

Hillsborough County



# SUMMER CAMP

Parks & Recreation

## 2024 Summer Handbook



Hillsborough  
County Florida



**Hillsborough  
County Florida**

**PARKS & RECREATION**

PO Box 1110 Tampa, FL 33601-1110

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Dexter L. Barge

Dear Parents,

Hillsborough County Parks & Recreation is proud to offer our 2024 Summer Camp Programs. Our recreation team has created innovative 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 children are valuable customers. We can learn from others and we encourage you to offer comments and suggestions on how we can improve our programs and services. Feel free to talk to our staff or email us at [RecreationAdmin@HCFL.gov](mailto:RecreationAdmin@HCFL.gov) with suggestions, comments, or concerns.

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

Sincerely,

Parks & Recreation Administration

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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.

## SUMMER CAMP LOCATIONS & QUICK REFERENCE GUIDE

| SITE  | PHONE#         |                                       |
|---|----------------|---------------------------------------|
| <b>Recreation Administration Office</b><br>6105 E. Sligh Ave., Tampa, FL 33617                                      | (813) 744-5595 | Administration and General Questions  |
| <b>Lesley "Les" Miller Jr. All People's Community Park &amp; Life Center</b><br>6105 E. Sligh Ave., Tampa, FL 33617 | (813) 744-5978 | Traditional and Adaptive Camp         |
| <b>Alexander Recreation Center</b><br>5602 N Lois Ave., Tampa, FL 33614   | (813) 554-5004 | Traditional Camp                      |
| <b>Apollo Beach Recreation Center/Skate Park</b><br>664 Gulf & Sea Blvd., Apollo Beach, FL 33572                    | (813) 671-7635 | Traditional Camp                      |
| <b>Balm Recreation Center</b><br>14747 Balm Wimauma Rd., Wimauma, FL 33598  | (813) 285-8816 | Traditional Camp                      |
| <b>Bealsville Recreation Center</b><br>5009 Nesmith Rd., Plant City, FL 33567                                       | (813) 836-1839 | Traditional Camp                      |
| <b>Brandon Park</b><br>502 E. Sadie St., Brandon, FL 33510  | (813) 635-8179 | Traditional and Adaptive Camp         |
| <b>Carrollwood Meadows Recreation Center</b><br>13918 Farmington Blvd., Tampa, FL 33625                             | (813) 557-2569 | Adaptive Recreation Camp              |
| <b>Country Place Recreation Center</b><br>15728 Country Lake Dr., Tampa, FL 33624                                   | (813) 264-8956 | Teen Camp                             |
| <b>Egypt Lake Recreation Center</b><br>3126 W. Lambricht St., Tampa, FL 33614                                       | (813) 975-2103 | Traditional Camp                      |
| <b>Emanuel P. Johnson Recreation</b><br>5855 S. 78 <sup>th</sup> St., Tampa, FL 33602                               | (813) 671-7700 | Traditional Camp                      |
| <b>Gardenville Recreation Center</b><br>6219 Symmes Rd., Gibsonton FL 33534   | (813) 672-1120 | Traditional, Adaptive, and Teen Camps |
| <b>Jackson Springs Recreation Center</b><br>8620 Jackson Springs Rd., Tampa, FL 33615                               | (813) 554-5004 | Traditional, Adaptive, and Teen Camps |
| <b>Keystone Recreation Center</b><br>17928 Gunn Hwy., Odessa, FL 33556  | (813) 264-3819 | Traditional and Adaptive Camp         |
| <b>Kenly Park</b><br>3101 N 66th St., Tampa, FL 33619   | (813) 744-5531 | Traditional Camp                      |
| <b>Mango Recreation Center</b><br>11717 Clay Pit Rd., Seffner, FL 3584  | (813) 635-7489 | Traditional Camp                      |
| <b>Northdale Recreation Center</b><br>15550 Spring Pine Dr., Tampa, FL 33624  | (813) 264-8956 | Traditional and Adaptive Camp         |
| <b>Roy Haynes Recreation Center</b><br>1902 S. Village Ave., Tampa, FL 33612  | (813) 903-3480 | Traditional Camp                      |
| <b>Ruskin Recreation Center</b><br>901 6 <sup>th</sup> St., Ruskin, FL 33570  | (813) 672-7881 | Traditional, Adaptive, and Teen Camps |
| <b>Thonotosassa Recreation Center</b><br>10132 Skewlee Rd., Thonotosassa, FL 33592                                  | (813) 987-6206 | Traditional Camp                      |
| <b>Westchase Recreation Center</b><br>9791 Westchase Dr., Tampa, FL 33626   | (813) 964-2948 | Traditional Camp                      |
| <b>Providence Skate Park</b><br>5720 Providence Rd., Riverview, FL 33534  | (813) 744-5319 | Skate Camp                            |
| <b>Riverview Civic Center</b><br>11020 Park Dr., Riverview, FL 33569  | (813) 285-8816 | Eco- Adventure Camp                   |
| <b>Carrollwood Village Park</b><br>4680 West Village Dr., Tampa, FL 33624   | (813) 734-4712 | Eco-Adventure Camp                    |

