



AUSTIN PARKS & RECREATION

Cultural Places, Natural Spaces

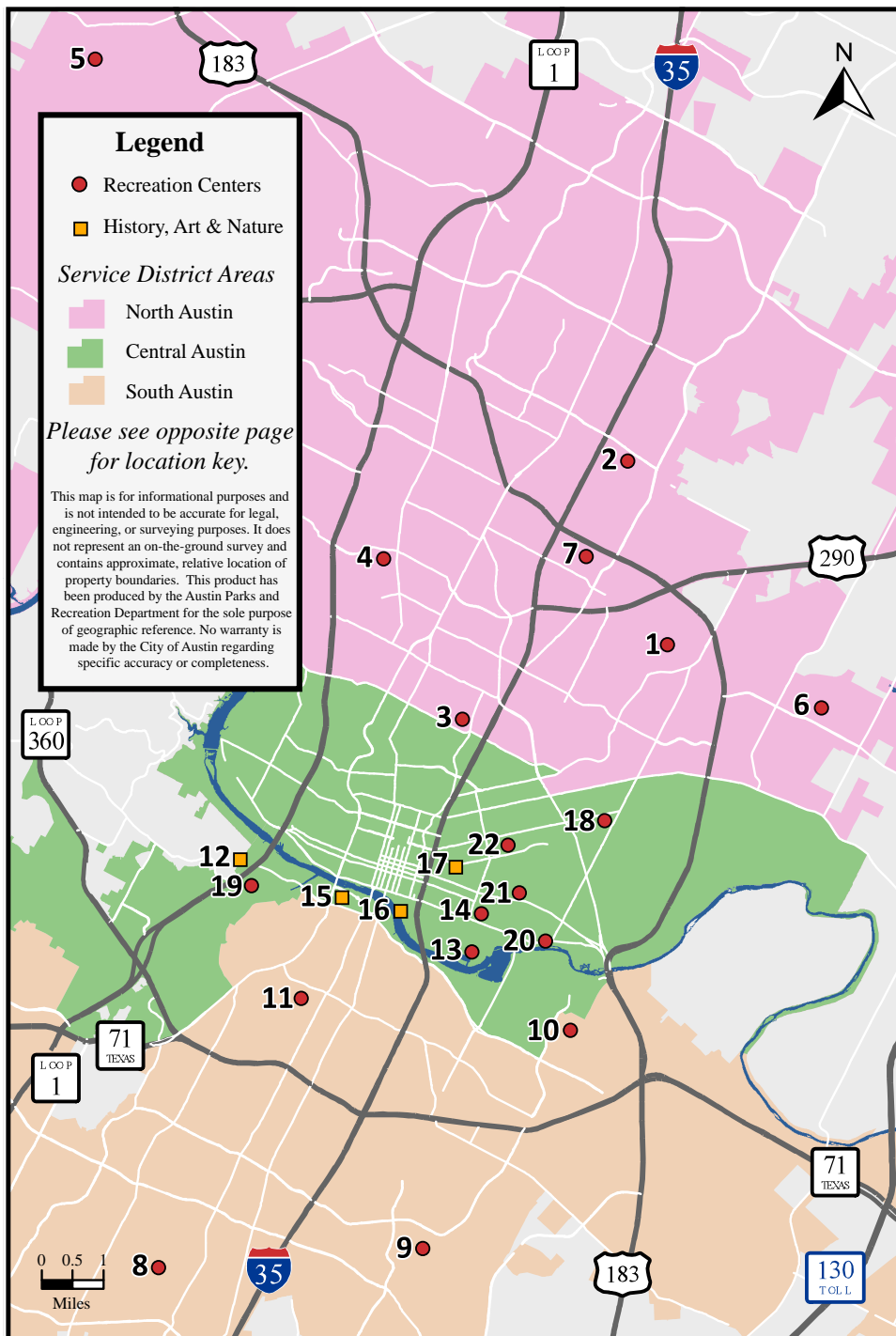
2014 SUMMER CAMP PROGRAMS PARENT HANDBOOK



Austin Parks and Recreation Department
www.austintexas.gov/parks



SUMMER CAMP LOCATIONS



CONTACT INFORMATION

NORTH AUSTIN

1. **Dottie Jordan Recreation Center** ●
2803 Loyola Lane (78723)
(512) 926-3491
2. **Gus Garcia Recreation Center** ●
1201 E. Rundburg Lane (78753)
(512) 339-0016
3. **Hancock Recreation Center** ●
811 E. 41st St. (78751)
(512) 453-7765
4. **Northwest Recreation Center** ●
2913 Northland Dr. (78757)
(512) 974-6972
5. **Pickfair Community Center** ●
10904 Pickfair Dr. (78750)
(512) 401-8119
6. **Turner-Roberts Recreation Center** ●
7201 Colony Loop Dr. (78724)
(512) 926-6013
7. **Virginia L. Brown Recreation Center** ●
7500 Blessing Ave. (78752)
(512) 974-7865

SOUTH AUSTIN

8. **Dittmar Recreation Center** ●
1009 W. Dittmar Rd. (78745)
(512) 974-6090
9. **Dove Springs Recreation Center** ●
5801 Ainez Dr. (78744)
(512) 447-5875
10. **Montopolis Recreation Center** ●
1200 Montopolis Dr. (78741)
(512) 385-5931
11. **South Austin Recreation Center** ●
1100 Cumberland (78704)
(512) 444-6601

CENTRAL AUSTIN

12. **Austin Nature & Science Center** □
301 Nature Center Dr. (78746)
(512) 974-3888
13. **Lorraine "Grandma" Camacho Activity Center** ●
34 Robert T. Martinez Dr. (78702)
(512) 391-1863
14. **Oswaldo A.B. Cantu/Pan-American Recreation Center** ●
2100 E. 3rd St. (78702)
(512) 476-9193
15. **Dougherty Arts Center** □
1110 Barton Springs Rd. (78704)
(512) 974-4040
16. **Emma S. Barrientos Mexican American Cultural Center** □
600 River St. (78701)
(512) 974-3785
17. **George Washington Carver Museum & Cultural Center** □
1165 Angelina (78702)
(512) 974-4926
18. **Givens Recreation Center** ●
3811 E. 12th St. (78721)
(512) 928-1982
19. **McBeth Recreation Center** ●
