

CITY OF PINELLAS PARK  
RECREATION DIVISION

City of Pinellas Park  
Federal Tax ID # 59-6000-409  
5141 78<sup>th</sup> Ave N  
Pinellas Park, FL 33781

# Pinellas Park Recreation Summer Camps May 29 – Aug 10, 2017



Broderick Rec Camp  
Forbes Rec Camp  
Ages 5\*-12

(\* must have completed kindergarten)

## Parent Handbook

You have signed an acknowledgment of receipt of this handbook.  
Please read all of the attached materials to enhance your child's  
participation in the Recreation Division Summer Camp program.

## Table of Contents

<b>Welcome</b> .....	3
<b>General Information</b> .....	3
<b>Costs</b> .....	3
<b>Contacts</b> .....	4
<b>Registration</b> .....	4
Required Forms .....	4
<b>General Rules and Guidelines</b> .....	5 - 10
Adjustment of Child .....	5
Attendance & Participation .....	5
Bicycles .....	5
Child Abuse .....	5
Clean-up .....	5
Clothing & Personal Belongings .....	6
Drop Off & Pick Up .....	6 - 7
Suspensions .....	7
Emergency Conditions & Severe Weather .....	7
Field Trips & Off-site Activities .....	8
Head Lice .....	9
Illness .....	9
Inclusion Policy .....	9
Lunches .....	10
Medication .....	10
Phone & Cell Phone Usage .....	10
Suspension .....	11
<b>Communication &amp; Notifications</b> .....	11
<b>Code of Conduct</b> .....	12
Discipline Policy .....	13

## **WELCOME!**

Welcome to Pinellas Park Recreation's Summer Camps offered at Broderick Recreation Center and Forbes Recreation Center. Our program is structured and well supervised, with activities that include arts and crafts, games, sports activities, local outings, special events, and much more! We are glad that you have chosen us to provide a fun, safe, and enjoyable experience for your child.

Our staff has developed this Parent Handbook to familiarize you with Pinellas Park Recreation policies and procedures and to help answer any questions you might have. This handbook contains important information that relates to both the child and the parent. Please be sure to read this handbook carefully and discuss it with your child. We welcome your questions and input and invite you to contact us at the phone numbers listed below.

## **GENERAL INFORMATION**

Summer Camp runs during the public school system's summer vacation, from May 29 through August 10, 2018. *Please note that May 29<sup>th</sup> & July 4<sup>th</sup> are City Holidays and camp will not be in session on that date.*

Summer Camp program hours are from 7:30 am – 5:30 pm, Monday through Friday. Supervised play is available at each center until 6:00 pm. Calendars will be provided to inform you of the activities available each week and to indicate beginning, ending, and any expected closures.

## **CAMP COSTS**

Broderick and Forbes Recreation Centers will charge \$56.50 per week. The total for the entirety of camp is \$565.00 to be paid in full by May 18<sup>th</sup>.

There are additional costs for Summer Camp field trips. Fees for selected trips vary per trip and must be paid before the start of Summer Camp. In the event that there are vacancies for some trips during Summer, payment must be made before a child can attend.

## CONTACT INFORMATION

### Broderick Recreation Center

**Phone: 727-369-5678**

6101 66th Ave N  
Pinellas Park, FL 33781  
Fax: 727-547-9249

Tammy Peterson  
Recreation Program Manager  
*nheller@pinellas-park.com*

### Administration

**Phone: 727-369-0770**

6051 78th Ave N  
Pinellas Park, FL 33781  
Fax: 727-369-5797

Keith Sabiel  
Recreation Administrator  
*KeSabiel@pinellas-park.com*

### Forbes Recreation Center

**Phone: 727-369-5684**

6401 94th Ave N  
Pinellas Park, FL 33782  
Fax: 727-547-8108

Keith Tickner  
Recreation Program Manager  
*ktickner@pinellas-park.com*

### Youth Park Teen Center

**Phone: 727-369-5758**

4000 66<sup>th</sup> Ave N  
Pinellas Park, FL 33781  
Fax: 727-547-5257

Richard Rock  
Recreation & Aquatics Supervisor  
*rrock@pinellas-park.com*

## REGISTRATION

Registration for the 2018 Summer Camp can be completed at Broderick or Forbes Recreation Centers. Registration will open February 1, 2018, and remain open until all spaces are filled:

To enroll for Summer Camp, each child must be registered as a Pinellas Park Recreation member and be issued a Rec ID card. Each child's parent or legal guardian must also complete all Summer Camp enrollment forms. Both sites have complimentary notary services available at select times. Please contact the center for more information.

