



JaxParks Afterschool Program

Policies and Procedures

For Parents



Date:	August 11, 2025 – May 22, 2026
	We follow the Duval County School Calendar

Time:	2:30 pm - 3:45 pm (Depending on site.) 30-45 mins.	Homework Assistance and snack time	
	3:45 pm - 5:30 pm	Indoor / Outdoor activities, crafts, games, recreational sports, cooking activities, special events	Activities will vary daily.
	5:30 pm - 6:00 pm	Free Play	

2025-26 Club Rec Locations

2025-26 Teen Warehouse Locations

Beachwood 11758 Marina Dr.
Cuba Hunter, 3620 Bedford Rd.
Dinsmore, 7126 Civic Club Dr.
Henry T. Jones, 3856 Grant Rd.
Joe James, 2229 Grunthal St.
Julian Barrs, 10151 Crystal Springs Rd.
Legends Center, 5130 Soutel Drive
Oceanway, 12215 Sago Avenue
Robert F. Kennedy, 1133 Ionia St.

Balis, 1512 LaSalle St.
Legends Center, 5130 Soutel Dr.
Mary Lena Gibbs, 6974 Wilson Blvd.
Robert F. Kennedy, 1133 Ionia St.

NOTE: After school program hours are from 2:30 pm of school dismissal until 6:00 pm, unless otherwise posted.

****Participants must stay for at least 3 hours and must be picked up no later than 6:00 pm****

Table of Contents

Our Mission	
Our Program	
Parent/Staff Communication.....	4
Arrival and Departure	
Dismissal Procedure	
Departure from Program	
Attendance Policy	
Computer Use and Internet Safety	5
Supervision and Protection of Youth	
Clothing	
Snacks	
Personal Items	
Money	
Cell Phones	6
Health and Safety	
Sick Policy	
Exclusion Criteria.....	7
Illness Criteria for Return.....	8
Communicable Disease.....	9
Medication	
Immunizations	
Significant Special Needs	
First Aid	
Injury at the Park.....	10
Emergency Procedures	
Hand Washing and Personal Hygiene	
Drugs, Alcohol & Cigarettes	
Child Abuse Policy.....	11
Code of Conduct	
Discipline Action.....	12
Discharge Policy.....	13
Parental Expectations.....	14
Parental Notification Misconduct Form.....	15-16
Comprehend Parent Handbook.....	17

Our Mission

The mission of JaxParks is to provide a recreation program conducive to a growing and thriving community.

At Club Rec, we aim to provide an atmosphere that helps your children learn from positive interactions while having an exceptional recreation experience. We aim to create a safe, fun environment that allows your child to get the most out of their experience!

Our Program

CLUB REC is available to elementary students, first through fifth grade, and TEEN WAREHOUSE is available to middle and high school students, sixth through twelfth grade. The program currently serves students Monday through Friday and operates on Duval County School Calendar. See listing for locations.

Program format consists of a supervised group homework period, educational projects, workshops, arts and crafts, sports and other recreational activities that are age appropriate for a diverse group of students.

The program strives to provide opportunities for social development and active learning in a safe and positive environment. The program provides activities that teach children life skills enabling them to not only survive, but to succeed despite the negative influences many of the program participants encounter. Scheduled programs encourage good behavior, a commitment to positive learning and the development of social skills. Participants are taught how to resist the pressures to engage in the types of behaviors that can lead to involvement in the Juvenile Justice System, as well as unhealthy lifestyle choices (i.e. drugs, STD's, teenage pregnancy, etc.). Parent permission will be required for certain programs offered. The program also teaches the children to respect themselves and others by providing activities that enhance self-confidence and self-esteem.

Parent / Staff Communication

Communication is the key to the success of our program. Please feel free to speak with your child's Recreation Supervisor about any concerns or commendations you may have. Parent conferences are scheduled upon request.

Center Phone Numbers:

Balis: 904-255-6633
Beachwood: 904-255-6918
Cuba Hunter: 904-255-6690
Dinsmore: 904-255-6884
Emmett Reed: 904-255-6920
HT Jones: 904-255-6899
Joe James: 904-255-6893
Julian Barrs: 904-255-6881

Legends: 904-255-4050
ML Gibbs: 904-255-6636
Mitchell Center: 904-255-6886
Oceanway: 904-255-6850
RF Kennedy: 904-255-6860
Westside: 904-255-6331
Windy Hill: 904-255-6903

Arrival and Departure

The Club Rec Program is open Monday through Friday from 2:30-6:00 pm, unless otherwise posted. Participants or their parents are responsible for their own transportation to and from the program.

