# PROGRAM SITES AND SCHOOLS WE SERVE

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<th>Center Location</th>
<th>Elementary Schools</th>
<th>Middle Schools</th>
</tr>
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<tr>
<td><strong>Campbell Park Recreation Center</strong></td>
<td>Campbell Park</td>
<td>John Hopkins</td>
</tr>
<tr>
<td>Phone: 893-7733</td>
<td>Mt. Zion Christian Academy</td>
<td></td>
</tr>
<tr>
<td>Verline Moore, Sup. II</td>
<td>Melrose</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Verline.Moore@stpete.org">Verline.Moore@stpete.org</a></td>
<td>Woodlawn</td>
<td></td>
</tr>
<tr>
<td>License #52-51-1616526</td>
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<tr>
<td><strong>Childs Park Recreation Center</strong></td>
<td>Bear Creek</td>
<td>Azalea</td>
</tr>
<tr>
<td>Phone: 893-7463</td>
<td>Fairmount Park</td>
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</tr>
<tr>
<td>Yolanda Anderson, Sup. II</td>
<td>Gulfport</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Yolanda.Anderson@stpete.org">Yolanda.Anderson@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License #52-51-1362989</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Frank Pierce Recreation Center</strong></td>
<td>Campbell Park</td>
<td>Bay Point</td>
</tr>
<tr>
<td>2000 7th Street South 33705</td>
<td>James B. Sanderlin</td>
<td>James B. Sanderlin</td>
</tr>
<tr>
<td>Phone: 893-7731</td>
<td>Lakeview Fund.</td>
<td>John Hopkins</td>
</tr>
<tr>
<td>Jennifer Ross, Sup. II</td>
<td>Lakewood</td>
<td>Lealman Intermediate</td>
</tr>
<tr>
<td><a href="mailto:Jennifer.Ross@stpete.org">Jennifer.Ross@stpete.org</a></td>
<td>Midtown Academy</td>
<td>*Mt. Moriah</td>
</tr>
<tr>
<td>License #C910262</td>
<td></td>
<td>Thurgood Marshall Fund.</td>
</tr>
<tr>
<td><strong>Gladden Park Recreation Center</strong></td>
<td>*Alfred Adler</td>
<td>*Alfred Adler</td>
</tr>
<tr>
<td>3901 30th Avenue North 33713</td>
<td>James B. Sanderlin</td>
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</tr>
<tr>
<td>Phone: 893-6958</td>
<td>Lakeview Fund.</td>
<td>Tyrone</td>
</tr>
<tr>
<td>Chris Lampley, Sup. II</td>
<td>Mt. Vernon</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Christopher.Lampley@stpete.org">Christopher.Lampley@stpete.org</a></td>
<td>New Heights</td>
<td></td>
</tr>
<tr>
<td>License #C950231</td>
<td></td>
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</tr>
<tr>
<td><strong>J.W. Cate Recreation Center</strong></td>
<td>Northwest</td>
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</tr>
<tr>
<td>5801 22nd Avenue North 33710</td>
<td>Westgate</td>
<td>Tyrone</td>
</tr>
<tr>
<td>Phone: 893-7751</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Drouin, Sup. II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Scott.Drouin@stpete.org">Scott.Drouin@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License #C910258</td>
<td></td>
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</tr>
<tr>
<td><strong>Lake Vista Recreation Center</strong></td>
<td>Bay Point</td>
<td>Bay Point</td>
</tr>
<tr>
<td>1401 62nd Avenue South 33705</td>
<td>Bay Vista</td>
<td>Thurgood Marshall Fund.</td>
</tr>
<tr>
<td>Phone: 893-7744</td>
<td>Maximo</td>
<td></td>
</tr>
<tr>
<td>Marci Neal, Sup. II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Marci.Neal@stpete.org">Marci.Neal@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License #C910257</td>
<td></td>
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<tr>
<td>Center Location</td>
<td>Elementary Schools</td>
<td>Middle Schools</td>
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</tr>
<tr>
<td><strong>Roberts Recreation Center</strong></td>
<td>John M. Sexton</td>
<td>Meadowlawn</td>
</tr>
<tr>
<td>1246 50th Avenue North  33703</td>
<td>Lynch</td>
<td></td>
</tr>
<tr>
<td>Ph: 893-7754</td>
<td>Sawgrass Lake</td>
<td></td>
</tr>
<tr>
<td>Rob Lovelace, Sup. II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Robert.Lovelace@stpete.org">Robert.Lovelace@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License #C910264</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shore Acres Recreation Center</strong></td>
<td>North Shore</td>
<td>John Hopkins</td>
</tr>
<tr>
<td>4230 Shore Acres Blvd. NE  33703</td>
<td>Shore Acres</td>
<td>Meadowlawn</td>
</tr>
<tr>
<td>Brian Simonson, Sup. II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Brian.Simonson@stpete.org">Brian.Simonson@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TASCO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1320 5th Street North  33701</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph: 892-5060</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brittanee Harris, Sup. II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Brittanee.Harris@stpete.org">Brittanee.Harris@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thomas “Jet” Jackson Recreation Center</strong></td>
<td>*Academy Prep</td>
<td>*Academy Prep</td>
</tr>
<tr>
<td>1000 28th Street South  33712</td>
<td>James B. Sanderlin</td>
<td>James B. Sanderlin</td>
</tr>
<tr>
<td>Ph: 893-7750</td>
<td>Lakeview Fund.</td>
<td>John Hopkins</td>
</tr>
<tr>
<td><a href="mailto:William.Hazellief@stpete.org">William.Hazellief@stpete.org</a></td>
<td>Perkins</td>
<td></td>
</tr>
<tr>
<td>License #C014266</td>
<td>Southside Tabernacle Academy</td>
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</tr>
<tr>
<td><strong>Walter Fuller Recreation Center</strong></td>
<td>Azalea</td>
<td>Azalea</td>
</tr>
<tr>
<td>7891 26th Avenue North  33710</td>
<td>Madeira Beach Fund.</td>
<td>Madeira Beach Fund.</td>
</tr>
<tr>
<td>Ph: 893-7443</td>
<td>Plato Academy</td>
<td>Plato Academy</td>
</tr>
<tr>
<td>Tim Bodkin, Sup. II</td>
<td>74th Street</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Timothy.Bodkin@stpete.org">Timothy.Bodkin@stpete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License #C910229</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Willis S. Johns Recreation Center</strong></td>
<td>Lynch</td>
<td>Meadowlawn</td>
</tr>
<tr>
<td>6635 Dr. M.L. King Jr. Street North 33702</td>
<td>Sawgrass Lake</td>
<td></td>
</tr>
<tr>
<td>Ph: 893-7756</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andy Chee, Sup. II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Andy.Chee@st.pete.org">Andy.Chee@st.pete.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License #C974147</td>
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</tbody>
</table>