### Required Forms

The following must be completed for each child enrolled:

1. Child Identification Record
2. Release for Emergency Care Form, which ***must be notarized***
3. Medication Record Form (if your child requires any type of medication, even aspirin or Tylenol)
4. The signature of the parent or legal guardian is required on the Child Enrollment Form acknowledging receipt of this Parent Handbook containing a copy of the Discipline Policy.

## **GENERAL RULES & GUIDELINES**

### **Adjustment of the Child**

If possible, take your child to the site several days before the opening of the program. Let your child become acquainted with the building layout, drinking fountains, and restrooms. Also, encourage your child to interact with the staff.

Every effort is made to see that each participant considers camp a "happy experience." Close cooperation and mutual understanding between parents and camp leaders is important.

### **Attendance & Participation**

Children who are not registered as regular participants in Summer Camp may not participate in Summer Camp activities and may not use Recreation Center facilities during Summer Camp program hours.

Children who are registered in Summer Camp are expected to participate when present, unless sick or injured, in which case parents will be notified to pick their child up from camp. It is vital that each and every child is accounted for each day; therefore, daily attendance is taken.

If your child will be absent from Summer Camp for an extended period of time, please provide written notification to camp staff indicating the reason for the absence.

### **Bicycles**

All bicycles must be parked in a bicycle rack or other designated area and locked at all times. Bicycles are for transportation to and from the program, and are not to be used at any other time, unless specified. The City is not responsible for any loss, damage, or theft of bicycles.

### **Child Abuse**

Camp staff is required by law to report any indications of potential abuse, neglect, or abandonment to the Florida Department of Children and Families.

### **Clean-up**

Throughout the day trash can accumulate in the facility and playground areas. For the protection of all children and to promote environmental awareness, all children are responsible for utilizing good housekeeping skills.

## **Clothing & Personal Belongings**

Children participating in the Summer Camp Program are active and are required to wear fully enclosed athletic shoes (sneakers). **For the safety of participants, children are not permitted to wear footwear that will hinder their active participation; the latter include sandals, heeled shoes, jellies, flip flops, Crocs, and Heelys.**

Provocative or inappropriate clothing featuring graphics or messages concerning alcohol, drugs, sex, profanity, or violence will not be permitted to be worn during camp. Additionally, children should dress appropriately for indoor and outdoor activities with properly fitted clothing that is not revealing or exposing undergarments. A child may be denied entry to camp or the parent may be called to bring replacement clothing before the child will be allowed to participate in camp activities.

Children will have a designated area to store their belongings. It is their responsibility to place items in this location. Summer Camp staff are not responsible for items that are lost, stolen, or damaged. We recommend and encourage you to provide your child with a hip pack to hold their money and any other personal items they may regularly need. **Parents are strongly urged to send a water bottle and sunscreen with their child each day. Sunscreen will not be available from staff.** Please label all items, especially clothing, and never send items of value to camp with your child. Each participant in Summer Camp will receive one (1) Camp T-shirt included in the enrollment fee. Camp T-shirts are required for field trips but are not required for daily wear. Additional Camp T-shirts are available for purchase at the Recreation Centers.

Each center will maintain a lost and found, and parents/guardians are encourage to check with the center in the event of any lost personal items.

## **Drop-off & Pick up**

### **Arrival**

Children enrolled in Summer Camp do not become the responsibility of the Recreation Staff until they arrive at the Recreation Center and are signed in within the advertised hours of the program. We recommend that you personally deliver your child to Recreation Division staff and sign your child in. A child who does not arrive at the Recreation Center is marked absent for that day.

Transportation to Summer Camp is the responsibility of the parent. The child's parent or legal guardian will be asked to indicate the method of transportation from the Center on the enrollment form. If your child walks or rides a bike to the Recreation Center, you will complete a section on your child's Identification Form that will allow your child to check him/herself out. If your child is designated to walk or bike home at the end of the day and must leave early, the parent must inform the group leader that morning.

