

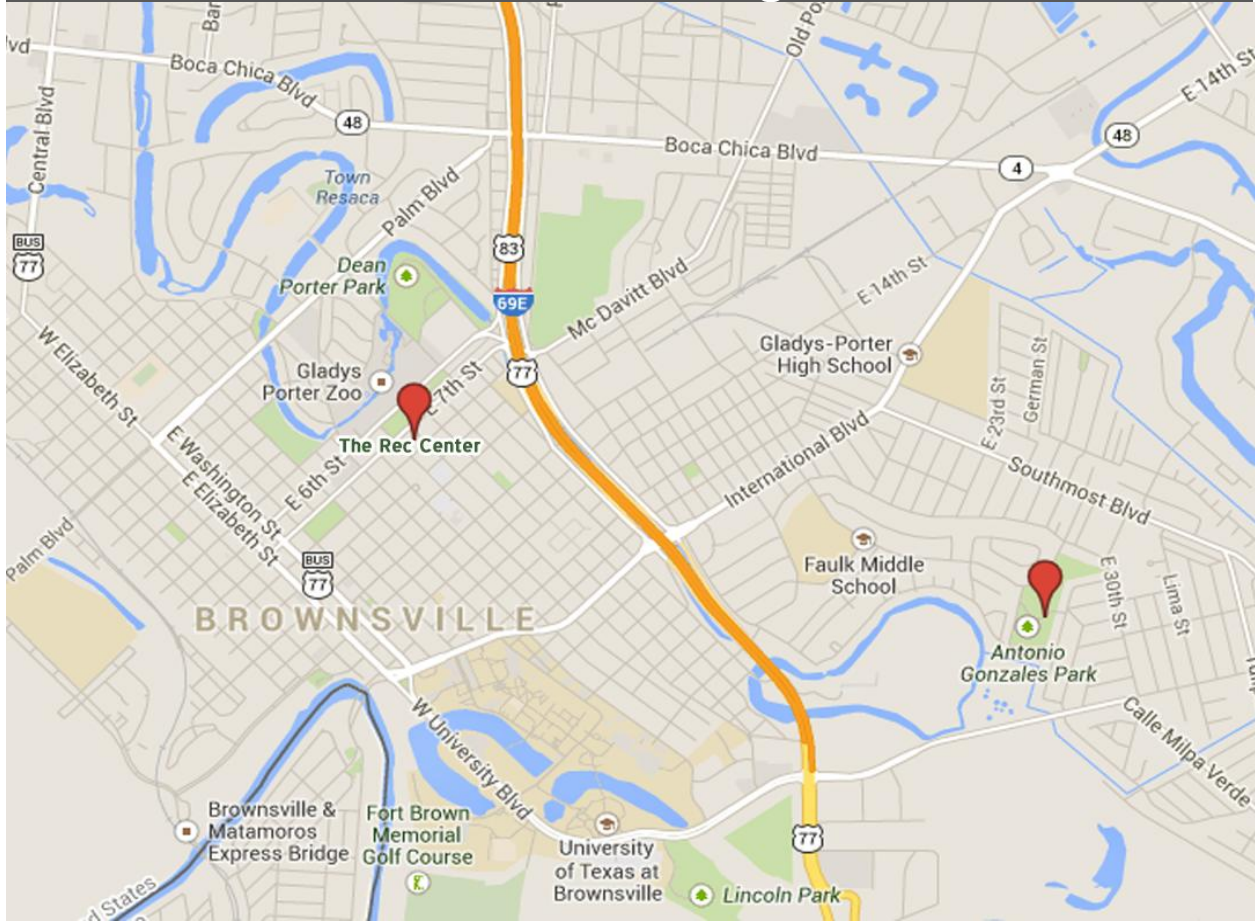
# City of Brownsville Parks & Recreation



