

Dunedin Before & After
School Program

Parent Handbook



Dear Parents,

Welcome to the Dunedin Parks & Recreation Department's Before and After School Programs. We are honored you have chosen us to provide a fun, safe, and enjoyable experience for your child.

We employ caring and qualified leaders who are not only well trained but who are positive role models for your child. Leaders are background screened and trained through the Department of Children and Families, in-house trainings and are certified in First Aid and CPR. We are proud of our leaders! Their dedication and energy are directed towards providing your child with a rewarding Before and After School experience.

Our program is structured and well supervised with activities that include arts and crafts, games, sports activities, special events, homework time and much more! These programs provide an enriching and unique learning experience in a fun atmosphere for children during before/after school hours.

This Parent Handbook will familiarize you with Dunedin Parks & Recreation policies and procedures, and help answer any questions you might have. This handbook contains important before/after school information that relates to both the child and the parent. Please be sure to read this handbook with your child.

We welcome your input and encourage you to contact us any time during the school year at the phone numbers listed on the following page. We are looking forward to a great year with your child!

Sincerely,

Dunedin Parks & Recreation Staff



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GENERAL INFORMATION

- Before and After School Program enrollment is for the entire school year.
- The Before School Program starts at 7:30 AM and runs until the start of school.
- The After School Program is scheduled from school dismissal until 6:00 PM.
- The program is offered on all school days including early release days; **the program does not include non-student days or holidays.**
 - Dunedin Parks & Recreation offers programs on non-student days and holiday breaks through a separate enrollment and fee. Please refer to the “School’s Out Programs” section of the Parks & Recreation Dunedin Magazine for complete information.
- A nutritional snack is included each day as part of the program. If you feel your child may be extra hungry, please send additional snacks with them.
- During the school year, you will receive a weekly informer (newsletter) that includes the activities your child will participate in each week as well as important upcoming program information.
- City of Dunedin Tax ID #: 59-6000310
- Before/After School Program License #'s:
 - Dunedin Elementary: C070932
 - Garrison Jones Elementary: 920290
 - San Jose Elementary: 920291

CONTACT NUMBERS & EMAILS

Registration

- Office Phone: 727-812-4530, Dunedin Community Center
727-738-2920, Martin Luther King, Jr. Recreation Center
- Email: registration@dunedinfl.net

Recreation Superintendent – Jocelyn Brodhead, jbrodhead@dunedinfl.net

- Office Phone: 727-812-4532

Youth Services Coordinator – Tina Ward, tward@dunedinfl.net

- Office Phone: 727-738-2920

Dunedin Elementary – Franchesca Molinary, fmolinary@dunedinfl.net

- On-Site Cell Phone*: 727-502-7383

Garrison Jones Elementary – Taylor Johnson, tjohnson@dunedinfl.net

- On-Site Cell Phone*: 727-502-7384

San Jose Elementary – Mark Bennett, mbennett@dunedinfl.net

- On-Site Cell Phone*: 727-502-7385

***Please use the on-site numbers listed only during program times as these phones remain at the schools and will not be answered during non-program hours. The office phone number may be used during all other times.**

REQUIRED FORMS

Parents are required to complete the following for each child enrolled:

1. Comprehensive Waiver
2. Child Enrollment Record (parents must inform staff and keep information updated)
***Changes may only be made in person and by legal guardians including adding additional pick-up persons**
3. Emergency Medical Release Form (must be notarized)
4. Influenza Brochure
5. Receipt Confirmation of Distracted Driver Flyer
6. Food Experience Permission Form
7. Medication Record Form if your child requires any type of medication, including non-prescription medications
8. Parents of VPK children must submit a copy of their VPK child's current immunization records and health exam before they can attend. These may be obtained by your family physician or possibly the school your child will be attending.
9. Juvenile Welfare Board Promise Time Packet (K-5th grade)

*Please note, some children may enroll in the program without current immunizations due to medical, religious or philosophical exemption.

We ask that you inform staff of any changes in information on your child's Enrollment Record.

REGISTRATION

Enrollment in the Before and After School Program is for the entire school year.

