



City of Brownsville Parks & Recreation

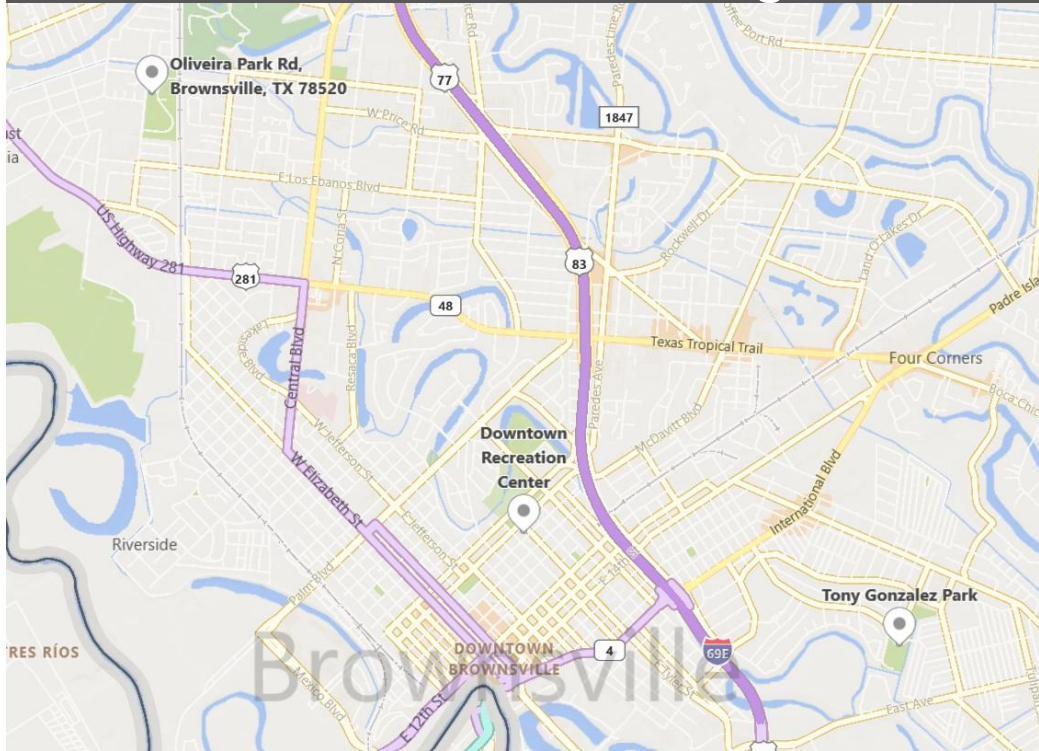


SUMMER RECREATION PROGRAM 2024 PARENT HANDBOOK

Play | Create | Explore | and More!

*Not a licensed childcare facility.
PARD Recreation Programs Regulated by Ordinance Number
2020-898-EE*

Summer Recreation Program Locations



The Rec. Center
1338 East 8th Street
Brownsville, Texas 78520



González Park
34 Tony González Dr.
Brownsville, Texas 78521



Joe & Tony Oliveira Park 104 El Paso Rd
Brownsville, Texas 78520

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

RECREATION: 956-551-2314

AQUATICS: 956-547-6856

YOUTH SPORTS:

956-547-6861

GONZALEZ PARK URBAN CENTER

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

**RECREATION INCLUSION COORDINATOR
(956) 551-2314**

OLIVEIRA PARK

**104 EL PASO RD BROWNSVILLE,
TEXAS 78521**



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General Registration Info

Summer Recreation Program Registration Opens:

Friday, April 10 2023

Summer Recreation Program Start Date:

Tuesday, June 6, 2023 (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, prorated 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 (PARD) cancel full sessions.

Refund Information

The City of Brownsville Parks and Recreation Summer Program is a **NON-REFUNDABLE PROGRAM**. When you register your child please make sure the dates you choose will not interfere with vacations, child visitation or other circumstances. When you register your child for program you are reserving your child's space in the program, which reduces the amount of space available for program, if you decide your child cannot attend, that space cannot be filled.

Minimum Registration

PARD 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.

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 or modification, 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.

COVID -19

Participants may have health screenings based on City requirements at the time. Children should stay home if sick or a household member is in quarantine or awaiting results. Reduced capacity is based on local safety threat matrix. Smaller than normal group sizes and limited interaction between groups as threat matrix warrants. Frequent sanitation, hand-washing & other CDC recommended hygiene protocols. It is encouraged to bring face masks (optional), reusable water bottles, and personal hand sanitizer is encouraged, although PARD will have emergency supplies on hand, in addition to regular sanitation throughout program.

Sign In/ Sign Out

As the parent or guardian, you may drop your child off at the center and they can sign themselves in. You are required to enter the facility and sign your child out of the program. Only individuals **listed** on the "Child Drop off/Pick up Permission Form" will be allowed to pick-up and sign out a child. **NO** participants are allowed to leave the premises 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. Schedules and destinations may be subject to change.

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. Please label clothes and personal items.

Bathroom Accidents

Parks and Recreation Department staff are 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. Lockers are available, bring your own lock.

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
- Headphones
- 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. You may provide sack lunch if you desire.



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 5-17 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:

- Staff will encourage positive engagement & attempt to redirect unwanted behavior.
- The participant will be given warnings by PARD staff.
- Upon multiple incidents of disruptive behavior, PARD staff will complete an incident report. (unless 1st incident warrants it).
- 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 two 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

COVID-19 Symptoms

Yes

Negative Test or 5 days after symptom onset.

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

John Cowen Jr. **Mayor**
Tino Villarreal, Jr. **Commissioner At-Large "A"**
Rose M. Z. Gowen, M.D. **Commissioner At-Large "B"**
Bryan Martinez **Commissioner District 1**
Linda C. Macias **Commissioner District 2**
Roy De los Santos **Commissioner District 3**
Pedro Cardenas **Commissioner District 4**

Office of the City Manager

Helen Ramirez **City Manager**
Alan Guard **Deputy City Manager**
.Chief Felix Saucedo..... **Assistant City Manager**
..... **Assistant City Manager**
Rachel Figueroa **Executive Assistant**

City of Brownsville Parks and Recreation Department

Vacant **Parks & Recreation Director**
Graciela Salazar **Assistant Parks & Recreation Director**
Nayade Garza **Administrative Supervisor**

Recreation Center

Laura Holbrook..... **Recreation & Community Inclusion Coordinator**
Shannon Contreras **Special Events Coordinator**
Araceli Sandoval **Youth Sports Supervisor**
Samuel Perez..... **Aquatics Coordinator**

Dear Parent/Guardian,

Our program hours are Monday through Friday 8:00AM-4:00PM. 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) 547-6872 or (956)551-2314

Gonzalez Park: (956) 547-6857 or (956)551-2314

Oliveira Park: (956) - 547-6861 or (956)551-2314

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 3rd 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. 8th 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 **8:00AM – 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 4:30PM**, 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 st Notice	2 nd Notice	3 rd 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 Concern 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:

FOR PARKS & RECREATION USE ONLY:

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

Program Staff Signature

Date

Recreation Leader Supervisor Signature: _____ Date: _____