*Although we serve some nonpublic schools, i.e., charter/private schools, we follow Pinellas County Schools’ calendar for School’s Out Days and camp break. During those days, transportation is not provided.*
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<tr>
<td>July 15</td>
<td>City Residents Register for School Year 2022-2023 and Early Summer 2023 (full summer only)</td>
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<tr>
<td>July 22</td>
<td>Nonresidents Register for School Year 2022-2023 and Early Summer 2023 (full summer only)</td>
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<td>August 5</td>
<td>Summer Camp 2022 Ends</td>
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<td>August 8 &amp; 9</td>
<td>Centers Closed for Childcare only</td>
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<td>August 10</td>
<td>School Starts Before and After School Programs Begin</td>
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<td>September 5</td>
<td>Labor Day – City Holiday, Centers Closed</td>
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<td>October 17</td>
<td>School’s Out Day</td>
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<tr>
<td>November 21 – 23</td>
<td>Fall Camp (three full days)</td>
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<td>November 24 and 25</td>
<td>Thanksgiving – City Holiday, Centers Closed</td>
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<td>December 23</td>
<td>School’s Out Day</td>
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<td>December 26</td>
<td>City Holiday, Centers Closed</td>
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<tr>
<td>December 27-30</td>
<td>First Week of Winter Camp</td>
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<td>January 2, 2023</td>
<td>City Holiday, Centers Closed</td>
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<td>January 3-6</td>
<td>Second Week of Winter Camp</td>
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<td>School’s Out Day</td>
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<td>March 13 – 17</td>
<td>Spring Camp</td>
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<td>March 20</td>
<td>School’s Out Day</td>
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<td>April 7</td>
<td>School’s Out Day</td>
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<td>May 15</td>
<td>Summer Camp Weekly Registration</td>
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<td>May 25</td>
<td>Last Day of School and Early Release Day (2 hrs.)</td>
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<td>May 26</td>
<td>Centers Closed for Childcare only</td>
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<td>May 29</td>
<td>Memorial Day – City Holiday, Centers Closed</td>
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<td>May 30 – August 4</td>
<td>Summer Camp*</td>
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<td>July 4</td>
<td>Independence Day – Observed - City Holiday, Centers Closed</td>
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<td>July 14</td>
<td>City Residents Register for School Year 2023-2024 and Early Summer 2024 (full summer only)</td>
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<tr>
<td>July 21</td>
<td>Nonresidents Register for School Year 2023-2024 and Early Summer 2024 (full summer only)</td>
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</tbody>
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*Back to school and Summer Camp dates to correspond with the Pinellas County Schools’ calendar.

Inclement weather policy – The Parks and Recreation Department will follow the Pinellas County Schools’ inclement weather schedule. Centers will be closed for childcare if Pinellas County Schools close due to inclement weather.
WELCOME TO THE
CITY OF ST. PETERSBURG
PARKS AND RECREATION DEPARTMENT

We strive to offer you friendly customer service and quality childcare programs regardless of gender, geographic location, economic status, or ability of the child. Participants and parents are encouraged to become involved by offering suggestions and comments on our programs! Anytime you have a comment, question, or concern, please call or stop by and talk to a center supervisor. Your support and involvement are key to our successful programs! Parents are welcome to observe our programs at any time. Your input is appreciated and needed.

GENERAL INFORMATION

We are very proud of our staff. The Parks and Recreation Department (Department) thoroughly interviews each staff member before hiring. A Level II background screening, affidavit of good moral character, and workplace drug screening are completed before staff can begin work. Past work history and character references are checked. The Department is very active in the Florida Recreation and Park Association, and personnel attend local and statewide training programs with other recreation organizations. Youth development workers, better known as “coaches,” supervise children. They must be at least 18 years of age and have a high school diploma. Many of our coaches attend local colleges. They are responsible for planning and organizing safe and fun activities for groups of 20 to 25 children. Attendance is taken daily, and children are signed in and out by their parent or guardian.

We encourage you to get to know your child’s coach on a first name basis. The coach will keep you informed of upcoming events, your child’s accomplishments, and daily occurrences. Along with coaches, other staff working with you and your child include the supervisor II, supervisor I, teen supervisor I, and recreation center assistant (RCA). The supervisor II is responsible for the overall center operations, hiring, and organizational requirements. The supervisor I or teen supervisor I act as supervisor II when he/she is not present. The RCA is the office manager and in charge when the supervisors are not present. We work together as a team to serve you and your child. Let us know, at any time, how we can help improve our services to you.

Americans with Disabilities Act

The Americans with Disabilities Act guarantees equal opportunity for people with disabilities. Special accommodation requests such as sign language interpreters, taped or Braille materials, assistive listening devices, etc., should be made at least one week prior to the activity or program. People with hearing disabilities may use the Florida Relay Service by dialing 7-1-1 or the toll-free number 800-955-8771.

Bicycles

Bicycles and scooters must be parked in the bicycle rack and locked at all times. Bike racks are unsupervised and are in unlocked areas. We are not responsible for theft.
Cell Phones and Electronic Devices

Personal cell phones and electronic devices must be turned off to minimize disruptions and may be used only with permission from the center staff. We discourage participants from bringing personal items to camp. The City will not reimburse for loss or damage to these devices.

Code of Conduct for Participants

Our GOAL is to offer a safe and enriching experience for ALL participants. In order to do this, reasonable rules and regulations are essential to ensure the safety of each child so that he or she may experience the full enjoyment of our programs. Staff are instructed to take a strong stand against all acts of violence, bullying and/or threats at the centers. Please remember that your child’s behavior affects the positive experience of other participants. The following is our Participant Code of Conduct. Please review it with your child.

1. Each middle school participant must sign in and out with his or her coach daily. Parents of elementary school-age children must sign their child in and out daily.
2. Children must have written permission from their parent/guardian in order to leave the program during program hours.
3. Participants in school-age childcare programs must be continent and responsible for their own personal care when using the restroom.
4. Children must stay with their coach and be active participants in their assigned activity areas.
5. Children must show courtesy and good manners to fellow participants, coaches, and other adults.
6. Children must be respectful of City property and fellow participants’ property. Stealing will not be tolerated. Any child caught stealing may be suspended. Repeat offenses will result in expulsion from all City programs for the remainder of the program.
7. Children must use appropriate language and gestures.
8. Children must respect fellow participants and staff members. No bullying, fighting, or hitting. Children must keep hands and feet to themselves.
9. Children must follow the site rules set forth by the center, be able to follow basic instructions, and be able to function in a group setting.
10. Children should participate in scheduled activities unless there is a medical reason not to.
11. If a child maliciously hurts another child, he or she will be suspended.
12. If a child hits, bites, or threatens a staff member, he or she will be removed from the program.
13. If a child threatens to “shoot or kill someone” or bring any type of weapon on City property, the St. Petersburg Police Department will be notified and become involved.

Failure to obey the above rules will result in the following progressive disciplinary action. In order to manage unacceptable behavior, we reserve the right to implement any of the steps below that may be necessary, based on the severity of the behavior. All disciplinary action is documented and reported to the child’s parent/guardian. No refunds will be given if a child is suspended for any length of time. For more information, please see your supervisor II.

1. Redirect child to another activity by staff.
2. Verbal discussion of inappropriate behavior with staff.
3. Thinking time away from activities lasting no longer than one minute per year of age, documentation of behavior, and notification to parent/guardian.
4. Verbal counseling by program supervisor II with a note or phone call to parent or guardian and documentation of behavior.
5. Suspension from program and/or field trip for a specified length of time (full day, three days, or a full week) and documentation of behavior. No refunds will be given.

6. Expulsion from childcare for the entire program. If your child is expelled, he/she will not be allowed to be dropped off on any program property for unsupervised care and may not transfer to another Department program.

