

EAGLE PASS YOUTH PROGRAMS

STANDARDS OF CARE

Purpose

The following Standards of Care are being proposed to the Eagle Pass City Council for their adoption to comply with Chapter 42 of the Texas Human Resources Code, specifically Section 42.014(b)(14) in order to exempt the after-school recreation program and summer program from state child-care licensing requirements. These Standards of Care are intended to be minimum standards by which the City will operate its Parks and Recreation Department after-school recreation program and summer program. The programs operated by the City are recreational in nature and are not child-care programs.

1. Organization

- A. The governing body of the City of Eagle Pass' Youth Programs is the Eagle Pass' City Council.
- B. Implementation of the Youth Programs' Standards of Care is the responsibility of the Recreation Supervisor.
- C. Youth Programs ("Program") to which these Standards apply are the programs held at the City Recreation Centers operated by the City of Eagle Pass. Other programs may be subsequently designated by the City of Eagle Pass.
- D. Each of the City of Eagle Pass' Youth Program sites will have a current copy of the Standards of Care available for public and staff review.
- E. Such standards are available for review by the parents of each participant at the Parks & Recreation Department, all community centers and City Secretary's office. Parents of participants will be informed that the City of Eagle Pass' Youth Programs are not licensed by the State.
- F. Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal checks indicate that an applicant has been arrested for any of the following offenses, he or she may not be considered for employment:
 - (1) a felony or a misdemeanor classified as an offense against a person;
 - (2) a felony or misdemeanor classified as public indecency;
 - (3) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance or any violation of the City Policy;
 - (4) any offense involving moral turpitude;
 - (5) any offense that would potentially put the City of Eagle Pass or participants of the Program at Risk.

2. Definitions

- A. City: City of Eagle Pass.

- B. City Council: City Council of the City of Eagle Pass.
- C. Department: Parks and Recreation Department of the City of Eagle Pass.
- D. Director: City of Eagle Pass Director of the Parks and Recreation Department or designee.
- E. Division: Recreation Division of the City of Eagle Pass.
- F. Employee: Someone who has been hired to work for the City of Eagle Pass and has been assigned responsibility for managing, administering, or implementing some portion of the City of Eagle Pass' Youth Programs.
- G. Parent(s): A parent or guardian who has legal custody and authority to enroll a child in the City of Eagle Pass' Youth Programs.
- H. Participant: A youth whose parent has completed all required registration procedures and who has been determined to be eligible for the City of Eagle Pass' Youth Program.
- I. Program Manual: A notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Eagle Pass' Youth Programs.
- J. Program Site: Any area or facility where the City of Eagle Pass' Youth Programs are held.
- K. Recreation Specialist or Recreation Leader: Any City of Eagle Pass' Recreation Division employee (full-time or part-time) who has been assigned responsibility to implement the City of Eagle Pass' Youth Programs.
- L. Recreation Supervisor: Administrator of Recreation Services.
- M. Youth Programs or Program: City of Eagle Pass' Youth Programs held at the City's Recreation Center. Other programs may be subsequently designated by the City of Eagle Pass. These programs are not child-care facilities.

3. Inspections/Monitoring/Enforcement

- A. A biannual inspection report of each Program will be initiated by the Recreation Supervisor to confirm adherence to the Standards of Care.
 - (1) Inspection reports will be sent to the Director for review and kept on record for at least two years.
 - (2) The Director will review the report and establish deadlines and criteria for compliance with the Standards of Care.

- B. The Recreation Supervisor will make visual inspections of the facilities based on the following schedule:
 - (1) a pre-summer check in May of each year; and
 - (2) a winter check in January of each year.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Supervisor. The Recreation Supervisor will be responsible for taking the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Recreation Supervisor and forwarded to the Director, the complaint and the resolution will be noted.
- D. The Director will provide an annual report to the City Council on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

4. Enrollment

- A. Before a child may be enrolled, a parent/guardian must sign registration forms that contain:
 - (1) the name, address and home telephone number of the child;
 - (2) the name and address of parents and telephone numbers during program hours;
 - (3) the names and telephone numbers of people to whom the child may be released;
 - (4) a statement of the child's special needs'
 - (5) proof of residency, when appropriate; and
 - (6) a liability waiver which also includes permission for field trips and emergency medical authorization.

5. Suspected Abuse

Program employees will report suspected child abuse in accordance with Texas Family Code.

STAFF RESPONSIBILITIES AND TRAINING

6. Recreation Specialist and/or Recreation Leaders

- A. Recreation Specialist/Leaders may be full-time, part-time or temporary employees of the Recreation Division.
- B. Recreation Specialist/Leaders should be able to consistently exhibit competency, good judgment and self-control when working with children.

- C. Recreation Specialist/Leaders must relate to children with courtesy, respect, tolerance and patience.
- D. Recreation Specialist/Leaders must pass a background investigation.
- E. Recreation Specialist/Leaders will be responsible for providing participants with an environment in which they can feel safe, enjoy wholesome recreation activities and can participate in appropriate social opportunities with their peers.
- F. Recreation Specialist/Leaders will be responsible for understanding and following all City, Departmental, Office and Program standards, policies and procedures that apply to the City of Eagle Pass' Youth Programs.
- G. Recreation Specialist/Leaders will ensure that participants are released only to a parent or an adult designated by the parent.
- H. Recreation Specialist/Leaders must be with participants at all times while they are participating in the Program.

7. Training/Orientation

- A. The Division is responsible for providing training and orientation to Program employees in working with children and for specific job responsibilities. The Recreation Supervisor will provide each Recreation Specialist/Leader with a Program manual specific to each Youth Program.
- B. Program employees must be competent with the Standards of Care for Youth Program operation as adopted.
- C. Program employees must be competent with the Program's policies, including discipline, guidance and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies.

