

TAMPA ELITE SPORTS ACADEMY PARENT HANDBOOK

www.TampaEliteSportsAcademy.com

T.E.S.A. Office

8001 Sheldon Rd. Tampa, FL
33615

Ph # -813 – 443 – 5067



Mission

To make a change in a child's life through extra-curricular involvement and positive relationship building.

The Tampa Elite Sports Academy seeks to reform the traditional after school program with specialized athletics training and small group child to teacher interaction. Tampa Elite Sports Academy is an after school, sports and summer program for ages 5 and up that specializes in training young athletes with a diverse array of sports training programs available for all levels and interests. After 6:00 pm, one on one training sessions will be offered as an option to the parents. Tampa Elite Sports Academy is unique in letting kids choose what sports they would like to participate in during their time at the facility.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

PROGRAMS OFFERED

Recreation Program

T.E.S.A. offers a recreation program for the kids who love to play. The recreation games vary from intramural sports; capture the flag, dodge ball, kickball, volleyball and more. We offer a structured schedule that includes study time, a computer lab (including entertainment and educational games), art education, thematic crafts projects, character development and sportsmanship curriculum, as well as, indoor and outdoor games. Some of the outdoor available games include 4 square, tetherball and box hockey. Indoor games that are available include billiards and ping pong,. Play station and WII are available during our free time period. Tampa Elite Sports Academy offers a variety of entertaining options so that your child will never be bored and always challenged. We have a dedicated and energetic staff that will make every moment at our facility a memorable one.

Sports Program

TESA offers sports programs for kids to reach their highest potential in their sport of choice. Football, basketball, baseball, soccer, dance, cheerleading, karate and speed and agility are a few training options for each participant. Each participant will choose their training schedule 1 week ahead of time. Training sessions last 45 minutes to an hour and take place Monday through Thursday. All Fridays will be scheduled as a league day for that season's sport. Tampa Elite Sports Academy coaches will challenge participants physically and mentally to be a well trained athlete who knows every detail of their specific sport. T.E.S.A. knows that it is important to not get burned out and lose the passion for the game that you love. For that purpose, we offer 2 day and 4 day sessions, and you will always have the opportunity to switch to our recreation program at any time.

One on One Training Program

One on one training for all sports is available after 6:00pm. Ask a T.E.S.A. staff member for the next available session.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

Coaches Bio's

DEWEY PAXON – SPORTS PROGRAM DIRECTOR

BA in Elementary Education

Assistant Athletic Director – TNC Vikings

Tampa Elite Sports Academy Football Trainer and
Speed & Agility Trainer

10 + Years of Child Care and Coaching Experience

College Football Experience

Awarded Key to the City for Youth Involvement

Alix Fiorino – Recreation Leader

JR Olympic Dance Team Member

Tampa Elite Sports Academy Dance and
Cheerleading Coach

Jackie Tumelty – FACILITY DIRECTOR

Advanced Director Credential, Children and
Family Services

10 + years of Child Care Experience

MA Education Guidance, USF 2011

BS Business with minor Child Development

SPORTS INSTRUCTORS

Basketball Instructor (Seasonal) – Troy Moore

High School Coaching Experience

High School Educator

Soccer Instructor (Seasonal) –Francisco Arzuza

12 + years Youth Coaching Experience at HCU

Collegiate Playing Experience

Baseball Instructor (Seasonal) – Kevin Detolla

Professional Playing and Coaching Experience

Youth Coaching Experience

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

Tuition Rate Sheet

Registration Fee (summer and Afterschool)	\$50.00
Drop-In Rate <i>per day</i>	\$20.00
After School Recreation Program 3 day Rate	\$45.00
After School Recreation Program Rate <i>per week</i>	\$70.00
After School 2 Day Sports Program Rate <i>per week</i>	\$85.00
After School 4 Day Sports Program Rate <i>per week</i>	\$100.00
Non School Days Recreation Program Rate <i>per day</i>	\$30.00
Non School Weeks Recreation Program Rate <i>per week</i>	\$125.00
 Summer Camp	
Summer Camp Recreation Program Rate <i>per week</i>	\$135.00
Summer Camp 2 Day Sports Program Rate <i>per week</i>	\$150.00
Summer Camp 4 Day Sports Program Rate <i>per week</i>	\$165.00

* One field trip per week is included in summer program rate.

*Payment is due on the 2nd and 4th Monday of each month. Your account is considered past due on the 2nd and 4th Tuesday of each month. A \$15.00 dollar late fee will be assess for payments received after the day specified.

*10% Discount for multiple children.

*A \$25.00 dollar fee will be assessed for any returned check. Payments thereafter must be paid in money order, cashier's check or cash.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

LICENSING

T.E.S.A. is licensed by the state of Florida in Hillsborough County. Our Childcare license is posted on the bulletin board. T.E.S.A. meets or exceeds all state regulations and standards. We provide after school care, camp days, and summer camp.

Our facility does not discriminate upon the basis of race, color, religion, sex, or national origin.

HOURS OF OPERATION

For your convenience, T.E.S.A.'s After Care Program is open Monday through Friday 2pm-6:30pm, and Camp Days (non-school days) are from 7:00am-6:30pm; 12 months per year.

Holiday Schedule: T.E.S.A. is closed on the following days: Memorial Day, Independence Day, Labor Day, Thanksgiving day, Friday the day after Thanksgiving, Christmas day and New Years day. We will close at 12:00pm on Christmas Eve.

MEALS AND SNACKS

This facility will serve one nutritious snack and beverage daily. Parents/Guardians must provide lunch for their child/children on camp days.

POLICIES

Payment of Fees

Upon enrollment, a one-time \$50 Registration fee will be required for processing.

Childcare and program fee are on the 2nd and 4th Monday of each month. Your account is considered past due on the 2nd and 4th Tuesday of each month. A \$15 late fee will be assessed for payments received after the day specified. We do accept VISA and MASTERCARD.

A \$35 fee will be assessed for any returned check. Payment's thereafter must be paid in money order, cashier's check or cash.

Late Pick-up charge of \$1 per minute will be assessed if your child/children are picked up after closing time of 6:30.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

Family discount- a 10% discount off total tuition will be given for families with more than one child.

Sick Policy

Children with contagious illnesses must stay home in order to prevent the spread of illness to other children and adults.

Parents are ultimately responsible for determining their child's ability to actively participate in the daily activities. While we sympathize with the needs of each parent and their child, we must provide a healthy environment for all children in the day care. A sick child often needs special one-on-one attention. It is difficult for a staff member to take time away from well children to devote special attention to a sick child.

We have instituted this policy based on the wishes and opinions of our parents to avoid any confusion over the health and well being of your children. The staff at Tampa Elite Sports Academy appreciates your compliance with our Sick Child Policy. As a general rule, if your child is not up to par due to illness, please keep your child at home.

Keep your child home if he or she has the following symptoms:

- Fever greater than or equal to 100.5 degrees F.
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless since by a physician.
- Severe abdominal pain, vomiting or diarrhea

Pick Up Policy

As soon as your child arrives to the facility, he or she is checked in. We ask that all parents sign your child out every day. This gives the staff a chance to communicate with parents as well. The only people that are allowed to pick up your child are the names that are stated on the application. If someone different is picking up your child, please add them to the pickup list. If there is a situation where a parent is not allowed to pick up a child, please provide legal documents. If your child is walking home, documentation stating these arrangements needs to be provided.

Vacation Policy

A schedule will be posted weekly. Spring and winter holiday schedule will be posted on the bulletin 1 month prior to vacation dates. Sports program schedule will be posted every week as well. If a sports instructor will not be present for a particular week, parents will be notified.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

Two weeks of vacation may be taken during the course of a year. Written notification must be given to the Director at least one week prior to the vacation otherwise the parent/guardian is charged the usual tuition fee. A vacation week is constituted as five continuous day.

Discipline Policy

Tampa Elite Sports Academy is committed to providing a safe, enjoyable and healthy atmosphere for all participants. The majority of children that attend our program demonstrate appropriate behavior. On occasion, inappropriate behavior is displayed and requires action by the director.

When children break a rule, they may be required to sit out of scheduled activity or could be assigned a community service project. Serious infractions such as intentional physical contact or stealing could result from suspension from the area. We encourage our staff to work closely with parents to accomplish good behavior. Communication is very important in this regard. We also encourage staff to build the child's self esteem and give positive insight to the parents.

The discipline policy is a positive tool that promotes good citizenship. A parent has the right to appeal any discipline action. Once they make this request, a suspension is on hold until the Director meets with the parent.

Please read the code of conduct carefully to your child so that both understand the consequences of inappropriate behavior.

Safety Policy

To ensure the safety and well being of each child, T.E.S.A. policies and procedures are strictly enforced. Our policies and procedures are designed to help contribute to a safe environment and they address daily attendance records, closing logs, direct supervision of children, emergency management system and planning, building security and monitoring, daily facilities inspections, staff training, opening and closing check lists, regular maintenance reviews, fire drills, sick policies, child abuse training, discipline policies and over all facility and program organization.

GENERAL EMERGENCY PLAN

Unplanned events that are considered general emergencies include any threats to the safety of children due to environmental situations, threats of violence, heat or water. In such situations our Emergency Management procedures will take effect.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

Our staff is trained in emergency and evacuation procedures and are certified in CPR and First Aid. Drills are performed regularly and we are well versed on the appropriate community resources to be contacted. Our first priority is to protect the children by evacuating them to a protected area. We have emergency first aid kits which include all childrens emergency contact information.

T.E.S.A. follows the Hillsborough County school closings in case of an emergency situation or inclement weather.

INCIDENT REPORTING

Any time a child has an accident or receives an injury that requires first aid, the staff member must fill a report explaining the nature of the accident and injuries. This form must be completed on the day of the incident. A copy of the report is given to the parent/guardian and the original is placed on file in the office. This process is the same for any incident that may occur.

TRANSPORTATION

Transportation is provided for the children of T.E.S.A. to and from schools and planned field trips. Written permission from a parent/guardian must be on file.

TERMINATION OF ENROLLMENT BY T.E.S.A.

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child, the other children, and the overall operation of the facility to terminate enrollment. Every effort will be made to correct a problematic situation before final decision is made.

Termination of enrollment may be the result of the following:

Non-payment of tuition, T.E.S.A.'s inability to meet the child's needs, continued violation of policies by student or parent, abuse of children, staff or property, disruptive or dangerous behavior by parent or family member, etc.

TERMINATION OF ENROLLMENT BY PARENT

We require two weeks written notice and account paid in full prior to withdrawal from the facility.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

CODE OF CONDUCT

The code of conduct program consists of disciplinary guidelines set up to help the Tampa Elite Sports Academy staff ensure a safe and productive environment for our participants.

The code of conduct encourages and rewards positive behavior. The rewards should reflect the level and consistency of appropriate behavior displayed by our participants. When this type of behavior is rewarded on our areas, the incidents will be communicated to the parents as it is a reflection on them as well. Consistently practicing these types of behavior will greatly increase your children's chances of having an enjoyable experience on our playgrounds.

Parents, please see Director if you have any concerns with how the Code of Conduct is being applied to your child. If so, ask about our appeal process.

EXAMPLES OF INCENTIVES

- "Kid of the week" coupon, certificate, t-shirt
- "Kid of the month" –field trip, pizza party
- "Participant of the month" certificate
- "Coaches helper of the day"
- More game room time
- Positive reinforcement to parents

The types of encouraged behavior include, but are not limited to:

- Being a good listener
- Following instructions
- Being helpful
- Practicing politeness
- Being unselfish
- Participating in all activities
- Exhibiting responsibility
- Being friendly
- Displaying good sportsmanship

- 1st occurrence -A thank you from staff
- 2nd occurrence - A kind word to the Child's parents
- 3rd occurrence – Possible kid of the week
- 4th occurrence- A possibility of extra privileges

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

DISCIPLINE STANDARDS

This code of conduct program is divided into four disciplinary groups to reflect the degrees of severity of misconduct. The disciplinary measures shall include replacement costs of any vandalized equipment or facility. Discipline decisions will take into consideration any past records on the participant from the beginning of the summer program to the beginning of the next summer program. Each participant will be considered individually in light of all available facts. All individuals will be expected to follow the rules.

- a. All suspensions should be communicated by a staff member to the Director.
- b. Any concerns a staff member may have with a participant's behavior must be communicated to a parent or legal guardian as soon as possible, preferably when the parent picks up the child that day. If the Parent does not pick the child up, both telephonic and written contact must be made with a parent or guardian.
- c. If, upon a telephonic or written request, the parent or guardian fails to contact us to discuss the participant's behavior, then an automatic suspension will take place within the next two days.
- d. Refusal to abide by disciplinary guidelines in Groups 1-3 will result in an automatic suspension.

GROUP I The types of prohibited actions include, but are not limited to:

- a. Being in the office or building without permission.
- b. Misuse of any equipment which includes throwing any equipment, kicking balls against fences, children standing on swings, hitting box hockey sticks against tress, etc.
- c. Parking bicycles in unauthorized areas.
- d. Running in buildings, or on bleachers, benches or shelters.
- e. Sitting on tables
- f. Skateboarding on sidewalks
- g. Disturbing classes in progress
- h. Unauthorized use of telephone.
- i. Not following directions.

THE FOLLOWING GUIDELINES ARE SET UP FOR DISCIPLINARY MEASURES IN THIS GROUP:

1st Occurrence - Verbal counseling with the participants.

2nd Occurrence – Verbal counseling with 15 minutes time-out or community service, talk to parents.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

3rd Occurrence – Thirty minutes of community service, time-out, and talk to parents.

4th Occurrence – One day suspension.

5th Occurrence – Two day suspension.

6th Occurrence – Three day suspension.

GROUP II- The types of prohibited actions include, but are not limited to:

- a. Climbing on trees, fences, and boundary walls.
- b. Engaging in scuffling, kicking, wrestling, pushing others in line or at the water fountain or similar types of disorderly conduct.
- c. Refusing to follow directions as given by a staff person or volunteer.
- d. Violating a safety rule or practice, i.e. throwing rocks, being in a restricted area, and jumping.
- e. Name calling, cursing or using foul language on areas.
- f. Wandering from groups and activities and in areas not properly supervised.
- g. Kissing
- h. Acts of cruelty i.e. acts against insects, reptiles and birds.
- i. Racial slurs, obscene gestures (6-8 year olds).

THE FOLLOWING GUIDELINES ARE SET UP FOR DISCIPLINARY MEASURES IN THIS GROUP:

1ST Occurance – Verbal counseling, talk to parent, and 30 minutes time-out.

2nd Occurance – One day suspension.

3rd Occurrence – One week suspension.

4th Occurance – Two weeks suspension.

5th Occurrence – One month suspension.

6th Occurrence – Three months suspension.

7th Occurrence – Six months suspension.

GROUP III – The types of prohibited actions include, but are not limited to:

- a. Being disrespectful or using abusive language or cursing at staff or volunteer.
- b. Threatening, intimidating or bullying other participates and staff.
- c. Provoking or instigating fight or fighting at anytime at Tampa Elite Sports Academy property or at T.E.S.A events, i.e. pulling participant's pants down or putting another child in an embarrassing situation.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

- d. Deliberately stealing, misusing, destroying, or damaging another participant's property.
- e. Vandalism, i.e. putting rolls of toilet paper in commodes, defacing walls, deliberately breaking bottles, breaking concrete blocks, climbing on buildings, etc.
- f. Indecent exposure, i.e. mooning, urinating in public on bathroom walls or floors.
- g. Deliberately spitting on another participant and/or biting another participant.
- h. Smoking or using tobacco products (if under 18 years of age).
- i. Deliberately intimately putting hands on another person.
- j. Leaving the area without permission.
- k. Using racial slurs or obscene gestures (9 years old and up).
- l. Pulling the fire alarms.

THE FOLLOWING GUIDELINES ARE SET UP FOR DISCIPLINARY MEASURES IN THIS GROUP:

1ST Occurrence – Parent notification and one week suspension.

2nd Occurrence - One month suspension.

3rd Occurrence – Three month suspension.

5th Occurrence – Six months suspension.

6th Occurrence - One year suspension.

GROUP IV – The types of prohibited actions include, but are not limited to:

- a. Theft or removal of Tampa Elite Sports Academy without proper authorizations.
- b. Possessing narcotics or intoxicants or being under the influence.
- c. Weapons are not allowed on T.E.SA. property. A participant or visitor shall not possess, handle or transport weapons. Participants or visitors violating this policy are subject to suspension, expulsion, and/or arrest. Weapons include: guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, nunchaku,, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, dangerous instruments, toy guns, or anything that resembles or could be considered by Tampa Elite Sports Academy to be a weapon.
- d. Provoking or instigating a riot.
- e. Acts of violence against humans or animals.
- f. Making false 911 calls.

A Group IV violation will result in a immediate suspension of a duration to be determined by the Director. Because many of the actions border on or are a criminal, the proper authorities may be called in to take further action. Tampa Elite Sports Academy will pursue all appropriate remedies for any and all damages to T.E.S.A.'S OWNED property, facility and equipment. The Director or the designee is responsible for disciplines and determines the level of offense and its appropriate consequences.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

MISCELLANEOUS RULES

- a. Time-out should take place within their age group in a safe, designated area in sight of staff that placed the child in time-out.
- b. A suspended participant will be denied involvement at Tampa Elite Sports Academy.
- c. Violation of such suspension by coming to Tampa Elite Sports Academy property may result in additional suspension time and/or will be considered a trespassing and handled accordingly.
- d. Disciplinary action regarding adults fighting will be handled by the sheriff's department. Extenuating circumstances will be handled accordingly.
- e. Any other behavior problems that are of a more private nature will result in an immediate meeting with parents and staff to discuss solutions.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK



FIELD TRIP PROCEDURES

1. Participants attending to the Field Trip must have on their permission slips:
 - Where are they going.
 - Approximate time frame
 - Emergency Phone number
 - Parents/Guardian's signature

2. All children going on the Field Trips **MUST BE REGISTERED.**

3. Recreation staff will carry the following on all field trips:
 - A travel roster with each child's name one it along with an emergency phone number for each child.
 - A Field Trip /Medical Release form – signed by parent or guardian (completely filled out).
 - Cell phone or make sure you have access to a telephone.
 - A First Aid kit.

4. A completed travel roster must stay in the area.

5. Each child must have a wrist band marked with the school name (or abbreviation) and roster number.

6. Participants must be assigned a buddy and be with that buddy throughout the day. You should have two or three buddy checks. Participants must stay with the Recreation

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

Leader. Some field trips such as Adventure Island, staff may want to be in a general location and set boundaries for your assigned group. If you are attending a large facility such as Busch Garden, staff is required to keep their group with them.

- 7 You are required to wear your uniform at all times on field trip. When assisting on the waterfront, please take your shoes off.
- 8 Directors are to keep control of their children at all times. Children are to remain seated while riding on the bus and talk softly. This is for the safety of all the participants. The bus drivers are absolutely in charge of the bus. Staff must follow the driver's rules and request.
- 9 If a child is a discipline problem on a field trip, that child does not go on the future field trips.
- 10 With buses, the Director should try to keep a 1:25 ratio all the times.

EXAMPLE – FIELD TRIP LIST

SKATEWORLD
BOWLING
ADVENTURE ISLAND
BUSCH GARDENS
BUCCANEERS TRAINING CAMP
RAYS BASEBALL GAME
MOSI
MOVIES

AND MUCH MORE.