Any behavior that is deemed malicious, violent, or effects property damage and/or physical injury will result in immediate suspension from all citywide childcare programs. It is also possible that the St. Petersburg Police Department will be called. Intentionally injuring another child or staff may result in assault charges being filed. The parent will be responsible for payment for any damaged and/or destroyed property or equipment. The following types of discipline are not acceptable in our centers:

1. Discipline which is severe, humiliating, or frightening.
2. Discipline associated with food, rest, or toileting.
3. Spanking or any other form of physical punishment.

**Code of Conduct for Parents, Guardians, and Family**

The Department is committed to ensure the safety and well-being of all participants, parents/guardians, and staff at our sites. To help ensure this, the following Parent, Guardian, and Family Code of Conduct was developed:

1. Parents/guardians will be courteous and respectful to other parents/guardians, children, and center staff.
2. Parents/guardians are expected to respect City property and staff.
3. Inappropriate language and gestures will not be tolerated.
4. Any parent/guardian who threatens another parent/guardian, child, or staff will be trespassed from the site.
5. Parents/guardians cannot touch or address another child in our program without the permission of that child’s parent/guardian and the site supervisor.

Any violation of the Parent, Guardian, and Family Code of Conduct may result in your child’s expulsion from all Department programs as well as the parent/guardian being trespassed from City property.

**Communication**

Communication is very important to the success of our program. We want to get to know you, so please speak with your child’s coach daily. Parents are welcome to observe our program at any time. Come join us for lunch or attend a field trip. Newsletters are distributed at program sites and via email on a monthly basis, which include important information about upcoming field trips, special events, and general information. Program evaluations are distributed to participants, and parents are urged to complete them and return them to office personnel. Program input is always welcomed and encouraged. We ask that you work with the site supervisor to resolve any concerns.

A. Parents must contact the center for the following reasons:

1. **Parents are required** to notify their recreation center each day their child is **NOT** attending the program. The childcare centers will notify parents if their child has not arrived at the site or pickup location within one hour of their “regular” time. This could become a very time-consuming task for center staff. Therefore, we ask that you promptly advise your child’s recreation center of his or her absence.
Below is a list of our sites along with phone numbers and email addresses, either of which you can use to notify of an absence. Please remember that this is a MANDATORY requirement, and we will need each parent to be diligent in notifying the site of an absence.

<table>
<thead>
<tr>
<th>CENTER NAME</th>
<th>PHONE NUMBER</th>
<th>CENTER EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell Park</td>
<td>893-7733</td>
<td><a href="mailto:CampbellParkRec@stpete.org">CampbellParkRec@stpete.org</a></td>
</tr>
<tr>
<td>Childs Park</td>
<td>893-7463</td>
<td><a href="mailto:ChildsParkRec@stpete.org">ChildsParkRec@stpete.org</a></td>
</tr>
<tr>
<td>Frank Pierce</td>
<td>893-7731</td>
<td><a href="mailto:FrankPierceRec@stpete.org">FrankPierceRec@stpete.org</a></td>
</tr>
<tr>
<td>Gladden Park</td>
<td>893-7458</td>
<td><a href="mailto:GladdenParkRec@stpete.org">GladdenParkRec@stpete.org</a></td>
</tr>
<tr>
<td>J.W. Cate</td>
<td>893-7751</td>
<td><a href="mailto:JWCateRec@stpete.org">JWCateRec@stpete.org</a></td>
</tr>
<tr>
<td>Lake Vista</td>
<td>893-7744</td>
<td><a href="mailto:LakeVistaRec@stpete.org">LakeVistaRec@stpete.org</a></td>
</tr>
<tr>
<td>Roberts</td>
<td>893-7754</td>
<td><a href="mailto:RobertsRec@stpete.org">RobertsRec@stpete.org</a></td>
</tr>
<tr>
<td>Shore Acres</td>
<td>893-7758</td>
<td><a href="mailto:ShoreAcresRec@stpete.org">ShoreAcresRec@stpete.org</a></td>
</tr>
<tr>
<td>Thomas “Jet” Jackson</td>
<td>893-7750</td>
<td><a href="mailto:ThomasJetJacksonRec@stpete.org">ThomasJetJacksonRec@stpete.org</a></td>
</tr>
<tr>
<td>Walter Fuller</td>
<td>893-7443</td>
<td><a href="mailto:WalterFullerRec@stpete.org">WalterFullerRec@stpete.org</a></td>
</tr>
<tr>
<td>Willis S. Johns</td>
<td>893-7756</td>
<td><a href="mailto:WillisSJohnsRec@stpete.org">WillisSJohnsRec@stpete.org</a></td>
</tr>
</tbody>
</table>

2. Information on your child’s application has changed.
3. Someone other than those listed on your child's application will be picking up your child or a child is not able to be picked up on time.
4. An incident or change in your child's life that alters his/her attitude or behavior or causes emotional upset (e.g., divorce, loss of a pet, death in the family).
5. Your child has a contagious condition (e.g., head lice, pink eye, chicken pox, etc.).

B. Parents will be contacted when the following occur:
1. Your child has received an injury which could require immediate medical attention or your child exhibits a medical condition which could be contagious or threatening to others in the program. Your child must be picked up within one hour in the following circumstances: unidentified rash; symptoms of strep, chicken pox, pink eye, impetigo, head lice or nits; temperature of 101° or higher; episode of vomiting or diarrhea; constant runny nose; persistent cough; or any other sign of infection.
2. Your child demonstrates violent or disruptive behavior. Depending on the severity of the behavior, you may be required to pick up the child within one hour upon being notified.
3. When site has not been notified of camper’s absence.

C. Parents will be informed at pickup time when the following occur:
1. We want to share your child’s accomplishments.
2. Your child receives a minor injury that does not require the services of a professional in the medical field.
3. Your child complains of a nonemergency condition or symptom.
4. Your child exhibits unusual behavior.

D. Parent conferences will be scheduled by the supervisor II when the following occur:
1. Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children.
2. Unusual patterns of behavior or participation are observed by staff.

E. If at any time a parent is uncomfortable talking with their center supervisor due to the sensitive nature of their concern, especially if the concern deals with harassment or any type of suspected sexual, emotional,
or physical child abuse, please call the Parks and Recreation main line at 893-7441 and ask for the manager.

**Dress Code**

Participants may get dirty, so please dress your child accordingly. All shirts must cover midriff, back, sides, and all undergarments, including bra straps, at all times. All pants and shorts must fully cover undergarments including boxer shorts. We suggest that your child wear tennis shoes; no backless sandals, flip flops, or jellies will be allowed. Please label all clothing with your child’s name.

**Extra Classes**

A variety of classes are held at the recreation centers. You may register your child for these classes, and your child’s coach will excuse him or her to attend class and return to the program when it is over. Inquire with office personnel about available classes.

**Federal Tax ID#**

Please save your receipts as proof of payment and for income tax purposes. The City of St. Petersburg's Tax Identification number is #59-6000424.

**Fee Assistance**

Fee Assistance (subsidized childcare) is available to City residents who meet the income eligibility guidelines as provided by the Florida Department of Health. Parents are required to provide a copy of their free or reduced meal eligibility forms issued by Pinellas County Schools. If the child is not enrolled in a Pinellas County public school or attends a Community Eligibility Option school (all students receive free lunch), parents must complete a Fee Assistance Application form and attach their previous year’s tax return for income verification. If later documentation shows that previously submitted information was incorrect, the account will be adjusted using the correct payment rate. If a parent does not bring in documentation that their child receives free or reduced lunch after the second request, staff will adjust the account to reflect full payment rates.

