

Hillsborough County



SUMMER CAMP

Parks & Recreation

2022 Summer Handbook



Hillsborough
County Florida



**Hillsborough
County Florida**

PARKS & RECREATION

PO Box 1110 Tampa, FL 33601-1110

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Dear Parents,

Hillsborough County Parks & Recreation Department is proud to offer our 2022 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 us at RecreationAdmin@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 summer camp 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 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.** Camp 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.

2022 SUMMER CAMP LOCATIONS & 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, Inclusion, and Camp SPARKs
Apollo Beach Recreation Center/Skate Park 664 Gulf & Sea Blvd., Apollo Beach, FL 33572	(813) 671-7635	Traditional Camp
Brandon Park 502 E. Sadie St., Brandon, FL 33510	(813) 635-8179	Traditional, Inclusion, and Camp SPARKs
Carrollwood Meadows Recreation Center 13918 Farmington Blvd., Tampa, FL 33625	(813) 557-2569	Camp SPARKs
Country Place Recreation Center 15728 Country Lake Dr., Tampa, FL 33624	(813) 264-8956	Teen Camp
Egypt Lake Recreation Center 3126 W. Lambright St., Tampa, FL 33614	(813) 975-2103	Traditional Camp
Emanuel P. Johnson Recreation 5855 S. 78 th St., Tampa, FL 33602	(813) 671-7700	Traditional Camp
Gardenville Recreation Center 6219 Symmes Rd., Gibsonton FL 33534	(813) 672-1120	Traditional, Inclusion, and Teen Camps
Jackson Springs Recreation Center 8620 Jackson Springs Rd., Tampa, FL 33615	(813) 554-5004	Traditional, Inclusion, and Teen Camps
Keystone Recreation Center 17928 Gunn Hwy., Odessa, FL 33556	(813) 264-3819	Traditional and Inclusion Camp
Kenly Park 3101 N 66th St., Tampa, FL 33619	(813) 744-5531	Traditional Camp
Mango Recreation Center 11717 Clay Pit Rd., Seffner, FL 3584	(813) 635-7489	Traditional Camp
Northdale Recreation Center 15550 Spring Pine Dr., Tampa, FL 33624	(813) 264-8956	Traditional and Inclusion Camp
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, Inclusion, and Teen Camps
Thonotosassa Recreation Center 10132 Skewlee Rd., Thonotosassa, FL 33592	(813) 987-6206	Traditional Camp
Westchase Recreation Center 9791 Westchase Dr., Tampa, FL 33626	(813) 964-2948	Traditional Camp
Providence Skate Park 5720 Providence Rd., Riverview, FL 33534	(813) 744-5319	Skate Camp
Riverview Civic Center 11020 Park Dr., Riverview, FL 33569	(813) 285-8816	Eco- Adventure Camp South County
Carrollwood Village Park 4680 West Village Dr., Tampa, FL 33624	(813) 734-4712	Eco-Adventure Camp North County

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 Hillsborough County Summer Programs showcase 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 play
- Curbside Drop-off will be provided for the first hour of the program:
 - 7:30 – 8:30 a.m. (Specialty Camps will be 8 – 9 a.m.)
- Curbside Pick-up will be provided daily during the last hour of the program:
 - 5 – 6 p.m.
- Parent/Guardians must meet with staff to sign in or sign out their child(ren) at any other time
- Parents/Guardian must let Supervisor of facility know if child is unable to attend the Summer program

We are continually updating our processes and protocols in accordance with the most recent Centers for Disease Control and Prevention (CDC) guidance and the guidance of state, local health officials. We are encouraging our centers to practice social distancing to the best of our ability, given the ever-changing circumstances and variation in guidance across states and localities. Please see CDC Guidelines for more details.

IMPORTANT DATES

Traditional, Teen, Camp SPARKs, and Inclusion Summer Camps will begin Monday, June 6, 2022 and end on Friday, August 5, 2022.

Session 1: June 6 – June 17, 2022

Session 2: June 20 – July 1, 2022

Session 3: July 5 – July 15, 2022

Session 4: July 18 – July 29, 2022

Session 5: August 1 – August 5, 2022

Eco-Adventure and Skate Camps will be offered for Sessions 1 through 4.

Hillsborough County will be **CLOSED** on Monday, July 4, 2022 in observance of Independence Day and Monday, June 20, 2022 in observance of Juneteenth. There will be no camp on these days.

PROGRAM HOURS & DAYS OF OPERATION

Traditional, Teen, Camp SPARKs, and Inclusion Summer Camps will operate Monday through Friday from 7:30 a.m. to 6 p.m.

Eco-Adventure and Skate Camps will operate Monday through Friday from 8 a.m. to 6 p.m.

COST

Summer camp payments are made by two-week session. If your child currently has an active free or reduced lunch letter from any school district or qualifies for free or reduced lunch status, you may qualify for a fee reduction for Hillsborough County Parks and Recreation summer camp programs. In order to receive the discounted rate, documentation must be received prior to payment. A documentation for 2022 is valid until September 30, 2022.

