



# LIFE AT THE MACDILL YOUTH CENTER



MacDill Air Force Base, FL  
828-7956 / 7957  
[macdillfss.com/youth/](http://macdillfss.com/youth/)

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## **DOD CHILD ABUSE HOTLINE NUMBER**

Any instances of child abuse or neglect identified must be reported by the employee or adult who has noticed or has become aware of said abuse. The employee, volunteer, contracted instructor, or other adult who has noticed or become aware of possible child abuse must contact the DoD Child Abuse Hotline at (877) 790-1197, the Florida Department of Children and Families at (800) 962-2873, and the Base Family Advocacy Office at 827-9173.

*All staff, volunteers, and contracted instructors are trained annually in child abuse prevention, identification, and reporting.*

## **WELCOME TO YOUTH CENTER PROGRAMS**

Welcome to the Youth Center, which provides a year-round program of recreational, social, cultural, educational, fitness/athletic and family activities. Our activities are appropriate for children ages 9-18 who are dependents of active duty/retired military, and DoD civilian employees. The major emphasis is on developing children's leadership skills, physical fitness, cultural interests, adaptability, and a sense of how to use leisure time constructively.



The Youth Center, Bldg 382, is open year-round. The facility includes a game room, snack bar, homework room, pre-teen room, teen room, instructional room, computer room, and gymnasium.

The youth program operates under the guidance of Air Force Instruction 34-144 and is an affiliate of the National Boys & Girls Clubs of America and 4-H.

These programs provide opportunities for youth to develop their physical, social, emotional, and cognitive abilities and to experience achievement, leadership, enjoyment, friendship, and recognition.



## **HOURS OF OPERATION**

### **Key Personnel:**

Chris Hug - Youth Director  
Loretta Gaines - Assistant Youth Director  
Miaie Williams - Teen Coordinator  
Anthony Phillips - Youth Sports & Fitness Director

### **School Year:**

Mon: 1 - 6 pm  
Tue-Fri: 2 - 6 pm  
Full-Days Off: 12 - 6 pm

### **Summer Hours:**

Mon-Fri: 12 - 6 pm

### **Closed On:**

Saturdays (except for Special Events), Sundays and ALL Federal Holidays. Youth must be picked up NLT 6:30 pm during the school year. On full days off from school during the school year (except on Federal holidays when the Youth Center is closed), the hours of operation is 12-6 pm. During special events, pick-up times will be noted on the information provided by the Youth Center.

If a child has not been picked up by closing, the first attempt will be contacting the parent or emergency contact listed on the AF Form IMT 88, Air Force Youth Programs Registration.

**NOTE: PLEASE PICK UP YOUR CHILD AT THE ABOVE TIME SCHEDULE.**



# MACDILL AFB YOUTH CENTER

## OUR MISSION

Dynamic programs for youth ages 5 to 18 years are provided in military youth and teen program facilities worldwide. A wide variety of offerings include activities in health and wellness, sports and recreation, the arts, education and career development, and leadership and service. Installation programs may also collaborate with other youth-serving organizations, like the Boys & Girls Club of America and USDA 4-H programs.

## OUR CORE BELIEFS

Air Force Programs provide:

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

## CURRICULUM AND PROGRAMMING

Our programs offer activities designed to improve and maintain each youth's physical, social, and mental well-being. Our program embodies the Boys and Girls Clubs of America 5 Core Programs: Education, Character and Leadership, Health and Wellness, The Arts, and Sports and Fitness. Additionally, we have a community partnership with the University of Florida 4-H Extension Program. 4-H programming allows youth to develop life skills, learn by doing, have fun, and learn.

For more information, please visit our website at <https://macdillfss.com/youth/>



## **LEADERSHIP AND SERVICE**

Character and leadership development and program activities are offered which encourage youth to support and influence the youth program, base, school, and community; sustain meaningful relationships with others; develop a positive self-image; learn about and participate in the democratic process; and respect their own and others' cultural identities.

## **YOUTH SPONSORSHIP PROGRAM**

The Youth Center is able to assist families as they transfer to and away from MacDill AFB. Children can be matched up as pen pals here at MacDill or at the base they will be moving to. Included in this brochure is information about the local schools. Contact the Youth Center at (813) 828-7956 to find out more about the Youth Sponsorship Program.