## **SUMMER RECREATION PROGRAM 2016 PARENT HANDBOOK**

Play/Create/Explore/and More

# Summer Recreation Program Locations



The Rec. Center  
1338 East 8<sup>th</sup> Street  
Brownsville, Texas 78520

González Park  
34 Tony González Dr.  
Brownsville, Texas 78521



## Contact Information

**CITY OF BROWNSVILLE  
PARKS AND RECREATION DEPARTMENT  
1338 E. 8<sup>TH</sup> STREET  
BROWNSVILLE, TEXAS 78520**

**MAIN: 956-542-2064  
RECREATION: 956-547-6857  
AQUATICS: 956-547-6856  
YOUTH SPORTS: 956-547-6861**

**GONZALEZ PARK  
34 TONY GONZALEZ DRIVE  
BROWNSVILLE, TEXAS 78521**

**OFFICE: 956-547-6831  
RECREATION SUPERVISOR: 956-547-6857  
GYMNASIUM: 956-541-6202**

## Welcome Letter from the Director

Whenever I have the opportunity to interact with our youth I learn something new, just as much as we can teach our children about choices, character, and values they can teach us something too. We value children and hope to make a positive impact on their lives in little small ways each and every day. The City of Brownsville Parks and Recreation Department strives to serve our youth by employing staff who are motivated, honest, enjoy working with youth, and have a calling to be a mentor to your child in some way. Our staff is expected to be professional, establish rapport, demonstrate leadership, be creative, ensure safety, and communicate effectively.

Each child has a variety of skills, some yet to be discovered and while your child is in our care we get the privilege of helping them discover their strengths and talents; each child has voice and should be listened to. We choose to implement activities that are not only fun but promote positive youth development; as well enhancing their awareness of the world around them, other cultures, and themselves; that give your child opportunities to share their thoughts, feelings, and ideas in a safe accepted environment.

We actively research best practices, provide staff development training, and evaluate ourselves in order to better serve your child and your family. We welcome your feedback to know what we are doing well and also to identify areas of improvement. Please come in and see us and share your ideas or complete an evaluation form so that we can make a difference in the life of your child. Lastly, if your child has a special need be sure to notify the site supervisor in order to educate your staff to your child's needs and do our best to ensure a successful experience while in our care.

Damaris McGlone, CTRS\*

\*Certified Therapeutic Recreation Specialist

Parks and Recreation Director

[damaris.mcglone@cob.us](mailto:damaris.mcglone@cob.us)



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# General Registration Info

Summer Recreation Program Registration Opens:

April 18, 2016

Summer Recreation Program Start Date:

Monday, June 6<sup>th</sup>, 2016 (Unless noted otherwise)

For additional information about registration at a particular site, please contact that site directly.

## General Payment Information

Session is secured when full payment is made at registration. Payment is due before day of program attendance, and must be turned into the main office before 4:30PM. If you fail to pay within the provided time frame, you will forfeit your child's spot in that session.

**All deposits are non-refundable and non-transferable.**

## Cancellation Information

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Please note, cancellation fee applies to registration payments made in full. See Session & payment Schedules or individual program sites for more information. Registration fees are fully refunded only if the City of Brownsville Parks and Recreation Department (PARC) cancel full sessions.

## Refund Information

If a refund request has been made by the stated deadline (before the first day of a session) and has been approved by PARC administration, refunds (minus any cancellation fees) may be issued by check from the City of Brownsville (please allow 4-6 weeks for processing), or you can inquire at a PARC program site if a credit can be applied to your account.

## Minimum Registration

PARC reserves the right to cancel a class that does not meet the minimum enrollment requirement prior to the start of the class. If this occurs, you will be notified and a full refund will be issued.

## Waiting List

The number of participants in a program is determined by a staff-to-participant ratio that ensures participants an enjoyable experience. When a program reaches its maximum enrollment, the names of interested participants are placed on a waiting list and parents are notified as openings become available.

<http://parks.cob.us/home>

# Program Policies

## **Child Safety**

Our main concern is the health and well-being of all participants. PARD staff is required to report any suspicion of abuse or neglect. If you have any questions regarding this policy, please contact your PARD program site.

## **Inclusion Support Services**

PARD believes in providing opportunities wherein all individuals are accepted, included and welcomed to live, learn, and play together. If your child has a disability and you would like to request an accommodation, please contact the PARD program site and make a request for services.

