

Hillsborough County Parks & Recreation

After School

2023-2024 Parent Handbook



**Hillsborough
County Florida**



PARKS & RECREATION

PO Box 1110 Tampa, FL 33601-1110

Dear Parents,

Hillsborough County Parks & Recreation is proud to offer our 2023-2024 after-school programs. Our recreation team has spent many hours planning programs to provide a safe, fun-filled experience. These activities promote character building, teamwork, fairness, environmental awareness, and self-reliance as well as physical and mental development.

You and your child(ren) are valuable customers. We can learn from others, and we encourage you to offer comments and suggestions on how we can better our programs and services. Feel free to talk to our staff or email us at recreation_admin@HCFLGov.net with suggestions, comments, or concerns.

On behalf of our department, I thank you for choosing Hillsborough County Parks & Recreation to provide for your after-school and recreational needs. Have a safe and enjoyable time!

Sincerely,

Rick Valdez
Director
Parks & Recreation Department

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MISSION STATEMENT

“Enhancing lives through people, parks, and enjoyable experiences.”

We are committed to providing a program that will:

- ◆ **Ensure a safe environment.** All staff are vigilant about where their participants are, what they are doing, and the condition of the equipment and physical space.

- ◆ **Provide a variety of fun and engaging activities.** Staff are trained to provide a wide range of games, sports, arts and crafts, field trips, and opportunities to socialize amongst their peers.

- ◆ **Communicate regularly.** Our staff is committed to keeping parents informed about all that happens with their child, both successes and challenges. Staff will remind parents about special days, activities, and field trips via emails, handouts, and/or communication boards.

- ◆ **Take an interest in their child’s success.** Our staff is encouraged to develop each individual child and make sure that they offer well planned and thoughtful activities that build self-esteem, character, and sportsmanship.

- ◆ **Educate children about health.** This is done through our athletic activities and character-building programs.

2023-2024 AFTERSCHOOL PROGRAM LOCATIONS and QUICK REFERENCE GUIDE

SITE	PHONE #	
Recreation Administration Office 6105 E. Sligh Ave., Tampa, FL 33617	(813) 744-5595	Administration and General Questions
Lesley "Les" Miller Jr. All People's Community Park & Life Center 6105 E. Sligh Ave., Tampa, FL 33617	(813) 744-5978	Traditional and Adaptive Program
Apollo Beach Recreation Center 664 Golf & Sea Blvd. Apollo Beach, FL 33572	(813) 671-7635	Traditional Program
Balm Recreation Center 14747 Balm Wimauma Rd., Wimauma, FL 33598	(813) 285-8816	Traditional Program
Carrollwood Meadows Recreation Center 13918 Farmington Blvd., Tampa, FL 33625	(813) 557-2569	Adaptive Program
Egypt Lake Recreation Center 3126 W. Lambright St., Tampa, FL 33614	(813) 975-2103	Traditional Program
Emanuel P. Johnson Recreation 5855 S. 78 th St., Tampa, FL 33602	(813) 671-7700	Traditional Program
Gardenville Recreation Center 6219 Symmes Rd., Gibsonton, FL 33534	(813) 672-1120	Traditional and Adaptive Program
Jackson Springs Recreation Center 8620 Jackson Springs Rd., Tampa, FL 33615	(813) 554-5004	Traditional and Adaptive Program
Kenly Recreation Center 3101 N. 66th St., Tampa, FL 33619	(813) 744-5531	Traditional Camp
Keystone Recreation Center 17928 Gunn Hwy., Odessa, FL 33556	(813) 264-3819	Traditional and Adaptive Program
Mango Recreation Center 11717 Clay Pit Rd., Seffner, FL 3584	(813) 635-7489	Traditional Program
Northdale Recreation Center 15550 Spring Pine Dr., Tampa, FL 33624	(813) 264-8956	Traditional and Adaptive Program
Roy Haynes Recreation Center 1902 S. Village Ave., Tampa, FL 33612	(813) 903-3480	Traditional Camp
Ruskin Recreation Center 901 6 th St., Ruskin, FL 33570	(813) 672-7881	Traditional and Adaptive Program
Thonotosassa Recreation Center 10132 Skewlee Rd., Thonotosassa, FL 33592	(813) 987-6206	Traditional Program
Westchase Recreation Center 9791 Westchase Dr., Tampa, FL 33626	(813) 964-2948	Traditional Program

