Dear Parents,

Hillsborough County Parks and Recreation Department is proud to offer our 2020 Summer Camp Programs. Our recreation team has spent many hours planning programs to provide a safe, fun-filled summer experience. These activities promote 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 is at RecreationAdmin@HCFLGov.net with suggestions, comments, or concerns.

On Behalf of our department, I thank you for choosing Hillsborough County Parks and Recreations to provide for your summer camp and recreational needs. Have a safe and enjoyable time!

Sincerely,

Rick Valdez
Director
Parks and Recreation Department
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MISSION STATEMENT

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

OUR COMMITMENT TO PARENTS IS TO PROVIDE A

QUALITY CAMP EXPERIENCE

We are committed to providing a Summer Camp that will:

◆ **Ensure a safe environment.** This means all camp staff are vigilant about where their campers are, what they are doing and the condition of the equipment and physical space.

◆ **Provide a variety of fun and engaging activities.** This means providing a wide range of games, sports, arts and crafts and opportunities to make friends all related to the themes we have advertised in our camp promotions.

◆ **Communicate regularly.** This means keeping parents informed about all that happens with their child—both good and bad. It means reminding parents about special days and activities and any special instructions.

◆ **Take an interest in their child’s success.** This means getting to know each individual child and making sure that we offer well planned and thoughtful activities that build self-esteem and healthy life skills.

◆ **Educate children about healthy choices.** This is done through our fitness and nutrition programs and by setting an example for the children by making healthy choices as staff.
<table>
<thead>
<tr>
<th>Location Name</th>
<th>Address</th>
<th>Phone</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Administration Office</td>
<td>6105 E. Sligh Avenue Tampa, FL 33617</td>
<td>813-744-5595</td>
<td>Administration and General Questions</td>
</tr>
<tr>
<td>All People’s Life Center</td>
<td>6105 E. Sligh Avenue Tampa, FL 33617</td>
<td>813-744-5978</td>
<td>Traditional Camp &amp; Camp SPARKs</td>
</tr>
<tr>
<td>Apollo Beach Recreation Center/Skate Park</td>
<td>664 Gulf &amp; Sea Blvd Apollo Beach, FL 33572</td>
<td>813-671-7635</td>
<td>Traditional and Inclusion Camps</td>
</tr>
<tr>
<td>Carrollwood Meadows Recreation Center</td>
<td>13918 Farmington Blvd Tampa, FL 33625</td>
<td>813-557-2569</td>
<td>Camp SPARKs</td>
</tr>
<tr>
<td>Country Place Recreation Center</td>
<td>15728 Country Lake Drive Tampa, FL 33624</td>
<td>813-264-8956</td>
<td>Teen Camp</td>
</tr>
<tr>
<td>E.G. Simmons Park</td>
<td>2401 19th Ave NW Ruskin, FL 33570</td>
<td>813-672-1120</td>
<td>Eco-Adventure Camp</td>
</tr>
<tr>
<td>Egypt Lake Recreation Center</td>
<td>3126 W. Lambright Street Tampa, FL 33614</td>
<td>813-675-2103</td>
<td>Traditional Camp</td>
</tr>
<tr>
<td>Emanuel P. Johnson Recreation</td>
<td>5855 S. 78th Street Tampa, FL 33602</td>
<td>813-671-7700</td>
<td>Traditional Camp</td>
</tr>
<tr>
<td>Gardenville Recreation Center</td>
<td>6219 Symmes Road Gibsonton FL 33534</td>
<td>813-672-1120</td>
<td>Traditional, Inclusion and Teen Camps</td>
</tr>
<tr>
<td>Jackson Springs Recreation Center</td>
<td>8620 Jackson Springs Road Tampa, FL 33615</td>
<td>813-554-5004</td>
<td>Traditional, Inclusion and Teen Camps</td>
</tr>
<tr>
<td>Keystone Recreation Center</td>
<td>17928 Gunn Highway Odessa, FL 33556</td>
<td>813-264-3819</td>
<td>Traditional Camp</td>
</tr>
<tr>
<td>Mango Recreation Center</td>
<td>11717 Clay Pit Road Seffner, FL 3584</td>
<td>813-635-7489</td>
<td>Traditional Camp</td>
</tr>
<tr>
<td>Northdale Recreation Center</td>
<td>15550 Spring Pine Drive Tampa, FL 33624</td>
<td>813-264-8956</td>
<td>Traditional and Inclusion Camps</td>
</tr>
<tr>
<td>Providence Skate Park</td>
<td>5720 Providence Road Riverview, FL 33578</td>
<td>813-744-5319</td>
<td>Skate Camp</td>
</tr>
<tr>
<td>Roy Haynes Recreation Center</td>
<td>1902 S. Village Avenue Tampa, FL 33612</td>
<td>813-903-3480</td>
<td>Traditional Camp</td>
</tr>
<tr>
<td>Ruskin Recreation Center</td>
<td>901 6th Street Ruskin, FL 33570</td>
<td>813-672-7881</td>
<td>Traditional and Inclusion Camps</td>
</tr>
<tr>
<td>Sterling Heights</td>
<td>11706 Williams Rd., Thonotosassa, 33592</td>
<td>813-744-5978</td>
<td>Camp SPARKs</td>
</tr>
<tr>
<td>Thonotosassa Recreation Center</td>
<td>10132 Skewlee Road Thonotosassa, FL 33592</td>
<td>813-987-6206</td>
<td>Traditional Camp</td>
</tr>
<tr>
<td>Turkey Creek Recreation Center</td>
<td>5936 Connell Road Plant City, FL 33567</td>
<td>813-757-3822</td>
<td>Traditional and Inclusion Camps</td>
</tr>
<tr>
<td>Upper Tampa Bay Park</td>
<td>8001 Double Branch Road Tampa, FL 33615</td>
<td>813-734-4712</td>
<td>Eco-Adventure Camp</td>
</tr>
<tr>
<td>Westchase Recreation Center</td>
<td>9791 Westchase Drive Tampa, FL 33626</td>
<td>813-964-2948</td>
<td>Traditional Camp</td>
</tr>
</tbody>
</table>
IMPORTANT DATES

