

# PATRICK SPACE FORCE BASE YOUTH PROGRAMS



# Parent Handbook



[WWW.GOPATRICKFL.COM](http://WWW.GOPATRICKFL.COM)

*The Patrick SFB Youth Programs staff would like to take this opportunity to welcome you to our youth center. Our goal is to provide your child with programs that are not only fun, but also provide everyone with an interesting and educational experience.*

## **AIR FORCE MISSION STATEMENT**

To assist DoD, military and civilian personnel in **balancing** the competing demands of the accomplishment of the DoD **Mission** and **Family** life by managing and delivering a system of **Quality, Available** and **Affordable** programs and service for eligible children and youth birth through 18 years of age.

## **CORE BELIEFS**

Safe place to learn and grow - Ongoing relationships with caring adult professionals - Life-enhancing programs and character development experiences - Hope and opportunity

## **LOCATION AND FACILITY**

The Youth Center is located in Building 3656, 815 Harrier Avenue, in the Pelican Coast Housing Area.

Included in the building is a new state-of-the-art gymnasium, game room, studio room, Net Cafe computer room, activity room and a snack bar. Our program provides a large selection of recreational equipment, table/board games such as billiards, pinball and ping-pong, as well as current video games consoles. In addition, we have youth baseball/soccer fields, a multi-purpose outdoors court and a school-age playground.

Note: Due to special events that may be held in other facilities/locations, notifications will be posted when we will close or reduce hours. When required, Youth Programs relocates to an alternate operating location.

# HOURS OF OPERATION

Monday - Thursday: 2:30 - 7 pm; Friday: 2:30 - 10 pm  
Open Recreation during Summer/Winter/Spring  
Breaks: 2:30 - 7 pm  
Early Release Days: 1:30 - 7 pm

# ELIGIBILITY/MEMBERSHIP

This program is open to all dependents -ages 9-18 - of active duty, retired military, DoD/NAF civilian employees, DoD contract employees and bonafied houseguests of eligible patrons.

Note: Children 5-8 years of age are allowed to participate in only those activities organized specifically for their age group such as the school age program, instructional classes, special events and scheduled activities. A parent or sibling over 16 years old must accompany youth ages 5-8, unless they are participating in an activity that includes continuous supervision by an adult.

If eligible youth elect not to become a member and want to come to the youth center, they will be required to pay a \$3.00 daily guest pass

# MEMBERSHIP FEE

Ages	Fees
Sub-Teens (5-8)	Daily \$3.00/Yearly \$40.00
Pre-Teens (9-12)	Daily \$3.00/Yearly \$40.00
Teens (13-18)	Daily \$3.00/Yearly \$40.00
Non-members	Daily \$3.00

Receive a \$10 discount off the membership fee when using your Services Club Card (Master Card)

Note: Sub-Teens (5-8) are only allowed to participate in activities organized specifically for their age group, such as Youth Sports, Kids Night Out, Sub-Teen dances, School Age Program and other planned programs.

Non-members are eligible users who choose not to become a member of youth programs. A non-member is also an ineligible youth who is a guest of

an eligible member of youth programs. A current membership card is required for daily programs/activities. Members receive reduced rates on activities charging an admission, such as youth sports registration and field trips. All memberships expire exactly one year after the date of purchase. Receive a \$10 discount off the membership fee when using your Services Club Card (Master Card)

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## Required documents for enrollment

AF Form 88, Internet Policy agreement, Bullying Harassment Policy, Photo Release, Code of Ethics

# FIELD TRIPS

All activities are subject to change due to inclement weather or lack of participation. To check this status, please logon to [www.goPatrickfl.com](http://www.goPatrickfl.com). Parents must give written permission for all field trips. All field trips require advance sign-up, completed permission slip, and payment of fee. There is minimum and maximum requirement of number of participants due to personnel costs and transportation issues. If deadlines are not met, field trips will be cancelled. Deadline for sign-ups are two days prior to the event. Youth Center's buses and drivers are used to transport youth to and from Youth Program events, activities and field trips, both on and off base. We encourage parent participation on all field trips and events.

Our base utilizes a combination of appropriated and non-appropriated fund personnel. The Director is a professional, full-time youth development specialist who has the overall responsibility of providing a well-rounded program for youth ages 9-18. Our Recreation Assistants are trained to provide our patrons with an ongoing quality program.

