



Parks&Recreation
CITY OF TAMPA

PARENT GUIDE

2022 SUMMER CAMP

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CONTACT INFORMATION

VACANT - Recreation Manager, 274-7716

Regina McBride-Smith: 274-7717 (O) | 478-4288 (C) | Regina.McBride-Smith@tampagov.net

Forest Hills
724 W. 109th Ave.
931-2105
Mike Newman,
373-0629

Fair Oaks Community Center
5019 N. 34th St.
231-5277
Kareem Collins,
478-2352

TempleCrest Community Center
8116 N. 37th St.
989-7606
Robert Dell,
344-6312

Benito PAC
10065 Cross Creek Blvd.
907-2863
Willetta Glenn,
392-8407

Copeland Community Center
11001 N. 15th St.
975-2743
Gary Williams,
478-4442

Rowlett Activity Center (The RAC)
2313 E. Yukon St.
915-0404
Gary Williams,
478-4442

Springhill Park
1000 E. Eskimo Ave.
274-3314
Harold Hart,
478-4454

N. Hubert Art Studio
309 N. Hubert Ave.
282-2911
Cee Beuer,
478-4322

JCC/Golding Art Studio
522 N. Howard Ave.
259-1687
Patricia Bohannon,
734-2143

Gwen Miller PAC
6408 N. 32nd St.
231-5211
Robert Dell,
344-6312

Creative Arts Theater (CAT)
6800 N. Rome Ave.
931-2151
Meg Heimstead,
613-4700

Ybor Art Studio
1800 E. 8th Ave.
242-5307
Cee Beuer,
478-4322

George
Bartholomew/
N. Tampa
8608 N. 12th St.
Harold Hart,
478-4454

Taylor Art Studio
611 W. Indiana Ave.
274-8364
Cee Beuer,
478-4322

Diedrea Anthony: 274-7731 (O) | 478-4096 (C) | Diedrea.Anthony@tampagov.net

GrantParkCommunityCenter
3724 N. 54th St.
622-1910
Jamal Jefferson,
753-9014

Highland Pines Community
Center
4505 E. 21st Ave.
630-3925
JohnnyYoung,
731-2565

Williams Park Community Center
4362 E. Osborne Ave.
635-3482
Earline Newman,
478-4693

Cyrus Greene Community Center
2101 E. Dr. MLK Jr. Blvd.
242-5350
Lalita Lovett,
376-3429

OakParkCommunityCenter
5300 E. 14th Ave.
622-1904
Althea Sampson,
373-1554

Ragan Center
1200 E. Lake Avenue
242-5316
Lalita Lovett,
376-3429

Desoto Park PAC
2617 E. Corrine Street
Earline Newman,
478-4693

Jackson Heights NFL YET Center
3310 E. Lake Ave.
242-5346
Jamal Jefferson,
753-9014

Ted Fowler: 274-7125 (O) | 434-5803(C) | Ted.Fowler@tampagov.net

Henry & Ola PAC
502W. Henry Ave.
231-5279
Marlon Monroe,
267-1860

Dr. MLK Complex
2200N. Oregon Ave.
259-1667
Marlon Monroe,
267-1860

Davis Islands
157 Columbia Drive
259-1896
Nina Acevedo,
373-0842

Kid Mason Community Center
1101 N. Jefferson Ave.
274-8366
Fred Spencer,
613-4702

Loretta Ingraham Community
Center
1615 N. Hubert St.
348-1175
Fred Spencer,
613-4702

Friendship Park
4124 Bay to Bay Blvd.
832-1200
Nina Acevedo,
373-0842

Rey Park PAC
2301 N. Howard Ave.
259-1673
Patty Martin,
344-7768

Wellswood PAC
4918 N. Mendenhall Dr.
348-2060
Patty Martin,
344-7768

Kate Jackson
821 S. Rome Ave.
259-1704
Nina Acevedo,
373-0842

Kwane Doster Community Center
7506 S. Morton St.
832-1202
Yolanda Rios,
373-9322

Port Tampa Community Center
4702 W. McCoy
832-1215
Yolanda Rios,
373-9322

Therapeutics
Kathryn Malone Center
5202 N. 12th St.
Casey Tolar,
853-2115

John Grimsley: 274-8117 (O) | 391-0020 (C) | John.Grimmsley@tampagov.net

Cordelia B Hunt
Community Center
4810 N. Himes Ave.
348-1172
Lisa Bryant,
758-9225

Alvin Holder: 274-7718 (O) | 244-2679 (C) | Alvin.Holder@tampagov.net

Police Athletic League
1924 W. Diana Street
876-9363
Cedric Smith,
876-9363



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.