**Field Trips**

Field trips are offered on a first come, first serve basis, so remember to register early. A permission slip for each event must be signed and on file before a participant may leave the center on a field trip. Accounts must have a zero balance before any monies can be applied toward field trips. Field trips vary in price depending on location and duration of trip. Participants are responsible for their personal items. Refunds will not be given for field trips. A credit may be issued at the supervisor II’s discretion with advance notice.

For middle school participants, use of the buddy system is a privilege with Department staff reserving the decision on whether or not a participant is allowed to use the buddy system on a trip. A minimum of four buddies per group is required. The trip leader will have a list of the buddy groups. Buddy groups may leave direct staff supervision at selected attractions within guidelines established for the trip. Middle school participants must stay with their buddy group at all times throughout the duration of the trip and must meet promptly with staff at designated times and places. Middle school group meeting times with staff will be spaced no more than three hours apart.
**Head Lice**

We understand head lice can be a problem, and we strictly enforce a NO NIT policy. If your child comes to the program with head lice, you will be called to pick up your child immediately. Head lice spread rapidly, and other participants and staff are also at risk of infestation; therefore, your child cannot spend the day in the office. Once head lice have been treated, parents must bring the child to the office and have staff reexamine the child. Children must be nit free before they can return.

**Illness and Communicable Disease**

We expect your child to participate fully in all activities at all times, both indoors and outdoors. Children should remain at home if they have an illness that prevents them from taking part in any activity or an illness that requires more care than a group situation can provide. Children can return to childcare when they are free of 100.4° or higher temperature and/or vomiting and/or diarrhea for 24 hours. If your child has any type of contagious condition such as conjunctivitis (pink eye), impetigo of the skin, measles, chicken pox, mumps, or ringworm, they will not be permitted to attend until symptoms have cleared.

Staff frequently clean and sanitize our facilities, following the Health Department’s recommendations, to help prevent the spread of a virus. If your child begins to exhibit signs of influenza-like symptoms, please keep him or her at home until seen by a physician. Please remind your child to wash his or her hands after using the restroom and before eating.

There may be children attending our programs whose parents choose to not have them vaccinated.

The Department is committed to supporting parents, campers, and staff during the COVID-19 public health emergency. Our childcare program procedures align with the Centers for Disease Control and Prevention and the Florida Department of Health guidelines during the COVID-19 health crisis.

**Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in the facility.** Symptoms of COVID-19 include fever, cough, shortness of breath, difficulty breathing, and other respiratory symptoms. Fever is determined by a thermometer reading of 100.4° or higher or by subjective signs, such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, or not eating or drinking.

While symptoms in children are similar to adults, **children may have milder symptoms.** Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Sore throat, headache, vomiting, and diarrhea are less commonly reported. However, a small percentage of children have been reported to have more severe symptoms.

Parks and Recreation Administration will work with local health officials to determine appropriate next steps should a child or staff member test positive, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

**Late Pickup**

If your child is not picked up on time, you will be charged $5 per child for each 15-minute period you are late. The late fee is due when you pick up your child. If you are consistently late picking up your child, your child may be withdrawn from the program. If you are late more than one hour past your child’s pickup time, and we have not received a call from you, we may call the police to report an abandoned child.
Lost and Found

We ask that parents check our lost and found weekly. Every few weeks, the lost and found items are donated to a nonprofit charity.

Medication

To dispense any type of medication to your child, a completed medication record must be on file. Medication forms are available in the office. If a child is sent with medicine, but there is no completed medication record, the parent/guardian will be called, and the medicine will not be dispensed until a medication record is completed. We require that parents request an extra label or prescription bottle from their pharmacist for use on field trips.

The following guidelines must be used in dispensing medication:
1. Parent or guardian must complete a Medication form to be kept on file at the center. Parents must instruct staff on how to administer medication.
2. All approved medications are to be received in clearly labeled, nonglass, original containers marked with the participant’s name and dosage.
3. All medications are to be kept in a locked location in the center's office or other secure area.
4. Liquid medication may only be dispensed using the proper measuring spoon or cup provided by the parent.
5. Since medications must remain in original containers when taken off-site, a second labeled container must be provided for all field trips.
6. Children must be able to self-administer eye or ear drops, inhalers, and EpiPens. These types of medications cannot be administered by staff. The Department does not, as a rule, permit children to carry medication on their person. However, we will accommodate a unique medical need for a child to carry certain medications, such as an EpiPen. For a child to carry medication on his/her person, we require a signed letter from their physician indicating the following:
   A. The medication does not pose a serious health threat to other participants.
   B. The participant is trained in the appropriate use of the delivery device and is responsible in the device’s use.
   C. It is necessary for a participant to carry the medication with them.

Office Telephones

Participants are not permitted to use the office phone unless it is an emergency. We will relay messages to children, but normally, they will not be able to receive calls. Each center is on a voicemail phone answering system. If the phone is already in use when you call, you will automatically be transferred to a voicemail answering service. Please leave a detailed message. Center staff will receive the message and follow up as needed.

Payments

Payments are due on designated payment plan dates; reminders will not be sent. Summer Camp payments are due at registration or on designated payment plan dates. Cash, check, money order, and credit or debit card will be accepted as payment. Noncash payments are preferred; checks and money orders must be made payable to the City of St. Petersburg. You will receive a receipt for each payment made upon request. All other payments are due upon registration. Payments will not be accepted for field trips or special events if your account has an outstanding balance.
If payments are past due, the following guidelines will be used:
1. Payments are due on designated payment plan dates. If payment has still not been received on the last
day of the month, the child will no longer be allowed to attend until payments are up to date. Payments
are due immediately upon notification, or you risk your child being removed from the program.
2. If you have a balance due and an email address is on file, you will receive a notification via email. If you
feel there is an error, contact the center office personnel. If a participant has an account balance left
unpaid, the participant will not be allowed to attend any programs.
3. If satisfactory payment is not made, the delinquent account will be turned over to the City of St.
Petersburg’s Collection Department. At this point, the child will not be permitted to return to any other
City programs until your account is paid in full.
4. If the Collection Department’s efforts are unsuccessful in recovering balances due, the account will then
be turned over to a private collection agency.

**Personal Items**

Each program provides a large variety of activities and equipment for your child’s use. Children must leave
their personal belongings at home. We are not responsible for lost or stolen personal items. Please ensure
clothing, backpacks, etc., brought to the program are marked with your child’s name.

**Ratios**

We use the Pinellas County License Board ratios which are one adult staff member per 25 children five years
old or older. In addition, some centers utilize young adults as staff assistants and/or Junior Leader volunteers
(15-17 years old).

**Refunds**

If a participant must withdraw from a program, refunds will be prorated from the date requested. Summer
Camp refunds are given for remaining weeks at the time of request, with the higher weekly rates used to
calculate fees for weeks attended. There will be no partial week refunds. Refunds are issued to the credit
card on file or by check from the City of St. Petersburg and mailed directly to the main contact listed on the
child’s account. Please allow three weeks to receive your refund check in the mail.