RECREATION ADMINISTRATION

Recreation Services Manager - Adrienne Rouse	(813) 981-4233	RouseA@HCFLGov.net
Recreation Manager North – Dona Smith	(813) 734-4714	SmithDJ@HCFLGov.net
Recreation Manager South – Patrick Cullina	(813) 734-4864	CullinaP@HCFLGov.net

GENERAL INFORMATION

The after-school program showcases our team's commitment to the health and safety of your children. In order to keep our participants and staff safe we will adhere to the following procedures:

- Schedules will consist of outdoor and indoor activities.
- If a child is sick or sent home from school, they cannot attend the program that day.
- Curbside pick-up will be provided daily during the last half-hour of the program.
 - 5:30 p.m. to 6 p.m.
- Parent/Guardian must meet with staff to sign in or sign out their child(ren) at any other time.
- Parent/Guardian must let supervisor of facility know if child is unable to attend after-school program.

IMPORTANT DATES

The Hillsborough County After-School Program will begin Thursday, Aug. 10, 2023.
The last day of the program will be Friday, May 24, 2024.

PROGRAM HOURS AND DAYS OF OPERATION

The Hillsborough County After-School Program operates Monday through Friday from 2 p.m. to 6 p.m.

The Hillsborough County After School Program will be open on Early Release days from 1 p.m. to 6 p.m.

Hillsborough County will be **CLOSED** on the following dates:

Sept. 4, 2023 (Labor Day)	Nov. 10, 2023 (Veterans Day)
Nov. 23-24, 2023 (Thanksgiving)	Dec. 25-26, 2023 (Christmas Holiday)
Jan. 1, 2024 (New Year's Day)	Jan. 15, 2024 (Martin Luther King Jr. Day)

The Hillsborough County After-School Program will be open on the following non-school days from 7:30 a.m. to 6 p.m.:

Oct. 16, 2023 (Non-School Day)	Feb. 16, 2024 (Non-School Day)
March 4, 2024 (Non-School Day)	March 29, 2024 (Non-Student Day)

CAMP WEEKS

The following weeks will not be part of the after-school program and must be purchased as separate camp weeks. The cost will be \$30 per week. Priority registration for camps weeks will be Aug. 28 to Sept. 8. Any additional spaces will be made available to the general public at the conclusion of priority registration. Camp weeks are offered from 7:30 a.m. to 6 p.m. the following dates:

Nov. 20-22, 2023 (Fall Break Camp)

Dec. 27-29 (Winter Break Camp-1)

Jan. 2-5, 2024 (Winter Break Camp-2)

March 11-15 (Spring Break Camp)

COST

After-school program payments are due on a bi-weekly basis. Each payment covers the cost of the entire two-week session and cannot be prorated. Payments must be made prior to the child's attendance in the session.

◆ \$60 per two-week session

REFUNDS

All refund requests must be received in writing prior to the beginning of the session and are subject to management review.

RECEIPTS/TAX ID NUMBER

For your records, Hillsborough County's Tax ID number is **59-6000-661**. All receipts are available online by logging into your account.

STAFF

Hillsborough County takes pride in our after-school program and strives to hire qualified individuals to serve you and your family. All staff are high school graduates, college students, college graduates, or teachers. We prioritize hiring individuals who demonstrate a genuine passion for working with children and have a strong commitment to their growth and well-being. This diverse range of qualifications ensures that our staff brings a variety of perspectives and expertise to the program.

Coaches in our program receive Double Goal coaching certifications through the Positive Coaching Alliance. This certification emphasizes the importance of positive character development alongside skill-building. By fostering teamwork, good sportsmanship, and a growth mindset, our coaches help children develop valuable life skills both on and off the field. Furthermore, all staff members hold CPR/First Aid certifications. Our staff encourages open communication to ensure that your child has the best experience. Feel free to contact the staff to discuss any questions or concerns.