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## RECREATION ADMINISTRATION

|  |                |  |
|--|----------------|--|
| Recreation Services Manager - Adrienne Rouse | (813) 981-4233 | <a href="mailto:RouseA@HCFL.gov">RouseA@HCFL.gov</a>       |
| Recreation Manager – North Dona Smith        | (813) 734-4714 | <a href="mailto:SmithDJ@HCFL.gov">SmithDJ@HCFL.gov</a>     |
| Recreation Manager – South Patrick Cullina   | (813) 734-4864 | <a href="mailto:CullinaP@HCFL.gov">CullinaP@HCFL.gov</a>   |
| Recreation Manager – Central Troy Stewart    | (813) 344-8415 | <a href="mailto:StewartWT@HCFL.gov">StewartWT@HCFL.gov</a> |

## GENERAL INFORMATION

Hillsborough County Parks & Recreation Summer Programs showcase our team’s commitment to the health and safety of your children. To keep our participants and staff safe, we adhere to the following procedures.

- Schedules will consist of outdoor and indoor activities.
- If a child is sick, they cannot attend.
- Parent/Guardian must meet with staff to sign in or sign out their child(ren).
- Parent/Guardian must let supervisor of facility know if child is unable to attend the program.

## IMPORTANT DATES

Traditional, Teen and Adaptive Recreation Summer Camp will begin Monday, June 3, 2024, and end on Friday, Aug. 9, 2024.

Session 1: June 3, 2024 – June 14, 2024

Session 2: June 17, 2024 – June 28, 2024

Session 3: July 1, 2024 – July 12, 2024

Session 4: July 15, 2024 – July 26, 2024

Session 5: July 29, 2024 – Aug. 9, 2024

Eco-Adventure will be offered Session 1 - 4.

Hillsborough County will be **CLOSED** on Wednesday, June 19, 2024, in observance of the Juneteenth Holiday and Thursday, July 4, 2024, in observance of Independence Day.

There will be no camp on these days.

## PROGRAM HOURS AND DAYS OF OPERATION

Traditional, Teen, and Adaptive Recreation Summer Camps will operate Monday through Friday from 7:30 am to 6:00 pm.

Eco-Adventure and Skate Camps will operate Monday through Friday from 8:00 am to 6:00 pm.

## COST

Summer camp is offered in two-week sessions. Payment is due upon registration.

### TRADITIONAL, TEEN, and ADAPTIVE camps

- \$60 per two-week session.

### ECO-ADVENTURE and SKATE camp

- \$120 per two-week session.

## REFUNDS

All refund requests must be received in writing prior to the start of the session.

## 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 programs and strives to hire qualified individuals to serve you and your family. We employ 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 character development, positive communication, and 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/crocs**). 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. Have your child leave all toys, games, electronics, etc. at home unless otherwise notified.
3. We are not responsible for the loss or damage of items that your child may bring to camp.
4. Lost and Found items not claimed within a reasonable amount of time will be donated to charity.

## LUNCHES AND SNACKS

Please abide by the following guidelines:

1. Send your child with lunch and snacks (in a lunch box) to camp.
2. Please include an ice pack if needed. It is recommended that lunch boxes are insulated. Lunches may be stored in outdoor designated spaces.
3. Please send a water bottle to help keep your child(ren) hydrated throughout the day.
4. Please note that campers will not have access to a microwave or refrigerator.
5. Please label your child's lunch box with the child's first and last name.
6. Pack a spoon or fork (utensils) if necessary.