2401 Columbus Dr. (78746)
(512) 974-9011
20. **Metz Recreation Center** ●
2407 Canterbury (78702)
(512) 478-8716
21. **Parque Zaragoza Recreation Center** ●
2608 Gonzales St. (78702)
(512) 472-7142
22. **Rosewood Recreation Center** ●
1182 N. Pleasant Valley Rd. (78702)
(512) 472-6838

WELCOME LETTER



City of Austin

Parks and Recreation Department 200 South Lamar, Austin, TX 78704

Summer 2014

Dear Parents and Guardians,

Welcome! Thank you for choosing the City of Austin Parks and Recreation Department to be a part of your family's summer activities. Our goal is to provide your child with exciting experiences through supervised and structured activities in a safe and welcoming environment.

We've assembled an outstanding team of dedicated staff to care for and engage your children. On any given day your child may participate in arts & crafts, theatre, sports, dance, outdoor adventures, nature exploration and strategic games. Through this experience it is my hope that your child develops lasting relationships with new friends and mentors.

This handbook is designed to help you prepare your child for their day camp experience and to answer a wide range of frequently asked questions. We encourage you to browse through it and use it as a resource in the future.

Again, thank you for choosing the Austin Parks and Recreation Department!

Sincerely,

Kimberly McNeeley, Assistant Director
Austin Parks and Recreation Department

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GENERAL REGISTRATION INFO

SUMMER CAMP REGISTRATION OPENS:

Residents of Austin

Saturday, February 22, 2014

Non-Residents

Saturday, March 8, 2014

SUMMER CAMP PROGRAM START DATE

ANSC, Carver, and Camacho

Monday, June 9, 2014

Recreation Centers, MACC, DAC

Monday, June 16, 2014

Please contact site directly for additional registration information (see page 3).