CLOTHING

Send your child in comfortable clothing. Shorts, t-shirts, sneakers, and hats are recommended (**No open-toed shoes/sandals**). Shorts should be appropriate length and bellies should not be exposed. Please label all belongings with your child's name.

LOST AND FOUND

Each facility will maintain a lost-and-found area at the facility. Please adhere to the following guidelines:

1. Label everything your child brings to the center with their full name.
2. Do not send expensive equipment to the program. (No video games, electronics, phones, etc).
3. Have your child leave all toys, games, cards, etc. at home unless otherwise notified.
4. We are not responsible for the loss or damage of items that your child may bring to the center.
5. Lost-and-found items not claimed within a reasonable amount of time will be donated to charity.

LUNCHES and SNACK

Children will be offered a time to eat a snack after they arrive at their center from school. On non-school days, children will have a snack and lunch time. Please abide by the following guidelines related to lunches and snack:

1. Send your child with a lunch/snack (in a lunch box/bookbag).
2. We recommend healthy options when packing your child's lunch each day.
3. Send a lunch that will not spoil, in a small lunch box (please include an ice pack if needed).
4. Please note that participants will not have access to a microwave or refrigerator.
5. Please label you child's personal items.
6. Pack a spoon or fork (utensils) if necessary.
7. Sharing lunch and snack is not permitted.

POSITIVE COACHING ALLIANCE

This school year, Hillsborough County has again partnered with Positive Coaching Alliance (PCA-Tampa Bay) to deliver Character Development curriculum during our program. Each week, a different topic will be introduced, and participants will learn how to apply the lessons they learn about character development to Parks & Recreation, home, school, and in their community.

AFTERSCHOOL ATHLETICS

The Hillsborough County After-School Program is committed to creating a positive and enriching experience through sports. By offering diverse leagues, we aim to empower our participants with valuable skills and an enduring love for athletics. Each child will participate in four after-school athletics leagues throughout the school year during program hours. These sports include flag football, ball hockey, basketball and soccer. These leagues focus on teaching fundamentals, increasing participant confidence, and sportsmanship. Every participant will receive a jersey to wear during game days. Parents are invited to come and watch the games, and the program staff will keep them informed about the schedule.

PROGRAM ROTATIONS

The daily activities will be structured around a rotation schedule utilizing various areas of the facilities. Groups will rotate daily between indoor and outdoor areas. We ask that all participants bring a water bottle to help keep them hydrated throughout the day. Children are encouraged to participate in the many exciting activities and events that are provided during the after-school program.

CUSTODY MATTERS

It is Hillsborough County Parks & Recreation's intent to meet the needs of the children, especially when their parents/guardians are experiencing a difficult situation such as divorce, separation, or remarriage. However, the center cannot restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been provided with current legal documents restricting the parent from having access to the child(ren). Copies of the court documents will be kept in the child's file.

CHANGE OF EMERGENCY INFORMATION

It is important that Hillsborough County Parks & Recreation maintain current and accurate records on each child so that parents can be contacted in case of an emergency. This information includes: address, phone numbers, email, and names of individuals authorized to pick up your child(ren). It is extremely important to your child(ren)'s safety and well-being that we be informed of changes. It is the responsibility of the parent/guardian to make any necessary updates if changes occur.

SIGN-IN AND SIGN-OUT PROCEDURES

For the safety of your child(ren) we require the parent/legal guardian to sign out their child(ren) upon pick up. Proof of identification will be required if the person on the release list is unfamiliar to the staff. On non-student camp days, parent/guardians must accompany their child(ren) into the center to sign them in.

- Only authorized persons may sign a child(ren) out.
- Photo ID may be required for the release of your child/children.
- Curbside Pick-up will be provided daily during the last hour of the program.
 - 5:30 p.m. to 6 p.m.
- If you wish to pick up or drop off your child at any other time, the parent/guardians must enter the center to sign in or sign out their child(ren).

