

# Life at the Youth Center



DEPARTMENT OF AIR FORCE



**YOUTH PROGRAMS**

MacDill Air Force Base, FL

828-7956 / 7957

[macdillfss.com/youth/](http://macdillfss.com/youth/)

**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.

**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.*

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## **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.**



## ***SIGN-IN/OUT SHEETS***

Children are not to be picked up by anyone other than the parents or individuals designated on their MacDill Youth Information Sheet.

All Youth Center members, both Pre-Teen and Teen must sign in and out of the Youth Center. Sign in/sign out sheets are located at the front counter in the main lobby.

## ***VANDALISM/DESTRUCTIVE BEHAVIOR***

Any youth caught vandalizing or purposely breaking equipment may be suspended from the program. Parent/guardian may be held responsible for the assessed damage. Employees who discover vandalism will immediately document the incident and notify the parents and the Youth Programs Director.

## ***BEHAVIOR GUIDELINES***

Positive guidance techniques are followed by all staff, volunteers, and contracted instructors at the Youth Center. Staff ensures that consequences of inappropriate behavior are consistent, clear, and in accordance with program policies. Staff is trained to professionally communicate with parents any problems associated with their child. Staff relate to all youth in positive ways. Staff use opportunities to praise youth for good deeds by frequently providing encouragement and praise along with responding appropriately to the individual needs of each child. Youth are encouraged to make choices and become more responsible for their actions. The Youth Center programs provide an environment that encourages youth to interact with one another in positive ways.



## ***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**

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.

## **EMERGENCY PROCEDURES/PLANS**

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.

## **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.

## ***PLAN FOR COMMUNICATING WITH PARENTS***

Parents will be notified via telephone and or emails. Special Events and Summer Programs will be advertised via; 6th FSS Website, Social Media, Public Service Announcements, and Base Housing Newsletters.



## ***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.

## ***NON-MEMBERSHIP YOUTH***

Youth that are not members of the Youth Center must still provide the required information listed on the AF Form 88. This information is required in case staff must make contact with the parent or guardian.



## **USAGE OF FACILITY BY OUTSIDE PROGRAMS**

The Youth Center is available for rental for the purpose of conducting a children's party. The facility can't be rented during the regular hours of operation or during a scheduled special event. The facility will not be reserved until a rental fee of \$25 is paid and a reservation form completed. An orientation will be conducted

with the person responsible for the event. The person who reserves the facility is responsible for making sure the facility is cleaned and left in the same condition as it was turned over to them. If any emergency situation occurs during the event, the point of contact must contact the Facility Manager immediately.

## **REGISTRATION PROCEDURES**

Patrons may register for any Youth Programs 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.

## **PARENT PARTICIPATION**

Parents are encouraged to become involved with the Youth Center program. Mentors for the Power Hour program and chaperones for field trips are always needed by the Youth Center. Volunteering to be a coach in the Youth Sports program is also available. The Youth Sports program provides basketball, soccer and baseball leagues for children age 5 and above. For coaches and regularly scheduled volunteers, a background check will be conducted and an orientation will be given. Volunteers are also encouraged to register in the MacDill MacVIP Program at the Airmen & Family Readiness Center. For more information on these or any other ways to become involved in the Youth Center program, talk to a Youth Center staff member.

## **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.

## **PARENT VISITATION**

Parents/guardians are welcome in the Youth Center at any time during the hours of operation. If the parent/guardian is going to stay in the facility for longer than just picking up their child or briefly talking to staff, they must sign in as a visitor at the front counter and wear a visitor badge during their time in the program. When they have finished their visit, they would then need to sign out at the front counter and return their badge. The purpose of this procedure is to have accountability for everybody in the facility in case of an emergency.



# 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

## PROGRAMS

This year's programs will offer a full schedule of activities designed to improve and maintain each youth's physical, social, and mental well-being. These programs will provide a positive enhancement of character and overall development during their adolescent years.

Youth Programs offer high-quality and developmentally appropriate programming in seven areas:

- Leadership and Service
- Education
- Health & Wellness Skills
- The Arts
- Sports and Fitness
- Intramural League Youth Sports Program
- 4-H

### 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.



## ***AF Youth of the Year***

The Youth of the Year exemplifies the ideal club member. This person fosters academic gains through homework, tutoring and educational enrichment activities. They are involved in the Torch or Keystone Clubs and learn the value of service to others. They demonstrate leadership skills, show positive self-concept, and



demonstrate good communication skills. The Youth of the Year is a high school student who has been active an member of the MacDill AFB Youth Center for at least two years.

## ***Torch Club (ages 11–13)***

Torch Club members participate in many national projects that focus on an important issue affecting the lives of others. Members have the chance to become representatives for character, leadership and service – not only in the Clubs, but also in the community in which they live. Torch Club members will elect officers and work together to plan and implement activities in four areas:

- Service to Club and community
- Education
- Health and fitness
- Social recreation

## ***Keystone Club (ages 14–18)***

Keystone members meet to discuss potential activities/events and other projects/topics of interest. Keystone club is a service club that captures the positive contributions of teens and promotes their efforts throughout the community.

## ***Education***

Activities are offered to help youth become proficient in basic educational disciplines, apply learning to everyday situations, and use technology to optimize school success and employability.