A \$25 enrollment fee is due at the time of registration.

The annual fee is divided into ten monthly payments; advance payments are accepted at any time.

After the initial registration, payments can be made during open hours at the Community Center and Martin Luther King, Jr. Recreation Center or online. **Payments cannot be accepted at the Before/After School Program sites.**

Payments are due by the 1st of each month. Payments received after the due date will be charged a \$10 late fee. Students whose balance has not been paid by the 3rd of each month cannot be admitted into the program.

Scan the QR Code to pay online or visit
www.DunedinGov.com/registeronline



MONTHLY PAYMENTS

After the initial registration, monthly payments may be made in person or online.

Online Payment:

Monthly balances for the Before & After School Program will post to your account by the 20th of each month. To use Online Registration, payments must be made using American Express, Discover, MasterCard or VISA; steps are outlined below for reference.

1. Go to [Dunedin, FL - Splash \(myvscloud.com\)](https://myvscloud.com) or click the link in your email invoice.
2. Use your household number or username and password to log-in. New accounts may need to request online access, email registration@dunedinfl.net to request online access. New passwords are required annually.
3. On top of the screen, click on “My Account” then on “Pay Old Balances”.
4. A screen will appear showing any outstanding balances on your account. There will be a “Selection” toggle to the left of each balance due. Click on the appropriate toggle and then click the “Add to Cart” button at the bottom of the screen to confirm.
5. Your shopping cart will now appear at the bottom of the screen. You may then choose to continue shopping or proceed to checkout.
6. Follow subsequent screen prompts to complete your online payment; **do not exit the screen before payment process is complete.**
7. When payment is complete, please select “Logout” under “My Account”.

PAYMENT SCHEDULE

Payment Due Date:	Payment Applies to:
Initial B/ASP Payment	August 12-August 31
September 1, 2024	September 1-September 30
October 1, 2024	October 1-October 31
November 1, 2024	November 1-November 30
December 1, 2024	December 1-December 20
January 1, 2025	January –January 31
February 1, 2025	February 1-February 28
March 1, 2025	March 1-March 31
April 1, 2025	April 1-April 30
May 1, 2025	May 1- May 29

ADD-ON RATES

Once your child is registered, you can add daily enrollments to an existing registration if needed; for example, adding a day of Before Care due to an early morning appointment.

Program Add-On	Program Add-On Daily Fee
Before School Program	\$5.00
After School Program	\$10.00

*Please note the following policy to update your child's enrollment:

- Requests to *add* either the monthly Before or After School Program to an existing enrollment will be effective immediately.
- Requests to *delete* either the monthly Before or After School Program to an existing enrollment will be effective at the beginning of the next installment billing date.
- Any change to program enrollment will result in a \$20 admin fee per request.
- Parents may transfer one drop-in enrollment without charge.
- Requests to change program enrollment should be emailed to registration@dunedinfl.net by the 19th of the month.

DUNEDIN FOR YOUTH SCHOLARSHIP FUND

The City of Dunedin has scholarship opportunities (based on available funds) for Dunedin students whose families qualify financially. Scholarship applications must be submitted at time of enrollment. Application forms are available at the Dunedin Community & MLK, Jr. Recreation Centers or online at [Rec Cards, Registration & Policies - City of Dunedin, FL \(dunedingov.com\)](http://dunedingov.com).

CANCELLATION & REFUND INFORMATION

If, for any reason, you choose to cancel your child's enrollment in the Before/After School Program, **a written request for cancellation/refund must be submitted.*** Verbal cancellations are not accepted. Written requests may be submitted in person or emailed to the program supervisor or registration@dunedinfl.net.

Refunds may be subject to an administrative fee. Elective refund requests will not be processed until the start of the next payment cycle. A doctor's note must be provided for refund requests due medical reasons. You are financially responsible for the program until this request is received. *If you would like to re-enroll at a later date, the \$25 Registration Fee will be charged.