**Returned Check Policy**

The following charges will be applied for all returned checks (Section 832.08(5), Florida Statues):

<table>
<thead>
<tr>
<th>Face Value of Returned Check</th>
<th>Returned Check Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ .01 to $ 50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>$ 50.01 to $ 300.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>$300.01 to $ 800.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>$800.01 and above</td>
<td>5% of the face value</td>
</tr>
</tbody>
</table>

Returned checks that are eligible to be resubmitted will be automatically redeposited. The amount due plus
the service charge must be paid to the Central Cashier’s Office located at the Municipal Services Building, 325
Central Avenue, St. Petersburg, FL 33701. Questions should be referred to Special Collections at 892-5410.
Parents/guardians with outstanding returned checks or account balances will not be allowed to register their
child, and if the child is enrolled, he or she will not be permitted to return to the program until payment is
made. If a participant has issued two returned checks within a six-month period, all other payments for the next six months must be made by cash, money order, or credit or debit card.

Schedule

Schedules outlining your child’s day are posted at the recreation center. This schedule will aid you in locating your child’s group for drop-off and pick-up locations. Activities planned include quiet games, sports, active games, arts and crafts, social activities, field trips, educational enhancements, and a variety of new and creative experiences. All activities are well planned with your child’s safety in mind.

Security Measures

The Department considers participant safety and security our utmost priority. We take a proactive approach to keeping our parks, facilities, and patrons safe through preventive security policies, staff training, and participant drills as outlined in the Department’s Facility Safety and Security Plan. Each facility has a building security plan which is reviewed with staff at least annually.

Sign-In, Sign-Out Policy

For your child’s safety, participants who are registered in the program must be accounted for at all times. It is our policy that elementary-age children attending our programs must be signed out by the individuals listed on the registration form. We are responsible for the supervision of a child until an authorized individual retrieves the child from the program. Elementary age participants may not sign themselves out.

Children will be released only to those individuals listed on their registration application, and photo identification must be presented at the time the child is picked up. In the event the names of those listed should change, even for one day, please notify office personnel in writing or email. Children will not be released to any adult who appears intoxicated. The sign-in and sign-out procedures vary by site. Middle school participants who have written parental permission may check out of our programs on their own at the designated time(s).

Smoking

The Department prohibits smoking, including e-cigarettes and vaping, by any employee or member of the public inside a recreation facility. The Department may designate one defined outdoor area to be used for smoking by the public or employees 18 years of age or over. It is unlawful for any person under 18 years of age to possess any tobacco product.

Theft Prevention

Although we do our best to prevent theft, it cannot be totally eliminated. The Department will not be responsible for stolen or misplaced items. We need your help and ask that you please take these precautions against theft:
1. Mark all of your child’s belongings clearly with his or her name including clothes, towels, swimsuits, bag lunches, lunch boxes, sunscreen, etc.
2. Remind children to keep all money on their person, in a pocket, shoe, or waist or wrist pouch. Do not send your child with more money than needed.
3. If your child comes home with an item that is not his or hers, please return that item to the center.
Vending Machines

Some, but not all, centers have vending machines available for those parents who would prefer their child purchase snacks. We implement a “use at your own risk” policy for vending machines. Drinks or snacks cost $0.60 to $1.00 each. The office does not have change, so please send correct change with your child. We suggest participants carry their money on their person. We are not responsible for stolen or lost money.

Before/After School Programs

Before/After School Weekly Fees

<table>
<thead>
<tr>
<th>Before School</th>
<th>After School</th>
<th>Bus/Van</th>
</tr>
</thead>
<tbody>
<tr>
<td>$19.00 – Full</td>
<td>$41.00 – Full</td>
<td>$8.00</td>
</tr>
<tr>
<td>$16.15 – Reduced</td>
<td>$34.85 – Reduced</td>
<td>$8.00</td>
</tr>
<tr>
<td>$6.65 – Free</td>
<td>$14.35 – Free</td>
<td>$8.00</td>
</tr>
</tbody>
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Camp Weekly Fees

<table>
<thead>
<tr>
<th>Fall *</th>
<th>Winter</th>
<th>Spring *</th>
<th>Single In-Service Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60.00 – Full</td>
<td>$80.00 – Full</td>
<td>$101.00 – Full</td>
<td>$25.00 – Full</td>
</tr>
<tr>
<td>$51.00 – Reduced</td>
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<td>$85.85 – Reduced</td>
<td>$21.25 – Reduced</td>
</tr>
<tr>
<td>$21.00 – Free</td>
<td>$28.00 – Free</td>
<td>$35.35 – Free</td>
<td>$8.75 – Free</td>
</tr>
</tbody>
</table>

* Included at no charge if enrolled in the Before/After School Program.

Benefits

Each Before and After School Elementary Program is licensed for school-age childcare through the Pinellas County License Board. Our programs are youth development oriented with creative activities for children of all age groups. We offer well-trained staff with on-site supervision, sign-in and -out procedures, games, sports, playground activities, arts and crafts, and special events. We are an approved provider with the Early Learning Coalition of Pinellas County, Inc., with the ability to receive children approved for funding year-round. We offer a Fee Assistance Program for St. Petersburg residents only. Please see office personnel for specific guidelines.

Registration

All children must be currently enrolled in elementary school or middle school to be eligible (kindergarten or the equivalency through eighth grade) to participate in the Department’s childcare program. Due to childcare licensing restrictions, we cannot accept any prekindergarten children. Appropriate paperwork must be completed, signed, and notarized prior to the child’s acceptance into the program. Notaries will be available for your convenience during most registration times, but if they are not available when you
register, you will be responsible for getting your application notarized prior to acceptance. Any change of address, phone numbers, emergency contacts, medical information, or other pertinent information should be reported to office staff immediately. If your resident status changes, your registration priority order will change, and you will be charged the appropriate program fees. Falsification of any information on application forms will be reason to terminate your child’s care.

Absences
Parents must notify office staff when their child will not be present for Before or After School Programs.

Before School Programs
Before School Programs will be held each day Pinellas County Schools are in session. This program offers light recreational activities. Program hours are 7:00 a.m. until school begins. Transportation to some schools is available at Before School sites for an additional fee.

After School Programs
After School Programs will be held each day Pinellas County Schools are in session. Elementary program hours are from school dismissal time until 6:00 p.m. Middle School program hours are from school dismissal time until 7:00 p.m. Transportation from some schools is available for After School sites for an additional fee.

School’s Out Days
Full day programs are offered on Pinellas County School’s Out Days at no additional charge for those enrolled in the Before and/or After School Program. For those not enrolled in the Before or After School Programs, a fee of $25 is due. Full day camp hours are 7:00 a.m. to 6:00 p.m. Breakfast and lunch are not provided; participants must bring an unrefrigerated lunch. Additional money may be needed if a field trip or a special activity is planned in which your child will participate. School’s Out Days include October 17, and December 23, in 2022, and January 16, February 20, March 20, and April 7, in 2023. All recreation centers will be closed on federal holidays.

Fall Camp
Fall Camp begins on Monday, November 21, 2022, and ends on Wednesday, November 23, 2022. Centers are closed on Thursday and Friday, November 24, and 25, 2022 for the Thanksgiving holiday. All locations host Elementary and Middle School Camps. Program hours are 7:00 a.m. – 6:00 p.m. for Elementary Camps and 7:00 a.m. – 7:00 p.m. for Middle School Camps. Breakfast and lunch are not provided; campers must bring an unrefrigerated lunch. Additional money may be needed if a field trip or a special activity is planned in which your child will participate. There is no additional charge if enrolled in the Before or After School Programs.