General Payment Information

Participants that pay a deposit for a camp session are secured a spot in that session until the remaining balance is due. Balances are due 14 days prior to the start of camp by 5:00 PM. If you fail to pay the remaining balance in the provided time frame, you will lose your deposit and forfeit your child's spot in that session to a customer on the wait list.

ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Cancellation Information

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Please note cancellation fee applies to registration payments made in full. See *Session & Payment Schedules* of individual program sites for more information. Registration fees are fully refunded only if the City of Austin or the Parks and Recreation Department (PARD) cancels the class.

Refund Information

If a refund request has been made by the stated deadline and has been approved by PARD staff, refunds (minus any cancellation fees) may be issued to the credit card used in the initial transaction, by check from the City of Austin (please allow 4-6 weeks for processing), or you can inquire at a PARD program site if a credit can be applied to your account. Please note that all checks received by PARD program sites are promptly processed and there is a \$30 fee on any returned checks.

Minimum Registration

PARD reserves the right to cancel a class that does not meet the minimum enrollment requirement prior to the start of the class. If this occurs, you will be notified and a full refund will be issued.

Waiting List

In accordance with the Standards of Care for Youth Recreational Programs Ordinance, the number of participants a program may serve is determined by a staff-to-participant ratio. When a program reaches its maximum enrollment, the names of interested participants are placed on a waiting list and parents are notified as openings become available.

SESSION & PAYMENT SCHEDULES

COMMUNITY RECREATION CENTERS

Charged per session:

Deposit: \$20 Cancellation Fee: \$35

Session	Session Dates (no camp July 4)	Payment Due Date (5 PM)	Drop Day Due to No Payment (9 AM)	Last day for Refund Minus Fee (5 PM)
1	June 16 – June 20	June 2	June 3	June 9
2	June 23 – June 27	June 9	June 10	June 16
3	June 30 – July 3 <small>*Camp does not meet on July 4</small>	June 16	June 17	June 23
4	July 7 – July 11	June 23	June 24	June 30
5	July 14 – July 18	June 30	July 1	July 7
6	July 21 – July 25	July 7	July 8	July 14
7	July 28 – August 1	July 14	July 15	July 21
8	August 4 – August 8	July 21	July 22	July 28
9	August 11 – August 15	July 28	July 29	August 4
10	August 18 – August 22	August 4	August 5	August 11

GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER (CARVER)

Charged per session:

Deposit: \$45 Cancellation Fee: \$45

Session	Session Dates (no camp July 4)	Payment Due Date (5 PM)	Drop Day Due to No Payment (9 AM)	Last day for Refund (5 PM)
Broadway Bound				
1	June 9 – June 13	May 27	May 28	June 6
2	June 16 – June 20	June 2	June 3	June 13
3	June 23 – June 27	June 9	June 10	June 20
4	June 30 – July 3 <small>*Camp does not meet on July 4</small>	June 16	June 17	June 27
5	July 7 – July 11	June 23	June 24	July 3
6	July 14 – July 18	June 30	July 1	July 11
7	July 21 – July 25	July 7	July 8	July 18
Youth Art Safari				
8	July 28 – August 2	July 14	July 15	July 25
9	August 4 – August 8	July 21	July 22	August 1
10	August 11 – August 15	July 28	July 29	August 8



SESSION & PAYMENT SCHEDULES



DOUGHERTY ARTS CENTER (DAC)

Charged per session:

Deposit: \$35 Cancellation Fee: \$35

Session	Session Dates (no camp July 4)	Payment Due Date (5 PM)	Drop Day Due to No Payment (9 AM)	Last day for Refund (5 PM)
1	June 16 – June 27	June 2	June 3	June 9
2	June 30 – July 11 <small>*Camp does not meet on July 4</small>	June 16	June 17	June 23
3	July 14 – July 25	June 30	July 1	July 7
4	July 28 – August 8	July 14	July 15	July 21



EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER (MACC)

Charged per session:

Deposit: \$20 Cancellation Fee: \$20

Session	Session Dates (no camp July 4)	Payment Due Date (5 PM)	Drop Day Due to No Payment (9 AM)	Last day for Refund Minus Fee (5 PM)
1	June 16 – June 27	June 2	June 3	June 9
2	June 30 – July 11 <small>*Camp does not meet on July 4</small>	June 16	June 17	July 23
3	July 14 – July 25	June 30	July 1	July 7
4	July 28 – August 8	July 14	July 15	July 21
5	August 11 – August 22	July 28	July 29	August 4

SESSION & PAYMENT SCHEDULES

AUSTIN NATURE & SCIENCE CENTER (ANSC)

Please note, most camps run for one week, however, there are camps for older children that run for two weeks (some include camp outs). Please read the Austin Nature and Science Center brochure carefully for accurate information.