## **Waiver/Registration Form**

A waiver/Registration Form must be completed and signed by a parent or guardian before a child may participate in any PARD program. This form contains important medical and contact information about your child that is kept on file. Please make sure to include any requested accommodations.

## **Sign In/ Sign Out**

As the parent or guardian, you are required to escort your child into and out of the program site each day and sign your child in and out of the day's activities. Other than a parent or guardian, only individuals listed on the "Child Drop off/Pick up Permission Form" will be allowed to pick-up and sign in/out a child. Please call the program site to add an additional contact for pick-up. Proper ID is required before staff will release a child. Teen participants are not allowed to leave without written permission. Your child's safety is our primary concern.

## **Absence/ Attendance**

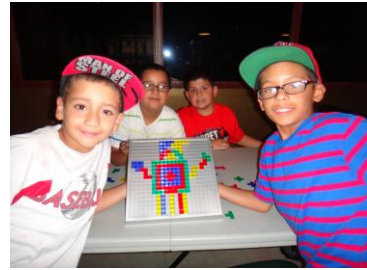
A call to the program facility would be appreciated if your child will not be attending camp for that day. If we have not been contacted by you, a courtesy call may be placed to confirm your child's absence.

## **Field Trips**

Participants may attend scheduled field trips. Parents and guardians will be notified as to the day, time, and field trip details. Fees for field trips may be an additional expense and must be paid in full. Schedules and destinations may be subject to change. All participants will be required to wear program shirts to all trips. They will not be allowed to go without proper uniform.

<http://parks.cob.us/home>

# Program Policies



## **Swimming**

Program sites with swimming components will have schedules posted at the center at the beginning of the program. Participants will have an opportunity to pass a swim test which will allow them to swim in the deep end. Participants that are unable to pass the swim test will be restricted to the shallow waters. IF a parent or guardian chooses to participate in swim time with their child please sign the child out of the program before swimming. All schedules, including field trips and swim times, are subject to change.

## **Safety and Fire Drills**

The Brownsville Parks and Recreation Department has emergency plans in effect at each PARD program site in the event of inclement weather or other hazardous situations. Additionally, centers also conduct random fire drills. All staff is CPR trained and First Aid certified.

## **Appropriate Dress**

Participants should NOT wear expensive clothing as many projects and activities are messy and your child may get dirty or wet. If you are concerned about your child's clothing, please provide an old shirt to use as a smock. Closed-toe shoes are required except while at pools.

## **Bathroom Accidents**

Parks and Recreation Department staff is not permitted to physically assist with personal cleaning or the changing of a participant's clothes after a bathroom accident. Staff shall, while maintaining the participant's privacy, verbally guide participant through the process of cleaning and changing.

We ask that parents and guardians provide a change of clothes for each participant. This includes underwear, pants, shirt, and socks. Please mark packed clothes with your child's name.

In the event that participant is unable to clean him or herself or change his or her clothes, a parent or guardian will be called to assist in this process.

## **Items to Bring Each Day**

Please bring a water bottle, sunscreen, and insect repellent with your child and label all personal items.



# Program Information

## Personal Belongings

The City of Brownsville Parks and Recreation Department is not responsible for lost or stolen property. Participants should NOT bring any valuable items to the program. Our recreation leaders and instructors require the attention of each participant; therefore participants are not allowed to play with personal belongings such as:

- Mobile phones
- Tablets or net books
- Head phones
- Pocket or handheld games
- Mp3 players or iPods
- Anything disruptive

If a participant brings any of the preceding items, he or she will be asked to keep them in his or her backpack. If the items are not put away or become distracting or disruptive they will be collected by staff and kept in the office.

**Please Note:** Participants may be asked to bring a mobile device for digital experimentation. This will only be on pre-set days and dependent upon the lesson plans. Please refer to your PARD program site for more information.

## Meals

Breakfast and lunch will be provided by BISD. Please advise staff of any food allergies your child might have to make any necessary arrangements with BISD or yourself. Breakfast and lunch schedules will be posted at your child's program site.



