

## CITY OF TREASURE ISLAND, FLORIDA CHILDREN'S RECREATION PROGRAMS

**PROGRAM DATES:** December 22, 2014 – January 2, 2015

**PROGRAM CLOSED:** Wednesday, December 24<sup>th</sup>; Thursday, December 25<sup>th</sup>,  
Thursday, January 1<sup>st</sup>

**PROGRAM HOURS:** Monday-Friday  
8:00am-5:00pm

Children are to be dropped off and picked up at the **City Hall Auditorium, 120 108<sup>th</sup> Avenue**, unless otherwise notified. PLEASE refer to weekly schedule for changes to pick up and drop off locations.

**The Auditorium will not be open until 7:30am morning for drop off. PLEASE do not drop off children earlier than the above-specified time.**

Supervision is provided between the hours of 8:00am to 5:00pm, ONLY.

**EXTENDED CARE:** Extended care will be provided before or after camp, upon request, from 7:15am-7:45am at the **Auditorium** and from 5:05pm to 5:30pm at the **City Hall Auditorium** unless otherwise specified. ***The fee for extended care is \$15.00/week/family for either before or after care or \$25.00/week/family for both before and after. Payment is due on the Monday of the week that the child will be attending EXTENDED CARE.***

**The fee is to be paid at the Recreation Office, 120 108<sup>th</sup> Avenue or given to the Recreation Director. PLEASE do not include this money with your child's weekly field trips or give the check to your child's coach. THIS IS A SEPARATE FUNCTION AND A SEPARATE FEE.**

Children not picked up by 5:35pm will be assessed the LATE FEE as determined under the LATE FEE section of these rules.

**LATE FEE:** A \$5.00/quarter hour or any portion thereof, late charge will be assessed for children picked up later than 5:05pm, and not enrolled in the EXTENDED CARE PROGRAM. All late fees

must be paid, in cash, at the time child is picked up. Failure to pay will result in suspension from program until fees have been paid in full. Extenuating circumstances will be considered; however, the Recreation Director will have final determination on assessment of fee.

**The late fee schedule is as follows:**

5:05-5:15pm	\$ 5.00 cost per family
5:15-5:30pm	\$10.00 cost per family
5:30-5:45pm	\$15.00 cost per family
5:45-6:00pm	\$20.00 cost per family

**REGISTRATION FEE:** Treasure Island Residents  
\$25.00/day or \$60/week 1 or \$85/week 2

Non Residents  
\$30.00/day or \$75/week 1 or \$105/week 2

The City does not pro-rate or refund fees for recreational programs. **Proof of residency of the participant is required at time of registration.**

**PROGRAM AGES:** 5 to 12 years of age

**AGE GROUPS:** Children will be placed in the same group for the duration of the winter program.

**STAFF:** The staff have had extensive background checks through the Department of Children and Families Services, and the Pinellas County Sheriff's Department, and have had in-service training to insure the best possible supervision of participants.

**PICK UP/DROP OFF AT COMMUNITY CENTER:** When dropping off and picking up your child from the Community Center, please ENTER the parking lot from 104th and 105th Avenues and EXIT parking lot from 106th Avenue. PLEASE do not park in the lot behind Walgreens. PLEASE do not park alongside of the curb or in the path of the drop off/pick up lines. PLEASE park in the Community Center spaces, only.

**Parents are requested to walk-in the facility to pick up and drop off their children.**

**Parents, PLEASE make sure that the coaches**

**acknowledge your child's arrival and departure each day.**

**PLEASE do not park your vehicle on the ramp at the Community Center (outside the kitchen and Garden Room entrances) as this ramp is used by City staff for the unloading and loading of material and supplies.**

**FIELD TRIPS/SPECIAL  
EVENTS:**

Additional fees will be charged for field trips and special activities. Permission slips must be filled out completely, signed by the parent/guardian and returned to the child's coach prior to each field trip or activity. If you do not want your child to participate in a particular field trip or activity, please state so on the permission slip. The child will be placed in another group for the duration of the field trip or activity. **NO VERBAL PERMISSION WILL BE ACCEPTED FOR FIELD TRIPS REQUIRING TRANSPORTATION ON THE BUS.** Permission slips may be **FAXED** to the attention of the Recreation Department at **(727) 547-4583** or email to **recreation@mytreasureisland.org**.

