

# After School Program

AGES  
**5-12**  
**13-17**

## 2024-25 Parent Guide



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# RECREATION CENTER INFORMATION

**Manager** Regina McBride-Smith, (813) 274-7717

**Team Supervisor** Alvin Holder, (813) 274-7718-o, (813) 244-2679-c, Alvin.Holder@tampa.gov

Center	Address	Phone	Supervisor	Phone
Benito	10065 Cross Creek Blvd., 33647	(813) 907-7064	Willetta Glenn	(813) 392-8507
Copeland	11001 N 15th St., 33612	(813) 975-2743	Cedric Spencer	(813) 758-8424
Fair Oaks	5019 N 34th St., 33610	(813) 231-5277	Kareem Collins	(813) 478-2352
Forest Hills	724 W 109th Ave., 33612	(813) 931-2105	Mike Newman	(813) 373-0629
George Bartholomew	8608 N 12th St., 33604	(813) 375-3982	Harold Hart	(813) 478-4454
Gwen Miller	6410 N. 32nd St., 33610	(813) 232-2980	Robert Dell	(813) 344-6312
Rowlett	2313 E Yukon St., 33604	(813) 915-0404	Cedric Spencer	(813) 758-8424
Springhill	1000 E Eskimo Ave., 33604	(813) 274-3314	Harold Hart	(813) 478-4454
Temple Crest	8116 N 37th St., 33604	(813) 989-7606	Robert Dell	(813) 344-6312

**Team Supervisor** Diedrea Anthony, (813) 274-7731-o, (813) 478-4096-c, Diedrea.Anthony@tampa.gov

Center	Address	Phone	Supervisor	Phone
Cyrus Greene	2101 E Dr. MLK Jr. Blvd., 33610	(813) 242-5350	Lalita Lovett	(813) 376-3429
DeSoto Park	2617 W Corrine St., 33605	(813) 731-2565	Althea Sampson	(813) 373-1554
Grant Park	3724 N 54th St., 33619	(813) 622-1910	Jamal Jefferson	(813) 753-9014
Highland Pines	4505 E 21st Ave., 33605	(813) 630-3925	Krystal Sheets-McKenzie	(727) 486-3502
Jackson Heights	3310 E Lake Ave., 33610	(813) 242-5346	Jamal Jefferson	(813) 753-9014
Ragan	1200 E Lake Ave., 33610	(813) 242-5316	Lalita Lovett	(813) 376-3429
Williams Park	4362 E Osborne Ave., 33610	(813) 635-3482	Earline Newman	(813) 478-4693



## RECREATION CENTER INFORMATION

**Manager** Ted Fowler, (813) 274-7125

**Team Supervisor** Gary Williams, (813) 274-5722-o, (813) 478-4442-c, Gary.Williams@tampa.gov

Center	Address	Phone	Supervisor	Phone
Dr. Martin Luther King Jr.	2200 N Oregon Ave., 33607	(813) 259-1667	Marlon Monroe	(813) 267-1860
Friendship Park	4124 W Bay to Bay Blvd., 33629	(813) 832-1200	Nina Acevedo	(813) 373-0842
Henry & Ola	502 W Henry Ave., 33604	(813) 231-5279	Angel Garcia	(813) 731-4575
Kate Jackson	821 S Rome Ave., 33606	(813) 259-1704	Nina Acevedo	(813) 373-0842
Kathryn Malone (Therapeutics)	5202 N 12th St., 33603	(813) 231-1314	Casey Tolar	(813) 853-2115
Kwane Doster	7506 S Morton St., 33616	(813) 832-1202	Yolanda Rios	(813) 373-9322
Loretta Ingraham	1615 N Hubert St., 33607	(813) 348-1175	Fred Spencer	(813) 613-4702
N Hubert Art Studio	309 N Hubert Ave., 33609	(813) 282-2911	Cee Beuer	(813) 478-4322
Port Tampa	4702 W McCoy St., 33616	(813) 832-1215	Yolanda Rios	(813) 373-9322
Rey Park	2301 N. Howard Ave., 33607	(813) 259-1673	Marlon Monroe	(813) 267-1860
Wellswood	4818 N Mendenhall Dr., 33603	(813) 348-2060	Angel Garcia	(813) 731-4575