All Open Recreation staff members are trained in the following mandatory annual requirements: First Aid and CPR, Prevention and Identification of Child Abuse, Fire Prevention, Customer Service, Risk Management, Food Handling and other ongoing training is provided as deemed necessary. It is also the legal obligation of the Youth Program staff to report any suspected cases of child abuse or neglect.

- The DoD Child Abuse and Safety Hotline number is 1-877-790-1197.
- The State of Florida Child Abuse Hotline is 1-800-96-Abuse.
- Family Advocacy 494-8171
- Safety Office 494-2202

## **VOLUNTEERS/PARENT INVOLVEMENT**

Youth Programs continuously looks to expand our program capabilities and provide the youth of Patrick AFB with interesting and challenging activities. We are constantly looking for volunteers to assist in making our programs and activities a success. Volunteers are needed for skate nights, dances, tutoring, field trips, lock-ins and as advisors to our clubs, special events, mentors and instructors. Without active volunteers, it can be difficult for our programs to meet the needs of our youth. We are continuing to look for new and exciting things to keep your youth busy and to keep him/her on the right path to being a good citizen. If you have any ideas or would like to volunteer, please let us know when you visit the center, or call 494-4747.

The Airman & Family Services Flight Parent Advisory Board meets quarterly. We strongly recommend you attend these meeting to discuss issues and concerns relating to all aspects of our programs. Parents are welcome in the program at any time and are encouraged to attend and be a part of special events, field trips and to share their special talents and abilities with the children.

## **HEALTH & SAFETY PROCEDURES/MEDICAL EMERGENCIES/ILLNESS**

The Open Recreation staff cannot administer medication of any kind, prescribed or over-the-counter. Furthermore, youth will not be allowed to attend our program during contagious stages of communicable diseases.

These include, but are not limited to: scabies, chicken pox, vomiting, diarrhea, impetigo, ringworm, head lice, conjunctivitis or symptoms of other

contagious diseases such as measles, mumps, hepatitis, scarlet fever, chicken pox and strep infection. Parents will be called to pick up their child if he/she exhibits signs of illness.

If youth are hurt and require medical attention, the parents will be notified immediately. If parents are not available, the emergency contact will be notified. If the parents and emergency contact cannot be reached, the Youth Center will call 911. A staff member will accompany the child to the hospital if necessary.

Throughout this time, every effort will be made to contact the parent.

### **EXCLUSION CRITERIA**

- **Ear Temperature of 101 or greater or elevated temperature** accompanied by behavior changes or other signs of illness **Admission:** When fever is gone for 24 hours and child feels well enough to participate in program activities.
- **Symptoms and signs of possible severe illness** such as lethargy, uncontrolled coughing, difficulty breathing persistent crying or other unusual signs  
**Admission:** When normal behavior has resumed or a medical evaluation indicated inclusion in the program is acceptable. A doctor's note may be required.
- **Uncontrolled diarrhea**  
**Admission:** 24 hours after uncontrolled diarrhea has stopped.
- **Vomiting illness** (two or more episodes of vomiting in the previous 24 hours)  
**Admission:** 24 hours after vomiting stops.
- **Rash with fever or behavior change**  
**Admission:** When fever is gone for 24 hours, and with a doctor's statement that the condition is not communicable.
- **Scabies, head lice, or other infestation**  
**Admission:** 24 hours after treatment has been initiated.
- **Strep throat or other streptococcal infection**  
**Admission:** 24 hour after initial antibiotic treatment and cessation of fever with a doctor's statement that the child is no longer contagious.
- **Mumps**  
**Admission:** 9 days after onset of parotid gland swelling, with a doctor's statement that the child is not contagious.
- **Hepatitis A**  
**Admission:** As directed by a health care provider and public health office.
- **Chicken Pox**  
**Admission:** 6 days after onset of rash or until all sores have dried and crusted.



- **Impetigo**  
**Admission:** 24 hours after treatment has been initiated.
- **Measles or Rubella**  
**Admission:** 6 days after onset of rash and a health care provider states the child is non-communicable
- **Purulent conjunctivitis or pink eye** (defined as pink or red conjunctiva with white or yellow eye discharge)  
**Admission:** With a doctor's statement that the child is no longer contagious.

If your child becomes ill while in our program, you will be notified. If it appears to be a contagious illness, your child will be separated from the other children to prevent exposure to others until a parent or family member arrives.

Families will be notified verbally and in writing if their child has been exposed to any communicable disease. This notification will give information about the disease to include symptoms and signs of infection, mode of transmission, period of communicability, and control measures to stop spread of the disease in the program.