## **YOUTH SPORTS**

Our league follows the National Association for Youth Sports guidelines and is predicated on skill development, perseverance, and team building. Our sports are co-ed for ages 5-12 and we currently offer Flag Football, Soccer, Basketball, and sports camps during the summer. For more information, please visit our website at <https://macdillfss.com/youth/>

## **REGISTRATION**

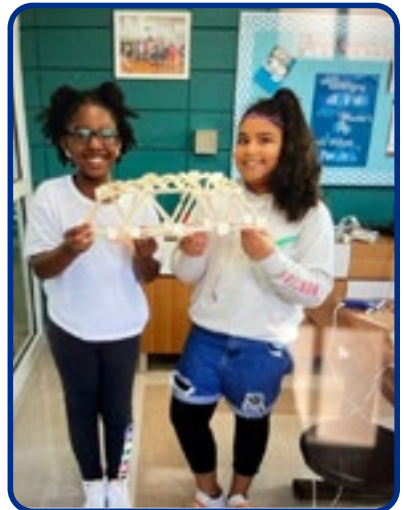
Patrons may register for any Youth Program activity through The Child and Youth Programs Business Management System (CYPBMS) website. A youth Programs staff member will provide parents with a link to create an online account. Once the link is received, parents may enroll their child(ren). Current immunizations along with a flu shot are required for all activities. A physical is also required for Youth Sports. Youth members will not be in an active status until all of the required information is filled and required documents have been uploaded into CYPBMS.

## **STAFFING AND SCHEDULING**

An adequate number of qualified staff to support operations will be scheduled.

## **RATIOS AND CLASS SIZES**

For regular activities, no more than 15 youth may be assigned to one staff member. No more than 8 youth are assigned to each staff member for water related and other high-risk activities. For adventure activities, staff/youth ratios will be based on a risk assessment conducted before the adventure activity takes place. For special events or off-site activities, at least one paid staff member is present for each activity with up to 30 youth participants. The remainder of the required ratio may be achieved by use of adult volunteers.



## **POSITIVE GUIDANCE AND APPROPRIATE TOUCH POLICY**

Positive guidance techniques are used by CYP personnel to promote self-control, teach responsibility, and help children/youth make thoughtful choices. Encouraging appropriate child/youth behaviors, the less time and effort are spent on correcting behavior.

Appropriate touch respects the personal privacy and space of children/youth. The age and individual needs of any child/youth should always be considered when determining if touch is appropriate.

The use of physical punishment, psychological abuse, or coercion when disciplining a child is not permissible in Child and Youth Programs. The following techniques are unacceptable for use by any adult to include parents:

- Spanking, slapping, biting, grabbing, hitting, pinching, yanking, shoving, shaking, pulling hair or any other physical abuse
- Threats, name-calling, sarcasm, belittling, teasing, or any other verbal abuse
- Isolation from adult contact or sight
- Confinement in closets, boxes, or other similar places
- Binding or restraining movement of limbs
- Taping the mouth shut
- Withholding meals, snacks, toileting, outdoor play, or rest time
- Forcing food while eating
- Allowing children/youth to remain in soiled or wet clothing in soiled clothing
- Intimidating a child with facial expressions, tone of voice, or a physical presence (ex. Finger pointing, standing over them)
- Touching children in an uncomfortable or inappropriate way (e.g., kissing, tickling, forced good-bye hugs, fondling, or touching genitals (except when necessary to clean a child that has soiled who has soiled themselves)
- Coercion or other forms of exploitation of a child's lack of knowledge

## **VIOLATIONS**

- All violations are reported to the Family Advocacy Office.
- A Reportable Incident is provided to AFSVC/NCY within 24 hours of the incident when a CYP personnel is involved.
- CYP personnel are removed from their positions until all investigations have been completed.
- CYP personnel may be removed from their position or may be re-trained depending on the outcome of the investigation.

## **FINANCIAL POLICES**

Membership fees are as follows:

**Pre-Teens (ages 9-12):** \$75 per month

**Teens (ages 13-18):** \$25 per month

In the event of non-payment, parents have until the third business day of the first week of the month to render payment before it becomes past due. In the result of non-payment, a late-fee will be assessed at \$5.00 per day. Parents/Guardians will be contacted first, followed by emergency contacts. If the youth is under the age of 16 and no one can be reached within 30 minutes, Security Forces will be contacted to help locate the parents. Parents will be assessed a \$2.00 per minute fee. Special Events fees will be determined by the event and are subject to change. Fees for transportation of youth will be determined by on- and off-base field trips. Parent permission slips will be required. All vehicles will be inspected, using Air Force Form 1800, and all field trips will be planned 30 days prior to the day they take place. Refunds will be reviewed and evaluated on a case-by-case basis.