Payment is due in full on February 12 for lottery applicants and upon registration for those participating in regular registration. Cancellation Fee: \$35

Session	Session Dates (no camp July 4)	Last day for Refund Minus Fee (5 PM)
1	June 9 – June 13	June 2
2	June 16 – June 20	June 9
3	June 23 – June 27	June 16
4	June 30 – July 3 <small>*Camp does not meet on July 4</small>	June 23
5	July 7 – July 11	June 30
6	July 14 – July 18	July 7
7	July 21 – July 25	July 14
8	July 28 – August 1	July 21
9	August 4 – August 8	July 28
10	August 11 – August 15	July 4
11	August 18 – August 22	August 11

AUSTIN NATURE & SCIENCE CENTER REGISTRATION DATES:

Pre-registration Lottery:	January 5 – January 12, 2014
Regular Registration (walk-in, fax, or mail-in):	Saturday, February 22, 2014

Hand deliveries or faxes will not be accepted during the mail-in registration period. Participants may register for a maximum of three (3) ANSC camp sessions. All ANSC programs must be paid in full at the time of registration.

Austin Nature & Science Center's Tadpole Camp Additional Forms

The Tadpole Day Camp is regulated by the Texas Department of Family & Protective Services and requires additional paperwork. These forms will be mailed to you when you register and can also be found online at www.austintexas.gov/ansc. In accordance with state licensing requirements, participants in Tadpole Camp (half-day program for ages 4-6) will need to bring the completed forms with them to the first day of each camp session.

PROGRAM POLICIES

YOUTH DEVELOPMENT AND ENRICHMENT PROGRAMMING

PARD has identified a crucial need for Youth Development and Enrichment programming in Austin. In response, we have adopted as our youth development strategy *The 40 Developmental Assets*, a recognized standard in youth programming. This approach encourages the development of key attributes in areas including Support, Empowerment, Boundaries and Expectation by providing participants opportunities to exercise these qualities. For additional information regarding the 40 Developmental Assets, please visit www.search-institute.org.



CHILDCARE LICENSING

PARD Programs are exempt from childcare licensing by the State of Texas for children 5 to 13 years of age. The Department is regulated by the Austin City Council through the Local Standards of Care for Youth Recreational Programs Ordinance (No. 20130822-121). If you would like to review a copy of this ordinance, please visit our website at www.austintexas.gov/parks or contact our main office at (512) 974-6700.

PARD staff are required to report any suspicion of abuse or neglect. If you have any questions regarding this policy, please contact your PARD program site.

INCLUSION SUPPORT SERVICES

PARD believes in providing opportunities wherein all individuals are accepted, included and welcomed to live, learn and play together. If your child has a disability and you would like to request an accommodation, please contact the PARD program site and make a request for services.

PARD Inclusion Staff are Certified Therapeutic Recreation Specialists who help perform assessments and develop recommendations for successful participation. If you have additional questions or want more information, please call (512) 974-3914 or email inclusion@austintexas.gov.

PROGRAM INFORMATION

FINANCIAL AID PROGRAM

Austin Parks and Recreation is pleased to announce that financial aid will be available to qualifying Austin residents for youth programs starting January 2014. Funding for financial assistance is limited and will be offered to those that qualify for free or reduced lunch, or meet income-based criteria. For more information, please visit www.austintexas.gov/PARDFinAid, email PARDFinAid@austintexas.gov, or call (512) 974-3911.

PROGRAM REGISTRATION AND WAIVER FORM

A Program Registration and Waiver Form must be completed and signed by a parent or guardian before a child may participate in any PARD programs. This form contains important medical and contact information about your child that is kept on file. Please make sure to include any requested accommodations.