PERMISSION will not be granted for children assigned to a specific group to attend a field trip of another group.

Additional weekly schedule packages can be picked up at either the Community Center from 7-8:15am and 4:30-5pm or in the Recreation Office, 120 108<sup>th</sup> Avenue between the hours of 8am-4:30pm. Schedules are distributed on Thursday afternoons or Friday mornings. PLEASE check with your child's coach for availability.

**PAYMENT OF FEES:**

Parents/guardians paying by check for weekly field trips and activities are requested to pay each Monday for the entire week. Checks should be made payable to the **CITY OF TREASURE ISLAND**. A request for reimbursement must be made to the child's coach(es) for prepaid events that the child did not participate in. However, the request for reimbursement must be done within a one (1) week period from the day of the missed event or the money will be forfeited.

**RETURNED  
CHECKS:**

A service fee of \$15.00 will be charged on all returned checks. The amount due plus the service charge must be paid in cash or money order. Checks will no longer be accepted from individuals whose checks have been returned for insufficient funds. Any questions contact the City's

Finance Department at 547-4575.

**LEAVING CAMP/  
ATTENDANCE:**

Children will not be permitted to leave the program before the scheduled dismissal time without written permission from their parent/guardian. The Recreation Department will not be responsible for any child leaving the area of an activity without permission from the staff member in charge. Each parent/guardian shall drop off and pick up their child(ren) inside the Community Center, unless otherwise notified. Children riding bicycles or walking are required to report immediately to the Community Center upon arrival. **CHILDREN WILL NOT BE PERMITTED TO WAIT OUTSIDE BEFORE OR AFTER CAMP, AND ARE REQUIRED TO REMAIN SEATED ALONG SPECIFIED WALL UPON ARRIVAL TO AND DEPARTURE FROM CAMP.** Neglect of this rule will result in child(ren)'s suspension from camp.

Children arriving later than 8:00am or leaving earlier than 5:00pm should check in/out with their coaches. PLEASE do not drop off late children without instructing the staff member of their arrival.

**NEVER** leave a child unattended or unsupervised at a City facility. ALWAYS consult the Recreation Office or the weekly schedule as to the whereabouts of your child's group before dropping them off. Whenever possible, parents should try to have their child at camp no later than 8:30am. Constantly checking in late arrivals disrupts the progress of the program and the attentions of the staff from their group.

**CLOTHING:**

Close toed shoes must be worn at all times. The Recreation Department defines close toed shoes as gym shoes (sneakers), jellies, keds, dockers, or boat shoes. Shoes, with good traction, are necessary for such ground surfaces as the facility floors, sidewalks, grass, street, etc... If a child arrives without the proper shoes, the parent/guardian will be notified and required, to bring proper shoes. **CHILDREN WILL NOT BE PERMITTED TO WEAR THE "ROLLER SKATE" SNEAKERS TO CAMP.**

Children may get dirty while at the program. Please dress your child accordingly. The Recreation Staff suggests that your child wear comfortable and weather appropriate clothes.

**BICYCLES:**

Children are permitted to ride bicycles to and from the program. Bicycles must be **locked up** in the bicycle racks

provided at the park. NO ONE is permitted to ride his/her bicycle during the program, unless specified for an activity.

**PERSONAL  
ITEMS:**

**Children are requested to leave personal belongings ie: toys, makeup, purses, games, etc... at home unless required for a special activity. Unauthorized and disruptive items will be confiscated and returned at the end of the day. The Recreation Department will not be responsible for lost or stolen items.**

**VENDING  
MACHINES:**

Soft drink and snack machines are available at the Auditorium and Treasure Bay for your child's use. Money sent for snacks or field trips should be carried on the child and not put in purses, lunch boxes, bags, etc... The Recreation Department staff is not responsible for any lost or stolen money.

**LUNCH: CHILDREN MUST BRING THEIR LUNCHEs.** Lunches shall have the child's first and last names on them. PLEASE do not allow children to bring lunch items that are perishable in the heat. **Lunches will not be refrigerated.**

**ALSO, please do not send items that need to be warmed or cooked as the City only has one microwave and cannot accommodate the number of children needing to prepare their lunch meal.**

Lunches will be stored at the Community Center or Auditorium until lunchtime (please refer to weekly schedule). Soft drinks will be sold during lunch.

