

Community Partner Interest Assessment

Out of School Recreation Youth Center at Veteran's Memorial Park

Issued by: Palm Beach County / Parks and Recreation Department

Issue Date: February 23, 2026

Response Deadline: March 25, 2026

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1. Purpose of Community Partner Interest Assessment

Palm Beach County Parks and Recreation is conducting an informational outreach to better understand community interest and organizational capacity relating to local non-profit organizations to provide after school, summer camp, and other out of school time recreation program services to school aged children and provide other youth related services and recreation activities at Veteran's Memorial Park located at 9400 W. Palmetto Park Road, Boca Raton, Florida 33428.

This **Community Partner Interest Assessment (CPIA)** is intended solely for planning and informational purposes to gather information for non-profit organizations to provide out of school recreation program services to school aged children and provide other youth related services and recreation activities in the South County community. Participation is voluntary and no contract or agreement will be awarded as a result of this CPIA. It is not a solicitation or request for proposals and does not obligate Palm Beach County to enter into an agreement.

2. Park and Facility Overview

Veteran's Memorial Park is a community level public park featuring:

- 23.68 acres
- Hours: Sunrise–sunset; lighted court facilities open until 9 pm; lighted athletic fields (permit required) open until 10 pm
- 4 lighted basketball courts
- memorial plaza, veterans
- 1 multipurpose field
- Parking
- Picnic areas with grills, single table
- Playground, including play structure (ages 5-12 years)
- Restroom Facilities
- 4 lighted tennis courts
- 5,080 Square ft. of buildings (one building approximately 1,680 Square ft. and an adjacent building approximately 3,400 Square ft.)

Park History:

Veteran's Memorial Park, originally named Pondwood Park, was assembled in 1982 through three land acquisitions funded by the 1974 \$50 Million Beach and Parks Bond. The County purchased the 4.8 acre Davidson Property for \$158,500, the 10 acre Archdiocese of Miami parcel for \$260,000, and the 10 acre Dulen Property for \$240,000. In 1986, a public hearing introduced three conceptual master plans for community feedback. The County allocated \$440,000 for Phase I design and hired the firm Shalloway, Foy, Schofield, Rayman and Newell in 1988. The park officially opened in early 1990. From 1982 to 1989, the former Davidson residence operated as the West Boca Community Center before closing and being demolished. In 1994, the site was leased to the Center for Youth Activities, initially housed in a modular building and later replaced with a permanent facility in 2003, which remains in use today. The Veteran's of Foreign Wars Post 10556 began operating in the park in 1985, originally using a partially enclosed picnic pavilion. By 2004, the structure was fully enclosed and continues to serve as a veteran assistance center under an active lease agreement. The park was officially renamed Veteran's Memorial Park on May 12, 1992, following a request from the West Boca Veterans Coalition and to avoid confusion with nearby Pinewoods

Park. The original name, Pondwood Park, was derived from nearby Pondwood Road (now Palmetto Park Road Extension)

3. Program Goals and Expectations

The out of school recreation youth center is expected to:

- Provide a safe, supervised environment during out-of-school hours
- Connect youth and families to community resources and supports
- Model positive behavior, professionalism, and respect
- Maintain consistent routines and establish clear expectations of the recreation programming
- Communicate regularly with families and collaborate with schools when appropriate
- Participate in ongoing training to stay current on youth development best practices
- Comply with all Florida State Statutes and Health Department licensing rules governing after school youth programming including but not limited to background check and concussion legislation
- Operate in alignment with County and Department rules, policies and procedures while working collaboratively as partners to support shared goals and positive outcomes for the community
- Maintain a structured daily schedule with flexibility for youth choice
- Ensure access for all to activities and opportunities
- Use data and feedback to provide continuous improvement in after school programming

- Provide consistent staffing and stable routines to support youth trust and engagement.
- Care for the building and surrounding play area maintaining a safe space for youth recreation activities.

4. Requested Information from Respondents

Interested organizations are invited to submit information addressing the following:

A. Organization Overview

Provide the name of your organization, sanctioning body, charter or affiliation if applicable and primary contact information to include name, title, email address and phone number.

Are you a nonprofit (501(c) 3), for-profit business, or other entity? Please provide current by-laws if applicable.

What experience does your organization have in operating out of school time programming including but not limited to after-school program and summer camp services to school aged children?

What is your mission and how many years have you been in operation, and at which public and/or private facilities, parks, or other amenities is your program currently established or operating?

Do you maintain a formal governing board with elected or appointed officers, are any board members, officers, coaches, staff or volunteers compensated, and if so what standards of conduct, background screening, training, fiduciary responsibilities, and accountability requirements apply to paid and unpaid roles?

Does your organization have a history of managing a facility licensed by the Florida Department of Health, Palm Beach County for school aged childcare out of school activities and are you currently in good standing with your license(s)?

B. Program Structure & Developmental Model

What core needs or gaps in youth development is your out of school recreation program designed to address?

How do you determine which services or activities to offer each year?

How do you ensure your program structure aligns with your mission and long-term goals?

What core needs or gaps in youth development is your program designed to address?

How do you determine which services or activities to offer each year?

C. Staffing and Volunteers

What qualifications or competencies do you look for in staff who work directly with youth?

What background screening, concussion education, safety or other training and/or certifications, or prior experience are required for individuals serving in after school youth program, summer camp operations or recreation youth program administration roles?

D. Safety and Risk Management

What safety and risk management protocols and training should be in place?

What emergency and injury response procedures does your organization have?

How do you handle incidents, reporting, and communication with families and schools?

What is your capacity to safely renovate and maintain a facility to meet Florida Department of Health, Palm Beach County childcare licensed requirements for school aged childcare?

E. Community Engagement

How do you involve families in goal-setting, communication, and program improvement?

What partnerships do you maintain with schools, community organizations, or mental health providers?

How do you ensure your program reflects the strengths of the community you serve?

F. Evaluation & Continuous Improvement

What outcomes do you track to determine recreation program effectiveness?

How do you collect feedback from youth, families, and staff?

How do you use data to refine or redesign program components?

G. Additional Comments

Please share any additional information, ideas, or considerations that may help the Department better understand community needs related to providing out of school recreation program services to school aged children

5. Submission Instructions

Responses should be submitted electronically in PDF format to:

Kirk Brooks KBrooks1@pbc.gov

Subject Line: (CPIA) – After School Youth Center at Veteran’s Memorial Park

Submissions must be received no later than March 20, 2026 at 5:00pm EST.

6. Next Steps

Following review of CPIA responses, Palm Beach County Parks and Recreation may:

- Invite potential partners to participate in further discussions,
- Issue a formal Request for Proposals (RFP), and/or
- Choose to operate a program directly or pursue other options.

7. Disclaimer

This **(CPIA)** is for informational purposes only and does not constitute a commitment to select or contract with any respondent. Palm Beach County Parks and Recreation reserves the right to modify or cancel this **(CPIA)** at any time and for any reason.