Dear Parents/Guardians/Students,

The Parent Guide is a helpful tool that illustrates student needs, and other policies.

We will create a safe and fun environment for your child. We care for you and your families and are planning on having another incredible summer. You will find all new information available on our website at www.tampagov.net/parks.

We are available Monday to Friday from 8:30 a.m. to 4:00 p.m. EST at 813-274-5132 to handle your questions.

We look forward to a safe and healthy summer,

City of Tampa Recreation Team

PROGRAM REGISTRATION

Registration needs to be done online. Go to www.tampagov.net/parks for details and registration dates. Registration is open to participants who are 5 years old by September 1, 2021 up to 12 years old. TLC and LIT programs are available for teens. Please see website for details. Please make sure to sign waivers and acknowledgement of Parent Guide. A parent/guardian will need to sign waiver before the first day of the Summer Program.

NO-SHOW & ATTENDANCE POLICY

Summer No-Show Policy

If your child(ren) are signed up for a summer camp 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 the program.

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. Underwear cannot be seen from lowered pants and no inappropriate wording on clothing.

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 play.

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, backpacks, 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

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

- If child becomes sick during program hours. Exclusion from the center is sometimes necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up immediately. Until then, your child will be kept comfortable and will continue to be observed for symptoms.
- In the best interest of all, we ask that you not bring a child to the program, if there are signs of fever or illness. If the staff notices signs of illness, such as sleepiness, overly tired, extreme irritability, and or fever, you or someone on your call list will be contacted immediately to pick the child up. The child will be held in a secure and sanitary quarantined area, with quiet games and activities until he/she is picked up. We will ask that you do not bring the child back to the site until they have been approved to return by a medical doctor. We will follow rules for medication as stated in the main guide. Child must be picked up immediately. We appreciate your attention to these important guidelines.

How to Protect Yourself/Your Household

Sick children should not be brought to the program site. 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.

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 site staff verifies the situation has been resolved. The parent/guardian may be required to provide documentation from a licensed physician.

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 emergency practices such as administering an Epi Pen. Minor first aid treatment will be given by on-site staff, an accident 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 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, etc., is required to have a physician’s signature on the Participant Medication Form.

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

Sign In is daily from 7:30 a.m. to 9:00 a.m. Parents dropping off will follow posted signs at the facility on how to enter the car line. Once parent arrives at drop off point, parent remains in the car and child exits the vehicle.

Sign out is daily from 4:00 p.m. to 6:00 p.m. Late pick up will follow our Code of Conduct consequences. Parent/guardian arrives at pick up point, parent/guardian remains in the car. Staff will see the displayed name tag and use the two-way radio to bring child out. The parent/guardian will follow the signs to exit.

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 summer camp 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.

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.

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.

Staff is never allowed under any circumstances, to transport participants in their personal vehicles. When transporting participants, seat belts will be worn at all times by staff and passengers, as is required by law. Vans and buses may be used to transport to swim lessons.

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.

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. Conference calls will be scheduled by phone.

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 rights 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 consist of disciplinary guidelines set up to help the Parks and Recreation Department staff ensures a safe and productive environment for all of our participants. All participants are responsible for understanding and adhering to the guidelines and are expected to follow the rules. Parents/Guardians are responsible for helping their child(ren) understand and abide by the 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.
- 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	timeout 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 firearm, 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.

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.

Participant Rules

- Wash hands after restroom, before meals and returning from playing outside/inside
- If participant doesn't feel well, let coach know
- No games, phones or tablets brought from home
- Bring snacks and provided water bottle
- Listening to coaches is always important, but this year it is imperative for the safety of yourself and others
- Follow instructions at drop off and pick up
- Keep up with your water bottle and supplies