



2024 / 2025
Parent Guide

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INFORMATION

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| Benito PAC 10065 Cross Creek Blvd. 33647 907-7064 Supervisor: Willetta Glenn 392-8507 | Copeland Comm. Ctr. 11001 N. 15th St. 33612 975-2743 Supervisor: Cedric Spencer 758-8424 | Fair Oaks Comm. Ctr. 5019 N. 34th St. 33610 231-5277 or 232-4122 Supervisor: Kareem Collins 478-2352 |
| Forest Hills 724 W 109th Ave. 33612 931-2105 Supervisor: Mike Newman 373-0629 | George Bartholomew/N. Tampa 8608 N. 12th St. 33604 375-3982 Supervisor: Harold Hart 478-4454 | Gwen Miller Comm. Ctr. 6410 N. 32nd St. 33610 232-2980 Supervisor: Robert Dell 344-6312 |
| Rowlett Activity Center 2313 E. Yukon St. 33604 915-0404 Supervisor: Cedric Spencer 758-8424 | Springhill Comm. Ctr. 1000 E. Eskimo Ave. 33604 274-3314 Supervisor: Harold Hart 478-4454 | Temple Crest Comm. Ctr. 8116 N. 37th St. 33604 989-7606 Supervisor: Robert Dell 344-6312 |

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

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| <p>Creative Arts Theater (CAT) 6800 N. Rome Ave. 33604 931-2151 Supervisor: Meg Heimstead 613-4700</p> | <p>Dr. MLK, Jr. Comm. Ctr. 2200 N. Oregon Ave. 33607 259-1667 Supervisor: Marlon Monroe 267-1860</p> | <p>Friendship Park Comm. Ctr. 4124 Bay to Bay Blvd. 33629 832-1200 Supervisor: Nina Acevedo 373-0842</p> |
| <p>Henry & Ola 502 W. Henry Ave. 33604 231-5279 Supervisor: Angel Garcia 731-4575</p> | <p>JCC/Golding Art Studio 522 N. Howard Ave. 33606 259-1687 Supervisor: Patricia Bohannon 734-2143</p> | <p>Kate Jackson Comm. Ctr. 821 S. Rome Ave. 33606 259-1704 Supervisor: Nina Acevedo 373-0842</p> |
| <p>Kwane Doster Comm. Ctr. 7506 S. Morton St. 33616 832-1202 Supervisor: Yolanda Rios 373-9322</p> | <p>Loretta Ingraham Comm. Ctr. 1615 N. Hubert St. 33607 348-1175 Supervisor: Fred Spencer 613-4702</p> | <p>N. Hubert Art Studio 309 N. Hubert Ave. 33609 282-2911 Supervisor: Cee Beuer 478-4322</p> |
| <p>Port Tampa Comm. Ctr. 4702 W. McCoy 33616 832-1215 Supervisor: Yolanda Rios 373-9322</p> | <p>Rey Park PAC 2301 N. Howard Ave. 33607 259-1673 Supervisor: Marlon Monroe 267-1860</p> | <p>Taylor Art Studio 611 W. Indiana Ave. 33603 274-8364 Supervisor: Cee Beuer 478-4322</p> |
| <p>Therapeutics Kathryn Malone Ctr. 5202 N. 12th St. 33603 Supervisor: Casey Tolar 853-2115</p> | <p>Wellswood PAC 4818 N. Mendenhall Dr. 33603 348-2060 Supervisor: Angel Garcia 731-4575</p> | <p>Ybor Art Studio 1800 E. 8th Ave. 33605 242-5307 Supervisor: Cee Beuer 478-4322</p> |

PROGRAM REGISTRATION

Registration needs to be online. Go to www.tampagov.net/parks for details and registration dates. Please see website for details. Please make sure to sign 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 & ATTENDANCE POLICY

After School No-Show Policy:

If your child(ren) is/are signed up for an After School Program and is/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.

NO-SHOW & ATTENDANCE POLICY

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, 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 working 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 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 further away from the building. Once everyone's safety has been asserted, you will be contacted immediately to notify you of the incident.

Illness:

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.

If a child is sent home sick from school, he/she 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 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 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. 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, 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.
- If the medication requires equipment for administering (spoon, cup, or dropper), the parent/guardian is responsible for providing it to their child.
- Medications will not be kept at the program sites overnight.
- Any medication administration required for longer than 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.

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 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

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 p.m. to 6:00 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 parent/guardian will come to pick up point. 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 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 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 child(ren). 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 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.

COMMUNICATION

Parents/guardians must inform the staff when:

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

On site staff would appreciate notification of any change in your child's life that may alter his/her 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:

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

Parent/guardian conferences will be scheduled by the 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).

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 setup to help the Parks and Recreation Department staff insure a safe and productive environment for all 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 the child(ren) 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
- Not following social distancing guidelines
- 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 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 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

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| 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 | 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)

LEVEL III—The types of unacceptable behavior include, but are not limited to:

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| 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 |

- 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 (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 Department 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/or equipment.

If your child is a victim of unacceptable behavior, we encourage them to discuss the issue with an on site staff member that 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.