Summer Camp will begin Monday, June 8, 2020 and end on Friday, August 7, 2020.

Session 1: June 8 – June 19
Session 2: June 22 – July 2
Session 3: July 6 – July 17
Session 4: July 20 – July 31
Session 5: August 3 – August 7

PROGRAM HOURS & DAYS OF OPERATION

Summer Camp operates Monday thru Friday from 7:30 am to 6:00 pm. Hillsborough County will be CLOSED in Observance of Independence Day on Friday, July 3, 2020. There will be no camp on this day.

REFUND POLICY

All refund requests must be received two weeks prior to the start of camp. Refunds will be granted in the form of a credit.

RECEIPTS/TAX ID NUMBER

Please keep your payment receipts for tax documentation. 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 summer camp and strives to hire qualified individuals to serve you and your family. All staff are high school graduates and the majority are in college, college graduates or teachers and have completed Double Goal certifications through the Positive Coaching Alliance. Our staff encourages open communication to ensure that your child has the best camp experience. Please make sure that we have a current phone numbers and email address on file for your child to receive important announcements. Feel free to contact the staff to discuss any questions or concerns.

CLOTHING

Send your child to camp in comfortable shoes, appropriate for the weather. Shorts, t-shirts and sneakers are acceptable. No open-toed shoes. Shorts should be appropriate length and bellies should not be exposed. Please send swim suits and towels for water activities. Hillsborough County will provide (1) summer camp T-shirt per child which campers are required to wear on field trips. Please label all clothing with your child’s name.

LOST AND FOUND

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

1. Label everything your child brings to camp with their full name.
2. Do not send expensive equipment to camp. (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 camp.
5. Lost and Found items not claimed by the end of each session will go to charity.
SUMMER LUNCH PROGRAM

The 2019 Summer Free Lunch Program will be offered for Sessions 1-4 only at the sites listed below. For those locations offering the Free Lunch Program, lunch will be served at 12:00pm (noon).