STAFF

We employ caring and qualified Leaders who are not only well trained but who are also positive role models for your child. Staff is background screened, maintains CPR and First Aid certifications and is trained in topics including child development, supervision, behavior management and creative lesson planning. The ratio of Staff to children is always within compliance per the policies governing childcare by the Pinellas County Child Care License Program. Your child will be assigned a Leader, but please understand that during the school year there may be times that we must adjust groups for a variety of reasons. We encourage open communication to ensure that your child has the best possible experience with us. Please feel free to stop by or call any time to discuss any comments or questions. An informed staff makes better staff!

INCLUSION/ADA POLICY

The Dunedin Parks & Recreation Department complies with the Americans with Disabilities Act (ADA) and strives to ensure its programs are readily accessible to qualified disabled persons. It will therefore not deny admission to Before/After School Programs based on a child's disability where the child is able, with or without a reasonable accommodation, to meaningfully access and participate in the program. Should you wish to request the Department consider a request for a reasonable accommodation of your child's disability, please make that indication on the Child Enrollment Record. For any such applicants, staff will contact you individually to initiate the discussion of the specific case and what specific accommodation may be needed. Depending on the circumstances, we may require supplemental documentation or details of the request to ensure we correctly and fully respond to it. While we cannot guarantee the accommodation requested will be the one offered by the program, our staff's goal is to discuss with parents the relative reasonableness of potential accommodations, including their cost and impact on the program, and arrive at an acceptable solution. Although the department will consider accommodation requests involving the presence and participation of an adult caregiver, children in need of one on one care to participate in program activities, communicate needs or assist with personal care, the program does not provide such services, and providers retained by parents to provide such services must comply with all City or state laws or rules concerning participation in child care programs of this type.

Our children come in all sizes, shapes and abilities; we consider a child's unique needs as just a part of who they are. We celebrate these differences and embrace the diversity of our community. Our philosophy of inclusion encourages acceptance, respect and kindness, which positively impacts all children.

ATTENDANCE

1. If a child will not be present at the After School Program (ASP), the parent **MUST** notify Staff via email or phone call **no later than 12:00 pm**. Please refer to page #1 for staff emails and phone numbers.
2. Children enrolled in Dunedin Parks & Recreation After School Programs do not become the responsibility of the After School Staff until they reach the program's designated area, i.e. school cafeteria.
3. VPK students are escorted to the classroom and program by their teachers. Staff will pick up Kindergarten students from their class to familiarize them with the program for the first two full weeks of school. Staff does not pick up other children from their classrooms unless specific arrangements are made with the Site Supervisor.
4. If a registered child does not check in, the Site Supervisor will check the school's absentee sheets and student sign-out book. If the student appears on one of these lists, their whereabouts are accounted for. However, a child marked present in school and not signed out by a parent, is not accounted for and their whereabouts must be determined.
5. Children attending after school clubs/activities or detained by/assisting teachers after school must first report to their Leader.
6. For those children not accounted for (by absentee list, parent note or phone call), the Site Supervisor will then call parent/guardian home, work and emergency numbers to determine their whereabouts.
7. If no answer is received, the Site Supervisor will then report the circumstances to the Pinellas County Sheriff's Department.

PARTICIPATION

Children are encouraged to participate in daily activities. If they are sick or injured, parents/legal guardians will be notified and the child will be sent home.

SIGN-OUT PROCEDURE

Parents are required to sign their child out on a designated roster upon pick-up. **Photo ID's will be checked, so please be prepared.** We ask you to inform family or friends that have permission (listed on the Enrollment Record) to have a form of picture ID ready when they pick up your child. If your child walks or rides a bike to school, you will complete a section on your child's Enrollment Record allowing the child to sign him/herself out. In the event your child is designated to walk or bike home on a specific date, the parent must inform the leader via a written note that is signed and dated for the specific dates.

All Changes to the pick-up list must be made in writing, including emergency situations. Phone calls to notify staff of an alternate pick-up person are not permissible.

Acceptable forms of written notification include hand written notes and emails from the parent/legal guardian's email address.

In regards to custody agreements, a complete legal document must be filed with Staff. Staff will adhere to the custody pick-up schedule per the document provided. Any changes/updates to the agreement must be made in writing with a minimum of twenty-four hours' notice including both parents' signatures to confirm both party's agreement.