7. Sharing of lunch and snack is not permitted

## **MONEY**

If your child brings money for field trips or special activities, it is important that they understand that it is their responsibility to keep track of their money and store it in a safe place. Hillsborough County is not responsible for any lost or stolen money. Staff members may not hold any money for participants.

## **POSITIVE COACHING ALLIANCE**

This summer, Hillsborough County has again partnered with Positive Coaching Alliance (PCA-Tampa Bay) to deliver a 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 & Recreation, home, school, and in their community.

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. 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 CONTACT INFORMATION**

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.

## **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.

## LATE PICKUP POLICY

Hillsborough County Parks & Recreation staff enjoy having your child(ren) attend activities at our recreation centers. We would like to remind you that our program ends at 6 p.m. Please make necessary arrangements, including a call to the recreation center, if you know you are going to be late.

A fee of \$20 per half hour will be assessed after the third occurrence.

## FIELD TRIPS

Each camp will distribute a calendar listing the planned field trips and will provide permission slips. The times listed on the calendar are the estimated 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.

Field trips are a privilege. Participants may be held back from a field trip based on their behavior displayed at camp.

## ELECTRONIC DEVICES

Electronic devices (cell-phones, earbuds, Bluetooth, electronic games, iPads etc.) are not allowed during program hours. Participants are encouraged to be active and engage with their peers on a personal level. Hillsborough County is not responsible for lost or damaged personal property.

## AMERICANS WITH DISABILITIES ACT

Hillsborough County Parks & Recreation invites people with and without disabilities to enjoy our programs, services, and facilities. For more information, contact our ADA liaison, Troy Stewart, at (813) 344-8415 or [StewartWT@HCFL.gov](mailto:StewartWT@HCFL.gov).

Participants should be able to:

1. Follow basic instructions and Parks & Recreation policies and procedures.
2. Function in a group setting.
3. Participate in group activities.
4. Have 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 occurs, 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 park staff. Keeping open communication between parents/guardians and staff is key to the successful afterschool program.

Parents/Guardians should inform the staff when:

1. Household contact information should be updated (i.e. change in phone #, 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.
3. Your child has made a significant achievement.

## MEDICATIONS

If your child needs medication(s) during the program hours (including over-the-counter), we request that you bring the medication to the camp director and fill out a medication form. This form will include the information below:

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 your child to administer their own medication (including over-the-counter medication). Staff will make sure the child takes the correct dosage at the time(s) notated by the physician. 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 medications and form.

## SUNSCREEN

Hillsborough County Parks & Recreation 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

To ensure the safety and well-being of every child under our care, our program has a strict policy regarding communicable (contagious) illnesses. 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 followed:

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

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PARENT SIGNATURE

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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 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:**

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

#### **Field Trips**

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

# SUNSCREEN POLICY AND PARENT/GUARDIAN REQUEST FORM



Hillsborough  
County Florida

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 (Print Name)

\_\_\_\_\_  
Parent Guardian Signature

\_\_\_\_\_  
Date

# PARENT/GUARDIAN MEDICATION REQUEST FORM



**Hillsborough  
County Florida**

Child's Name: \_\_\_\_\_

Camp Location: \_\_\_\_\_

NOTE: The Hillsborough County Parks and Recreation Department will accept medication that is to be taken by your child during programming hours 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, where the participant is attending.

I request that my child, \_\_\_\_\_, receive the following medication.  
NAME

| Name of Medication | Dosage | Time/Day | Known Side Effects | Special Instructions |
|--------------------|--------|----------|--------------------|----------------------|
|                    |        |          |                    |                      |
|                    |        |          |                    |                      |
|                    |        |          |                    |                      |

I understand if my child needs medication on a "as needed" basis, the medication will be administered at the discretion of the staff. In cases of emergency, I understand that I may not be consulted before my child is given his/her medication. I also acknowledge that Hillsborough County Parks and Recreation does not employ medical professionals. As a result, I will not hold the County, or any members of the County staff, responsible or liable.

\_\_\_\_\_  
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 Summer Camp Handbook which includes:

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