<table>
<thead>
<tr>
<th>All People’s</th>
<th>Gardenville</th>
<th>Providence Skate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apollo Beach</td>
<td>Jackson Springs</td>
<td>Roy Haynes</td>
</tr>
<tr>
<td>Egypt Lake</td>
<td>Mango</td>
<td>Ruskin</td>
</tr>
<tr>
<td>Emanuel P. Johnson</td>
<td>Northdale</td>
<td>Thonotosassa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Valrico</td>
</tr>
</tbody>
</table>

LUNCHES

If your camp does not offer free lunch or you choose to not take advantage of the free lunch program, please abide by the following guidelines:

1. Send your child with lunch (in a lunch box) to camp.
2. Choose 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 campers will not have access to microwave or refrigerator.
5. Put the child’s first and last name on the inside of lunch box.
6. Pack a spoon or fork (utensils) if necessary.

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 legally 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 non-custodial 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 and Recreation maintains current and accurate records on each child so that parents can be contacted in case of an emergency. This information includes: Address, home phone and work telephone numbers, work locations and names of individuals authorized to pick up your child(ren). It is extremely important to your child(ren) safety and well-being that we be informed of changes. IT IS YOUR RESPONSIBILITY TO NOTIFY THE STAFF OF ANY CHANGES. We assume no responsibility for missed communication resulting from incorrect information.

SIGN IN AND SIGN OUT PROCEDURES

For the safety of your child(ren) and a requirement of the Hillsborough County Child Care Licensing Board, we require the parent/legal guardian to escort their child(ren) into the complex every morning. Parents must also sign the child(ren) out at the end of the camp day. Proof of identification will be required if the person is on the release list, but is unfamiliar to the staff.

◆ Every child must be signed in AND signed out every day.
◆ Only authorized persons may sign a child(ren) out.
◆ Photo ID may be required for the release of your child/children.
FIELD TRIPS

Our full day camps will usually take one field trip per session. Each camp will distribute a calendar listing the planned field trips, and will provide permission slips. The times listed on the calendar are the times the bus is leaving/returning to the facility. Please make sure your child is at camp early enough for attendance and trip announcements. Signed permission slips must be collected by staff prior to the child’s authorized attendance. When returning from camp, children will need to be accounted for by camp staff before being signed out.

Admission for the field trip is included in your camp registration. Children may bring their own money for snacks or additional activities if they choose to do so. All campers must be wearing a camp shirt on the field trips.

Please be reminded that field trips are a privilege. Based on a child’s attitude and behavior displayed at camp, they may be held back from a field trip by staff.

MONEY

If your child(ren) brings money for the field trips or special activities, stress to your child(ren) to keep track of his/her money and keep it in a safe place, particularly for field trips. We are not responsible for any lost or stolen money and staff members may not hold any money for children.

AMERICAN WITH DISABILITIES ACT

Hillsborough County strives to make its programs, services and activities accessible to qualified individuals with disabilities. The County will make reasonable modifications to the programs, services, and activities within the department to ensure accessibility to such individuals. If you feel you need (a) particular modification(s) to access any service, please contact your facility manager at least seven days prior to the first day of camp for assessment. We encourage all children to receive the benefits of recreation.

Reasonable accommodations are assessed and made on a case by case basis. Campers should be able to:
1. Follow basic instructions and Department policies and procedures.
2. Function in a group structure.
3. Participate in group activities.
4. Have independent bathroom skill.

POSITIVE COACHING ALLIANCE

This summer, Hillsborough County has again partnered with Positive Coaching Alliance (PCA-Tampa Bay) to deliver Character Development curriculum during our Summer Camp. A similar program by PCA-Tampa Bay was incorporated last summer and in our most recent after-school program. Each week a different topic will be introduced and campers will learn how to apply the lessons they learn about character development to Parks and Recreation, home, school, and in their community. [Over the nine weeks, the nine topics that will be presented are as follows: week 1 = Emotional Tank, weeks 2-4 = ELM Tree of Mastery where each week is divided into a part of the ELM Tree (Effort, Learning, and bouncing back from Mistakes), and weeks 5-9 = ROOTS where we’ll discuss Respect for the Rules, Opponents, Officials, Teammates, and Self)]. Please be on the lookout for newsletters throughout the summer that will be available both in the park centers and sent via email. [We encourage you to ask your child what he or she is learning each week!]
CAMP ROTATIONS