SIGN IN/SIGN OUT

As the parent or guardian, you are required to escort your child into and out of the program site each day and sign your child in and out of the day's activities. Other than a parent or guardian, only individuals listed as an "emergency and non-custodial release contact" on the child's Waiver/Registration Form may pick-up and sign out a child. Please call the program site to add an additional contact for pick-up. Proper ID is required before staff will release a child. Teen participants are not allowed to leave without written permission. Your child's safety is our primary concern.



ABSENCE/ATTENDANCE

A call to the program facility would be appreciated if your child will not be attending camp for that day. If we have not been contacted by you, a courtesy call may be placed to confirm your child's absence.

FIELD TRIPS

Participants may attend scheduled field trips. Parents and guardians will be notified as to the day, time and field trip details. Fees for field trips may be an additional expense and must be paid in full. Schedules and destinations may be subject to change.

PROGRAM INFORMATION

SWIMMING

Camps with swimming components will have schedules posted at the center at the beginning of camp. Participants will have an opportunity to pass a swim test which will allow them to swim in the deep end and utilize the diving board. Participants that are unable to pass the swim test will be restricted to the shallow waters. If a parent or guardian chooses to participate in swim time with their child please sign the child out of the program before swimming. All schedules, including field trips and swim times, are subject to change.



APPROPRIATE DRESS

Participants should NOT wear expensive clothing as many projects and activities are messy and your child may get dirty or wet. If you are concerned about your child's clothing, please provide an old shirt to use as a smock. Closed-toe shoes are required except while at pools.

BATHROOM ACCIDENTS

Parks and Recreation staff are not permitted to physically assist with personal cleaning or the changing of a participant's clothes after a bathroom accident. Staff shall, while maintaining the participant's privacy, verbally guide a participant through the process of cleaning and changing.

We ask that parents and guardians provide a change of clothes for each participant. This includes underwear, pants, shirt and socks. Please mark packed clothes with your child's name.

In the event that a participant is unable to clean himself or herself or change his or her clothes, a parent or guardian will be called to assist in this process.

PROGRAM INFORMATION

ITEMS TO BRING TO CAMP EACH DAY

Please bring water bottle, sunscreen, insect repellent, lunch and two healthy snacks with your child and label all personal items.

PERSONAL BELONGINGS

The Austin Parks and Recreation Department (PARC) is not responsible for lost or stolen property. ***Participants should NOT bring any valuable items to summer camp programs.*** Teachers and counselors require the attention of each participant, therefore students are not allowed to play with personal belongings such as:

- Cellular phones
- CD players and head phones
- MP3 players or iPods
- Pocket or hand held games
- Trading or playing cards
- Anything disruptive

If a participant brings any of the preceding items, he or she will be asked to keep them in his or her backpack. If the items are not put away or become distracting or disruptive they will be collected by staff and kept in the office.

PLEASE NOTE: Participants may be asked to bring a mobile device for digital experimentation. This will only be on pre-set days and dependent upon the lesson plans. Exceptions may apply to teen programming. Please refer to your PARC program site for more information.



LUNCH

All participants must bring their own non-microwavable, non-refrigerated lunch in a sack or cooler everyday. It is also recommended that you provide your child two healthy snacks each day to eat during designated snack times. Mark your child's lunch clearly with child's first and last name. Participants are not allowed to leave during lunch time without a parent or guardian. Please do not bring glass containers.

NOTE: The Summer Lunch Program provides lunch at certain designated sites. Please check with your PARC program site to see if lunch is provided.

SAFETY AND FIRE DRILLS

The Austin Parks and Recreation Department has emergency plans in effect at each PARC program site in the event of inclement weather or other hazardous situation. Additionally, centers also conduct random fire drills. All staff are CPR trained and First Aid certified, and select staff at facilities with aquatic components are also Basic Water Safety Trained.

BEHAVIOR GUIDELINES

EXPECTATIONS

At all times participants are expected to respect peers, other program participants, staff and equipment. PARD discourages behaviors which endanger oneself, other participants or staff. Additionally, we insist participants keep their hands and feet to themselves. Foul or abusive language, disruptive behavior, running and/or shouting within buildings will not be allowed. Participants are encouraged to participate in all activities.