SERVICE STANDARDS

8. Interaction with Parents and Participants

- A. Participants and parents will be treated with respect at all times.
- B. Program employees and recreation leaders will keep parents continuously informed of activities and schedules.

- C. Staff will note details of behavior of participants (accomplishments, discipline problems, general activities, etc.) and update parents as much as possible.
- D. The recreation leader will listen to complaints and forward to the recreation supervisor as appropriate. All complaints will be followed up on within 24 hours, if they are not resolved on site. All complaints must be recorded, including resolution, and forwarded to the recreation supervisor.

9. Additional Staff Responsibilities

- A. Program employees will monitor the sign in/out log at all times.
- B. Program employees will spend 100% of their time actively involved with participants.
- C. Program employees will pick-up the area used by their group after each activity.
- D. Prior to beginning work each day all staff will check in at the appointed location for any messages, instructions or information.

OPERATIONS

10. Staff-Participant Ratio

- A. Eagle Pass' Youth Programs, the minimum employee to participant ratio will be 1-15 for participants from ages 6-12.
- B. Each participant should have a Program employee who is responsible for him or her and who is aware of details of the participant's habits, interests and any special needs as identified by the participant's parent during the registration process.

11. Notification

- A. Parents must be notified immediately when Program employees are aware of the following:
 - (1) Participant is injured; or
 - (2) Participant has a sign or symptom requiring exclusion from the site (eg. communicable disease, fever, or illness).
- B. All parents must be notified if there is an outbreak of any communicable disease. The disease will be reported to the Eagle Pass Health Department.

12. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner, based on the best interests of Program participants.
- B. There will be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the activity if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parents of participants. Parents will be asked to sign participant discipline reports to indicate they have been advised about a specific problem or incident.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program manual may result in a participant being suspended from the Program.
- F. In instances where there is a danger to other participants or staff, offending participants will be removed from the Program site as soon as possible.

13. Programming

- A. Program employees will provide activities for each group according to the participants' ages, interests and abilities. The activities will be appropriate to participants' health, safety and well-being. The activities also will be flexible and designed to promote the participants' emotional, social and mental growth.
- B. Program employees will provide indoor and outdoor time periods to include:
 - (1) alternating active and passive activities;
 - (2) opportunity for individual and group activities; and
 - (3) outdoor time each day that weather permits.
- C. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
 - (1) During trips, Program employees supervising participants should have immediate access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees should have transportation cards of the participants in the group and must check the roll frequently.
 - (3) Program employees should have first-aid supplies and a guide to first-aid and emergency care available on field trips.
 - (4) Notice of any field trips will be displayed at a prominent place at each Program site.

14. Communication

- A. Each Program site will have access to a telephone for use in contacting the Recreation Center or making emergency calls.
- B. The Recreation Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
 - (1) Ambulance or emergency medical services.
 - (2) Eagle Pass Police Department.
 - (3) Eagle Pass Fire Department.
 - (4) Poison control.
 - (5) The telephone number for the site itself.
 - (6) Numbers at which parents may be reached.

15. Transportation

- A. First aid supplies and a first aid emergency care guide should be available in all Program vehicles that transport children.
- B. All program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and which must be accessible to the adult occupants.
- C. Transportation cards with the names and telephone numbers of participants' parents and physicians should be available in all Program vehicles that transport participants.

FACILITY STANDARDS

16. Safety

- A. Program employees will inspect Program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A weekly inspection report will be completed by the Program staff and kept on file by the Recreation Supervisor.
- B. Buildings, grounds and equipment on the Program site will be inspected, cleaned, repaired and maintained to protect the health of the participants.
- C. Program equipment and supplies should be safe for the participants' use.
- D. Program employees should have first supplies available at each site, during transportation and for the duration of any off-site activity. Program employees should have first-aid supplies readily available to staff in a designated location. Program employees should have an immediately accessible guide to first aid and emergency care.

- E. Program air conditioners, electric fans, and heaters should be mounted out of participants reach or have safeguards that keep participants from being injured.

17. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- B. The Program site will have an annual fire inspection by the City Fire Marshall and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director's annual report to the City Council.
- C. Each Program site must have at least one fire extinguisher approved by the Fire Marshall readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Recreation Specialist/Leader assigned to the center and a monthly report will be forwarded to the supervisor who will keep the report on file for a minimum of two years. All of the City of Eagle Pass' Youth Program employees will be trained in the proper use of fire extinguishers.

18. Health

A. Illness or Injury

- (1) A participant who is considered to be a health or safety concern to other participants or staff will not be admitted to the Program.
- (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- (3) Program employees will follow plans to provide emergency care for injured participants or for participants with symptoms of an acute illness as specified in the Program manual.
- (4) Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

B. Program employees will administer medication only if:

- (1) A parent/guardian completes and signs a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a "hold harmless" clause to protect the City.
- (2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expiration date.

- (3) Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. The Program staff will administer it only according to label directions.
- (4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program employees.
- (5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

C. Toilet Facilities

- (1) The Program site will have inside toilets located and equipped so children can use them independently and Program employees can supervise as needed.
- (2) There must be at least one flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children but must not exceed 50% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- (1) The Program site must have adequate light, ventilation and heat.
- (2) The Program must have an adequate supply of water, meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees must see that garbage is removed from Program sites daily.

- E. The Program site will have an annual health inspection by the Health Department and the resulting report will detail any health concerns observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director's annual report to the City Council.