## **MEDICAL/HEALTH – SICK**

In the result of an accident or injury, parents will be notified immediately. Children who appear to be ill while at the Youth Center will be isolated and the parents will be notified to pick up their child within 30 minutes. Emergency contacts will be notified if parents cannot be reached. Youth with contagious disease will not be allowed to participate in youth program activities during the period when the disease could be transmitted to others. In the event of a communicable disease is suspected or reported at the youth program, the appropriate medical authorities must be notified. All parents must be notified of the same information by written notice. The administration of medications will only be done for emergency medications (e.g., Epinephrine Pens, Glucagon). An Air Force Form 1055, Youth Flight Medication Permission Form, must be completed before any medication may be administered.



## **STORAGE & ADMINISTRATION OF MEDICATION**

Medication will be stored in a secure area that is not accessible to youth. Medications are not administered during open recreation in YP unless emergency medications are prescribed. Youth may self-carry their emergency medication if parents provide written permission. Medications must be in its original container with a prescription label. An AF Form 1055 must be on file, completed by the parent, following a medical care plan, and signed each day the medication is to be administered.



## **BUILDING SECURITY AND ACCESS**

Facility Monitoring: Staff collectively monitors the front lobby throughout the operational hours; youth members and their families are provided with an access card that is tied to the DAF entry access system. All other patrons will be buzzed in at the staff's discretion utilizing the DAF entry system.



## **EMERGENCY PROCEDURES**

During the event of a Fire, youth will be evacuated by Youth Staff to one of two designated meeting points outside of the Youth Center- Parents will be allowed to sign their Youth out from the Youth Center after all youth have been accounted for. Weather conditions will be monitored by Youth Staff. Severe weather conditions consist of heat

and/or cold extremes, hurricanes, tornadoes, lightning, and thunderstorms. Severe weather conditions will limit the activity of the children and staff and result in facility evacuations when indicated. Most conditions have a base -wide warning system and involve already established procedures for various stages of that weather extreme. The base Severe Weather Warning System is utilized to determine the severity of weather conditions and action required. In the event of an active shooter, youth will be transported to our Shelter In-Place location and the SIP steps will be followed. For disaster preparedness, The Youth Programs will utilize The MacDill Evacuation and Shelter In-Place Programs. In the event of a lost child, parents/guardians will be called immediately along with Security Forces along with the Airman and Family Services Flight Chief and 6th FSS Commander.

## **EMERGENCY RESPONSE PLAN**

Signage for each emergency response plan is posted in each room within the Youth Center. Fire drills are conducted monthly and are unannounced. All persons are required to follow the fire evacuation guidelines that are posted throughout the facility. For natural disasters, the Youth Center will "Shelter in Place", and utilize the Education Room. All emergency procedures will be announced by the staff and specific instructions/directions will be given accordingly. Hurricane Procedures: HURCON 5: Youth Center will notify parents of closure once HURCON 3 is declared. HURCON 4: Youth Center will notify parents of closure once HURCON 3 is declared. HURCON 3: Youth Center will close. All youth should be picked up immediately. HURCON 2: Youth Center closed. HURCON 1: Youth Center closed. In the event of an Active Shooter, we will utilize "Force Protection" Protocols for detailed emergency response, LOCK DOWN AND BLACKOUT.

## **TERMINATION/SUSPENSION OF ENROLLMENT**

In the event of non-payment, parents have until the third business day of the first week of the month to render payment before it becomes past due. In the result of non-payment, a late-fee will be assessed at \$5.00 per day. If youth are unable to adjust to the program environment, a meeting will be established with the parents/guardians to discuss alternate care options. In the event a parent fails to comply with program policy, their youth may be removed from the program. The Airman and Family Services Flight Chief and Youth Director will evaluate the parent incident to determine the outcome.

## **SUPPORTING YOUTH & FAMILIES WITH SPECIAL NEEDS**

Upon registration, parents/guardians will be asked if their youth has any special needs. If yes, parents/guardians will be required to complete a Special Needs Care Plan that will be evaluated by the Inclusion Action Team and the youth will not be allowed to begin until the Special Needs Care Plan has been reviewed and a determination has been made that

we can accommodate that youth. Only emergency medications such as Epi-Pens and Glucagon will be maintained at the Youth Center. And an Air Force Form 1055, Youth Flight Medication Permission Form, must be completed before and medication may be administered.

## **TRANSPORTATION AND FIELD TRIPS**

Transportation will consist of inspected and safe vehicles. All vehicles will be inspected using Air Force Form 1800 and all field trips will be planned 30 days prior to the day they take place. Transportation of youth will be determined by on and off base field trips. Parent permission slips will be required. To avoid leaving youth behind, staff to child ratios will be maintained at 1/12 for on-base field trips and 1/8 for off-base field trips and a field trip planning form will be used.

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

In accordance with AFI 34-144, 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.

## **PROGRAM STAFF AND PARENT COMMUNICATION**

Positive, effective communication is an important part of our program. Staff will communicate with parents in a multitude of ways; face-to-face, one-on-one scheduled meetings, telephonic, email, flyers, and with Zoom and or TEAMS.





## **CLOSED CIRCUIT VIDEO MONITORING AND RECORDING**

Youth may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in the Youth Center. An additional form will be added to the membership enrollment packet.

## **EXCLUSION POLICIES**

The use of suspension, expulsion and other exclusionary measures is limited. Suspensions should not be viewed as punitive action. The intent of a suspension in CYP is never to punish a child. When a child's behavior escalates to the point of a direct safety threat to themselves or others, it is an indication that he or she is feeling unsafe and needs accommodations to help them communicate more effectively and reduce the likelihood of the behavior occurring again. In limited circumstances suspensions are an acceptable and immediate response to mitigate unsafe behavior as it provides the program time to respond to the threat in a systematic way, including looking at the accommodations necessary to minimize the safety risk.



## **CONCUSSION POLICY:**

1. Have the youth cease the activity they were participating in.
2. Immediately notify parents that their child(ren) sustained a head injury.
3. Staff member that witnessed the accident will complete an incident report and have the parent sign it upon arrival.

## **INFORMATION:**

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

## **HOW CAN I SPOT A POSSIBLE CONCUSSION?**

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

## **SIGNS OBSERVED BY PARENTS OR COACHES**

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to or after a hit or fall

## **SYMPTOMS REPORTED BY CHILDREN AND TEENS**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not “feeling right,” or “feeling down”

## **WHAT SHOULD I DO IF MY CHILD OR TEEN HAS A POSSIBLE CONCUSSION?**

As a parent, if you think your child or teen may have a concussion, you should: 1. Remove your child or teen from play. 2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion. 3. Ask your child’s or teen’s health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child’s or teen’s school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer. Do not try to judge the severity of the injury yourself.



## ***COMMUNITY RESOURCES***

### **Hillsborough County School Board**

901 East Kennedy Boulevard, Tampa, Florida 33602 USA

Phone: (813) 272-4000 • [sdhc.k12.fl.us/](http://sdhc.k12.fl.us/)

### **T.R. Robinson High School**

6311 S. Lois Ave, Tampa, FL 33616

Phone: (813) 272-3006 • [robinsonhs.mysdhc.org/](http://robinsonhs.mysdhc.org/)

### **Tinker Elementary School**

8207 Tinker Street, MacDill AFB, FL 33621

Phone (813) 840-2043 • [tinker.mysdhc.org/](http://tinker.mysdhc.org/)

### **MacDill AFB School Liaison - Venetia Waters, MAEd**

Phone (813) 828-0146 • [macdillfss.com/school-liaison-officer/](http://macdillfss.com/school-liaison-officer/)

### **MacDill Military & Family Readiness Center**

8105 Condor St. (Bldg 18), MacDill AFB, FL 33621

Phone (813) 828-0145 • [macdillfss.com/military-family-readiness/](http://macdillfss.com/military-family-readiness/)

### **MacDill Clinic**

3250 Zemke Ave., MacDill AFB, FL 33621

Phone (813) 828-2273 (CARE)

### **Harbor Bay Housing**

8414 Fortress Drive, MacDill AFB, FL 33621

Phone: (813) 840-2600 • [harborbayatmacdill.com/](http://harborbayatmacdill.com/)

### **Boys & Girls Clubs of Tampa**

Phone: (813) 875-5771



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Revised September 2024