Dismissal Procedure

Identification must be shown upon the pickup of your child **EVERY DAY**.

NO CHILD WILL BE RELEASED TO ANYONE NOT LISTED ON THE OFFICIAL REGISTRATION FORM

Departure from Program

Each participant's registration form indicates the available departure options, such as walk home, parent pick up, sibling pick up, etc. Participants may only be released according to the option(s) noted on their registration form, which has been indicated on the sign in/out sheet. Staff are required to ensure participants are released only as their parents/guardians have authorized.

* Children must at least be in the 3rd grade to participate in the walk home option or must walk home with sibling in the 3rd grade or higher. Walkers that have signed out and left the building are not to return to the site until the next program operating day.

* The Club Rec & Teen Warehouse programs end at 6:00pm. Habitual late pickup is unacceptable and may result in dismissal from the program.

*If a participant arrives then leaves supervised area without permission or signing out, the staff will note that the child has left for the day and is not allowed to return until the next program operating day.

Attendance Policy

Participants must stay for at least 3 hours daily. We ask parents to notify the Recreation Supervisor if their child will not be in attendance that day. Daily attendance will be taken at the beginning of the program every day. If a child is absent for two or more consecutive days without prior notice, the program staff will contact the parents/guardians listed on the registration form to verify that the participant will continue in the Afterschool Program. If we are unable to contact the parent after two more consecutive days absent, the child will automatically be unenrolled from the program.

Computer Use and Internet Safety

It is the policy of After School Programs to permit students to have internet access. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

Staff will instruct and supervise program participants on acceptable use of the internet resources and proper network etiquette. The purpose of this policy is to ensure all students and parents understand the guidelines that must be followed to gain internet access.

Supervision and Protection of Use

We ensure all participants are adequately supervised. A staff member will be onsite and available until all participants have left the program at the end of the day.

Example for School Age

To provide quality programming to youth the ratios we maintain are 1 adult to every 20 youth. The Recreation Supervisor will ensure that ratios are adjusted to maintain the levels of supervision.

Clothing

Send your child in comfortable clothes, appropriate for the weather and for participating in various indoor and outdoor recreational activities. (All shorts must be arm length. Please, no tank tops, tube tops or bare midriffs). **For safety reasons, no sandals or open-toed shoes will be allowed at Club Rec.**

Snacks

The program may include snacks when resources are available. Water is always accessible for children. Children are welcome to bring their own snacks.

Personal Items

The City of Jacksonville is not responsible for the loss or damage of a child's possessions. Please do not send anything of great value or importance to the program with your child.

Money

Participants are discouraged from bringing money. Please make sure your child understands that if money is brought, he/she must keep track of it and keep it in a safe place. Staff are not allowed to hold any child's money.

Cell Phones

Cell phones are not to be used during program hours. Children may use their cell phones before and after the program, or in case of emergency. Please contact the individual center if you need to speak with your child. If your child does bring a cell phone, he/she must keep it in a safe place. Staff are not responsible for any lost or stolen cell phones.

Health and Safety

Sick Policy

Before your child begins attending the Club Rec Program, it is important that you have an alternate plan for care in the event that your child becomes ill. If you keep your child home due to sickness, please call to notify the individual center of his/her absence and particular illness. If you bring your child to the program thinking that he/she may not be feeling well, please advise staff so they can be more alert for any signs of developing illness. If your child becomes ill during the program day (see criteria below), you will be called to take him/her home. If you cannot be reached, staff will contact persons listed on your child's registration form. Until your child is picked up, he/she will be separated from the other children at the camp and observed in the site office.