FIELD TRIPS

Field trips are a privilege. Based on a child's attitude and behavior displayed at the recreation center, they may be held back from a field trip by staff. Permission slips will be required for all participants who attend a field trip.

TOYS/ELECTRONIC DEVICES

We request that participants do not bring personal belongings to the site. Electronic devices (cellphones, earbuds, Bluetooth, electronic games, iPads, etc.) are not allowed during program hours, and it is recommended that they not be brought to the sites. Hillsborough County is not responsible for lost or damaged personal property. Only bring essential items.

AMERICANS WITH DISABILITIES ACT

Hillsborough County Parks & Recreation invites people with and without disabilities to enjoy our Programs, services, and facilities. For more information, call Troy Stewart at (813) 344-8415 or email him at StewartWT@HCFLGov.net

BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- *An Imbalance of Power*: Kids who bully use their power — such as physical strength, access to embarrassing information, or popularity — to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- *Repetition*: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

We are committed to providing a caring, friendly, and safe environment for all of our participants that allows them to interact in a relaxed and secure environment. Hillsborough County will not tolerate bullying behavior in our centers. If bullying does occur, all children should be able to tell staff and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is occurring is expected to tell a staff member.

Hillsborough County is committed to address concerns that fall under bullying immediately and fairly, inform parents about bullying and disciplinary policies, and stress to all participants the importance of choosing respect when interacting with one another.

2024 SUMMER CAMP PRIORITY REGISTRATION

Participants who actively attend the 2023-2024 Hillsborough County After-School Program qualify for priority registration for the 2024 Summer Camp. Priority registration will be Friday, March 1, 2024, to Friday, March 29, 2024.

COMMUNICATION

Please communicate any questions, comments, or concerns you may have to park staff. Keeping open communication between parents/guardians and staff is key to the successful after-school program.

Parents/Guardians should inform the staff when:

1. Household contact information should be updated (i.e. change in phone number, email, 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. If your child or member of the household is ill.

Parents/Guardians will be notified when:

1. Your child is injured or ill.
2. Your child is having disciplinary issues.

MEDICATIONS

Anytime your child needs any medication(s) during the program (including aspirin), we request that you bring the medication in to the site supervisor and fill out a medication form. This form will include the following information:

1. Name of medication(s).
2. Time(s) that the child is to receive the medication(s).
3. Dosage amount for each time provided.
4. Signature and date of a parent or guardian.

A doctor's prescription is required for our staff to oversee administration of any medication (including over-the-counter medication). Medications will be kept on a weekly basis only and must be stored in their original container. A photo of your child must accompany the medication and form.

SUNSCREEN

Hillsborough County Parks & Recreation staff recommend that participants wear sunscreen each day. It is the parent/guardian's responsibility to provide sunscreen for their child. If your child needs staff assistance in applying sunscreen, you will need to complete the sunscreen policy form. Our goal is to protect each child and prevent any occurrence of sunburn.

COMMUNICABLE ILLNESS

To ensure the safety and well-being of every child under our care, our program has a strict policy regarding communicable (contagious) illnesses. We regret to inform you that no child will be permitted to participate if they are experiencing such an illness. Please take note of the following conditions that would prevent your child from attending the program:

- If your child is currently unwell.
- If your child displays any symptoms of illness.
- If your child has been advised to undergo a quarantine period.

Symptoms encompass a range of indicators, including but not limited to:

- diarrhea
- vomiting
- fever
- sore throat
- stomachache
- headache

Children must be symptom-free for 24 hours before returning to the program. In some cases, a doctor's note may be required as proof of their recovery. Additionally, if your child is sent home due to head lice, they must be free of nits and receive clearance from a staff member before resuming their participation in the program.

FIRST AID

In the event of an injury, Hillsborough County staff will take necessary steps to keep children calm. Staff will seek emergency medical care as warranted. The following actions may include but are not limited to:

1. Provide immediate first aid.
2. Attempt to contact a parent or guardian.
3. If a parent or guardian cannot be reached, we will attempt to contact others listed on your registration forms.
4. In the case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called).
5. If we are unable to reach you or the authorized person on your medical release form, the emergency staff will transport the child to the nearest hospital.