**CHILDREN WILL NOT BE PERMITTED TO LEAVE FOR LUNCH**

**REGISTRATION  
FORMS:**

Parents/guardians are required to submit **current** and **correct** telephone numbers of their workplace, home and alternate relative/friend to be reached in case of an emergency.

**Proper identification is required to verify residency when completing registration forms. Acceptable proofs of identification are driver's license, utility bills, voter identification, or declaration of domicile.**

**Participants must reside in Treasure Island in order to receive the resident rate or have purchased a Recreation Card.**

Non custodial guardians ie: grandparents, aunts and uncles must have POWER OF ATTORNEY in order to sign any program document (registration form, permission slips, and medical release form). A copy of the document is required at the time of registration.

Parents/guardians are requested to list all persons permitted to remove child from the program. Parents are to be included on the list. PLEASE NOTE that a recorded copy of a court order is required in order to **prohibit/prevent** any parent from removing a child from the program. Should there be such a court order, the staff will take every precaution to insure that the child does not leave with the parent by notifying the local law enforcement agency of the prohibited parent's desire to remove the child from the program. PLEASE be informed that the staff can not legally stop a parent from removing a child from the program but can try to peacefully detain such parent until the local law enforcement officer arrives.

**INJURIES/MEDICAL  
CONDITIONS:**

It is the policy of the Recreation Department to call **911** anytime a child has sustained a head injury - whether minor or major - or a questionable injury. The attending paramedics will require a parent or guardian to sign off on the child's injury. This policy is to protect the health of your child, as some injuries -especially head injuries - can go undetected for hours.

The Recreation Department staff will contact a parent or guardian immediately should staff suspect that the child may require immediate medical attention which could be contagious or threatening to others in the program.

**MEDICATION:**

**The Recreation Department will not dispense medicine to your child.** The staff members can remind your child to take his/her medicine at the scheduled or recommended time.

**EPI-PEN POLICY:**

Staff will carry the Epi-Pen during camp hours, only. In the event that the child appears to have an allergic reaction, staff will guide the child through the procedure of administering the Epi-Pen while at the same time calling 911. Staff will assist the child through the guidance of the 911 medical personnel until the paramedics arrive.

To facilitate the staff's guidance to the child, the parent must provide documentation from the child's doctor defining the child's condition and necessary requirements. The child's doctor shall provide step-by-step instructions for administering the Epi-Pen so that staff can assist the child through the dispensing of the medication.

Staff will not physically administer the Epi-Pen to a child but will provide the necessary assistance with helping the child through the procedure.

Any parent or guardian of a child requesting that staff carry an Epi-Pen for their child shall first be provided with a copy of this policy, and sign consent to this policy.

#### **HEAD LICE:**

Head lice is often a problem in locations where groups of children play together. The City will take every precaution to prevent the spreading of head lice through daily sanitation of facilities and equipment.

Prior to the start of camp, parents/guardians should check their child(ren)'s head for head lice or nits, and continue periodically throughout the program. Due to the **highly contagious** nature of head lice, the City must require and enforce the rule that children with head lice or nits not be permitted to attend camp until completely "nit-free". Parents/guardians will be immediately notified and required to pick up child(ren) found with head lice or nits at camp.

#### **SUGGESTIONS FOR TREATMENT OF HEAD LICE:**

- medicated shampoo for head
- lice control insecticide should be sprayed on all personal items
- vacuum thoroughly all pillows, bedding, carpets, furniture and mattresses
- clean infected clothing
- check and treat, if necessary, all family members and close friends' heads
- boil or replace brushes, combs, hair accessories, etc...

#### **PREVENTIVE MEASURES FOR HEAD LICE:**

- check your child(ren)'s heads before camp starts. In the past, most cases of head lice are brought into camp and are a continuance from the school year
- check for lice around the "halo" region of the head, from the back of the neck to the ears

- Nits, or eggs, resemble sesame seeds, and stick to the hair unlike dandruff
- Because head lice prefer a **clean** hair shaft upon which to lay their eggs, the use of hair sprays, gels or mousse can be a deterrent
- do not allow your child to share his/her hats, combs, brushes, accessories with other children
- children with long hair should wear it up or back in a pony tail.
- instruct children not to play with other children's hair.