<http://parks.cob.us/home>

# Behavior Guidelines



## Expectations

At all times participants are expected to respect peers, other program participants, staff and equipment. PARD discourages behaviors which endanger oneself or other participants or staff. Additionally, we insist participants keep their hands and feet to themselves. Foul or abusive language, disruptive behavior, running and/or shouting within buildings will not be allowed. Participants are encouraged to participate in all activities.

## Behavior Management Policy

It is the policy of Brownsville Parks and Recreation Department (PARD) to provide youth participants a safe and hostile-free environment while participating in PARD facilitated programs. City of Brownsville programs are open to the public, and with this environment come the potential for youth participants to exhibit behavior considered disruptive and/or unsafe to others. The possibility also exists that a participant/s disruptive behavior may turn hostile; therefore, the following procedures are used to help ensure the safety of all participants as best to the COB PARD staff training and ability.

## Definitions

Youth: Individuals 6-17 years of age.

PARD facilitated program: any activity in which a PARD employee is responsible for structured programming and participant safety.

Disruptive Behavior: any action that interrupts or disturbs a PARD facilitated program.

Hostile Behavior: varying degrees of antagonistic actions in which ill will or destructive intent are evident.

Unsafe Behavior: any action that poses a potential hazard to other participants, self or staff.

## Procedures:

The intent of this policy is to provide guidance concerning the management of youth exhibiting disruptive, hostile, or unsafe behavior. Guidance of youth must be consistent and based on an understanding of the needs of the program and the individual.

For the safety and consideration of all patrons, the Parks and Recreation Department requires youth participants to follow program rules and respect other participants, staff, and property.

# Behavior Guidelines

When staff employs any behavior management method the following guidelines shall be observed at all times:

- There will be no harsh, cruel, corporal, or humiliating punishment.
- Staff will refrain from using abusive or profane language.
- Staff will not physically contain a youth or place a youth in a locked, unsupervised room.
- Staff may use brief supervised separation from the group if necessary.

For any youth participant that demonstrates Disruptive Behavior or does not follow program rules, PARD staff will observe the following guidelines:

- The participant will be given warnings by PARD staff.
- Upon multiple incidents of disruptive behavior, PARD staff will complete an incident report.
- PARD staff will notify the participant's parents or caregiver.

For any youth program participant that demonstrates Hostile or Unsafe Behavior, PARD staff shall observe the following guidelines:

- PARD staff reserve the right to remove the youth participant from a program or facility until the hostile or unsafe behavior has been corrected.
- Upon multiple incidents of disruptive behavior, PARD staff will complete an incident report documenting the hostile or unsafe behavior.
- PARD staff will notify the youth participant's parents or caregiver.
- PARD reserves the right to dismiss the youth participant from a program or facility without prior warning if it is determined that a youth's behavior places other participants, himself/herself, or staff in danger.
- PARD staff may contact law enforcement officers if necessary.

If a youth participant is removed from a program or facility for disruptive, hostile or unsafe behavior, PARD reserves the right to:

- Specify the time and conditions under which a participant may return.
- Withhold a refund of remaining time or fees to a youth participant that has been removed from the program or facility by enforcement of this policy.

# Illness Guidelines

Illness/Infection Symptom	Should you stay home?	When you can return
Chicken Pox	Yes	When all pox are scabbed
Cold	Yes (with fever)	See fever
Coxsackie (hand, mouth and foot disease)	Yes	Doctor's advisement
Diarrhea	Yes	12 hours after last diarrhea
Ear infection	No (with doctor's diagnosis)	
Fever (undiagnosed illness) 100.04 or greater	Yes	24 hours after fever subsides and fever reducing medications have not been given in the past 8 hours.
Giardia	Yes	When diarrhea subsides or Doctor approves readmission.
Impetigo	Yes	When treatment has begun
Lice	Yes	When treatment has been given
Pink Eye	Yes	24 hours after treatment has begun
Unidentified Rash	Yes	When rash is gone unless doctor approves readmission
Ring Worm	Yes	Treated and begun to heal (must keep covered)
Roseola	Yes (with fever)	See fever
Rota virus	Yes	When diarrhea subsides or Doctor approves readmission
Strep Throat/Scarlet Fever	Yes	24 hours after treatment has begun and fever free
Thrush	No (should seek medical treatment)	
Vomiting	Yes	12 hours after vomiting

