



2025

City of Tampa Parks & Recreation

PARENT GUIDE

TABLE OF CONTENTS

Contact Information.....	3
Program Registration.....	7
No-Show & Attendance Policy.....	7
Summer Camp No Show Policy.....	7
Summer Camp Attendance Policy.....	7
General Information.....	7
Clothing.....	7
Emergency Situation/Evacuation Procedures.....	8
Illness.....	8
Medical Emergencies.....	8
Medication.....	9
Personal Items.....	10
Phone/Electronic Device Usage.....	10
Severe Weather.....	10
Sign In/Parent Drop Off.....	10
Supervision.....	11
Suspected Child Abuse.....	11
Transportation.....	11
Communication.....	11
Code of Conduct.....	12
Participant Rules.....	14

CONTACT INFORMATION

Regina McBride-Smith, Parks & Recreation Manager, 274-7714

Benito PAC
10065 Cross Creek Blvd.
907-7064
Willetta Glenn, 392-8507

Copeland Comm. Center
11001 N. 15th St.
975-2743
Cedric Spencer, 758-8424

Fair Oaks Comm. Center
5019 N. 34th St.
231-5277/232-4122
Kareem Collins, 478-2352

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

Gwen Miller PAC
6408 N. 32nd St.
232-2980
Robert Dell, 344-6312

Rowlett Activity Center
2313 E. Yukon St.
915-0404
Cedric Spencer, 758-8424

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

Temple Crest Comm. Center
8116 N. 37th St.
989-7606
Robert Dell, 344-6312

Diedrea Anthony: 274-7731 (Ofc), 478-4096 (Cell), Diedrea.anthony@tampagov.net

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

Desoto Park PAC
2617 E. Corrine St.
731-2565
Althea Sampson, 373-1554

Grant Park Comm. Center
3754 N. 54th St.
622-1910
Jamal Jefferson, 753-9014

Highland Pines Comm. Center
4505 E. 21st St.
630-3925
Krystal Sheets-MacKenzie
727-486-3502

Jackson Heights NFL/Yet Ctr.
3310 E. Lake Ave.
242-5346
Jamal Jefferson, 753-9014

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

Al Barnes
2905 N. 32nd Street
Jamal Jefferson, 753-9014

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

Ted Fowler, Parks & Recreation Manager, 274-7125

Gary Williams: 274-5722 (Ofc), 478-4442 (Cell), Gary.williams@tampagov.net

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

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

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

Friendship Park
4125 Bay to Bay Blvd.
832-1200
Nina Acevedo, 373-0842

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

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

Henry & Ola Comm. Center
502 W. Henry Ave.
231-5279
Angel Garcia, 731-4575

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

Rey Park PAC
2301 N. Howard Ave.
259-1673
Marlon Monroe, 267-1860

ART STUDIOS/CREATIVE ARTS THEATER

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

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

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

Creative Arts Theater (CAT)
6800 N. Rome Ave.
931-2151
Meg Heimstead, 617-4700

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

Wellswood PAC
4918 N. Mendenhall Dr.
348-2060
Angel Garcia, 731-4575

THERAPEUTICS

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

John Grimsley: 274-8117 (Ofc), 391-0020 (Cell), John.grimsley@tampagov.net

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



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 needs 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 813-274-8615 to answer 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, 2024, up to 12 years old. Teen programs are available for participants ages 13 through 17. Please see website for details. Please make sure to sign waivers and acknowledgement of Parent Guide. A parent/guardian will need to sign the waiver before the first day of the summer camp program.

NO-SHOW & ATTENDANCE POLICY

Summer No-Show Policy

If your child(ren) is signed up for a summer camp and is 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 wait list to attend the program. If your child(ren) will be out for a few days, please let a staff member know in advance.

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 fitting, closed toe 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 for girls to wear dresses, we highly recommend that shorts or leotards be worn under the dress for modesty during recreational activities. Child (ren) must wear closed toed 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 Process

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 is our highest priority. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

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. The parent/guardian may be required to provide documentation from a licensed physician.

Medical Emergencies

It is the parent's/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 EpiPen. 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 the 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 require a child to bring their medication to the program. However, city staff will not administer medication to participants. That is the child's responsibility. Parents/guardians and participants must abide by the following mandatory policy:

- A Participant Medication Form must be completed and on file.
- Prescriptions, over the counter medications and vitamins 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.
- If the medication requires equipment for administering (i.e. spoon, cup or dropper), the parent/guardian is responsible for providing it to their child.
- Medications will not be kept at program sites over night.
- Any medication required for longer than 10 days and for any "as needed" emergency medications, 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 will be regulated by the staff. The City of Tampa is not responsible for lost or damaged personal property. Only bring the essentials.

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. 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 will follow posted signs at the facility on how to enter the car line. Once 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 must complete a sign in/out waiver to allow their child(ren) to leave the summer 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 himself/herself. A younger child may walk home with his/her family member who is 10 or older if permission is given. Distance from the recreation center to the home may not exceed 1/2 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

Tampa Parks and Recreation 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 (i.e. field trips), seatbelts 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 and field trips.

COMMUNICATION

Parents/guardians must inform the staff when:

- Household contact information should be updated (i.e. change in phone number, email address, address, emergency contact, etc).
- Someone other than those listed on your child's registration will be picking up the child. This information must be in writing and the designee will be asked to show valid identification.
- Your child cannot be picked up on time.
- You need to drop off your child 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:

- Your child is injured or ill.
- Your child is having disciplinary issues.

Parent /guardian conferences will be scheduled by staff when:

- 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).
- 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 communication. Abuse of any kind will not be tolerated. Conference calls will be scheduled by phone.

CODE OF CONDUCT

The Tampa 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
- Using other participants' supplies without permission
- 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 with intent to harm or damage
- Refusing to follow directions
- Violating a safety rule or practice
- Cursing or using foul language
- Being disrespectful
- Tardiness
- Late pick up/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 - Possible 1 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 non-consensual/consensual, intimate, physical conduct
- Possession of use of tobacco products
- Throwing any type of object with intent to harm or damage

LEVEL II CONSEQUENCES

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

LEVEL III CONSEQUENCES (and repeat offenses of Level II)

Any violation will 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.