## **BOYS & GIRLS CLUB AND 4-H PROGRAMS**

We are proud of our affiliation with the Boys and Girls Clubs of America and 4-H Clubs. Utilizing sound developmental principles, we offer diversified program activities in five core program areas: character & leadership development, the arts, sports, fitness & recreation, health & life skills, and education & career development.

A wide variety of positive activities are offered on a daily, monthly and year-round basis. Each month a center calendar is available for youth to pick and choose which activities they would like to participate in. There is also a bulletin board with daily activities posted.

Below is a list of some of our initiatives.

**Youth Employment Skills (YES) Program:** This program is for dependents of active duty Air Force personnel who are in high school and looking to earn money for college. Eligible members must volunteer at approved facilities to earn up to \$1,000 annually. For every hour worked, \$6 is banked in an account for the student to apply to college fees when they are accepted to an accredited college or vocational school.

**Keystone Club:** The Keystone Club is for youth, ages 14-18. The club holds weekly meetings at the Center. Teens spend many hours doing community service, mentoring younger youth, fundraising activities, and are

one of the steering groups for programs and activities designed for teen participation.

**Torch Club:** The Torch Club functions much like the Keystone Club. This club provides pre-teens (11-13 years of age) the opportunity to be involved in determining upcoming activities, learning teamwork and community service. The Torch Club meets weekly at the Youth Center.

**Youth of the Quarter/Year:** The Youth of the Year program is one of many programs offered through the center's affiliation with the Boys and Girls Clubs of America. Through daily interactions with the youth, program staff encourages and reinforces traits and values such as caring, honesty, fairness, responsibility and respect, as they work towards character development. Each quarter, youth have an opportunity to demonstrate their achievements in home and family leadership, moral character, community, school leadership and service, life goals and obstacles they've overcome. Quarterly winners compete for PAFB Youth of the Year and a chance to compete at higher levels, to include regional and national competitions.

**Congressional Award:** Youth Programs aids and assists youth in enrolling, participating and completing requirements for the Congressional Award Program. The program is open to all 14 to 23-year-olds. Participants earn medals and certificates based on levels involving four program areas: Volunteer Public Service, Personal Development, Physical Fitness and Expedition/Exploration. Earning the award is a fun and interesting way to get more involved in something you already enjoy or something you'd like to try for the first time.

**Aviation Camp:** This program is for eligible youth who would like to explore the U.S. Air Force Academy as a possible choice for college. Teens will participate in a wide variety of outdoor and classroom activities during a six-day camp period. You will be selected based on an application process to attend this camp.

**Open Recreation:** This program offers youth a safe environment where they can foster new friendships and have fun. Available for members are video games, pool, television, stereo and snack bar. Check out the monthly calendar for a listing of special activities.

**Teen Recreation:** The facilities give teens a place of their own to relax, play, study and make friends. Available for members are video games, pool, television, stereo, and a snack bar. Check out the monthly calendar for a listing of special activities, designed specifically for teens.

**Power Hour:** A home-work/tutoring program held daily at in the activity room. Youth have the opportunity to do their homework as soon as they arrive from school. Our School Age Program offers children homework assistance as well. This is highly encouraged by offering a designated homework area. The program assistant assigned to that area will provide homework assistance if needed, and if the child is a willing participant.

**Instructional Class:** We offer a wide variety of instructional classes for children between the ages of 5-18 years of age. Classes are ongoing and may include gymnastics, dance, martial arts, sign language, etc.



**Worldwide Bowling:** This program is being offered as a structured self-improvement activity to support children’s education. The purpose of this program is to encourage and reinforce children’s literacy and language development and to enhance scholastic achievement.

**4-H Club:** 4-H is a fun, educational program for young people ages 5-18 years of age. 4-H has something for everyone and anyone can join. Joining 4-H is a great way to have fun, learn new things and meet people.

**National Fine Arts Exhibit:** This contest encourages creativity through a variety of media, is made up of local, regional and national exhibits. Youth are encouraged to create artwork in any of the following categories: monochromatic drawing, multi-coloured drawing, pastels, water color, oil or acrylic, print making, mixed media, collage and sculpture.

**National Photography Program and Contest:** This program and annual contest encourages *youth 6-18* to learn and practice black and white, color, and digital process photography. Recognition is given through local, regional, and national contest/exhibits.

## **YOUTH SPORTS & FITNESS ACTIVITIES**

The Sports, Fitness and Recreation program below helps develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social skills.