Please Note: In the Before School Program, there is no formal sign-in system; we recommend that you personally deliver your child to his/her morning leader. We are not responsible for your child until he or she checks in with his/her leader within the advertised start of the program.

LATE PICK-UP POLICY AND LATE FEE INFORMATION

We realize that there are times when circumstances beyond your control occur, but when it does, it results in a Leader staying later than scheduled. This cost must be passed on to the parents of the children not picked up on time.

1. Arrangements must be made for all children to be picked up at their scheduled time, **no later than 6:00 PM.**
2. The first time a child is picked up late, the parent will be verbally warned. The second late pick-up will result in a late fee charge. Each school site maintains a late log which will be used to document late pick-ups. This late log will serve as the written source for which the Site Supervisor determines if a late fee must be charged.
3. A late fee of \$10.00 for the first 15 minutes and \$1.00 for each additional minute thereafter will be charged. **This fee is to be paid within five business days from the occurrence to the Registration Office at the Dunedin Community Center, Martin Luther King, Jr. Recreation Center or online.** Payment cannot be accepted at the school site.
4. Failure to pay the fee as scheduled will result in your child's removal from the program.

CODE OF CONDUCT

The Dunedin Parks & Recreation Department is committed to the safety of all program participants and creating a community characterized by safety, respect and care for others. In fairness to all participants, we expect appropriate behaviors at the program. These behaviors are outlined below; please carefully review the Code of Conduct and corresponding Discipline/Expulsion Policy with your child. Participants are responsible for:

Safety

- Staying with their Group Leader, in the program's designated areas and being an active participant in activities, unless there is a medical reason.
- Staying in the program until signed-out by a parent/legal guardian or other authorized pick-up person.
- Behaving in a manner that does not harm or endanger others; i.e. keeping hands, feet and objects to themselves. Fighting/roughhousing and excessive aggression is prohibited.
- Walking inside buildings and on outside walkways.

Respect

- Demonstrating respect and good manners to all Leaders and fellow participants.
- Following Leader rules at all times; flagrant disrespect will not be tolerated.
- Using kind words; profanity and name-calling will not be tolerated.

Care

- Respecting City/School property and all facilities therein. For the protection of all participants and to promote environmental awareness, everyone will participate in good housekeeping skills.
- Respecting the property of others. Stealing will not be tolerated.
- Demonstrating care for program equipment and using it appropriately.
- Helping fellow participants and modeling best behaviors and conduct.

ANTI BULLYING*

The StopBullying.gov website defines bullying as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.”

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.

Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying

- Verbal bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and embarrassing someone in public.
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

The City of Dunedin Parks & Recreation Department has a firm policy against all types of bullying. We strive to cultivate a culture of acceptance in which all students have a safe, positive program experience. Staff and students work together to identify bullying incidents, encouraging open communication and addressing all bullying incidents immediately.

*Taken from [What Is Bullying | StopBullying.gov](http://WhatIsBullying|StopBullying.gov)

DISCIPLINE/EXPULSION POLICY

The Code of Conduct is intended to create an environment and culture that models positive behaviors, and therefore, prevents inappropriate behaviors.

Minor infractions to the Code of Conduct will have consequences that will vary based on the developmental level of each child. An example of consequences and progressive discipline is outlined below.

1. If a child chooses to exhibit an inappropriate behavior, staff will discuss the behavior with the child. This verbal warning is used as a positive teaching opportunity that helps the child learn how to choose appropriate behaviors versus inappropriate ones.
2. If behavior persists, the child will be redirected, removed from the activity or lose privilege. The child will remain within eyesight of the Leader for a duration appropriate for their age. Parents/legal guardians will be informed of the behavior.
3. If there is continual misbehavior, a formal "Speed Message" will be sent home with the child to inform parents of the situation. **This Speed Message must be signed**

by parent/legal guardian and returned before the child will be permitted back into the program.