**It is not the responsibility of the Recreation Department staff to check children's heads for lice.**

**GUESTS:** Participants will not be permitted to bring guests to the program. **NO** exceptions will be allowed.

**LOST & FOUND:**

The Recreation Department will not be responsible for participant's money, clothing, lunchboxes, tape recorders/radios, bicycles, or any additional belongings. PLEASE put your child's FIRST and LAST NAME on all personal items. Lost and found boxes will be located in the Community Center storeroom. Please see the Recreation Aides/Bus Drivers first thing in the morning or at the end of the day for entrance into the storeroom. PLEASE do not ask the coaches for access into the room, as they do not have keys.

**TELEPHONE MESSAGES:**

Parents/guardians needing to get in touch with their child(ren) should call the Recreation Office at 547-4575. The Recreation Office will relay the message directly to the child's coach or the child. Should the Recreation Office be unoccupied, PLEASE leave a **VOICE MAIL MESSAGE** or return to the **OPERATOR** and request to leave a message for the Recreation Office personnel.

**DISCIPLINE POLICY:**

The Recreation Department's philosophy is that children can behave appropriately. The staff will not and can not tolerate a child from stopping staff or other program participants from having an enjoyable experience at camp. The staff realizes that SUMMER is a time for FUN! That is why it is so IMPORTANT that children behave appropriately while at camp. The staff can not continually correct children's

misbehavior without the actions effecting the flow and progress of the main goal of the program which is to provide SAFE FUN!!!

**The Recreation Department's Discipline Policy is as follows:**

**PROGRAM RULES**

1. Children must listen when spoken to.
2. Children are expected to keep their hands and feet to themselves.
3. Children are to be respectful to staff and other program participants.
4. Children are required to obey all program rules as directed by staff.
5. Children will be respectful to City property and all facilities attended.
6. Children must use appropriate language while at camp or on field trips.

**IF A CHILD CHOOSES TO BREAK A RULE**

1st consequence	Verbal Warning
2nd consequence	Time-Out for 5 minutes
3rd consequence	Time-Out for one minute for each of the years of the child's age. Disciplinary log completed on child's behavior. Parent notified of problem.
4th consequence	Miss one field trip. Disciplinary log completed on child's behavior. Parent notified of problem and action taken by child's coach. Money refunded for trip.
5th consequence	One day suspension from program. Parent notified of problem and action by Recreation Office staff. <u>NO</u> refund of program money.

A disciplinary log will be sent home if your child reaches a 3rd, 4th or 5th consequence. Parents are to sign disciplinary logs and return to staff.

**INAPPROPRIATE LANGUAGE AND SEVERE DISRUPTIONS** will immediately go to the 4th or 5th consequence or expulsion. This occurs if a child severely

disrupts, intentionally bullies another child to the extent of harm, willfully harms property or person, refuses to obey staff or engages in actions that stops the coach or other children from having fun. Constant misbehavior will result in expulsion from program, without refund of program money.

**CHILDREN WHO FOLLOW RULES COULD POSSIBLY EARN** special privileges, verbal praise, Camper of the Week, etc...

**The Disciplinary Policy form must be signed and returned to the Recreation Office prior to any child being accepted into the program.**

### **TRANSPORTATION:**

Transportation is provided by the Treasure Island Transit System. The City will use one (1) bus for transportation to and from field trips.

#### **BUS RULES:**

- Children are to remain seated forward and as quiet as possible while traveling on the bus.
- Care shall be taken so that the children do not open the emergency exits, peel tint from the windows and vinyl from the bus seats.
- NO food or drinks will be permitted on the bus.
- Proper entry on and exit from the bus is important and will be practiced.
- Any misconduct on the bus may result in disciplinary action and/or suspension from future transportation on the bus.

**PARENTS/GUARDIANS SHOULD CONTACT THE RECREATION DIRECTOR IMMEDIATELY SHOULD ANY QUESTIONS OR CONCERNS ARISE, OR IF ADDITIONAL INFORMATION OR CLARIFICATION OF AN ACTIVITY OR EVENT IS NEEDED. THE RECREATION DIRECTOR'S TELEPHONE NUMBER IS 547-4575.**