Winter Camp
Winter Camp begins on Tuesday, December 27, 2022, and ends on Friday, January 6, 2023. Camps are closed on Monday, December 26, 2022, and Monday, January 2, 2023, for the holidays. Program hours are 7:00 a.m. – 6:00 p.m. for Elementary Camps and 7:00 a.m. – 7:00 p.m. for Middle School Camps. Breakfast and lunch are not provided; campers must bring an unrefrigerated lunch. Additional money may be needed if a field trip or a special activity is planned in which your child will participate.
Spring Camp

Spring Camp begins Monday, March 13, 2023, and ends on Friday, March 17, 2023. Program hours are 7:00 a.m. – 6:00 p.m. for Elementary Camps and 7:00 a.m. – 7:00 p.m. for Middle School Camps. Breakfast and lunch are not provided; campers must bring an unrefrigerated lunch. Additional money may be needed if a field trip or a special activity is planned in which your child will participate. There is no additional charge if enrolled in the Before or After School Programs.

Food and Nutrition

At no cost to you, nourishing snacks are provided by the federal government’s After School Snack Program during the school year and prepared to federal standards by a local food vendor. In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, this USDA, its agencies, offices, and employees, and institution participating in or administering USDA programs are prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to the USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to the USDA by:

1. mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax:
   (833) 256-1665 or (202) 690-7442; or
3. email:
   program.intake@usda.gov

This institution is an equal opportunity provider. Parents may opt to send an additional snack. Menu is posted at the site and in the monthly newsletter.
Transportation

Transportation to and from our Before and After School Programs is provided by Pinellas County Schools or by City vans on a limited basis for a weekly fee. It is your child’s responsibility to get on his or her respective bus or City van; our staff is not present on the bus. Although we serve some nonpublic schools, i.e., charter/private schools, we follow Pinellas County Schools’ calendar with regard to School’s Out Days and camp breaks. During those days, transportation is not provided.

Healthy St. Pete

Healthy St. Pete is a City of St. Petersburg initiative led by the St. Petersburg Parks and Recreation Department. The mission of Healthy St. Pete is to build a culture of health in our city by making the healthy choice the easy choice through a collaborative community effort. The initiative works to improve health outcomes, reduce health inequities, and strives to implement policies and programs that give all citizens the opportunity to reach and enjoy optimal health. This initiative is designed to encourage our community to Eat, Shop, Live and Play Healthy.

Healthy St. Pete offers fun youth focused learning activities through our Healthy Kids program. Healthy Kids programming is offered year-round and engages youth in nutrition education, fitness, and social and emotional evidence-based curriculum. Visit www.HealthyStPeteFL.com to learn more!

Summer Camp Program 2023

Camp Ages

Elementary Summer Camp participants must be ENTERING first grade through sixth grade. Children entering kindergarten will not be accepted. Children must be six years old on or before September 1, 2023. Children who are under this age cannot attend the summer program.

Middle School Camp participants must be ENTERING seventh through ninth grade.

Fees

When registering for Summer Camp, the first week’s fee is due. Payment plans are available. Fee assistance is available for St. Petersburg residents who qualify financially. See office personnel to identify if you qualify.

Times and Program Dates

The Summer Camp programs begins on May 30, and the end date is dependent on the Pinellas County Schools’ calendar. Full summer fees are based on a 10-week summer and will be adjusted based on the school schedule. Camp hours are from 7:00 a.m. to 6:00 p.m. We are closed Tuesday, July 4, 2023, in observance of Independence Day.
Camp Weekly Fees

**Elementary Camp**

<table>
<thead>
<tr>
<th>Summer (Full Summer Enrollment Required)</th>
<th>Summer (Partial Summer Enrollment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$78.00 – Full</td>
<td>$101.00 – Full</td>
</tr>
<tr>
<td>$66.30 – Reduced</td>
<td>$85.85 – Reduced</td>
</tr>
<tr>
<td>$27.30 – Free</td>
<td>$35.35 – Free</td>
</tr>
</tbody>
</table>

**Middle School Camp**

<table>
<thead>
<tr>
<th>Summer (Full Summer Enrollment Required)</th>
<th>Summer (Partial Summer Enrollment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$82.00 – Full</td>
<td>$106.00 – Full</td>
</tr>
<tr>
<td>$69.70 – Reduced</td>
<td>$90.10 – Reduced</td>
</tr>
<tr>
<td>$28.70 – Free</td>
<td>$37.10 – Free</td>
</tr>
</tbody>
</table>

**Weekly Registration**

Registration begins May 15, 2023, for Weekly Summer Camp 2023.

**Breakfast and Lunch Programs**

At no cost to you, nutritionally balanced meals are provided by the USDA Summer Food Service Program. All sites serve breakfast and lunch. Meals are served during a specific time frame, and campers must be present during that time to receive meals. Meal service time schedules are posted at each camp site. Meals must be eaten on the premises unless taken on scheduled field trips. All children are required to help with the cleanup of the site. If your child would like to bring a lunch, please pack an unrefrigerated lunch. Small coolers are acceptable. A snack is not provided; please send a snack or snack money.

**Free Swim and Swim Test**

Two hours of weekly free swim are included in the Summer Camp price. Participants are swim tested the first day they attend free swim. In the event your child is absent on the first swim day, he or she will be tested the following swim day. Those who will not take or do not pass the swim test will not be allowed to participate in water-related field trips. Remember swimsuit, towel, and sunscreen on swim days; mark all your child’s belongings with a permanent waterproof marker.

**Aquatics Swim Lessons**

American Red Cross swimming lessons are available during the summer. All levels, beginning with water exploration through stroke techniques, are taught by water safety instructors. Register your child for the two-week sessions with camp office staff. If your child is funded through the Early Learning Coalition, you may qualify for free swim lessons. Contact your supervisor II for more information.

Please inform your child’s coach of the swim lesson time so that your child can be dismissed from camp for lessons. Children are to return to camp after their swimming instruction. We recommend the earliest lesson time frame so that all children can go to the pool at the same time, lessons are not forgotten, and children return in time for most field trips.
Pool Locations

Childs Park
1227 43rd Street South
893-7730
North Shore Aquatic Complex
901 North Shore Drive Northeast
893-7727

E.H. McLin at Campbell Park
602 14th Street South
893-7635
Northwest
2331 60th Street North
893-7723

Fossil Park
6739 Dr. M.L. King Jr. Street North
893-7440
Shore Acres
4230 Shore Acres Blvd., Northeast
893-7752

Jennie Hall
1025 26th Street South
893-7725
Walter Fuller
7883 26th Avenue North
893-7636

Lake Vista
1450 60th Avenue South
893-7745

Call individual pool for dates, open swim hours, swim lessons, times, fees, night swim, and other information. Private pool rentals are available; call 893-7732 for information.