4. The Recreation Coordinator and Site Supervisor will schedule conferences when a child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children (conferences may also be scheduled if staff observes unusual patterns of behavior or participation). During this meeting, a behavior intervention plan may be created.
5. If misbehavior of the child persists, the parents/legal guardians will be notified of suspension from the program for one (1) day to one (1) week at the discretion of the Recreation Coordinator. All suspensions begin the following day.
6. The Pinellas County Sheriff may be called if the child becomes uncontrollable.
7. In consideration of the nature and severity of a behavior, Staff reserves the right to implement whichever of the above consequences they deem necessary. In the event of a serious infraction, or persistent misbehavior, a child may be expelled from the program. The child will not be permitted to enroll in any Dunedin Recreation programs without the approval of Recreation Superintendent. There will be no refunds for suspensions or expulsion due to disciplinary actions.

Children will not be subject to discipline which is severe, humiliating, frightening or associated with food, rest or toileting. Staff shall never use physical punishment: spanking, hitting, slapping or any other physical contact is prohibited.

PLEASE NOTE: This program follows a “Zero Tolerance Policy” with weapons (knives, guns, etc.) and/or threats. Any behavior that is deemed malicious or violent or results in property or equipment damage and/or injury may result in immediate suspension or termination of participation and possibly notification to the Pinellas County Sheriff’s Department. The parent or legal guardian will be responsible for payment for any damaged and/or destroyed property or equipment.

PARENT/LEGAL GUARDIAN INFORMATION

Keeping our families informed and, in turn, families keeping Staff informed are very important keys to the success of the Before and After School Program.

Parents/legal guardians must contact the appropriate Staff when:

1. Information on your child’s Enrollment Record or Medication Record Form has changed.
2. Someone other than those listed on your child’s Enrollment Record will be picking up your child.
3. A child normally picked up from the program will be walking or bike riding home.
4. A child cannot be picked up on time.

5. An incident or change occurs in your child's life that alters his/her attitude or behavior or may cause emotional upset (i.e. divorce, loss of a pet, death in the family).
5. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

Parents/legal guardians will be contacted immediately when:

1. Your child has received an injury that could require immediate medical attention. An Accident Notification Form will be completed by staff and require a legal guardian/authorized pick-up person's signature.
2. Your child exhibits a medical condition that could be contagious or threatening to others in the program.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up for unacceptable behavior.

Parents/guardians will be notified at pick-up time when:

1. We want to share your child's accomplishments and positive social experiences.
2. Your child receives a minor injury that does not require the service of a medical professional. An Accident Notification Form will be completed by staff and require a legal guardian/authorized pick-up person's signature.
3. Your child complains of a non-emergency condition or symptom.
4. Your child exhibits unusual or inappropriate behavior.

AMBULANCE SERVICE

In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian.

MEDICATIONS

If your child takes **any medication** (even aspirin) during program hours, we must have dosage/dispensing details and your signature on the **Medication Record Form**. Please make these arrangements with the Site Supervisor prior to your child's first day of the program or immediately thereafter if the situation changes.

A Parent/legal guardian or Physician must also train Staff on how to dispense medicine, including all non-prescription medicine, prior to Staff dispensing medicine.

The following information is required on the Medication Record Form:

1. Child's name, parent/legal guardians' names, home and work telephone numbers.
2. Times that medicine is to be dispensed to the child.
3. Dosage amount for each time dispensed.
4. "As needed" medications will need to include the specific symptoms for which the medicine is being dispensed.

5. Signature and date stating that parent/legal guardian is giving Staff permission to dispense medication to your child.

MEDICINE MUST BE IN ITS ORIGINAL CONTAINER, MARKED WITH NAME OF PATIENT/CHILD, MEDICINE & DOSAGE and PHYSICIAN'S NAME & CONTACT INFORMATION. EXPIRED MEDICINE WILL NOT BE ACCEPTED.

ILLNESS and COMMUNICABLE DISEASE

No child will be permitted in the program if they have a communicable (contagious) illness. **Staff will send home any child who exhibits** symptoms of a communicable illnesses such as fever, diarrhea, vomiting, an open rash or conjunctivitis (pink eye) and may require a doctor's note in order for your child to return to camp. If your child is sent home due to these symptoms, they should not return until they are symptom free for twenty-four (24) hours.