When emergency medical staff warrant that the child be taken to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian. We will contact you and inform you of the EMS staff recommendation. A Hillsborough County Parks & Recreation staff member will remain with the child until the parents, or another authorized adult arrives. Hillsborough County Parks & Recreation staff may not transport program participants.

ANTI-BULLYING POLICY



Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another either physically or emotionally. Bullying may include a pattern of:

- Name calling, being pushed or pulled about
- Being forced to hand over money or possessions
- Having personal items taken or thrown about
- Being attacked, teased, or called names because of your religion, sexuality, gender, appearance, and/or abilities

Bullying happens when a person or group of people want to have power over one another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, social media, and other less direct methods. This type of bullying can also lead to camp participants being hurt, especially when persons are targeted through exclusion.

In Hillsborough County programs, bullying is inexcusable. Our philosophy is to ensure that every camper has the opportunity to have a positive experience. We work together as a team to ensure that camp participants gain self-confidence, make new friends, and go home with lasting positive memories.

Our camp leaders are trained to address all incidents of bullying. We encourage staff to promote communication with camp participants so campers will be comfortable alerting us to any problems.

The discipline associated with bullying is as follows:

- First occurrence – Communication Form in the child’s file and discussion with a parent. Severity of bullying could result in up to a week suspension.
- Second occurrence – May include up to a two-week suspension.
- Third occurrence – May include up to a month suspension.
- Fourth occurrence – Removal from camp.

PARENT/GUARDIAN SIGNATURE

DATE

CODE OF CONDUCT



Hillsborough
County Florida

This Code of Conduct program is divided into four disciplinary groups to reflect the degrees of severity of misconduct. The disciplinary measures shall include replacement costs of any vandalized equipment or facility. Discipline decisions will take into consideration any past records on the participant from a full calendar year prior to the incident.

Each participant will be considered individually in light of all available facts. All individuals will be expected to follow the rules.

- A. All suspensions should be communicated by a staff member to the Recreation Program Supervisor by phone or email and provided a copy of the suspension sheet.
- B. Any concerns a staff member may have with a participant's behavior must be communicated to a parent or legal guardian as soon as possible, preferably when the parent picks the child up at the end of the program. If the parent does not pick the child up, both telephone and written contact must be made with a parent or guardian.
- C. If, upon a telephone or written request, the parent or guardian fails to contact us to discuss the participant's behavior, then an automatic suspension will take place within the next two days.
- D. Refusal to abide by disciplinary guidelines in Groups 1-3 will result in automatic suspension.
- E. Participants must serve the suspension within three business days after being notified by staff.
- F. Refunds or payment adjustments will not be made for participants who have been suspended for violating the Code of Conduct.

GROUP I - The types of prohibited actions include, but are not limited to:

- 1. Being in the office or building without permission.
- 2. Misuse of equipment which includes, but not limited to: throwing or kicking any equipment, children standing on swings, etc.
- 3. Running in buildings, shelters, or on bleachers.
- 4. Sitting on tables.
- 5. Skateboarding on sidewalks.
- 6. Disturbing presentations, groups, or activities while they are in progress.
- 7. Unauthorized use of the park phone or personal cellphone.
- 8. Not following directions.
- 9. Name calling and/or teasing others.

The following guidelines are set up for disciplinary measures in this group:

- **First Occurrence** - Verbal counseling of the participant and parent notification.
- **Second Occurrence** - Verbal counseling with time-out (no longer than 1 minute per year of age) and parent notification.
- **Third Occurrence** – One-day suspension.
- **Fourth Occurrence** - Two-day suspension.
- **Fifth Occurrence** - Three-day suspension.

GROUP II - The types of prohibited actions include, but are not limited to:

1. Climbing on trees, fences, etc.
2. Engaging in scuffling, kicking, wrestling, pushing others in line, or similar types of disorderly conduct.
3. Deliberately refusing to follow directions as given by a staff member or a volunteer.
4. Violating a safety rule of practice; i.e. throwing rocks, being in a restricted area, jumping off swings or the playground apparatus.
5. Cursing or using foul language.
6. Leaving groups and activities or in areas not properly supervised.
7. Kissing.
8. Acts of cruelty; i.e. acts against insects, reptiles, and birds.
9. Racial slurs, obscene gestures (8 years and under).