TASCO (Teen Arts, Sports & Cultural Opportunities) Teen Programs is a division of the City of St. Petersburg’s Parks and Recreation Department. TASCO provides value-based programming for middle and high school youth through targeted areas: special events/entertainment, technology/education, and athletic leagues. TASCO Citywide Programs offer the following:

ATHLETIC PROGRAMS

Sports Leagues – TASCO operates quarterly sports programs and specialized tournaments. Each sport is separated into middle school and high school leagues and includes male, female, or coed divisions. Sports include coed dodgeball in the fall, flag football in the winter, volleyball in the spring, and summer basketball. Interested teens may join at any recreation center or form and coach their own teams. All church groups, nonprofit organizations, and youth groups are encouraged to participate.

Mini Tournaments – TASCO runs various mini tournaments throughout the year including Night Spiker “Blacklight” beach volleyball and 3-on-3 basketball.

CENTER FOR TEEN TECHNOLOGY

TASCO After School Technology Programs – TASCO offers free after school technology programs for teens in grades 6 through 12. These courses are designed to introduce teens to different media techniques and then progress to hands-on learning experiences. Participants use digital cameras, camcorders, robots, 3D printers, and computers in our state-of-the-art facility. Our programs are fun and value-based programs, so teens want to be involved.
TASCO Home School Classes – From September through May, TASCO offers daytime home school classes. Most classes are held on Tuesdays or Wednesdays and morning and afternoon sessions are offered. There is a minimal fee for these classes. Classes are 10 weeks per session. Please call us for a current class listing.

TASCO Summer Teen Technology Camp – This program is a 10-week, Monday through Friday camp for teens entering grades 7 through 10. There are two tracks available: Photography and Video Production. Both tracks include a week of robotics and digital audio/podcasting. Although this is a learning/specialty camp, it is also a lot of fun for our participants. Thursdays are dedicated to attending the TASCO Summer Extreme events, and there are weekly field trips and guest speakers related to the subject matter that teens are learning at that time.

SPECIAL EVENTS/ENTERTAINMENT
Special Events – TASCO operates various special events throughout the year including a Black History Month Celebration, S.W.A.T. Sandblast, Level Up video game nights, Field of Screams Halloween Experience, Valentine’s Semiformal, and Hispanic Heritage Month. TASCO also collaborates with large cosponsored events to provide teen activities and involvement. Additionally, TASCO occasionally collaborates with youth faith-based, recreational, and nonprofit organizations.

Summer Extreme – The TASCO Summer Extreme program offers a variety of activities for teens who are entering grades 7 through 12. Summer Extreme events are held at indoor and outdoor locations and host up to 1,200 teen participants. Some activities are designated for City of St. Petersburg Middle School Camp participants only, while others are also offered for a nominal fee to teens in other camp programs. Some of the events are cosponsored through local business pledges and donations. Events include the Game Extravaganza, Mud Wars, Scavenger Scramble, Fort De Soto BBQ, and more.

VOLUNTEER OPPORTUNITIES
Junior Leader Program – TASCO offers a volunteer/job training program for teens entering grades 10 through 12. The purpose is to provide teenage youth the opportunity to gain hands-on childcare and work experience under the direct supervision of recreation personnel. Teens also have the opportunity to earn volunteer service hours towards academic credit and college scholarships. Junior leaders are carefully recruited, trained, and placed in leadership positions.

Junior leader responsibilities include assisting staff with the following: setting up and breaking down activities/games; leading activities/games; keeping track of equipment; taking campers to and from the restroom, office, water fountain, etc.; assist staff in supervising campers; clerical duties; light maintenance; and field trip assistance.

For more information, call TASCO at 727-892-5060
Brittane Harris – Supervisor II Email: brittanee.harris@stpete.org
Robert Norton – Supervisor I, Center for Teen Technology Email: robert.norton@stpete.org
Yoser Pacheco-Martinez – Supervisor I, Special Events Email: yoser.pacheco-martinez@stpete.org
Justin Morris – Supervisor I, Athletic Programs Email: justin.morris@stpete.org
Brookelynn Costello – Cashier Clerk Email: brookelynn.costello@stpete.org

Visit us at www.stpeteparksrec.org/TASCO
Parks & Rec Connect

Our online registration and payment site is www.stpeteparksrec.org/parksrecconnect. If you are an existing customer, you don’t need to create an account, just make sure the front desk has your current email address on file.

How do I create my Customer Account?

Note: If you are registering a child, please use your own information, NOT your child’s information.

Once you have an online registration account, you will have the opportunity to add family members.

1. Click on the Create an Account link.
2. Fill out all required fields, (birth date, gender, email address, etc.) and click submit.
3. Please submit your request only once.
4. You will automatically receive an email after submitting your request for an account.

How do I add family members to my account?

Add a family member under My Account, by clicking the Manage Family Member link.

What should I do if I forget my password?

1. From the Sign In page, click the Forgot your Password link.
2. Enter your email address.
3. Click Request reset password button.
4. An email will be sent containing a temporary password. Upon signing in with the temporary password, you will be prompted to change this password.

How do I register for an Activity?

1. Click the Activities tab to search for the activity or program.
2. Select enroll now next to selection.
3. Select the participant.
4. Complete any required waivers.
5. Click the Add to My Cart button.
6. Confirm activity name, date and time, enrollee, and price.
7. Click Continue to proceed with payment.
8. Once your payment has been approved, your receipt will display.

How do I register for Camp Field Trips?

1. Child must be enrolled in the camp program before you can enroll in field trips.
2. Click the Calendars tab.
3. Select the Camp Activities and Trips calendar.
4. Update the Center to your child’s camp location.
5. Use the activities button to narrow down the search to youth or teens as needed.
6. Select the field trip or event from the calendar.
7. View details and then click Enroll Now.
8. Select the participant.
9. Complete any required waivers.
10. Click the Add to My Cart button.
11. Confirm your activity name, date and time, enrollee, and price.
12. Click Continue to proceed with payment.
13. Once your payment has been approved, your receipt will display.
What happens if I have an outstanding balance or credit on my account?
Outstanding balances must be paid in full prior to registering for an activity. If you have a credit, you can apply that credit to your current transaction. If the credit is large enough to cover your current transactions, you will not be required to make a payment.

What will happen if I try to register for an Activity that is full?
Your name will be placed on a waiting list. You will be contacted if a space opens for that activity. If you do not want to be placed on the waiting list, click the Remove button that appears on the Shopping Cart screen. Note: Placement on a waiting list does not guarantee a spot in the Activity.

How can I view a schedule of my family's upcoming scheduled Activities?
1. Sign into your account and click on the My Account link.
2. Then click on the View Family Members Schedule link.
3. Click the Family Members button to add or remove a family member’s schedule from view.
   Select Apply.
4. Choose Week or Month preference.
5. Once your family schedule is displayed, it can be printed, or select the Add to Calendar link to download a file that can be imported to your digital calendar.

Can I view my transaction history and print out my past receipts?
1. Sign into your account and click on the My Account link.
2. Open the Payment and Order Management section.
3. Select Transaction and Payment History.

How can I get a copy of my Tax Receipt?
1. Sign into your account and click on the My Account link.
2. Open the Payment and Order Management section.
4. Choose tax year.
5. Add available family members.
6. Click Generate tax receipts.

Is my credit card number and personal information safe?
Yes. Your information is encrypted using a Secure Socket Layer (SSL) encryption technology, the highest form of encryption generally available to the public. If the website is secure, the web address will begin with https://. It is the same type of security that all the major online e-commerce websites use. All credit card transactions are encrypted and secure.
Note: The name and address must match those that are on file with your credit card company. If the address shown is not your credit card billing address, click on the My Account button and change your residential address to match your credit card billing address.