Exclusion Criteria

Children may not attend the City of Jacksonville's Club Rec program if they have any of the following signs or symptoms:

- Any illness that prevents the child from participating comfortably in program activities.
- Any illness that results in a greater need for care than staff can provide without compromising the health and safety of other children.
- Signs of fever (over 100 degrees F).
- Difficulty breathing (e.g. uncontrolled asthma attack).
- Lethargy, irritability, persistent crying, or other signs of severe illness.
- Diarrhea (2 or more loose stools in the past 12 hours or any loose stool with blood or mucus).
- Vomiting (2 or more times in the past 24 hours).
- Mouth sores associated with drooling (e.g. herpes stomatitis).
- Contagious rash (chicken pox, impetigo, scabies, ringworm of the scalp or body).
- Rash with fever or behavior change.
- Infectious conjunctivitis (pink/red eye with white or yellow eye discharge).
- Head lice
- Sore throat and swollen glands to the point of discomfort and difficulty eating.
- Persistent cough that interferes with activities.

Children who are sick may return to the program once the fever, diarrhea and or vomiting has resolved for preferably 24 hours, and they can comfortably participate in program activities. For specific illnesses or conditions, children may return once the criteria outlined below have been met.

Illness Criteria for Return

Chicken pox - All lesions have dried over 6 days after onset of rash

Conjunctivitis - Note from clinician with treatment, or eye clear without discharge

COVID 19- Negative COVID-19 test or current CDC guidelines for quarantine

Ear infection - No fever for 24 hours

E. Coli 0157:H7 - Diarrhea resolved and two negative stool cultures

Hepatitis A - 1 week after onset of illness or jaundice

Impetigo - 24 hours after antibiotic treatment is started

Lice - After the first treatment

Measles - 4 days after onset of rash

Mouth sores with drooling - Note from clinician

Mumps - 9 days after onset of parotid gland swelling

Pertussis (whooping cough) - 5 days of completed antibiotic treatment (out of 14 days total)

Rash with fever - Note from clinician

Ringworm of scalp or body - Treatment for Tinea capitis started

Scabies - After treatment is completed

Shigella - Diarrhea resolved and two stools cultures negative

Strep throat - 24 hours after antibiotics are started and no fever for 24 hours

Tuberculosis - Note from clinician stating no longer contagious

Special Note: Ringworm

Children with ringworm of the scalp/body or Tinea Capitis may not attend the program until a clinician prescribed antifungal treatment is started.

Communicable Disease

The Florida Administrative Code, Communicable Disease Control, does not permit children to attend the program if they have a communicable disease or symptoms of a communicable disease. Parent(s)/guardian(s) should notify the Recreation Coordinator within 24 hours after the child has developed a known or suspected communicable disease. If a child is found to have signs or symptoms of a communicable disease, a notice will be given indicating the disease and the nature of the illness. The names of the children will not be provided.

All information about communicable diseases is confidential.

The following communicable diseases must be reported to staff immediately:

- Chicken pox/varicella
- Conjunctivitis, infectious (pink eye)
- COVID 19 (including exposure to)
- Diarrhea: viral, parasitic or bacterial (e.g. E. coli, Salmonella, Shigella, Rotavirus, Norwalk agent, Enterovirus, Giardia)
- Diphtheria*
- Fifth Disease/Erythema Infectiosum
- Haemophilus influenza type B (Hib)*
- Hepatitis A*
- Hepatitis B*
- Hand, Foot and Mouth disease
- Herpes simplex virus stomatitis (severe case of oral herpes)
- Impetigo
- Influenza (the flu)
- Lice
- Lyme Disease*
- Measles*
- Meningitis, viral or bacterial (e.g. meningococcus*, enterovirus)
- Mumps*
- Pertussis (whooping cough)*
- Rabies*
- Rubella*
- Ringworm of the scalp or body
- Scabies
- Stomach virus
- Strep throat/Scarlet fever
- Tuberculosis*

- Typhoid Fever*

Diseases marked with an asterisk () need to be reported to the local county health department by camp staff.*

Medication

Recreation staff will not administer any medications. Please cooperate by not asking our staff to administer drugs, and please do not pack such substances in your child's lunch or school bag, unless it is a field trip day.

Medications can be administered by the child with Parks and Recreation staff present, only if left in the original container and only according to the instructions on the container. Any medications are to be kept in the main office or site area. Recreation staff will walk the participant to the office for medication, as needed. On field trip days, please pack the medicine in your child's bag and advise staff of the times to be taken.

Immunizations

Your child should be up to date on all immunizations recommended by the Florida Department of Health.