The daily activities will be structured around a rotation schedule utilizing the various areas of the camp facilities. These rotations will be between 45-60 minutes each and will include both inside and outside areas. With the high temperatures that can be reached in Florida, we ask that all campers bring a water bottle to camp to help keep them hydrated throughout the day. Campers are encouraged to participate in the many exciting activities and events that are provided at Summer Camp.

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 camp participants that allows them to interact in a relaxed and secure environment. Hillsborough County will not tolerate bullying behavior in our camps. If bullying does occur, all campers 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.

To reach our goal, we have developed an initiative called “Choose Respect”. We want staff, campers and parents to choose respect when making choices while interacting with others. 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 camp participants the importance of choosing respect when interacting with one another.

MEDICATIONS

If your child takes any medication, you must bring in the medication and we will have you complete a form informing staff of the medicine(s) your child needs to take. A doctor’s prescription is required in order for our staff to administer any medication (including over the counter medication).

Anytime your child needs any medicine(s) during the summer (including aspirin), we request that you bring the medication in to the camp director and fill out a form explaining:

1. Name of medicine(s).
2. Time(s) that the child is to receive the medication(s).
3. Dosage amount for each time provided.
4. Complete a form allowing our staff permission to administer the medication.
5. The form must be signed and dated by parent or guardian.
6. Medications will be kept on a weekly basis only.
7. Medications must be stored in their original container.
8. A photo of your child must accompany the medicine and form.

COMMUNICABLE ILLNESS

No child will be allowed in camp if they have a communicable (contagious) illness. This is for the safety and wellbeing of each child in our care. If your child is sick, please make other arrangements for childcare. If your child is dropped off and is contagious, they will be immediately sent home.

We will also send home any child who has diarrhea, vomiting, or a fever and may request a doctor's note in order for your child to return to camp. If your child is sent home, they should not return to camp until they are symptom free for 24 hours.

If your child is sent home with head lice, they will need to be nit free and receive clearance from a staff member before returning to camp. Thank you for your cooperation.

SUNSCREEN

Hillsborough County Parks and Recreation Department staff recommends that participants wear sunscreen each day.

Hillsborough County summer camp programs have researched and developed a policy on sun exposure and the use of sunscreen. If you seek staff-assistance in applying parent-provided sunscreen to your child at any point during the summer, you will be asked to read and sign a sunscreen policy form that discusses the policy in length. Our goal is to protect each child and prevent any occurrence of sunburn. Thank you for your cooperation.

FIRST AID

If your child is injured during program hours, the summer staff are in CPR and First Aid in cases of serious or questionable injury or illness they are trained to call 911.

INJURY

The staff member in charge will take whatever steps may be necessary to obtain 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). Anytime a participant hits his/her head, a parent or guardian will be contacted immediately. Head injuries are very serious and you have our guarantee that they will not be taken lightly.

When emergency medical staff warrants 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 Fire Department's recommendation for transport and either get your approval for the ambulance to do so, or
have you pick up the child to transport. 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.

ACCIDENT & AMBULANCE SERVICE

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. Parents may purchase ambulance insurance from local insurance carriers, if it is not included in their current medical policy.
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. Other bullying may include:

- Being called names, pushed, or pulled about
- Being forced to hand over money or possessions
- Having our personal items taken or thrown about
- Being attacked, teased, or called names because of you religion, color, sexuality, gender, size or appearance.

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 with meanness and exclusion.

At Hillsborough County camps, bullying is inexcusable, and we have a firm policy against ALL types of bullying. Our Camp philosophy is to ensure that every camper has the opportunity to have a positive camp experience while making friends, acquiring new skills, and having fun. We work together as a team to ensure that camp participants gain self-confidence, make new friends, and go home with lasting memories.

