson Community Center. This exciting program gives children an opportunity to participate in recreational activities such as physical fitness, arts & crafts, drama, singing, dance, and games. The program is conducted by trained leaders.

## **Child Supplies Needed**

- 6 new Haines or Fruit of the Loom t-shirts (size to fit your child) with their name written on the tags
- Men's button down shirt for a painting smock
- Lunch box with the child's full name on the outside. Please do not bring backpacks.
- 1 box of baby wipes

## **Enrollment**

Children must reach their 3<sup>rd</sup> birthday on or before September 1 of the current year to be eligible to attend this program.

Additionally, all children enrolled in this program must have an up-to-date H.R.S. Form 680 (shot record) on file at their C.A.M.P. site. Your child will not be able to participate until an H.R.S. Form 680 is provided. This requirement is for the protection of all our participants who are enrolled in our program.

## **Multiple Child Discount**

A multiple child discount of \$5 per week will be applied for each additional child in family registering in the same program.

## **Other Responsibilities**

Children may not enter the classroom prior to 9 a.m. This time has been designated for your teachers to prepare for the day's activities.

## **Parent's Meeting**

We will have a parent's meeting the first Monday of each month at 9 a.m. Policies and future plans are discussed which are of the utmost importance to your child. On these days leaders will not be outside for the a.m. drop off and parents should accompany their child to the classroom.

## **Program Fee**

The program fee is \$45 per week per participant. Fees are due on the first Monday of each month. Fees should be dropped off at 9 a.m. during the Parent's Meeting in an envelope. All checks or money orders should be made payable to the City of Tampa. Please include your child's first and last name, and name and date(s) of the program, on the check or money order to ensure it is credited properly. If you are paying with cash you will be required to wait until a staff member is available to accommodate you since cash cannot be left in an envelope, but must be acknowledged upon receipt.

Monthly fees are determined by multiplying the number of Mondays in the month by the weekly fee of \$45.00 (example: 4 Mondays x \$45.00 weekly fee = \$180.00 monthly fee).

If it is necessary to remove your child during the school year, notify the staff at once, as the program fee will be charged until we are notified.

## **Snack**

Around 10:30 a.m., the children will have a mid-morning rest period and snacks consisting of a drink and fruit, crackers, etc. sent by the parents/guardians. We ask that they bring no candy and no carbonated drinks. Please do not send any glass containers or baby bottles. Instead, juice boxes are easier to open for little fingers or you may wish to send a straw to drink with instead of cups, as this will eliminate spills.

Please remain in you car during drop off and pick up times. Leaders will come out at 9 a.m. and 12 p.m. to assist your child in and out of your car. (With the exception of the parent meeting day listed above).

## Fine Arts

Our youth fine art programs are designed to help foster visual awareness and encourage creative expression. Based on the concept that art helps build a balanced perception and an imaginative mind, the aim of our art classes is to help youth explore and express their creative ideas, by which having those experiences, will diversify their perspectives. These skills will enable them in the future to be better artists and employees in work environments where creative thinking is valuable.

Our classes are structured in order to teach basic art concepts; however, they are full of fun and social interaction.

### Dress Requirements

Our instructors ask that participants are dressed appropriately to make art. Participants should not wear clothes that could be ruined if paint or glaze gets on them. For safety reasons participants should not wear jewelry. The City is not responsible for any damaged or lost jewelry.

### Program Fee

The program fee varies for our Fine Arts programs. Please see our website and/or site personnel for more information.

Programs fill up quickly and payment must be made to reserve a spot for your child(ren) for each week they will be attending. All fees must be made prior to the child(ren) attending.

### Supplies

Supply lists will be provided prior to the start of each program.

*“Every child is an artist. The problem is how to remain an artist once he grows up.”*  
*Pablo Picasso*

# **Gymnastics & Dance**

The City of Tampa Parks and Recreation Department offers gymnastics and dance programs for all ages. The camps and classes are designed to facilitate a relaxed and fun environment where every child will feel comfortable learning.

## **Dress Requirements**

- Beads, barrettes, balls, or other bulky hair accessories should not be worn as they may interfere with performance.
- No zippers, snaps, or buttons.
- Females Gymnasts – leotard, bare feet. Nothing on legs or feet (no tights or socks).
- Males Gymnasts – soft shorts, T-shirt, bare feet.
- Dancers – black leotard, pink tights, tan tap shoes, and pink ballet shoes.

## **General Rules**

- Warm ups and stretches are very important and therefore ask that participants be on time for classes. Participants more than 10 minutes late will not be allowed to participate. Additionally, late arrivals are a disruption to the rest of the class. Please be courteous of others.
- Participant must be properly dressed and prepared for class.

## **Program Fee**

The program fee varies for our Gymnastic and Dance programs. Please see our website and/or site personnel for more information.

Programs fill up quickly and payment must be made to reserve a spot for your child(ren) for each week they will be attending. All fees must be made prior to the child(ren) attending.

# Skate Park

Any person who participates in, assists, or observes skateboarding or in-line skating does so at their own risk and assumes the known and unknown inherent risks in such activities and is legally responsible for all damages, injury, or death to himself or herself or other persons or property which result from these activities.

## Dress Requirements

Helmets are required of all participants. Knee pads, elbow pads, and wrist guards are required for all participants under the age of 17 and strongly encouraged for all participants.

## Other Rules & Regulations

Below are the rules and regulations that must be followed at any skate park:

- Only skateboards and in line skates are allowed at all City of Tampa Skate Parks. Bicycles are allowed at Perry Harvey Skate Park. Scooters, or motorized vehicles are prohibited at all City of Tampa Skate Parks.
- Inspect the surfaces before you ride them. Remove all trash, debris, and objects that may prevent a smooth, safe ride.
- Immediately report any damage to the skate park surfaces to the Parks and Recreation staff.
- Skateboarding and skating when it is raining, or during routine or repair are prohibited.
- No competitive or demonstration events are allowed without prior written approval of the Parks and Recreation Department.
- The following are NOT allowed in the skating area:
  - Food or drink (including alcoholic beverages)
  - Glass containers
  - Chewing gum
  - Illegal drugs or tobacco products
  - Profanity or obscene language
  - Horseplay or fighting
  - Skate wax
  - Personal music devices, radios, or boom boxes

The Perry Harvey and DeSoto Skate Parks will be open dawn until dusk unless otherwise posted. The New Tampa Skate Park will be open during the posted hours. The City of Tampa reserves the right to change the hours of operation as necessary and close the skate parks in the event of inclement weather, special events and any other reason deemed necessary by the City of Tampa.

It is unlawful for any person, other than law enforcement officers or authorized personnel, to go upon or remain in any City park at any time when closed to the public. Failure of any person to leave after direction and request has been made shall constitute a trespass which may result in arrest.

## Participation

All participants must provide to the Parks and Recreation Department a Registration Form; an Authorization, Release and Waiver of Liability and Indemnity Agreement; and payment of any applicable program fees prior to participant's admittance. Persons under the age of 17 must have the Waiver of Liability signed by the parent/guardian.

An adult must accompany participants under the age of 10 at all times, but remain outside the fence. Spectators are not permitted inside the skate park.