Significant Special Needs

Parents of any child enrolled or applying to enroll in the program must notify staff of any medical or developmental condition requiring special accommodations. Parents should provide the Staff with any information that would be useful in helping to care for the child. Appropriate medical documentation may also be required. The program will make every effort to meet the child's special needs. These special needs include any allergies a child may have to certain foods (e.g., peanut butter or milk). Please provide the program with appropriate documentation from a doctor in regards to allergies. A child may be excluded from the program when he or she requires a level of care that would cause the staff to compromise the needs of the group.

First Aid

Staff at the program will only administer basic first aid in accordance with the Health Department regulations.

Injury at the Park

If your child is injured at the Club Rec Program, an *Injury/Incident Report* will be filled out by Recreation Staff. A copy will be sent to Risk Management, the parent(s) and kept in the program's file. If your child has a serious injury, we must be able to contact you by telephone. Please make sure your telephone information is correct. We are unable to give copies of reports at the site, if you need a copy please contact MyJax at 630-CITY or myjax.custhelp.com.

Emergency Procedures

If a child is seriously injured or in need of medical attention, a staff person will call 9-1-1 and the child will be taken to the nearest hospital. Parent(s)/guardian(s) will be notified immediately. Parents are required to pay for the cost of the ambulance and all medical expenses. Staff will not personally transport children, in case of medical emergencies; 9-1-1 will always be contacted.

Hand Washing and Personal Hygiene

Staff constantly reminds the children to wash their hands after using the lavatory and continually focus on good personal hygiene habits.

Drugs, Alcohol, and Cigarettes

Because we care about the safety of children, we ask that parents/guardians do not use illegal drugs or are under the influence of alcohol while transporting children to and from the recreation program sites. If in our judgment a parent/guardian is impaired by drugs or alcohol, the Recreation Supervisor will:

1. Inform the person of the observation that he or she appears to be under the influence of drugs/alcohol
2. Ask the person to contact someone else to come pick up the child
3. Contact the Police Department if the authorized person insists on transporting the child

Please do not use any tobacco products on the premises.

Child Abuse Policy

Any employee or volunteer who becomes aware of or suspects that any child or minor is a victim of physical and/or sexual abuse must immediately report such suspicion to the supervisor and the Parks, Recreation and Community Services Director. Such report shall be made promptly.

By law, all staff members are required to report all suspected instances of abuse or neglect to the central abuse registry and tracking system. The Recreation Supervisor and the staff person who suspects the incident will file a confidential report together.

Code of Conduct

Following is a list of rules that your child must adhere to. It is important to read these guidelines and understand the implications that can arise if participants do not properly abide by them.

- Safety must come first.
- Do not participate in any physical contact that may result in the injury of another individual is permitted.
- Never take items that do not belong to you.
- Do not leave an assigned group or area without getting permission from the staff member.
- Never go anywhere alone.
- Do not drink or eat unless during the snack and special activity times. Water is always available during outdoor activities.
- Always tell the truth.
- Be polite and helpful to other.
- Respect staff and other participants in the program.
- Do not run in the building.
- Do not use drugs, alcohol, or tobacco products.
- **Do not bring toy guns, knives, Chinese stars, etc. to program.** (*Bringing these items to the program may result in suspension or expulsion*).
- Clean up your area of use before moving on to the next activity.
- Participate in all activities unless hurt or ill. If they choose not to participate, they must stay in close proximity to the activity.
- Do not chew gum during the program.
- Never make a trip to the restroom or water fountain without first getting the recreation staff's permission. Participants must ask staff for permission to always ask to use the restroom.
- Do not wander away from the group on walks to the fields or other facilities.
- Never act in an unsportsmanlike manner, tease, or taunt other participants or use inappropriate language.
- Never inappropriately touch or expose yourself to other participants.
- Do not throw or spit food or drink while at lunch.

Discipline Action Plan

Any behavior that is disruptive or endangers the safety of those participating in the program will be subject to disciplinary actions. In addition to the rules listed above, other types of behavior that will not be tolerated include but are not limited to derogatory remarks directed to the other participants or staff members, refusing to follow instructions, stealing or defacing others' property, running away, smoking, cursing, etc.