The following guidelines are set up for disciplinary measures in this group.

- **First Occurrence** - Verbal counseling with time-out (no longer than 1 minute per year of age) and parent notification.
- **Second Occurrence** – One-day suspension.
- **Third Occurrence** – Three-day suspension.
- **Fourth Occurrence** – One-week suspension.
- **Fifth Occurrence** – Two-week suspension.

GROUP III - The types of prohibited actions include, but are not limited to:

1. Being disrespectful, using abusive language, or cursing at staff or volunteers.
2. Threatening, intimidating, or bullying other participants, staff, or volunteers.
3. Provoking or instigating a fight; fighting at any time on County property or at County events.
4. Deliberately stealing, misusing, destroying, or damaging another participant's property.
5. Vandalism; i.e. putting rolls of toilet paper in commodes, defacing walls, deliberately breaking bottles, climbing on buildings, etc.
6. Indecent exposure; i.e. mooning, urinating in public or on bathroom walls or floors.
7. Deliberately spitting on and/or biting another participant
8. Smoking; or use of any tobacco products or E-Cigarettes and/or vaporizers (if under 18 years of age).
9. Deliberately and intimately putting hands on another person.
10. Leaving the park and/or property without permission.
11. Using racial slurs or obscene gestures (9 years old and up).
12. Pulling the fire alarms or using fire extinguishers inappropriately.
13. Making false 911 calls.

The following guidelines are set up for disciplinary measures in this group:

- **First Occurrence** - Parent notification and one-week suspension.
- **Second Occurrence** - One-month suspension.
- **Third Occurrence** – Three-month suspension.
- **Fourth Occurrence** – Six-month suspension.
- **Fifth Occurrence** - One-year suspension.

Group IV - The types of prohibited actions include, but are not limited to:

1. Theft or removal of County property from County locations without proper authorizations.
2. Possessing narcotics or intoxicants or being under the influence.
3. Weapons are not allowed on Parks & Recreation properties. A participant or visitor shall not possess, handle, or transport weapons. Participants or visitors violating this policy are subject to suspension, expulsion, and/or arrest. Weapons include: guns, knives, razor blades, explosives, toy guns, or anything that resembles or could be considered by Parks & Recreation staff to be a weapon.
4. Provoking or instigating a riot.
5. Acts of violence against humans or animals.

A Group IV violation will result in immediate suspension of a duration to be determined by the Department Director after consulting with the Recreation Program Supervisor or the Recreation Area Manager. Many of these actions border on or are criminal; the proper authorities may be called to take further action. The County will pursue all appropriate remedies for any and all damages to County-owned property, facilities, and equipment.

The Department Director or the designee is responsible for discipline and determines the level of the offense and its appropriate consequences. Recreation sites have individual rules, and the Code of Conduct is to be used as a guide. When serious actions or offenses that fall under Group IV take place, the Department Director must consider the safety of the participants when more severe disciplinary action may be warranted.

Miscellaneous Rules

1. A suspended participant will be denied involvement in Hillsborough County Parks & Recreation sponsored or operated programs, events, and activities.
2. Violation of suspension by entering applicable Hillsborough County Parks & Recreation property may result in additional suspension time and/or will be considered trespassing and handled accordingly.
3. Disciplinary action regarding adults' actions or behavior will be handled by the Sheriff's Office. Extenuating circumstances will be handled on a case-by-case basis.
4. Any other behavioral problems that are of a more private nature will result in an immediate meeting with parents and staff to discuss solutions. If the parent/guardian agrees with disciplinary action, there will be no further contact. If the parent/guardian does not agree, they should contact the appropriate Recreation Manager at the Administrative Office: (813) 744-5595 or via email at recreation_admin@HCFLGov.net.