## Frequently Asked Questions

1. If my child does not attend every day, can my fee be prorated? No. Attendance is the responsibility of the participant. Failure to attend a class does not entitle you to a transfer or refund. Make-ups are not available and fees are not prorated for absences (see page 6).
2. How should my child dress? Wear comfortable clothing appropriate for activities and movement: T-shirts, pants or shorts and sneakers are suggested (see page 8).
3. Do I need to sign my child in and out every day? Yes. Safety is our first concern; therefore, we require that you sign your child in and out every day (see page 7).
4. Can you just give my child aspirin for a headache? No. If your child needs to take any type of medication (prescribed or non-prescribed), medication must be provided and given by the parent/guardian.
5. Can a neighbor, friend, or relative pick up my child? Yes, but each child must be signed in/out daily by designated person on the child's Waiver/Registration form (photo ID required). Changes or additions to the pick-up list can only be made by contacting the PARD program site (see page 7).
6. If I'm in a hurry can you send my child out to meet me at the curb? No. Safety is our first concern; therefore, we require that you sign your child in/out every day. Children will not be allowed to run out to the car or wait at the curb (see page 7).
7. Why can't my child bring his/her hand held game? Brownsville Parks and Recreation will not be responsible for any lost or stolen property. Our Recreation Leaders require your child's attention. Items from home can be distracting to other students and the instructor. Exceptions may apply during special themed or play days. Please check with site's schedule and supervisor for more details.

# City Parks Information

## City of Brownsville Officials Mayor and City Council

Antonio "Tony" Martinez . . . . . **Mayor**  
Cesar DeLeon . . . . . **Commissioner At-Large "A"**  
Rose M. Z. Gowen . . . . . **Commissioner At-Large "B"**  
Ricardo Longoria, Jr. . . . . **Commissioner District 1**  
Jessica Tetreau-Kalifa . . . . . **Commissioner District 2**  
Deborah Portillo . . . . . **Commissioner District 3**  
John Villarreal . . . . . **Commissioner District 4**

### Office of the City Manager

Charlie Cabler . . . . . **City Manager**  
Pete Gonzalez . . . . . **Deputy City Manager**  
Stephanie Reyes . . . . . **Assistant City Manager**  
Ruth Osuna . . . . . **Assistant City Manager**  
Rachel Figueroa. . . . . **Executive Assistant**  
Becky Anzaldua. . . . . **Administrative Specialist II**  
Esmeralda Veraza. . . . . **Administrative Specialist II**

### City of Brownsville Parks and Recreation Department

Damaris McGlone. . . . . **Parks & Recreation Director**  
Cory Vander Veen . . . . . **Interim Parks & Recreation Director**  
Araceli Sandoval . . . . . **Administrative Specialist II**  
Carlos Velica . . . . . **Administrative Technician II**

### Recreation Center

Ray Arellano . . . . . **Interim Sports Park Superintendent**  
Shannon Guerrero . . . . . **Recreation & Events Coordinator**  
Raul Maraboto . . . . . **Youth Services Supervisor**  
Cassandra L. Guerrero . . . . . **Recreation Supervisor**  
Jerry Garza . . . . . **Aquatics Supervisor**

Dear Parent/Guardian,

***Our program hours are Monday through Friday 8:30AM-4:30PM.*** We understand that circumstances can arise that may cause you to be late picking up your child. Staff members will be as supportive as possible, but it is a situation we all should try to avoid. Participants must be picked up by the end of the program's hours. The time on the clock in the office is the official time. If someone else is picking up your child, it is still your responsibility to make sure that they are picked up by the scheduled time. Parents who know that they will be late because of an emergency need to call the center or have someone call for them. Notification does not excuse late pick up.

**Recreation Center: (956) 547-6859 or (956) 547-6861**

**Gonzalez Park: (956) 547-6831 or (956) 547-6857**

**LATE PICKUP POLICY:**

The following policy will be in effect when you are late to pick up your child at the end of the City of Brownsville Parks and Recreation Departments Summer Recreation Program's hours.