A child who is delivered to the Recreation Center prior to the opening of the Camp will not be supervised and Recreation Division staff is not responsible for your child until he or she checks in to the program within program open hours.

While dropping off and picking up your child, please use a parking space – no standing or parking of vehicles is permitted in the entry loading zone.

### Departure & Sign-Out Procedure

The child's parent, guardian, or other authorized person is required to sign their child out on a designated roster at the end of the day and indicate the time that the child was signed out. Adults picking up their children are required to present photo identification; please be prepared to show required ID at time of pickup. We ask that you inform family or friends that have permission to have a form of ID ready when they pick up your child.

All individuals authorized to pick up your child must be listed on the Child Identification Record; children will not be released to anyone who is not listed on the Child Identification Record. If your child walks or rides a bike to the program, you will complete a section on the Child Identification Record allowing the child to check him/herself out. Recreation Division staff will verify the time that the child leaves each day.

### **Emergency Conditions & Severe Weather**

In the event that a hurricane or severe storm is approaching the area, the activities of the Summer Camp may be temporarily suspended in order to prepare for City emergency operations. Every effort will be made to announce the closure the day or evening before; however, in some instances, center closings may be announced during the program. In that event, staff will make every effort to contact the parent, guardian, and/or other emergency contacts to arrange for children to be picked up. Please assist us by picking up your child as quickly as possible. Children who are not picked up in a timely manner may be transported to the Emergency Operations Center at Pinellas Park City Hall to await pickup.

For information on program closings, please see the City of Pinellas Park website at [www.pinellas-park.com](http://www.pinellas-park.com), Pinellas Park Recreation's Facebook page (@pparkrec) or contact the facility in which your child is enrolled.

In the event of an unexpected emergency such as fire or gas leak that would require evacuation of the Camp site only, your child may be transported by City staff either to the park adjacent to your child's Camp site, or, if necessary, off-site to the Pinellas Park Public Library to await pickup. Should such an evacuation occur, City of Pinellas Park staff will notify the parent or legal guardian by telephone as quickly as possible. If attempts to notify the parent or guardian are unsuccessful for any reason, staff will contact other individuals listed as authorized to pick up your child.

## **Field Trips & Off-site Activities**

Summer Camp may include local outings that may be walking trips, transportation by City mini-buses, or chartered bus services. By enrolling your child for Summer Camp, the parent/guardian agrees to his/her child's participation in such local outings and trips. Outings and trips may involve one or more groups, or the whole program.

Field trips to a variety of entertainment centers and area attractions are also available to Summer Camp participants on a first-come, first-served basis for an additional fee per trip. Primary transportation to these types of activities includes transport by City mini-buses, or an outside commercial carrier. Field trip enrollment and payment are due prior to each event; specific field trip enrollment procedures vary by Center.

**Field Trip registration will begin March 1<sup>st</sup> and may be done online or at the Recreation Centers. Because transportation and admission fees are generally charged in advance for each field trip, field trip costs may not be refunded or transferred to another trip if your child does not attend camp on the day of the trip.**

Please note that available field trips include trips to Skyview Pool. Field trip fees include pool admission and transportation costs and apply equally to all Summer Camp participants. Season pool passes or other passes may not be used to reduce Summer Camp field trip fees for trips to Skyview Pool.

### **Use of City Swimming Pool**

Summer Camp participants will have the opportunity to participate in recreational swimming at Skyview Pool. While participating at the pool, swimmers must wear appropriate swim attire at all times. Shorts with zippers, cut-offs, or thong style bikinis are not permitted at the pool. Girls must wear a one or two piece swim suit; boys must wear proper swimming shorts (all underwear, if worn while swimming, must be completely covered).

If your child is participating at the pool, please encourage them to wear sunscreen and reapply it frequently. Children may wear a T-shirt; however, a T-shirt is no substitute for sunscreen and may interfere with the child's ability to move safely in the water. **Recreation and Pool staff are not permitted to apply sunscreen to your child.**

If your child's skin is red or sensitive from a previous sunburn, please do not allow them to use the pool until the previous burn has resolved.