The program discipline actions are as follows:

- **First Incident:** Explain to the child the problem and issue warning
- **Second Incident:** Institute a penalty. (Examples: denial of use of facility or piece of equipment, sit out from an activity, etc.). Staff will complete an Incident/Injury report for the parent to sign.
- **Third Incident:** Call the child's parents and parent must pick up child immediately.

- **Fourth Incident:** Suspension from the program. Parents will be notified immediately.
- **Fifth Incident:** Expulsion from the program

*Please see attached disciplinary notification sheet (page *).*

NOTE: Staff will have the discretion to elevate the matter to higher degree based on the severity of the incident. In such a case, parents will be informed immediately and if necessary, child will be expelled from the program. No refund will be given in these cases.

Any disciplines problems will be recorded on an Incident/Injury Report. The Report will require a parent signature. This will serve as the formal notification to the parent and for Department records.

Discipline should be handled immediately. If “time-out” is to be used as a form of discipline, it will be set as “one minute per each year of age” (i.e., if they are ten they will receive ten minutes of “time-out” of the current activity).

Discharge Policy

The City of Jacksonville reserves the right to cancel the enrollment of a child for the following reasons:

- Lack of attendance
- Not observing the rules of the program or code of conduct as outlined in the Parent Handbook
- Physical and/or verbal abuse of staff or children
- Any situation or circumstance that presents any harm to the child, other participant or staff

Parental Expectations

Keeping our parents informed and our parents keeping us informed is very important to the success of our afterschool program.

Parents must contact the center when:

1. Information on your registration application has changed.
2. Someone other than those listed on your child(ren's) application will be picking your child(ren) up.
3. A child will not be picked up on time.
4. An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e., divorce, loss of a pet, death in the family, etc.).

Parents will be contacted immediately when:

1. Your child has received an injury which could require medical attention.
2. Your child exhibits a medical condition which could be contagious or threatening to others in the program.
3. Your child is ill and is unable to participate in daily activities.

Parents will be notified at pick-up time when:

1. Your child receives a minor injury that does not require the service of a professional in the medical field.
2. Your child complains of a non-emergency condition or symptom.
3. Your child exhibits unusual behavior.
4. We want to share your child's accomplishments.

Parent conferences will be scheduled by the Recreation Supervisor when:

1. Your child exhibits a pattern of disruptive behavior which interferes with the quality of the program or management of other children.
2. Unusual patterns of behavior or participation are observed by the staff.

Center
Progressive Disciplinary Procedure

The Discipline actions stated below are in affect according to the DR&CS Code of Conduct.

Level II – These misbehaviors are more serious. The consequences of these behaviors can range from a parent conference with the child, suspension, expulsion or trust passing.

4th Offense	(Day Suspension) - Return Date:	) Date: , 202
Student Signature _____	Parent Signature _____	Staff's _____ Initials _____

Date: _____, 202

[illegible]

Medication Form

This form must be completed and submitted before your child can receive any medication.

Name: _____, Age: _____ Type Medication: _____ Dosage: _____

Childs Name	Date	Time	Staff Signature

Signature of Parent or Guardian

Phone Number

Address_____

Date_____

JaxParks Afterschool Program

Department of Recreation & Community Services

DROP-OFF/PICK-UP, BIKE RIDERS AND WALKERS CONTRACT

Child (ren)'s Name(s)

Afterschool Program Site

Please list below adults who are permitted to pick up your child (ren) from the program. **Siblings under 18 years of age are not permitted to sign out participants.** Please notify us in advance if your child (ren) is to be picked up by another person. **A picture ID is required when picking up a participant.**

1.			
	Print Name of Authorized Person	Relationship	Contact Number
2.			
	Print Name of Authorized Person	Relationship	Contact Number
3.			
	Print Name of Authorized Person	Relationship	Contact Number
4.			
	Print Name of Authorized Person	Relationship	Contact Number
5.			
	Print Name of Authorized Person	Relationship	Contact Number

I give my child (ren) permission to: () walk home and/or () ride a bike home.

I understand the structured program hours are from 3p.m. until 6 p.m.

Signature of Parent (or Legal Guardian)

Date

I acknowledge that I have received, read and understand the After School Program Policies and Procedure Handbook.

Parent Name (Printed)

Parent Signature

Date

Please list all your children that are enrolling in the After School program:
