



The After-School Program

2025 - 2026

Parent Handbook

Our Program

Welcome to the City of Gainesville's After-School Program 2025-26! The City of Gainesville's Department of Parks, Recreation & Cultural Affairs (PRCA) is a CAPRA Accredited Agency that strives to provide youth with positive experiences through the assistance of our staff, who have been selected for their ability to guide youth, their love of recreation, and their experience working with young people. All staff pass a Level II background screen and are certified in CPR, and First Aid & AED. Our After-School program has adopted the Florida Recreation and Park Association (FRPA) initiatives for programming, to include education, health, economic development, environmental sustainability and community building in addition to the evidence-based WhyTry Youth Resiliency Program, which consists of essential skills to assist youth with problem solving and making good choices. We incorporate partnerships for programming to diversify and assist in achieving our mission; past and current partners include agencies such as MOTIV8U of North Central Florida, Inc., New Tech Now, and Cade Museum for Creativity, Girl Scouts, and the Alachua County Library District. Participants will be involved in various life-long recreational and educational activities such as swimming, tennis, arts & crafts, basketball, board games, bowling, volunteer activities, and more. We are looking forward to a great year, thank you for participating!

Program Information

Registration

Registration begins **Tuesday, July 1, 2025** for City residents and opens to all residents beginning **Tuesday, July 15, 2025**. Enrollment spaces are filled on a first come, first serve basis. Register in-person at the PRCA Administrative Office located at Thomas Center Building B, 3rd floor, 306 NE 6th Avenue, Gainesville, FL 32601 - Monday through Friday from 8:00 a.m. to 5:00 p.m. You can also register online at gainesvillefl.gov/AfterSchool.

Locations

- **Albert "Ray" Massey Recreation Center (ARM)**

1001 NW 34th Street, Gainesville, FL 32605
(352) 334-2186

- **Clarence R. Kelly Center**

1701 NE 8th Avenue, Gainesville, FL 32641
(352) 334-2185

- **Eastside Community Center (ESRC)**

2841 E University Avenue, Gainesville, FL 32641
(352) 334-2714

- **Porters Community Center (PTS)**

512 SW 2nd Terrace, Gainesville, FL 32601
(352) 334-3366

Dates and Times

The After-School Program will begin Monday, August 11, 2025, and end on Tuesday, June 2, 2026. The program operates Monday through Friday from 2:00 p.m. to 6:00 p.m. (the program will operate from 1:00 p.m. to 6:00 p.m. on Wednesdays for early dismissal in alignment with the SBAC School Hours 2025-26).

After-care will not be provided on the following ACPS dates, as programming dates align with the ACPS Calendar 2025-26 and recognized City holidays:

- **Labor Day:** Monday, September 1, 2025
- **UF Homecoming:** Friday, October 17, 2025
- **Teacher Workday:** Monday, October 20, 2025
- **Veteran's Day:** Tuesday, November 11, 2025
- **Thanksgiving Week:** Monday, November 24 - Friday, November 28, 2025
- **Student/Teacher Holiday (Flex Day #1):** Friday, December 19, 2025
- **Winter Holidays:** Monday, December 22, 2025 - Friday, January 2, 2026 (10 weekdays)
- **Student/Teacher Holiday (Flex Day #2):** Monday, January 5, 2026
- **Teacher Workday:** Friday, January 16, 2026
- **Martin Luther King, Jr Holiday:** Monday, January 19, 2026
- **Student/Teacher Holiday (Flex Day #3):** Friday, February 13, 2026
- **President's Day:** Monday, February 16, 2026
- **Spring Holiday:** Monday, March 16 - Friday, March 20, 2026
- **Teacher Workday:** Monday, March 30, 2026
- **Memorial Day:** Monday, May 25, 2026

Enrollment Information

The After-School Program serves children and youth in grades 1 through 8 during the 2025-26 academic year. Enrollment limit at each location are based on facility size, staffing levels and ratio goals.

Fees**

The enrollment fee is \$21.50 weekly for City residents and \$26.76 weekly for non-City residents.

Reduced Rate Discount

If eligible, families receive a 100% discount on the City resident rate (**non-City residents will be required to pay the difference in their fee**). Reduced Rate Discount award does not guarantee enrollment in the program; the registration is a separate process.

Scholarship applications are available for families that qualify through the ACPS for free or reduced lunch. Families may request proof of free or reduced lunch through the child's school by contacting the ACPS's Food Service Office at (352) 955-7539 ext. 1569. Qualification can also be verified by providing a valid "Notice of Case Action" letter from Florida Department of Children and Families (DCF). ***The free or reduced lunch discount is valid for ACPS schools that are not designated CEP schools which automatically receive free/reduced lunch.**

Families may also apply by submitting the City of Gainesville's Family Application for Reduced Fees form along with copies of the parent's/guardian's proof of income. Accepted documentation supporting proof of income includes prior year W-2's for all jobs and current child support award letter; alimony award letter; retirement/pension benefits letter; disability or social security award letter. W2 form. Applications will not be processed if the supporting documentation for each source of income is not submitted with the application.

Attendance Requirements

When reduced rate subsidies are awarded, recipients must attend the activity/program on a full-time basis. Full-time for After-School programming equates to attendance at least three times per week. If the recipient misses ten consecutive days, or four weeks without attending a minimum of three days per week, then the subsidy will be revoked and the participant involuntarily unenrolled. If the participant is not registered, then he/she will be withdrawn from the program. Reduced rate subsidy fees are not transferable and have no cash value to the recipient.

Medications and Accommodations

Our goal is to ensure your child has a fantastic after-school experience. Families can inform staff in writing, by completing the City of Gainesville's Youth Inclusion Questionnaire, of any special circumstances that may affect a child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral issues or special circumstances regarding physiological, medical or physical conditions. This form is intended to assist in identifying reasonable accommodation that may be beneficial for successful participation. To assist in meeting your child's needs, we require that registration for each program and reasonable accommodation requests be made at least five days prior to the program registration deadline. **In some cases, reasonable accommodation may take longer .**

Families who have a child that will be taking medications while attending the program must complete the City of Gainesville's Request to Facilitate Medication form. The form must accompany the medication when it is checked in by staff at the program site and must be submitted by a parent/guardian. Completed forms submitted by a child will not be considered valid. All prescription and over-the-counter medication (including topical ointments) should be in the original container, clearly marked with the child's first and last name, the name of the medication (including brand names) and instructions for administration and storage. Staff will provide medication at the date(s) and time(s) instructed to facilitate child's self-administration of medication; staff will not administer medication.

Allergies and Special Dietary Restrictions

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the "Allergies" section of the child's registration. Please include any reactions and treatments.

**** Current rates are good through Tuesday, Sept. 30, 2025. On Wednesday, Oct. 1, 2025, the City of Gainesville's 2026 Fiscal Year (FY26) begins, and all rates are subject to change.**

Check-In & Check-Out

A “Sign In/Sign Out” sheet will be available daily. Parents/Guardians are required to sign their child in upon arrival and out upon pick-up (children who walk or are bused to the program site will be signed in by staff upon arrival). No child will be permitted to leave the supervision of staff without written consent or with any person(s) other than those designated by written consent. A state or federally issued picture identification card will be required from the authorized person(s) prior to releasing a child into their custody.

Transportation

Families are responsible for transportation arrangements to program sites; transportation is not provided to program sites, **with the exception of** transportation from Williams and Lake Forest Elementary Schools to the Eastside Community Center program site. Families who have a child that will need transportation from Williams or Lake Forest Elementary School must complete the City of Gainesville’s Transportation Request form. Transportation is limited and assigned in order of registration received.

Collaborating agencies, such as the SBAC, may provide transportation options from your child’s school to a program site; families may inquire about transportation through their child’s school by contacting the SBAC’s Transportation Office at (352) 955-7602.

Late Pick-Ups

The child should be picked up no later than 6:00 p.m., the designated ending time for check-out. We do understand that during the course of the year, something may cause you to arrive late for pick-up. If you know you are going to be late, please call and notify staff ahead of time.

A \$5 fee will be charged for a child remaining on site beginning at 6:06 p.m. and an additional \$2 per minute fee will be charged each minute beginning at 6:15 p.m.; this is a per family fee. The first occasion that a child is picked up late will result in a warning, which will be delivered in writing. Subsequent occasions that a child is picked up late will result in implementation of the \$10 charge plus additional \$2 per minute fee. The fee is to be paid within 48 hours at which time, if the fee is not paid in full, the child will not be allowed to return to the program until this fee is paid in full.

Any instance where a child has not been picked up by 6:30 p.m. and attempts to contact parents/guardians and emergency contacts have been unsuccessful, the Gainesville Police Department will be contacted. Families are subject to involuntary withdrawal for recurrent or excessively late pick-ups.

Clothes and Attire

Always send your child prepared for the day’s activities; the clothes they wore to school is fine; however, our program includes athletic, fitness, and arts & craft activities than can result in soiled clothing. All belongings should be clearly marked with their first and last name. Remember swimwear and towel on dates designated for swimming activities and include an adequate supply of sunscreen (minimum SPF15, please send aerosol sunscreen only), hat, water bottle and extra socks.

Female Swimwear

- Child should wear a one-piece swimsuit.

Male Swimwear

- Child should wear swim trunks that are lined.

*A swim shirt or solid white, well fitted t-shirt is optional for both female and male swimmers.

Closed-toe, athletic or soft-soled shoes with socks are required. Sandals or flip-flops are considered appropriate attire for swimming activities at pools and other designated water activity locations. A child may not be allowed to participate in activities, if they are not wearing proper clothing for an activity.

The SBAC’s Dress Code is recognized as a generally acceptable guide for appropriate and prohibited clothes and attire.

Personal Belongings

Children should not bring toys, games, electronic devices and other valuable personal belongings to the program site unless otherwise stated. The City cannot assume responsibility for personal belongings that are lost, stolen or damaged.

Cell phones are permitted but must be stored in the child’s backpack and must not be a disruption to the program. The City cannot assume responsibility for phones that are lost, stolen or damaged.

Lost and Found

A lost and found area will be designated at each program site. Please check the lost and found regularly for any belongings your child may have misplaced. Unclaimed items will be donated to a charitable organization at the conclusion of each week.

Snacks

A snack will be provided for each child daily; water is available throughout the day, and we recommend your child bring a refillable plastic water bottle each day. Families are allowed to send snacks for their child. Trading and sharing food items are prohibited due to dietary restrictions and food allergies. Snacks must be provided by the parent/guardian for their child if there are dietary restrictions or allergies.

Field Trips and Outings

On occasion, each program site may go on a field trip; the costs of field trips are incorporated into the price of the program. Detailed information will be posted and distributed to parents/guardians in advance of field trips and outing dates. A child is allowed to bring spending money; however, staff are not responsible for securing money or regulating how money is spent.

Inclement Weather

During excessively hot weather or rain, program sites may modify the daily after-school schedule.
During severe inclement weather such as lightning, flooding, tornados, hurricanes, etc., please call the program site or the PRCA Administrative Office for information about your child.

Program Structure

The After-School Program provides children with a safe and engaging environment that incorporates hands-on activities. Activities will effectively adapt to individual and small group needs, connecting with participants’ interest and experiences including academics and enrichment, community service projects, field trips, physical activities and nutrition. The curriculum framework is based on sound planning principles in the following core developmental content areas.

Component	Outcome	Example
• Academics	Demonstrate a commitment to learning.	Programs offer time for homework, reading and access to digital learning resources for a minimum of thirty minutes daily.
• Arts and Humanities	Demonstrate an appreciation for arts and humanities.	Program offers arts activities a minimum of one hour per week.
• Youth Resiliency	Demonstrate skills to help youth make good choices, set goals, develop positive peer relations and adult support.	Staff and activities teach, celebrate, model, reinforce, and practice youth resiliency skills through programming and on a daily basis.
• Health, Wellness & Fitness	Demonstrate physical fitness and knowledge about healthy lifestyles and choices.	Program offers physical activities, cooperative games and sports a minimum of thirty minutes daily.

The specific activities associated with the various curriculum areas generally take place in one or several of the following contexts, each of which is balanced throughout the day or week.

- **Choice:** The child has the option of choosing from among several activities.

- **Small Group:** The activities available can be done either in small groups or alone.
- **Project Time:** Time is set aside for children to begin or return to a long-term project.
- **Large Group:** The activities are designed for large group participation.
- **Indoor/Outdoor:** All of the contexts and activities above are presented or done in both indoor and outdoor settings.

Academic Support

The After-School Program stresses the importance of homework in promoting academic excellence and self-discipline and sets aside at least thirty minutes daily for children to complete their assignments or work on academic skill development. During this time, staff members will supervise the homework area and are available to answer homework questions and provide assistance. We do not guarantee that all homework is completed or accurate. Parents/Guardians are strongly encouraged to review the child's homework on a daily basis.

Behavior Management and Discipline Policy

Staff members wish to work with your child and facilitate positive experiences. Our priority is to provide a safe program with a positive atmosphere for learning and developing social skills, making every effort to help children understand clear definitions of acceptable and unacceptable behavior. It is our goal to use trauma-informed and strength-based approaches to behavior management.

Rules for Participants

- Participants take **RESPONSIBILITY** for their actions.
- Participants **RESPECT** themselves, each other, the staff, the equipment, and the environment.
- **HONESTY** is the basis for all relationships and interactions.
- Participants are **CARING** in their relationships with others, using good judgment in times of conflict.

Discipline Policy

We expect all children to follow the rules; the discipline policy is enforced to ensure a safe, professional and organized program, and to help each child learn and grow as a responsible person in a fair and consistent manner.

To ensure the safety of all, there is zero tolerance for behaviors involving drugs, alcohol, tobacco, and weapons. Physical or verbal aggression, or language and behavior of a sexual nature will be evaluated on a case-by-case basis. The division manager and above have the right to involuntarily remove a child from the program at any time due to severity and threat of safety to others including staff and participants. No refunds will be provided for child suspensions and involuntary withdrawal. Rules and expectations will be discussed with children at the start of each week.

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| • First Offense | Verbal warning and written report. |
| • Second Offense | Restrictions and written report. Conference with parent/guardian. |
| • Third Offense | Written report and suspension. One to five days mandatory suspension depending on the nature of the incident and/or how many times the child has been disciplined, without refund. |
| • Fourth Offense | Written report and involuntary withdrawal. Conference with parent/guardian to inform that the child will be withdrawn from the program for a period of six days or more, but not to exceed one year, without refund. |

*All disciplinary actions are discretionary, more severe offenses can result in immediate suspension or involuntary withdrawal.

Reporting Suspected Child Abuse

In order to ensure the wellbeing of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families (DCF) and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow the Florida statute for mandatory reporting. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Child abuse investigations are a matter for DCF or local police departments.

Illness and Injury

If your child becomes ill while attending the program, the following steps will be taken:

- The child will be removed from the activity area.
- Staff will remain with the child.

- Parent/Guardian will be notified immediately; if the parent/guardian cannot be reached, emergency contact(s) will be notified.

If a child becomes injured, staff will administer basic First Aid. In the case of a serious accident or illness, the parent/guardian will be notified immediately and 911 will be called; if the parent/guardian cannot be reached, emergency contact(s) will be notified.

*Families are expected to make immediate arrangements to pick up their child. It is not appropriate for a sick or injured child to remain at the program.

If your child has a communicable disease, please notify a staff member immediately. Families will be notified if their child has been exposed to a contagious disease and will be alerted to the symptoms to watch for. The child with the communicable disease will not be allowed to return to the program without a written statement from a physician stating that:

- The child is no longer contagious.
- The child can resume daily activities.

Please keep your child home if he/she has:

- | | | | |
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| • A temperature | • Conjunctivitis - commonly called "Pink Eye" | • Impetigo - this is a skin infection that consists of small blisters surrounded by a red area. The most common locations are on the face and ear but they may appear anywhere on the body; if not treated, it spreads | • Chicken Pox |
| • Severe colds | • Dermatophytosis - commonly called "Ringworm" | | • Rubella, German or Red Measles |
| • Vomiting | • Head Lice | | • Mumps |
| • Diarrhea | • Rash that you cannot identify or that has been diagnosed as communicable | | • Roseola |
| • Strep Throat | | | |
| • Bronchitis - hoarseness, cough and fever | | | |

The After-School Program 2025-26

Contact Information

- **PRCA Administrative Office (Monday-Friday | 8:00 a.m.-5:00 p.m.)**
Thomas Center Building B, 3rd Floor
306 NE 6th Avenue, Gainesville, FL 32601
(352) 334-5067
rec@cityofgainesville.org
www.cityofgainesville.org
- **Albert “Ray” Massey Recreation Center (ARM)**
1001 NW 34th Street, Gainesville, FL 32605
(352) 334-2186
- **Clarence R Kelly Community Center (CRK)**
1700 NE 8th Avenue, Gainesville, FL 32641
(352) 334-2185
- **Eastside Community Center (ESRC)**
2841 E University Avenue, Gainesville, FL 32641
(352) 334-2714
- **Porters Community Center (PTS)**
512 SW 2nd Terrace, Gainesville, FL 32601
(352) 334-3366

Youth Services and Education Programs Administrative Staff

- **Cherie Kelly – Youth Services & Education Programs Manager**
(352) 393-8514
kellyca@cityofgainesville.org
- **Ethan Cullen - Education Supervisor**
(352) 393-8438
cullene@cityofgainesville.org

After-School Administrative Staff

- **Vacant - Program Coordinator**
- **Chanton Williams - Recreation Leader**
(352) 393-8768
williamscg@cityofgainesville.org

After-School Program Site Staff

- **Johnathan Williams - Recreation Aide II**
(352) 231-7531
williamsjz@cityofgainesville.org
- **Nikolas Lagos - Recreation Aide II**
(352) 363-0037
lagosna@cityofgainesville.org
- **Vacant - Recreation Aide II**
- **Vacant - Recreation Aide II**

The Lead Staff at my child's program site is: _____

Additional staff at my child's program site are: _____

Out of School Days 2025-26 | Winter Break Camp 2025 | Spring Break Camp 2026

Registration

Registration begins Wednesday, October 1, 2025. Enrollment spaces are filled on a first come, first serve basis. Register in-person at the PRCA Administrative Office located at Thomas Center Building B, 3rd floor, 306 NE 6th Avenue, Gainesville, FL 32601 - Monday through Friday from 8:00 a.m. to 5:00 p.m. Register online at [Gainesvillefl.gov/OutofSchoolDays](https://gainesvillefl.gov/OutofSchoolDays)

Locations

- **Albert “Ray” Massey Recreation Center (ARM)**
1001 NW 34th Street, Gainesville, FL 32605
(352) 334-2186

- **Eastside Community Center (ESRC)**
2841 E University Avenue, Gainesville, FL 32641
(352) 334-2714

Dates and Times (Out of School Days 2025-26)

The Out of School Days program operates from 7:00 a.m. to 6:00 p.m. and will be provided on the following dates, as programming dates align with the SBAC School Calendar 2024-25 and recognized City holidays:

- **UF Homecoming:** Friday, October 17, 2025
- **Teacher Workday:** Monday, October 20, 2025
- **Thanksgiving Week:** Monday, November 24, 25, 26, 28 2025
- **Flex Day #1:** Friday, December 19, 2025
- **Winter Holiday:** Monday, December 22, 23 & 24, 2025
- **Flex Day #2:** Monday, January 5, 2026
- **Teacher Workday:** Friday, January 16, 2026
- **Flex Day #3:** Friday, February 13, 2026
- **President’s Day:** Monday, February 16, 2026
- **Teacher Workday:** Monday, March 30, 2026
- **Memorial Day:** Monday, May 25, 2026

Dates and Times (Winter Break Camp 2025 | Spring Break Camp 2026)

The Winter Break Camp and Spring Break Camp programs operate from 7:00 a.m. to 6:00 p.m. and will be provided on the following dates, as programming dates align with the SBAC School Calendar 2024-25 and recognized City holidays:

- **Winter Break Camp:** Monday, December 29, 2025, through Friday, January 2, 2026
- **Spring Break Camp:** Monday, March 16, 2026, through Friday, March 20, 2026

Enrollment Information

The Out of School Days, Winter Break Camp, and Spring Break Camp programs serve children and youth in grades 1 through 8 during the 2025-26 academic year. Enrollment limits at each location are based on facility size, staffing levels and ratio goals.

Fees (Out of School Days 2025-26) **

The enrollment fee is \$6.75 per day for City residents and \$8.50 per day for non-City residents. Proof of residency is required.

Fees (Winter Break Camp 2025 | Spring Break Camp 2026)

The enrollment fee is \$64.00 per camp for City residents and \$79.00 per camp for non-City residents. Proof of residency is required.

****Current rates are good through Tuesday, Sept. 30, 2025. On Wednesday, Oct. 1, 2025, the City of Gainesville’s 2026 Fiscal Year (FY26) begins, and all rates are subject to change.**

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The After-School Program
Week of August 12-16

	Monday, August 12	Tuesday, August 13	Wednesday, August 14	Thursday, August 15	Friday, August 16
1:00PM to 1:30PM					
1:30PM to 2:00PM					
2:00PM to 2:30PM	Weekly Rules Review & Check In	Check In	Check In	Check In	Check In/ Assistance Choice
2:30PM to 3:15PM	Homework	Homework	Homework	Homework	
3:15PM-3:30PM	Snacks	Snacks	Snacks	Snacks	Snacks
3:30PM to 4:00PM	Activity (Assistant's Choice)	Indoor Activity (Gaga Ball)	"Arts & Craft" Activity (Foil Art)	"Connecting Today's Kids with Nature" Activity (Nature Walk)	Freestyle Friday
4:00PM to 4:30PM					
4:30PM to 5:00PM					
5:00PM to 5:30PM	Free Play & Check Out	Free Play & Check Out	Free Play & Check Out	Free Play & Check Out	Free Play & Check Out
5:30PM to 6:00PM					
	Notes: Arts & Craft:				