## **Head Lice**

Head Lice are often a problem in a location where groups of children play together. Please understand that head lice are contagious and, if your child has live lice or nits, **YOU WILL BE REQUIRED TO PICK UP YOUR CHILD IMMEDIATELY**. Below are some facts you should know about head lice:

- Anyone can get head lice.
- Lice are small, grayish-white, wingless bugs about the size of tiny ants.
- Head lice are found on the hairs of the head, usually behind the ears and back of neck.
- Lice lay oval, whitish nits (eggs), not to be confused with dandruff, which is flaky.
- Lice cannot hop or jump, but they are transmitted via close contact (hats, brushes, combs, pillows, upholstery, furniture, and personal contact).
- The first sign of lice is itching.
- Once lice infestation starts, it can spread like wildfire. Prompt attention is required.

Please check your child's head periodically.

Treatment: Several treatment shampoos may be purchased at supermarkets, pharmacies, and the Pinellas County Health Department. Children must be free of lice before returning to camp.

## **Illness**

Please do not send your child to camp when he/she does not feel well. Parents will be contacted and asked to pick up their child from camp if the child has a fever or contagious condition. Please help us by making arrangements for someone to be available to pick your child up as soon as possible in case of illness.

For children that develop a fever of 99 degrees or higher, there is a 24 hour waiting period, and the child may not return to Camp the next day. Your cooperation in this matter will be appreciated.

## **Inclusion Policy**

The Pinellas Park Recreation Division complies with the Americans with Disabilities Act (ADA) and strives to create the least restrictive environment possible. The Recreation Division considers a child's disability as merely a characteristic of the child. We do not deny admission based on any disability provided that the child with disabilities can be successfully integrated and his or her needs reasonably accommodated within the program.

Please inform the site two weeks prior to the first day of camp to discuss needs and ensure that accommodations are in place.

## **Lunches**

The Centers participate in the Federal Food Program which consists of a well-balanced lunch and afternoon snack prepared by a local food distributor. The Food Program is free and not considered a part of your camp fees. Parents are encouraged to pack a bag lunch to meet a child's dietary needs if better suited than the provided meals. However, participants must bring a bag lunch on dates when the food program lunches are not available; these dates will be posted on camp calendars. The bag lunch should be packed in a bag or standard sized lunch box labeled with the child's name. Lunch begins at 11:30 am. If a parent is bringing a lunch to their child, it must arrive no later than 11:30 am.

It is highly recommended that your child bring a water bottle with them to camp each day. Vending machines are also available to camp participants. Items cost from \$0.55-\$1.00. Please send change with your child if you plan that they use the vending machines as we are unable to make change.

## **Medication**

If your child takes any medication, even aspirin, during program hours, we must have detailed dosage/application instructions and your signature on the Medication Record Form. For medications in liquid form, please provide the dosing teaspoon with the medication so that we may ensure proper dosage. Please make these arrangements with the Recreation Division staff on or prior to your child's first day of the program, or immediately thereafter if the situation changes.

The following information is required on the Medication Record Form:

- Child's name, parent/guardian names, and home/work/cell numbers.
- Dates and times that the child is to receive the medicine.
- Dosage amount for each time given.
- Signature and date stating that you are giving our staff permission to dispense medication to the child.
- Staff will record the time and date that the medication is dispensed.

## **Phone & Cell Phone Usage**

Recreation center facility phones are for business use only. Children will be allowed to use the phone in an emergency situation. Parent may call the center to leave a message for their child, but may not be able to speak directly to the child due to activities taking place in an area with no phone. The front desk of the center always maintains constant contact with the groups through radio or cell phones, for emergency situations.

Personal cell phones shall not be activated or used during program hours or on field trips, unless expressly permitted by camp staff. The City will not be responsible for personal cell phones brought to the sites or on field trips. Failure to comply with this policy will result in consequences listed in the Code of Conduct.

## **Suspensions**

If a child is suspended there are no refunds of fees for the week or field trips. Suspension will begin the following day.

## **Communication & Notifications**

### **Accidents**

In case of an accident involving your child, Summer Camp staff will notify the parent. If it is a severe situation, the parent or other emergency contact person will be notified immediately by telephone. For minor injuries, the parent or legal guardian will be informed when picking up their child. In each instance, a Child Accident/Injury Report will be filled out by staff and requires signature by the parent or guardian. A copy of the form will be given to the parent.