This policy is for the safety and well-being of each child in our care. If your child is sick, please make other arrangements for child care.

HEAD LICE

Any child who is found to have head lice/nits will be sent home **immediately and will not be allowed to return to the program until his/her head is free of lice and nits.** Please assist us with preventing head lice by following these few simple guidelines below:

1. No combs or hair brushes.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the Site Supervisor immediately if head lice/nits are discovered.
5. Begin treatment; Site Supervisor can provide written information on treatment of head lice.
6. Child must be checked by Site Supervisor and be free of lice and nits (even dead ones) to return to the program.

FOOD and NUTRITION

Daily snacks are provided via the Pinellas County School Board. More information may be found at the following Pinellas County School Board link regarding nutrient information and ingredient lists: [Food and Nutrition / Nutrient Information and Ingredient List \(pcsb.org\)](http://www.pcsb.org/food-nutrition).

Occasionally, additional "special" snacks will be served in conjunction with themed activities or holiday celebrations. Snacks shall adhere the meal and snack patterns

shown for school-age children in the Child Care Food Program Meal Pattern for Children (CCFP) and USDA MyPlate, which can be found at [USDA MyPlate What Is MyPlate?](#). **Please report any food allergies or special diets to the Site Supervisor; accommodations will be made as necessary.**

POTTY TRAINING

Please note that all children must be potty trained in order to enroll in the program. A potty-trained child is defined as self-sufficient in the lavatory, including pulling pants up and down, wiping, flushing and washing hands without the assistance of a staff member. Pull-ups are not considered a substitute for potty training. If a restroom “accident” occurs, parents will be contacted to bring a clean change of clothing. Repeated “accidents” without medical documentation may result in dismissal from the program.

CLOTHING

We understand that your children are dressed each day for school, but please keep in mind that they will be playing at the end of the day and should have the appropriate attire for the BASP program and the activities they will experience. Please refer to your Informer for the type of activities they engage in each day; this will help determine appropriate attire. We do require that children in the program wear the appropriate footwear (sneakers or shoes). **No open-toed, sandal or “Croc” style shoes are allowed;** these shoes restrict their involvement in certain activities and can pose a safety issue.

LOST AND FOUND

Each program will maintain a lost and found area at the school site. Do not send expensive personal items to the program. **Leave all electronics, toys, games, cards, etc. at home except on announced game days. We are not responsible for the loss or damage of any items that your child may bring to the program.** At the end of each month, all lost and found items not claimed will be donated or discarded.

INFORMER

A weekly “informer,” listing your child’s activities, will be sent home with your child. Please be sure your child brings one home or ask your child’s Leader for a copy. Please note that these schedules are subject to change.

REMIND APP

Parents may choose to receive notifications via the Remind App. These notifications will include the weekly informer, payment reminders, program changes, special activity reminders as well as fun photos and experiences. *NO APP DOWNLOAD REQUIRED*. Simply text your camp’s code to the # 81010; if you’re having trouble with 81010, text the code to 210-321-9690.

School Site	Program Code
Dunedin Elementary	@DEBASP
Garrison Jones Elementary	@GJBASP
San Jose Elementary	@SJBASP

PHOTO & VIDEO POLICY

Frequently, photos and videos are taken of people enjoying City facilities, programs and events. Please be aware that these photos and videos may be used to promote the services and facilities that our City offers and become the City’s sole property. The City of Dunedin and the media may publish these photographs in printed publications or air these videos on cable TV and online via the City’s website and social media. If you do not want your child’s picture taken, please notify staff in advance.

TRIPS AND TRANSPORTATION

Our BASP may include recreational trips such as local walking trips or field trips requiring vehicle transportation. Upon registering your child for the BASP, the parent/guardian agrees to his/her child’s participation in such local outings/trips which may involve one or more groups or the whole program. As stated, primary transportation to many of these types of activities includes walking (local) or City vans. In some cases, an outside City-approved carrier may be used (example – Pinellas County School Bus System or other private transportation carrier). Transportation may also be needed in the event of emergency.