



PARKS AND RECREATION Policies and Procedures

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| Policy Manual |
| General Directive |
| Late Pick Up Policy |
| Effective: December 18, 2012 |
| Review Date: December 2021 |

I. Purpose

To ensure the timely pickup of participants from Parks and Recreation programs.

II. Definitions

Child Care Activity shall mean any activity in which the duration of the program is a minimum of three (3) hours each day.

Consecutive Program shall mean a program that begins no more than fifteen (15) minutes after the end of a child care activity.

Late Pick Up shall mean any child(ren) not picked up prior to the end time of the program that does not offer late pick up or does not have a current Sign In/Out waiver on file.

Parent Guide for Youth Programs is a handbook for parents/guardians to make them aware of our rules and regulations regarding participation of the Parks and Recreation Department's programs.

RecTrac shall mean the recreation software program used by the Parks and Recreation Department.

Severe Weather shall mean any dangerous meteorological phenomena with the potential to cause damage or loss of human life, including but not limited to thunderstorms, tornadoes, hail, flash flooding, high winds, and lightning.

Sign In/Out Waiver is a form that allows parents/guardians the ability to allow their child to sign themselves in and out of a program without the presence of the parent/guardian.

III. Policy

A late pick up penalty will be administered to a parent/guardian if the child(ren) is/are not picked up prior to the scheduled end time of the program. The time is determined by RecTrac.

The first late pick up constitutes a verbal warning and the parent will be provided a copy of this policy.

Late Pick Up Penalties:

First offense: verbal warning

Second offense: written warning signed by parent

Third offense: one day suspension for program

Fourth offense: one week suspension

Excessive late pick ups without communication may result in removal from program.

Late pick up penalties will be entered as a tickler on the household in RecTrac. Additional action may be taken for repeat offenses as stated in the Parks and Recreation Department Parent Guide for Youth Programs.

If a child has a Sign In/Out Waiver on file, the child will sign out at the end of the program and the Parks and Recreation Department staff will not be responsible for direct supervision of that child and there will be no late pick up penalty.

If the child does not have a Sign In/Out Waiver on file, the child will not be allowed to sign themselves out of the program and will still be under the direct supervision of Parks and Recreation staff until the parent/guardian signs the child out and the parent will receive a late pick up penalty accordingly, even if the site remains open for additional programming.

If the child does not have a Sign In/Out Waiver on file and has enrolled in a consecutive program at the same site as the child care activity they attend, the direct supervision of the child will be transferred from the Parks and Recreation staff of the child care activity to the Parks and Recreation staff or instructor teaching the consecutive program and no late pick up penalty will be given .

If any program is interrupted and/or cancelled by severe weather at the discretion of the Parks and Recreation Department's Director or his/her Designee, the late pick up penalty will be waived.

Approved and issued:

Sherisha Hills

Sherisha Hills, Interim Director

12/15/20

Date



City of Tampa Parks and Recreation Department Parent/Guardian Sign In/Out Waiver

I give my permission for my child(ren) _____,
Name of child(ren), please print
to be able to sign him/herself out of the City of Tampa Parks and Recreation _____
Name of Program
and walk to _____.
Address

This program takes place from ___/___/___ to ___/___/___, begins at ___ am/pm and ends at ___ am/pm.

My child will be asked to sign out at the end time of the program listed above and must leave the area. I understand that once my child is signed out, the staff is no longer responsible for supervision.

I further understand that this waiver will remain in effect for the duration of the program listed above or until I decide to remove my child from this program, whichever comes first.

NOTE: Wandering from groups, activities, or being in areas not properly supervised and/or leaving the area without permission are subject to disciplinary action listed in the City of Tampa Parks and Recreation Department Parent Guide's Code of Conduct.

REQUIREMENTS: 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.

RELEASE, WAIVER, and INDEMNITY AGREEMENT: I the undersigned, on behalf of my child, or child's heirs, assigns, personal representatives, or next of kin, hereby RELEASE, WAIVE, ABSOLVE, DISCHARGE, COVENANT NOT TO SUE the City, its officers, employees, agents, contractors, volunteers, organizers, partners, or sponsors (also referred to as "Releasees") individually or in an official capacity from any and all liability for property damage, bodily injury, death, or any other type of damages or expense arising out of or connected with this Sign In/Our Waiver. I further understand that this **Release, Waiver and Indemnity Agreement** includes any claim or action based on negligence, action or inaction of any Releasees or otherwise, or whether arising out of or caused by any defect, or presence or absence of any condition of, in or on any real property, premises, city property or thoroughfare. I will defend, hold harmless and indemnify the above described Releasees from and against all liability, loss, claims, damages, costs, attorneys' fees and expenses of whatever kind or nature which the Releasees may sustain, suffer, or incur, or be required to pay by reason of Child signing out and leaving the area as described above, even if allowing me or my Child to do so is later found to be wrongful or negligent.

By signing below, I confirm that I have read and understand all of the information above.

Name of Parent/Guardian (Please Print)

Date

Signature of Parent/Guardian

Supervisor Signature

Date

Distance to home: _____

Supervisor Initials: _____