### **Parents Should Contact the Center When:**

1. Information on your Child's Identification Record has changed.
2. Information on your child's Medication Record has changed.
3. Home, work, and cell phone contact information have changed. Please notify the Program of all changes as they occur.
4. Someone other than those listed on your Child's Identification Record will be picking up your child.
5. Your child has a medical condition that could be contagious (i.e. head lice, pink eye, measles, etc.).

### **Parents Will Be Contacted Immediately When:**

1. Your child has received an injury that could require immediate medical attention.
2. Your child has received any head injury, regardless of the apparent seriousness.
3. Your child has a medical condition that could be contagious, for example head lice or pink eye.
4. Your child develops a fever.

### **Parents Will Be Notified At Pick-Up Time When:**

1. We want to report positive behavior.
2. Your child complains of a non-emergency condition or has a minor injury during the day. The parent will be asked to sign an Accident/Injury Report.
3. Your child exhibits unusual behavior.

## CODE OF CONDUCT

The Recreation Division 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 Recreation Division staff ensure 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 begin the next day.

In addition, field trips are a special part of the Recreation Division's programs and are considered a privilege. If a participant displays unacceptable behavior as defined in the Code of Conduct, that privilege may be taken away.

Please carefully review the Code of Conduct with your child. In fairness to all participants, we expect all children to exhibit appropriate behavior at our program. Failure to comply with the Code of Conduct will result in disciplinary measures as outlined in the Summer Camp Discipline Policy.

- Participants may not leave Summer Camp without permission.
- Participants must stay within the area designated for their group.
- Participants must have permission from their group leader to use the bathroom, get drinks, etc.
- Participants will be courteous to fellow participants and staff.
- Participants will respect City property and all facilities and equipment therein.
- Behaviors that are specifically prohibited include profanity and inappropriate language; name-calling; roughhousing or fighting; or any other physical or verbal mistreatment of other participants or Recreation staff.
- Behavior that is deemed malicious or violent, or results in property or equipment damage and/or injury, will not be tolerated.
- Participants must obey Recreation staff and rules at all times. Flagrant disrespect of staff and/or rules will not be tolerated.

## DISCIPLINE POLICY

1. Children are never to be subjected to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting.
2. If a participant exhibits persistent inappropriate behavior, staff will verbally counsel him or her. The staff will try to reason positively with the child and discuss the behavior.
3. If inappropriate behavior persists, staff will isolate the child from the activity, but within eyesight of the leader. The parent or legal guardian will be informed verbally of the behavior.
4. Disciplinary action should always be taken with regard to the child exhibiting the inappropriate behavior, never to the entire group. In the event that behavior by one or more participants is consistently disruptive to a group activity, the entire group may be redirected to another activity.
5. Recreation Division supervisory staff will schedule parent conferences when your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children, or the staff observes unusual patterns of behavior or participation.
6. In the event of repeated disruptive or inappropriate behavior, a Behavior Notice will be sent home with the child by the Recreation Program Manager to inform the parents of the situation. The Behavior Notice must be signed by the parent(s) or legal guardian(s) and returned with the child before the child may be allowed back into the program.
7. If the inappropriate behavior persists, the parents will be notified of suspension from the program for one (1) day to two (2) weeks, at the discretion of the Recreation Center Manager or Recreation Director. In extreme cases, the child may be removed from the program entirely. All suspensions begin the following day.
8. The Pinellas Park Police Department may be called if the participant becomes uncontrollable. Recreation Division staff will not touch the child or use physical punishment of any kind. In dangerous situations, it is the responsibility of Recreation Division staff to secure other participants.
9. The Pinellas Park Recreation Division follows a “Zero Tolerance Policy” with regard to weapons and/or threats. Any behavior that is deemed malicious or violent or results in property or equipment damage and/or injury will result in immediate suspension, or termination of participation, and possible notification to the Pinellas Park Police Department. The number of days of suspension or termination will be determined by the severity of the act. The parent(s) or legal guardian(s) will be responsible for payment for any damaged and/or destroyed property or equipment. Due to the nature of the disciplinary action, we reserve the right to implement any steps we deem necessary to ensure the safety of staff and program participants.
10. There are no refunds or partial refunds of any associated program costs for children that are suspended or removed from the program.