BEHAVIOR MANAGEMENT POLICY

It is the policy of Austin's Parks and Recreation Department (PARD) to provide youth participants a safe and hostile-free environment while participating in PARD facilitated programs. City of Austin programs are open to the public, and with this environment comes the potential for youth participants to exhibit behavior considered disruptive and/or unsafe to others. The possibility also exists that a participant's disruptive behavior may turn hostile.

Definitions

Youth: Individuals 5 to 17 year of age.

PARD facilitated program: any activity in which a PARD employee is responsible for structured programming and participant safety.

Disruptive Behavior: any action that interrupts or disturbs a PARD facilitated program.

Hostile Behavior: varying degrees of antagonistic actions in which ill will or destructive intent are evident.

Unsafe Behavior: any action that poses a potential hazard to other participants, self, or staff.

Procedures

The intent of this policy is to provide guidance concerning the management of youth exhibiting disruptive, hostile, or unsafe behavior. Guidance of youth must be consistent and based on an understanding of the needs of the program and the individual.

For the safety and consideration of all patrons, the Parks and Recreation Department requires youth participants to follow program rules and respect other participants, staff, and property.

BEHAVIOR GUIDELINES

When staff employ any behavior management method the following guidelines shall be observed at all times:

- There will be no harsh, cruel, corporal, or humiliating punishment.
- Staff will refrain from using abusive or profane language.
- Staff will not physically contain a youth or place a youth in a locked, unsupervised room.
- Staff may use brief supervised separation from the group if necessary.

For any youth participant that demonstrates Disruptive Behavior or does not follow program rules, PARD staff shall observe the following guidelines:

- The participant will be given warnings by a Parks and Recreation staff.
- Upon multiple incidents of disruptive behavior, PARD staff will complete an incident report.
- PARD staff will notify the participant's parents or caregiver.

For any youth program participant that demonstrates Hostile or Unsafe Behavior, PARD staff shall observe the following guidelines:

- PARD staff reserve the right to remove the youth participant from a program or facility until the hostile or unsafe behavior has been corrected.
- PARD staff will complete an incident report documenting the hostile and/or unsafe behavior.
- PARD staff will notify the youth participant's parents or caregiver.
- PARD reserves the right to dismiss the youth participant from a program or facility without prior warning if it is determined that a youth's behavior places other participants, himself/herself, or staff in danger.
- PARD staff may contact law enforcement officers if necessary.

If a youth participant is removed from a program or facility for disruptive, hostile or unsafe behavior, PARD reserves the right to:

- Specify the time and conditions under which a participant may return.
- Withhold a refund of remaining time or fees to a youth participant that has been removed from the program or facility by enforcement of this policy.

ILLNESS GUIDELINES

MEDICATION RELEASE/MEDICATION STANDARDS

- A staff member may not administer medication to a participant without a parental medication authorization. Staff may not administer medication that is not in its original container or past the expiration date on the container.
- A staff member may not administer an injection or an amount of medication that is inconsistent with the prescribed dosage. A staff member may administer an epinephrine auto-injector device if the staff member has completed training approved by the department.
- A staff member may not accept more than a five day supply of medication for a participant and the member shall return the unused medication to the parent on the last program day of the week.
- Staff must keep medication in a secured location that is not accessible by participants.
- A staff member shall maintain a medication log that includes the name of the child to whom the medication is administered, the time the medication is dispensed and the name of the person dispensing the medication.



ILLNESS/INJURY

If a child becomes ill at camp, staff will call the phone numbers listed on the waiver release so that your child may be picked up. Staff shall call a participant's parent or guardian if the participant has an oral temperature of 100.4 degrees or greater. If a child becomes seriously injured at camp, the staff will contact the parent/guardian and call 911 for assistance.