Our camp leaders are trained to address all incidents of bullying seriously. We train staff to promote communication with their camp participants so both staff and participants will comfortable alerting us to any problems during their camp experience. Every child has the right have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help to ensure that all campers and staff have a great summer.

Children will participate in a camp session on bullying. They will sign a pledge that they understand what acceptable behavior is and what is not. The discipline associated with bullying is a followed:

- 1st occurrence – Communication Form in the child’s file and discussion with a parent. Severity of bullying could result in up to a week suspension
- 2nd occurrence – May include up to a 2-week suspension.
- 3rd occurrence – May include up to a month suspension.
- 4th occurrence – Expulsion from camp.

______________________________            ___________________
PARENT SIGNATURE DATE
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 3 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 limited to: throwing or kicking any equipment, children standing on swings, etc.
3. Parking bicycles in unauthorized areas.
4. Running in buildings, shelters, or on bleachers.
5. Sitting on tables.
7. Disturbing presentations, groups, or activities while they are in progress.
8. Unauthorized use of the park phone or personal cell phone.
10. Name calling and/or teasing others.

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

- **1\textsuperscript{st} Occurrence** - Verbal counseling of the participant and parent notification.
- **2\textsuperscript{nd} Occurrence** - Verbal counseling with time-out (no longer than 1 minute per year of age) and parent notification.
- **3\textsuperscript{rd} Occurrence** - One day suspension.
- **4\textsuperscript{th} Occurrence** - Two day suspension.
- **5\textsuperscript{th} 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.
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:

- 1st Occurrence - Verbal counseling with time-out (no longer than 1 minute per year of age) and parent notification.
- 2nd Occurrence - One day suspension.
- 3rd Occurrence - Three day suspension.
- 4th Occurrence - One week suspension.
- 5th 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 on 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 and up).
12. Pulling the fire alarms or using fire extinguishers inappropriately.

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

- 1st Occurrence - Parent notification and one week suspension.
- 2nd Occurrence - One month suspension.
- 3rd Occurrence - Three months suspension.
- 4th Occurrence - Six months suspension.
- 5th 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 and 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 and 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 where more severe disciplinary action may take place.

Miscellaneous Rules

1. A suspended participant will be denied involvement in Hillsborough County Parks and Recreation sponsored or operated programs, events, and activities. They will be prohibited from entering or using the Hillsborough County property for which is the site for such programs, events, or activities.  
2. Violation of suspension by entering applicable Hillsborough County Parks and Recreation property may result in additional suspension time and/or will be considered trespassing and handled accordingly.  
3. Disciplinary action regarding adult’s actions or behavior will be handled by the Sheriff’s Department. Extenuating circumstances will be handled accordingly. 
4. Any other behavior 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, he/she should contact the appropriate Recreation Manager at the Administrative Office: (813) 744-5595 or via email: Recreation_Admin@HCFLGov.net.
SUNSCREEN POLICY AND PARENT/GUARDIAN REQUEST FORM

Childs Name: _________________________________________________________________

Camp Name/Location: _________________________________________________________

Sunscreen Policy

Hillsborough County Parks and Recreation Dept. 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 and 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 medicine prescribed by a doctor, the original prescription label must be on the medicine (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 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 medicine, the medicine 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 medicine has been prescribed, or is over-the-counter, the medicine 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 son/daughter 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.

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<tr>
<th>Name of Medication</th>
<th>Dosage</th>
<th>Time of Day to be given</th>
<th>Special Instructions</th>
<th>Known Side Effects</th>
<th>Dates to be given</th>
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Furthermore, I understand that, should my child need medication on a “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 and 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 Number: ________________________________

Cell Phone: ________________________________  Doctor’s Phone Number: ________________________________
PARENT HANDBOOK ACKNOWLEDGMENT FORM

This is to acknowledge that I have received a copy of the Hillsborough County Parent Handbook which includes:

- Code of Conduct
- Anti-Bullying Policy
- Sunscreen Policy and Parent/Guardian Request Form

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

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

Child’s Name (please print):_____________________________________________________

Parents Name (please print):_____________________________________________________

Parents Signature: _____________________________________________________________

Date: _________________________________________________________________________

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