- Summer Basketball- June - July
- Soccer-(Spring) March – May
- Basketball -(Winter) Dec – Feb
- Cheer Leading -(Winter) Dec – Feb
- Soccer -(Fall) Aug – Oct
- Baseball -(Fall) Aug – Oct

### **SUMMER SPORTS PROGRAMS**

SOCCER – BASKETBALL – TENNIS – GOLF - BOWLING (Dates & Prices TBA)

### **START SMART PROGRAM** – AGES 3-5 (\$45.00 per child)

This Parent/Child activity will be held Wednesday’s from 1700-1800. Parent / Guardian must be present to work together with their child during the four weeks clinics (once a week)

### **FEES**

AGES 5 TO 8 YRS \$35.00 / AGES 9 AND UP \$35 MEMBERS / \$45 NON-MEMBERS

### **Required Documents**

CURRENT PHYSICAL - AF FORM 88 - SPORTS REGISTRATION -PARENT CODE OF ETHICS ON FILE PRIOR TO PARTICIPATING

**For more information on our Sports Program contact us at 321-494-3770.**

# REFUND POLICY

Request for refunds must be made before to the date the service is to be provided. Requests for refunds "after the fact" will not be honored. If you reserve a space in any program (by paying for that space) and another youth is denied a space because the class/program is full, you will not be given a refund if you later decide you do not want to use your space. If we have a waiting list and can fill your space, we will be happy to issue you a refund.

# FUNDING

We are supported through a combination of non-appropriated funds (generated from program fees, fundraisers and snack bar proceeds) and appropriated funds. Fees are charged to help defray most of the NAF costs of operating the program activities but are not set up to generate a profit.

External support comes to us through Combined Federal Campaign designations and United Way grants. Remember # 2740 during the annual Combined Federal Campaign. Through this support, we are able to host many special events and daily activities throughout the year.

# DRESS CODE

Proper clothing, consisting of a shirt, long/short pants and closed-toe shoes, must be worn in the Youth Center. We recommend tennis shoes the majority of the time due to the nature of the activities normally offered. (Youth Programs Staff will regulate). Bathing suits are not allowed inside the building unless it is required for a scheduled activity. Cover-ups must be worn prior and after an activity. Halter-tops, back-outs, baby tees and tube tops are considered inappropriate clothing for the Youth Center. Clothing with foul language, put downs, etc., are not to be worn in the Center. Shirts will be worn at all times. Boys that need to remove their shirts while engaged in strenuous activities in the gymnasium must put them on before leaving the gymnasium. Members will not wear clothing that promotes the use of drugs, alcohol or tobacco.

# ITEMS OF VALUE

The Center provides a wide variety of games, toys, sports equipment, craft supplies etc. for use while in the facility. We encourage all youth to leave personal items of value at home. We cannot be responsible for loss of personal items.

# GUIDANCE/DISCIPLINE

We provide appropriate guidance procedures when dealing with difficult behaviors. Simple expectations and limitations are clearly defined and easily understood. Constructive forms of discipline such as redirection, diversion, separation of youth from a situation and praise for appropriate behavior will be used. We encourage conflict resolution and problem solving.

Extreme negative behavior will be handled according to the following procedures:

Initial incident: Warning to the member by a staff member. Parents will be notified of the warning, briefed of the situation and the incident will be documented on a You Need to Know or Incident Report. Depending on the severity of the behavior, any staff member has the authority to ask youth to leave the facility or area. If child is asked to leave the program, the program assistant will call the parents.

Second incident: A second incident, not necessarily concerning the initial incident, will require parents to be present during a meeting with the member, a staff member and the director or designated representative.

Third incident: Temporary dismissal from the program for a specific period of time. The Airman & Family Services Chief will make a final determination on the incident.

# **NO SMOKING, DRUG, AND ALCOHOL POLICY**

In accordance with AFI 34-249, the use of alcohol, illegal drugs, or tobacco products is prohibited in any youth program facility or its outdoor areas. The use of alcohol, illegal drugs, or tobacco products is also prohibited at any function sponsored for or by the youth program.

# **DEPARTMENT OF DEFENSE CHILD ABUSE POLICY**

All Youth Program staff, volunteers, and contracted instructors are trained annually in child abuse prevention, identification, and reporting, and trained to report Child Abuse as follows:

**The DoD Child Abuse and Safety Hotline  
number is 1-877-790-1197.**

**The State of Florida Child Abuse Hotline is  
1-800-96-Abuse.**

**Family Advocacy 494-8171**

**Safety Office 494-2202**

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