## RECREATION CENTER INFORMATION

**Manager** Heather Erickson, (813) 274-7735

**Team Supervisor** Cedric Smith, (813) 367-8643-o, (813) 955-6771-c, Cedric.Smith@tampa.gov

Center	Address	Phone	Supervisor	Phone
Riverfront	1301 N Boulevard, 33607	(813) 367-8645	Adam Wade	(813) 758-8673



## OVERVIEW

- 1-6 p.m. Monday, 2-6 p.m. Tuesday-Friday
- FREE with \$15 Rec Card (annual)

### What we offer

- Homework assistance
- Computer lab with WiFi access
- Indoor/outdoor games/activities
- Arts & crafts
- Sports

## PROGRAM REGISTRATION

- Registration must be completed online. Go to [www.tampa.gov/parks](http://www.tampa.gov/parks) for details and registration dates. Please see website for details.
- Please be sure to sign the waiver and acknowledgement of Parent Guide. A parent/guardian will need to sign waiver before the first day of the After-School Program.

## NO-SHOW AND ATTENDANCE POLICY

### No-Show Policy

All children signed up for an After-School Program who find out they are not able to attend need to let the facility supervisor know prior to program start date. This will allow us to add children from the waitlist.

## SIGN-IN/PARENT DROP-OFF

Staff may go to select schools to walk students to the sites. Some sites are drop-off only.

Sign out is daily from 4:30-6 p.m. Parent/guardian will be asked to provide a picture ID when picking up child(ren), and may be asked each time until the staff and parent/guardian develop a working relationship and staff is familiar with the parent/guardian. 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. The parent/guardian will follow the signs to exit. Please contact staff if child is to be picked up early.

Walk-up parents/guardians will come to pick-up point. A student may walk home, but must follow this policy:

- Parents may complete a sign-in/out waiver to allow children to leave the program unescorted.
- Once children sign themselves out for the day, they are not allowed to return to the program.
- Children must be 10+ years of age to walk home unescorted.
- Younger children may walk home with a family member who is 10 or older, if permission is given.
- Distance from recreation center to 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 children are eligible to walk home.
- Staff will not allow children to walk home during inclement weather.
- It will be the responsibility of the parent/guardian to pick up children by 6 p.m. any day.

**This will be strictly enforced.**

# GENERAL INFORMATION

## Clothing

Please dress children appropriately for both indoor and outdoor activities in comfortable, properly fitting, weather-appropriate shorts/pants, shirt, and properly fitted, closed-toe shoes.

Clothing may not expose the torso or the midriff (front, back or sides). Undergarments shall not be visible. If it is necessary that girls wear dresses, we highly recommend that shorts or leotards be worn under the dress for modesty during recreational activities.

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 children may be sent home from the program.

All personal items should be labeled with your child's name and stored separately.

## Emergency/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 farther from the building. Once everyone's safety has been assured, you will be contacted immediately and notified of the incident.

## Personal Items

We request that participants do not bring personal belongings to the site. Electronic devices (cell phones, earbuds, Bluetooth devices, 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 property. Only bring essential items.

## **GENERAL INFORMATION (CONTINUED)**

### **Phone/Electronic Device Usage**

Parks and Recreation Department facility phones are for business use only. Children only will be allowed to use the phone only in an emergency situation. As children'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.

### **Supervision**

Tampa Parks and Recreation staff will be supervising all 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, documented, and possibly require a meeting with the parent.

### **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 children 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.

# ILLNESS, MEDICAL EMERGENCIES AND MEDICATION

## Illness

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

Children who are sent home sick from school cannot attend the After-School Program. A doctor's note may be required to return.

Children sent home due to illness, fever, or a contagious condition will not be allowed to return for a minimum of 72 hours, or until on-site staff verifies the situation has been resolved. The parent/guardian may be required to provide documentation from a licensed physician.