SUNSCREEN POLICY AND PARENT/GUARDIAN REQUEST FORM



Child's Name: _____

Camp Name/Location: _____

Sunscreen Policy

Hillsborough County Parks & Recreation does not provide sunscreen. If requested and authorized, staff will assist in applying parent/guardian-provided sunscreen as a courtesy and in the best interest of the child.

Hillsborough County Parks & Recreation's policy on applying sunscreen is as follows: Each child will apply parent-provided sunscreen to his/her skin personally. When necessary and as requested by a parent/guardian, a Hillsborough County staff member will assist a child that may be unable to personally apply his/her own sunscreen. If assistance is requested and parent/guardian authorization provided, a staff member will apply sunscreen on only the exposed parts of the child's skin and, when possible, while another staff member is present. Children will be requested to apply sunscreen along their suit lines.

Parent/Guardians, please initial the appropriate statement below: **CHOOSE ONE**

_____ **I GIVE PERMISSION** for Hillsborough County staff to administer sunscreen to my child in accordance with the policy above, and the following conditions below:

I, as the parent of legal guardian of the above-named child, agree that, at certain times during the course of the summer, sunscreen may not always be necessary during all outdoor activities. I leave the decision to administer sunscreen to my child at the discretion of the staff director or authorized staff member.

I, as the parent or legal guardian of the above-named child agree that a Hillsborough County staff member may supervise the application of sunscreen on my child, and when necessary, may actually apply sunscreen on the exposed parts on my child's skin.

_____ I have read the above policy and **DO NOT GIVE PERMISSION** for Hillsborough County staff to administer sunscreen to my child.

PARENT/GUARDIAN REQUEST FOR ADMINISTERING MEDICATION



Child's Name: _____

Camp Location: _____

NOTE: The Hillsborough County Parks and Recreation department will accept medication that is to be administered to your child during the hours of camp under the following conditions:

1. If your child is to take medication prescribed by a doctor, the original prescription label must be on the medication (the label must include the child's full name, medication name, dosage, frequency of administration, doctor's name, and pharmacy's name and phone number). If any instructions on the original prescription label differ from the instructions you provide below, the medicine will not be administered to your child until a doctor's note authorizing the change in the prescription's instructions is provided.
2. If your child is to take over-the-counter medication, the medication must be in its original (store-labeled) container, and it must also be marked with your child's name. All over-the-counter medication requires a doctor's note including the child's full name, medication name, dosage, frequency of administration, doctor's name, and phone number.
3. Regardless of whether the medication has been prescribed, or is over-the-counter, the medication must accompany this form, and both must be handed directly to the site supervisor, or individual acting on their behalf, at the above-named camp locations.

Hillsborough County staff will not administer medication to your child if the above procedures are not followed, and if this form is not completed in its entirety.

I request that my child, _____, be administered the following medication.

Name of Medication	Dosage	Time of Day to be given	Special Instructions	Known Side Effects	Dates to be given

Furthermore, I understand that, should my child need medication on an "as-needed" basis, then said medication will be administered at the discretion of area supervisor, or individual acting on their behalf, and in cases of an emergency, that I may not be consulted before my child is given his/her medication. However, I also understand that Hillsborough County Parks & Recreation does not employ medical professionals to administer the above-named medication to my child and that all medication will be administered by someone without experience. As a result, I will not hold the County, or any members of the County staff, responsible or liable for information not contained on this form.

Parent/Guardian (Print Name)

Parent/Guardian Signature

Date

Work Phone: _____

Home Phone: _____

Cellphone: _____

Doctor's Phone: _____

HANDBOOK ACKNOWLEDGMENT FORM



This is to acknowledge that I have received a copy of the Hillsborough County After-School Program Handbook which includes:

- Code of Conduct
- Anti-Bullying Policy
- Sunscreen Policy
- Parent/Guardian Request for Administering Medication

I understand that this policy supersedes any other policies I may have received during my participation in the Hillsborough County programs.

I understand that it outlines the privileges and obligations of a participant in this program. I will familiarize myself with the information herein, which describes the policies of the Hillsborough County After-School program.

Child's Name (please print): _____

Parent's Name (please print): _____

Parent's Signature: _____

Date: _____

This page becomes part of your child's participant file.