Acceptable documentation includes:

- Active school lunch letter
- 2021 Federal Income Tax Return – Form 1040 (child(ren) must be listed as dependent(s))
- Foster care letter
- Supplemental Nutrition Assistance Program (SNAP) letter

Rates are determined by school lunch letter status as follows:

TRADITIONAL, SPARKs and INCLUSION camps

- \$76 per two-week session
- \$60 per two-week session
- \$40 per two-week session

ECO-ADVENTURE and SKATE camp

- \$120 per two-week session
- \$80 per two-week session with a reduced lunch letter
- \$60 per two-week session with a free lunch letter

Payment is due prior to your child attending the session.

REFUNDS

All refund requests must be received in writing, two weeks prior to the start of camp.

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 summer camp and strives to hire qualified individuals to serve you and your family. All staff are high school graduates, college students, college graduates or teachers. Coaches receive Double Goal coaching certifications through the Positive Coaching Alliance and have their CPR/First Aid certification. Our staff encourages open communication to ensure that your child has the best camp 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 camp will maintain a lost and found area 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 within a reasonable amount of time will be donated to charity.

SUMMER FOOD PROGRAM

The 2022 Free Summer Food Program will be served at the sites listed below for Sessions 1 through 4. Breakfast will be served from 7:30 a.m. to 9 a.m. and lunch will be served from Noon to 1 p.m.

All People's
Apollo Beach
Egypt Lake
Emanuel P. Johnson

Gardenville
Jackson Springs
Kenly
Mango

Northdale
Roy Haynes
Ruskin
Thonotosassa

LUNCHES & SNACKS

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 a water bottle and lunch (in a lunch box) to camp.
2. Choose healthy options when packing your child's lunch each day.
3. Send a lunch and snack, 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.
7. Sharing of lunch and snack is not permitted

MONEY

If your child does bring money for field trips or special activities, stress to your child to keep track of his/her money and keep it in a safe place, particularly for field trips. Hillsborough County is not responsible for any lost or stolen money and staff members may not hold any money for children.

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 participants will learn how to apply the lessons they learn about character development to Parks and Recreation, home, school, and in their community.

Topics that will be presented are as follows:

- Honoring the Game through ROOTS
- Growth Mindset
- SMART Goal Setting
- Emotional Tanks
- Mastery
- Emotional Intelligence
- Bullying
- Goal Setting Review and Set-up
- Reset

Please be on the lookout for newsletters throughout the summer that will be sent via email. We encourage you to ask your child what he or she is learning each week.

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 Summer Camp.

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 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, phone numbers, email 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 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 accompany their child(ren) into the camp to sign in every day. Parents must also sign the child(ren) out at the end of the camp day. Proof of identification will be required if the person on the release list is unfamiliar to the staff.

- Only authorized persons may sign a child(ren) out.
- Photo ID may be required for the release of your child/children.
- Curb-side Drop off will be provided for the first hour of the program on non-school days:
 - 7:30 – 8:30 a.m.
- Curb-side Pick-up will be provided daily during the last hour of the program:
 - 5 – 6 p.m.
- If you wish to pick up or drop off your child up at any other time, the Parent/Guardians must enter the center to sign in or sign out their child(ren).

FIELD TRIPS

Our full day camps will usually offer 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.

TOYS/ELECTRONIC DEVICES

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

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 reasonable accommodations to access any service, please contact your facility manager prior to the first day of the program for assessment. We encourage all children to receive the benefits of recreation.

Reasonable accommodations are assessed and made on a case by case basis. Participants should be able to:

1. Follow basic instructions and Department policies and procedures.
2. Function in a group setting.
3. Participate in group activities.
4. Maintain proper personal hygiene.

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.

COMMUNICATION

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

Parents/Guardians must inform the staff when:

1. Household contact information should be updated (i.e. change in phone #, e-mail, 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 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 medicine(s) during the program (including aspirin), we request that you bring the medication in to the camp director and fill out a medication form. This form will include the following information below:

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. 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 medicine and form.

SUNSCREEN

Hillsborough County Parks and Recreation Department staff recommends 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

No child will be allowed in our program if they have a communicable (contagious) illness. This is for the safety and wellbeing of each child in our care.

Your child cannot attend the program if:

- your child is sick
- your child is symptomatic
- your child has been told to quarantine

Symptoms include but are not limited to:

- diarrhea
- vomiting
- fever
- sore throat
- stomach ache
- head ache

Children must be symptoms free for 24 hours before returning to the program. A doctor's note may be required. (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).

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 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 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.

ATTENDANCE

Attendance is voluntary for any participant who has paid for programming. However, if your child is receiving assistance through supplemental funding to attend summer camp (CSBG or Adopt-a-Camper), attendance is required. Recreation supervisors are available to discuss the attendance expectations and excused absence criteria. Please contact the site staff if you know your child will not be attending the program.



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 followed:

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

PARENT SIGNATURE

DATE



CODE OF CONDUCT

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 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 cell phone.
8. Not following directions.
9. Name calling and/or teasing others.

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

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

- **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.
13. Making false 911 calls.

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 when more severe disciplinary action may be warranted.

Miscellaneous Rules

1. A suspended participant will be denied involvement in Hillsborough County Parks and Recreation sponsored or operated programs, events, and 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 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, 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

Child's 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 (Print Name)

Parent Guardian Signature

Date



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 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 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.

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 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: _____



SUMMER CAMP 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
- 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 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): _____

Parent's Name (please print): _____

Parent's Signature: _____

Date: _____

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