1. Parents will receive a written or verbal reminder about the policy. They will also be notified of the next steps that will be taken.
2. Parents will be charged the following late fees after the first late pick up:
  - a. 10-15 minutes after closing- \$10.00 per child.
  - b. 15-30 minutes after closing- \$15.00 per child and an attempt to call the parent or alternate contact.
  - c. If your child/children remain at the program site after 5:00P.M., and staff is unable to contact you or an alternate contact, there will be an additional charge of \$1.00 per minute, per child and the Brownsville Police Department will be contacted for an "Abandoned Child Report" to be completed.
3. A 3<sup>rd</sup> Late Notice will result in termination of your child's participation in the City of Brownsville Parks and Recreation Department's Summer Recreation Program.

Any and all fines are due before your child will be allowed to come back to the program.

Thank you, Brownsville Parks & Recreation.

I \_\_\_\_\_, (Parent's name) have read and understood the above information and agree to comply with it on this \_\_\_\_\_ day of \_\_\_\_\_ of the year 20\_\_.



City of Brownsville Parks and Recreation Department  
 1338 E. 8<sup>th</sup> Street  
 Brownsville, Texas 78521  
 956-542-2064



### LATE PICK-UP NOTICE

Dear Parent,

Our Summer Recreation Program schedule is **Monday – Friday**, between the hours of **9:00AM – 4:00PM**.

Today \_\_\_\_\_ you child was picked up from our center at \_\_\_\_\_.  
 (Date) (Time)

There is a late pick-up charge of **\$10 per child** for any child left more than **10 minutes after closing**. If your child is at facility **15-30 minutes** after closing, the cost is **\$15 per child**. If your child/children remain at the program site **after 5:00PM**, an **additional charge of \$1 per minute** will be added.

You were \_\_\_\_\_ minutes late, and now have a balance of \$\_\_\_\_\_ due before your child can return to the program.

If your child is picked up late more than 3 times during the program session, your membership will be revoked and there will be no refund. No exceptions.

Please be aware that if your child is at one of our facilities for more than 30 minutes after closing, we will have no choice but to turn custody of your child over to Brownsville Police Department.

1 <sup>st</sup> Notice	2 <sup>nd</sup> Notice	3 <sup>rd</sup> Notice	Dismissal

I \_\_\_\_\_ have read and fully understand this notice.  
 (Print Name)

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Director Signature

\_\_\_\_\_  
 Date



## Parent Acknowledgement Form

Please sign and return by: FIRST DAY OF PROGRAM

I, \_\_\_\_\_, parent of \_\_\_\_\_ state that I have read and fully understand the policies and expectations set in the Brownsville Parks & Recreation Department's Parent Handbook. I will abide by these policies and I understand the consequences of not adhering to the guidelines set forth in the City of Brownsville Parks & Recreation Program Parent Handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Formulario de Reconocimiento de Padres

Por Favor, firme y devuelva por primer día del programa

Yo, \_\_\_\_\_, padre de, \_\_\_\_\_, afirmo que he leído i entendido por completo las pólizas i expectativas requeridas de el manual para padres de; departamento de Brownsville Parks & Recreation. Yo acatare estas pólizas i entiendo las consecuencias al no adherirse a las reglas establecidas por el manual para padres de Brownsville Parks & Recreation Program.

Firma de Guardia: \_\_\_\_\_ Fecha: \_\_\_\_\_



**SUBMIT REPORT IMMEDIATELY TO SUPERVISOR OF RECREATION**  
**City of Brownsville Parks and Recreation Department**  
**Parent Complaint Form**

This form must be filled out completely by a Recreation Staff member before submitting to the Recreation Supervisor.

Participant Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Please write a brief description of your concern/complaint:

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***FOR PARKS & RECREATION USE ONLY:***

How did staff answer this complaint? What action(s) were taken?

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\_\_\_\_\_  
Program Staff Signature

\_\_\_\_\_  
Date

Recreation Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_