ILLNESS GUIDELINES

Illness/Infection Symptom	Should you stay home?	When you can return
Chicken Pox	YES	When all pox are scabbed
Cold	NO (without fever) YES (with fever)	<i>See fever</i>
Coxsackie (hand, mouth and foot disease)	NO	
Diarrhea	YES	12 hours after last diarrhea
Ear Infection	NO (with doctor diagnosis)	
Fever (undiagnosed illness) 100.4 or greater	YES	24 hours after fever subsides and fever reducing medications have not been given in the past 8 hours
Giardia	YES	When diarrhea subsides or Dr. approves readmission
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Pink Eye	YES	24 hours after treatment has begun
Unidentified Rash	YES	When rash is gone unless doctor approves readmission
Ring Worm	NO (keep area covered)	
Roseola	YES (with fever)	<i>See fever</i>
Rota virus	YES	When diarrhea subsides or Dr. approves readmission
Strep Throat/Scarlet Fever	YES	24 hours after treatment has begun and fever free
Thrush	NO (should seek treatment)	
Vomiting	YES	12 hours after vomiting

FREQUENTLY ASKED QUESTIONS

1. If my child does not attend every day can my fee be prorated?

No. Attendance is the responsibility of the participant. Failure to attend a class does not entitle you to a transfer or refund. Make-ups are not available and fees are not prorated for absences (*see page 6*).

2. How should my child dress?

Wear comfortable clothing appropriate for activities and movement: T-shirts, pants or shorts and sneakers are suggested (*see page 12*).

3. Do I need to sign my child in and out every day?

Yes. Safety is our first concern; therefore, we require that you sign your child in and out every day (*see page 11*).

4. Can you just give my child aspirin for a headache?

No. If your child needs to take any type of medication (prescribed or non-prescribed), medication must be provided and given by the parent/guardian (*see page 16*).



5. Can a neighbor, friend, or relative pick up my child?

Yes, but each child must be signed in/out daily by a designated person on the child's Waiver/Registration Form (photo ID required). Changes or additions to the pick-up list can only be made by contacting the PARD program site (*see page 11*).

6. If I'm in a hurry can you send my child out to meet me at the curb?

No. Safety is our first concern; therefore, we require that you sign your child in/out every day. Children will not be allowed to run out to the car or wait at the curb (*see page 11*).

7. Why can't my child bring his/her hand held game?

Austin Parks and Recreation cannot be responsible for any lost or stolen property. Our instructors require your child's attention; items from home can be distracting to other students and the instructor. Exceptions may apply to teen programming, please check with PARD program site (*see page 13*).

CITY & PARKS INFORMATION

City of Austin Officials

Mayor and City Council

Lee Leffingwell	Mayor
Sheryl Cole	Mayor Pro Tem
Chris Riley	Council Member
Mike Martinez	Council Member
Kathie Tovo	Council Member
Laura Morrison	Council Member
Bill Spelman	Council Member

Office of the City Manager

Marc A. Ott	City Manager
Michael McDonald	Deputy City Manager
Rey Arellano	Acting Chief of Staff
Sue Edwards	Assistant City Manager
Robert Goode	Assistant City Manager
Bert Lumbreras	Assistant City Manager
Anthony Snipes	Assistant City Manager

Austin Parks & Recreation Department

Sara L. Hensley, CPRP	Director
Kimberly A. McNeeley, CPRP	Assistant Director
Cora D. Wright	Assistant Director
Cheryl Bolin	Division Manager
Patrick Corona	Division Manager
Laura Esparza	Division Manager
Tom Nelson	Division Manager

Parks and Recreation Board

Jane Rivera	Chair
Jeff Francell	Vice Chair
William Abell	Board Member
Susana Almanza	Board Member
Dale Glover	Board Member
Lynn Osgood	Board Member
Susan Roth	Board Member

City of Austin Vision

We want Austin to be the most livable city in the country. Providing quality parks and recreation programs is a vital part of making this vision a reality. To this end, City leaders have committed significant funds over the years to provide our citizens with parks and recreation facilities that are designed, maintained and staffed to the highest standard. Citizens of Austin repeatedly cite the Parks and Recreation Department as one of the things they are the most proud of in our city.



Austin Parks & Recreation
200 South Lamar Blvd
Austin, Texas 78704



Like us on facebook!

www.facebook.com/austinparksfamilies

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please contact our Inclusion Services Office at (512) 974-3914.