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

PARENT AGREEMENT

PLEASE SIGN AND RETURN

This Parent Handbook is a necessary part of admission in our program and clearly defines T.E.S.A.'s reciprocal responsibilities to the parents/guardians and children we serve. It is the responsibility of the facility Director's to enforce these policies for the safety of the children and staff of our facility.

I have received a copy of this Handbook. I have read and understand the policies and requirements of T.E.S.A. I had an opportunity to ask question, I will direct any further questions and or concerns to the Director's.

PARENT/GUARDIAN NAME: _____

**PARENT/GUARDIAN
SIGNATURE:** _____

DATE: _____

TAMPA ELITE SPORTS ACADEMY

PARENT HANDBOOK

INFECTIOUS DISEASES/HEAD LICE

When a child reports to our program with an infectious disease or condition, i.e. head lice, nits, chicken pox, measles, scabies, etc., the child must be isolated from the other children and the parent called. It is not our role to diagnose any medical problem. If staff is not sure of the condition, play it safe and call the parent. Once the parent is called, the child must be picked up immediately. If the parent cannot be reached, the child must not be allowed to play with the other children. Place the child in the office and provide the child with quiet activities such as coloring or reading. DO NOT place child in an unsupervised area or make the child feel awkward.

Head lice are a warm weather problem that can and will strike any child. We are not required to conduct head-lice checks until a condition is reported to a staff member. Once this occurs the staff must check every child's hair before they enter our program for a three-day consecutive period. Also, a sign must be posted and a note sent home informing the parents that head lice have been reported and for the parents to thoroughly check their child(ren)'s head.

When checking the child's hair, staff must use Popsicle sticks and if they find lice, staff must wash their hands with a mixture of bleach and water before they inspect another child. We cannot remove any head lice or nits from any child's hair. Also, all mats will need to be sprayed with the appropriate cleaner if any have been used by the children.

Once head lice are found, you need to remind children not to share hats, brushes, combs, swimming towels, or touch heads. Don't forget to check staff members' hair--no one is immune from head lice!!

The infected child can not return to the center until they are treated and no sign of nits or lice are present. When the child returns to the center, their hair must be checked thoroughly. Do not take the parent's word that the child's hair is free of nits and lice.

HEAD LICE

PLEASE, we also ask that during this time you are especially sensitive to ALL the children's feelings. Children will mirror what they see and hear and if we convey the feeling that lice are "dirty and disgusting" these feelings will be transferred to others and themselves if they contract them. Remember that head lice PREFER CLEAN HEADS to dirty and that they can be as easily transmitted as the common cold.

FACTS YOU SHOULD KNOW ABOUT HEAD LICE:

1. ANYONE can get head lice! Lice PREFER A CLEAN hair shaft on which to lay their eggs.
2. Lice are small, grayish-white, wingless bugs, about the size of tiny ants.
3. Head lice are found on the hairs of the head, usually behind the ears and back of the neck.
4. Lice can live upwards to 48 hours off the body without a live "host."
5. Lice lay oval whitish nits (eggs)--not to be confused with dandruff, which is flaky, or droplets of hair spray. Head lice attach their eggs to CLEAN hair shafts with a gluey substance and is very difficult to get off. They will not "flick" off but must be pulled off.
6. Lice live on human blood that they suck from their "hosts."
7. Lice CANNOT hop or jump, but are transmitted by way of close contact, i.e. hats, brushes, combs, pillows, upholstery, furniture, and personal contact.
8. The first signs of lice are usually itching and scratching. The lice and/or eggs may be seen.
9. Lice infestation can be successfully treated at home with over-the counter products and diligence.
10. Once lice infestation starts, it can spread like wildfire. Prompt action is required.

SOME PREVENTATIVE MEASURES:

1. Because head lice prefer a clean hair shaft upon which to lay their eggs, the use of hair spray, conditioners, mousse CAN BE a deterrent.
2. Do not let children share a brush, comb, hat, cap, or visor.