The Parks and Recreation Department follows the policies and procedures of the Hillsborough County School Board regarding communicable diseases.

## 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 aid like administering an Epi Pen. Minor first aid treatment will be given by on-site staff, an incident report will be completed, and the parent/guardian will be notified.

In the event of a medical emergency, the Parks and Recreation Department's policy is to immediately call 911. The staff will contact the parent/guardian or the emergency person 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 30 minutes from the site.**



## ILLNESS, MEDICAL EMERGENCIES AND MEDICATION (CONTINUED)

### Medication

Whenever possible, schedules for medication — including prescription and over-the-counter medicines, vitamins, and food for special diets — should be arranged so they are given at home. However, we understand that circumstances will arise which require children to bring items to the program site. Parents/guardians and participants must abide by the following mandatory policy:

- A Participant Medication Form must be completed and kept on file. Prescriptions, over-the-counter medications, vitamins and food for special diets must be in their 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 (spoon, cup, or dropper), the parent/guardian is responsible for providing it.
- Medications will not be kept at program sites overnight.
- Any medication required for longer than one (1) day, 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.

## COMMUNICATION

Parents/guardians must inform the staff when:

- Household contact information should be updated (i.e. change in phone number, e-mail address, mailing address, emergency contact, etc.).
- Someone other than those people listed on your registration will be picking up your children. This information must be in writing and the designee will be asked to show valid identification.
- Your children cannot be picked up on time, or your children will arrive late.
- You need to drop off your children late, or pick them up early.

On-site staff would appreciate notification of any change in children's lives that may alter their attitude or behavior, or cause emotional stress (i.e. divorce, loss of a pet, death in the family, etc.).

Parents/guardian will be notified when:

- Children are injured or ill.
- Children are having disciplinary issues.

**Parent/guardian conferences will be scheduled by the staff when:**

- Children exhibit a pattern of disruptive behavior that interferes with the quality of the program or management of other children (see *Code of Conduct, pages 10-11*).

# CODE OF CONDUCT

The Parks and Recreation Department strives to provide a welcoming, safe, supportive, and enjoyable environment for program participants. We believe 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 setup to help Parks and Recreation Staff ensure a safe and productive environment for all participants. All participants are responsible for understanding and adhering to these guidelines and are expected to follow rules. Parents/guardians are responsible for helping children understand and abide by these guidelines and for recognizing that unacceptable behavior shall be subject to disciplinary actions 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 participant’s supplies
- Misuse of any equipment
- Running in buildings, on bleachers, or under shelters
- Sitting on tables
- Wandering from groups, activities, or being in areas while not being properly supervised
- Disrupting classes in session
- Unauthorized phone usage
- Climbing trees, fences, or boundary walls
- Throwing any type of object
- Refusing to follow directions
- Violating safety rules or practices
- Cursing or using foul language
- Being disrespectful
- Tardiness
- Absences
- Late pick-up/early drop-off without proper notice

### LEVEL I CONSEQUENCES

**First Offense** - Verbal counseling with participant

**Second Offense** - Time out from activities and notify parents in writing via e-mail or text

**Third Offense** - Parent/guardian conference required; possible suspension

**Fourth Offense** - Possible suspension, up to a week

## CODE OF CONDUCT (CONTINUED)

### 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

**First Offense** - Parent/guardian conference required

**Second Offense** - One-day suspension from program

**Third Offense** - Three-day suspension from program

**Fourth Offense** - Possible immediate dismissal from 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
- Abusive language that targets a group/individual based on race, ethnicity, gender, religion, identity or abilities

#### LEVEL III CONSEQUENCES

Any violation may result in immediate dismissal/suspension from all Parks and Recreation Department programs for a duration to be determined by the Parks and Recreation Department Director or designee. No refunds will be given. Law enforcement may be contacted. The city will pursue all appropriate remedies for any and all damages to city-owned property, facilities and/or equipment. Children who are victims of unacceptable behavior should discuss the issue with an on-site staff member so the situation can be handled appropriately. However, in the event your child notifies you, please bring it to the attention of on-site staff, so the situation can be handled appropriately.