## ***Power Hour***

Power Hour is an educational activity conducted during the school year at the Youth Center. Staff and volunteers assist youth, ages 9-18, with doing their homework, achieving good grades, and encouraging them to attend school. For high school youth, information is provided to them for college education opportunities and possible careers.

On Fridays, homework assistance is provided, but other educational and recreational activities are introduced to the youth on that day. Throughout the year, essay contests, poetry contests, and reading programs are conducted with the youth.

## ***Start SMART (ages 9-12)***

This 11-session program focuses on helping young people identify and resist peer, social, and media pressures to use alcohol, tobacco, and other drugs. It also includes sessions related to the onset of puberty and friendship concerns for these groups.

## ***Passport to Manhood***

Passport to Manhood promotes and teaches responsibility while reinforcing positive behavior in male Youth Center members ages

11-14. Passport to Manhood consists of 14 small-group sessions, each of which concentrates on a specific aspect of manhood through highly interactive activities. Each participant is issued his own "Passport" to underscore the idea that he is on a journey of maturation and personal growth.

## ***Health and Wellness***

Programs in this area develop youth capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

Members will participate in programs on good fitness and nutritional habits as well as the danger of substance abuse. While engaged in these programs, youth will learn how to test their level of personal and fitness goals and gauge their own improvement as they will take pride in themselves.

## ***SMART Girls***

The ultimate goal of the SMART Girls program is for girls to develop healthy attitudes and lifestyles. To accomplish this, the program addresses health and social issues that are specific to young women. SMART Girls is designed to prepare girls, ages 10-15, to make positive decisions at this critical stage in their physical, cognitive, emotional and social development.

## ***Sports and Fitness***

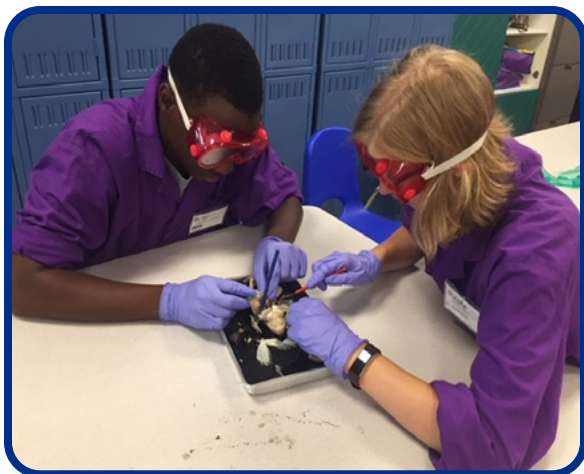
Programs and activities are offered to help youth develop their fitness and appreciation for the environment; make positive use of leisure time; and learn stress management, social, and interpersonal skills.

## ***Triple Play***

The Triple Play Daily Challenges are a series of six non-competitive yet challenging programs that encourage members ages 9 - 18 to increase their physical fitness.

## ***Intramural Team Sports***

A variety of organized and league youth sports activities are offered for both boys and girls. These activities are conducted following the National Standards for Youth Sports.



## 4-H

4-H is the youth education branch of the Cooperative Extension Service, a program of the United States Department of Agriculture. Each state and each county has access to a County Extension Office for both youth and adult programs. 4-H: Developing all youth to reach their fullest potential through:

- Developing life skills
- Learning by doing
- Utilizing the knowledge of the land-grant university system
- 4-H enables youth to have fun, meet new people and learn.



## THE ARTS

Programs and activities are offered to enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing.

## INSTRUCTIONAL PROGRAMS AT THE YOUTH CENTER

Piano, Dance and Martial Arts

## HOME ALONE POLICY

In accordance with MacDill AFB Instruction 31-200 dated 4 June 2010, children, the age of 5 and under, require constant supervision. They cannot walk to school unless under the supervision of an adult. Children ages 6-8 require periodic supervision. They can play outside in the vicinity of their own homes as long as they are not near high traffic areas. Children ages 9-15 require occasional supervision, which means checks every two to three hours. Children ages 16-18 are free to be out in the community with the express permission of their guardian without direct supervision. In the home, children age 8 and under should not be left unsupervised. Children ages 9-11 should not be left unsupervised at home except for reasonably short periods of time (recommend only up to three hours). Only children 12 years of age or older may baby sit and it is recommended that they complete the Red Cross Baby-sitting Course.



## **VOLUNTEERS NEEDED**

The Youth Center Program is looking for recreational, arts & crafts, computer, and learning center volunteers for the upcoming school-year programs. If you have some time and would like to make a difference in a child's life. The Youth Center would also like to say a "Big Thank You" to all the volunteers that helped us in the past. Without your support, many activities would not have been possible. Volunteers are greatly appreciated at the MacDill AFB Youth Center.



## **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/VCY 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.



## **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/)**

**Robinson High School**  
**6311 S. Lois Ave, Tampa, FL 33616**  
**Phone: (813) 272-3006 • [robinsonhs.mysdhc.org/](http://robinsonhs.mysdhc.org/)**

**Monroe Middle School**  
**4716 Montgomery Avenue, Tampa, FL 33616**  
**Phone: (813) 272-3020 • [sdhc.k12.fl.us/](http://sdhc.k12.fl.us/)**

**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**

## **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.



## MacDill Youth Center

7813 Bayshore Blvd., Bldg. 382 • MacDill AFB, FL 33621

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