How do I save a credit card or electronic check to my account?
1. Sign into your account and click on the My Account link.
2. Open the Payment and Order Management section.
3. Select Saved Credit Cards.
4. Select add a new credit card or add a new electronic check.
5. Add required information.
6. Click Save.
How do I subscribe or unsubscribe to receive emails and/or text messages?

Note: Don’t forget to add stpete@active.com and stpeteparksrec@stpete.org to your list of approved senders to make sure emails are not directed to your spam filter.

1. Sign into your account and click on the My Account link.
2. Click edit next to your name.
3. Select Contact Information page.
4. Enter Text Phone and check or uncheck Agree to receive text messages.
5. Enter Email address and check or uncheck subscription lists.
6. Click Save.
QUALITY CHILD CARE

Quality child care offers health, social, and educational experiences under qualified supervision in a safe, nurturing and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

QUALITY CAREGIVERS

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging and responsive to each child’s individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle and talk to the children.
- Help children manage their behavior in a positive, constructive and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

QUALITY ENVIRONMENTS

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Displays children’s activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.

QUALITY ACTIVITIES

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, storytelling, music, dancing and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, explore, and problem-solve.

PARENT’S ROLE

A parent’s role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the children’s center policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the children’s center.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in the children’s center.
- Arrange alternate care for a sick child.
- Familiarize yourself with the child care standards used to license the children’s center.

PINELLAS COUNTY CHILDREN’S CENTERS

GENERAL INFORMATION

For a listing of children’s centers, contact 211 Tampa Bay Cares at 2-1-1.

For an appointment to review a children’s center file or to file a complaint contact the Child Care Licensing Program at (727) 507-4857.

For further information about child care in Florida or to view children’s center inspection reports, visit the website: MyFLFamilies.com/ChildCare

KNOW YOUR CHILD’S CHILDREN’S CENTER

Nursery School  ●  Kindergarten
Day Nursery  ●  School Age Center

Our mission is to protect, promote & improve the health of all people in Florida through integrated state, county and community efforts.

The statewide toll-free telephone number for reporting child abuse is 1-800-96 ABUSE (1-800-962-2873). Reports of suspected and actual cases of child physical abuse, sexual abuse, and neglect received through the Abuse Registry number are referred to the Pinellas County Sheriff’s Department for investigation.
A LICENSED CHILDREN’S CENTER MUST:

- Adhere to its licensed capacity at all times.
- Post a schedule of daily activities.
- Have first aid and emergency procedures, and post evacuation diagrams in each room.
- Keep accurate, current daily attendance records and document a visual sweep of the entire premises at the end of each day.
- Provide parent(s) or legal guardian(s) access to the children’s center during normal hours of operation.
- Report suspected child abuse to the statewide toll-free telephone number.
- Provide a permission form for parent(s) or legal guardian(s) to allow the center to administer medication as necessary.
- Document required information when administering medication.
- Document accidents and incidents and obtain parent’s, legal guardian’s or authorized pick-up person’s signature(s).
- Maintain vehicles in safe condition if transportation is provided.
- Obtain parent’s or legal guardian’s permission before transporting children.
- Maintain contact information for children in vehicles being used for transport and emergency care plans for children with chronic medical conditions.

CHILDREN’S RECORDS REQUIREMENTS

The following documentation is required to be maintained in the children’s center for each child in care:

- A signed statement that parent or legal guardian received a copy of this brochure.
- A statement signed by parent or legal guardian that enrollment information is complete and accurate.
- A signed statement that the children’s center has provided parent(s) or legal guardian(s) a copy of the written disciplinary practices.
- A current health examination record (not required for school age children).
- A current Florida Certificate of Immunization (not required for school age children).
- A notarized Emergency Medical Release.
- Medical records that include special medical or dietary needs and a list of allergies, if applicable.
- Primary hours of care and days of week in care.
- Telephone numbers or instructions as to how to reach parent(s) or legal guardian(s) when children are in care.
- Hospital preference.
- Child’s full, legal name, birth date, date of enrollment, current address and preferred name/nick name.
- Name, address, and telephone number of parent or legal guardian.
- Name, address and telephone number of emergency person(s), other than parent or legal guardian.
- Name, address and telephone number of physician and dentist.
- Proof of receipt by parent(s) or legal guardian(s) every August and September of information regarding causes, symptoms, and transmission of the influenza virus.

PERSONNEL REQUIREMENTS

- Director has a Director Credential with the certificate posted.
- Documentation that staff meets the staff credentialing requirement (not required for school age centers).
- Completion of background screening.
- Completion of 40-Hour Introductory Child Care training.
- Completion of 10 hours training annually.
- Completion of early literacy training (not required for school age centers).
- Documentation of educational requirements.
- Meet minimum age requirements.
- Signed statements that employees understand the statutory requirement of reporting child abuse/neglect.
- Staff trained in first aid and CPR on the premises at all times and on field trips
- Staff maintain direct supervision including minimum adult-child ratios:
  - 5 years and up 1 adult for 25 children
  - 4 year olds 1 adult for 20 children
  - 2 year olds 1 adult for 10 children
  - 1 year-2 years 1 adult for 5 children
  - 2 months-1 year 1 adult for 3 children
  - 1 year-2 years 1 adult for 5 children
  - 2 year olds 1 adult for 10 children
  - 3 year olds 1 adult for 15 children
  - 4 year olds 1 adult for 20 children
  - 5 years and up 1 adult for 25 children

NUTRITIONAL REQUIREMENTS

- Parent(s) or legal guardian(s) notified of all meal arrangements.
- Parent(s) or legal guardian(s) notified of all nutritional needs.
- Parent(s) or legal guardian(s) notified of all meals provided that are of quality and quantity to assure child’s nutritional needs are met or arrangements made for parent(s) or legal guardian(s) to provide nutritional food.
- Posted meal and snack menus.
- Safe drinking water is available.

PHYSICAL ENVIRONMENT

- Has sufficient indoor space for playing and napping that is kept clean, adequately lighted, vented and in good repair.
- Has indoor and outdoor space that is clean and free of litter and other hazards.
- Has toys, equipment and furnishings that are age and developmentally appropriate, and are maintained in an operable, safe, and sanitary condition.
- Has appropriate bathroom facilities that are operable, clean and sanitized (daily).
- Has isolation area for ill children.
- Has equipment for proper sanitary hand washing, toileting, and diapering activities.
- Has at least one corded, operable telephone available to staff.

HEALTH RELATED ENVIRONMENTAL REQUIREMENTS

- Annual approved fire inspections conducted.
- Monthly checks to ensure all areas of the children’s center are free from fire hazards.
- Smoking is prohibited on premises.
- Storage of toxic and hazardous materials in areas inaccessible to children.
- Fire and emergency drills conducted as required.
- A labeled, fully stocked first aid kit.
- Parent(s) or legal guardian(s) notified of all animals on site.
- Records of immunizations for animals/fowl.
- Prohibit fire arms or weapons on premises (excluding federal, state and local law enforcement officers).
- Prohibit narcotics, alcohol or other impairing drugs on the premises.
- Bimonthly outdoor equipment maintenance checks.