ORDINANCE NO. 2030

AN ORDINANCE RENEWING THE CITY OF EULESS YOUTH PROGRAMS STANDARDS OF CARE.

WHEREAS, the Human Resources Code, Section 42.041(b)(14), establishes requirements for exempting recreational programs operated by municipalities for elementary age (5-13) children from childcare licensing requirements; and

WHEREAS, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program on an annual basis; and

WHEREAS, a public hearing was held on May 13, 2014; and

WHEREAS, the City of Euless Youth Programs Standards of Care will provide basic child care regulations for day camp activities operated by the Euless Parks and Community Services Department in accordance with Section 42.041(b)(14) of the Human Resources Code;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EULESS, TEXAS:

SECTION 1.

THAT the City Council of the City of Euless hereby adopts the City of Euless Youth Programs Standards of Care for providing basic child care regulations for day camp activities operated by the Euless Parks and Community Services Department. As required by Section 42.041(b)(14) of the Human Resources Code, the Standards adopted by this ordinance include staffing ratios; minimum staff qualifications; minimum facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.

SECTION 2.

THAT a substantial copy of the City of Euless Youth Programs Standards of Care is attached hereto and incorporated herein for all intents and purposes.

SECTION 3.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, as provided by the Euless City Charter and the laws of the State of Texas.

PRESENTED AND PASSED ON FIRST AND FINAL READING at a regular meeting of the Euless City Council on the 13th day of May 2014, by a vote of ____ ayes, ____ nays, and ____ abstentions.

APPROVED:

_____
Mayor

ATTEST:

_____
Kim Sutter, TRMC, City Secretary

APPROVED AS TO FORM:

_____
Wayne K. Olson, City Attorney

CITY OF EULESS
PARKS AND COMMUNITY SERVICES DEPARTMENT
Youth Programs - Standards of Care

I. GENERAL INFORMATION/ADMINISTRATION

A. Purpose: To provide basic childcare regulations for recreation activities operated by the Euless Parks and Community Services Department. This will allow the department to qualify as exempt from requirements of the Texas Human Resources Code.

B. Implementation: Program will be the responsibility of the Parks & Community Services Department, with Recreation Center Supervisor and Recreation Program Coordinator supervising the overall program and Day Camp Director administering the program on-site.

C. Programs: Elementary-age day camp and programs for children ages 5 – 13 years old

D. Other: Each site will make available for the public and staff a current copy of the Standards of Care. Parents of participants will be provided an abbreviated copy of Standards of Care during the registration process.

E. Program Sites:

Midway Family Life Center	300 West Midway Drive
Dr Pepper StarCenter	1400 South Pipeline Rd.

F. Day Camp Objectives
1. To offer a program wide in scope and varied in activities of different recreational activities: sports, games, arts and crafts, education, special events, field trips, etc.
2. To provide a pleasant and memorable experience in a fun atmosphere.
3. To provide a safe environment always promoting good health and welfare for all.
4. To teach children how to spend their leisure time wisely, in an effort to meet several needs: emotional, physical and social.

G. Exemption Status: Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegation, to the local police authorities.

H. Standards of Care Review: Standards will be reviewed annually and approved by the City Council after a public hearing is held to pass an ordinance regarding section 42.041(b)(14) of the Human Resources Code.

I. Child Care Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.

J. Any parent, visitor or staff may register a complaint by calling Euless Parks & Community Services Administration Offices at (817) 685-1429, Monday through Friday, 8:00 a.m. to 5:00 p.m.

II. STAFFING

A. Day Camp/Recreation Leader-Job Descriptions and Essential Job Functions

Essential Job Functions:

1. Coordinates and implements daily activities for youth.
2. Supervises youth and ensures their well-being.
3. Accompanies youth on field trips.
4. Supervises youth activities.
5. Transports youth in van to various activity sites.
6. Assists youth during activities.
7. Stands, bends, walks, runs, stretches, twists, kneels, crouches, pushes and pulls while working with youth.
8. Must maintain regular attendance.

Minimum Qualifications:

1. Must have High School Diploma, or GED.
2. Minimum age of 18.
3. Skill in dealing effectively and efficiently with youth.
4. Understands and follows oral and written instructions.
5. Knowledge of planning and coordinating daily activities.
6. Works alone and is a self-starter.
7. Must have, or the ability to obtain a valid Texas Driver's License.
8. Must pass a pre-employment drug test and physical exam. Must pass a background check.

B. Summer Camp Coordinator-Job Descriptions and Essential Job Functions

Essential Job Functions:

1. Supervises site leaders
2. Plans and coordinates daily activities for youth.
3. Supervises youth and ensures their well-being.
4. Accompanies youth on field trips.
5. Supervises all activities.
6. Transports youth in vans to various activity sites.
7. Assists youths during activities.
8. Stands, bends, walks, runs, stretches, twists, kneels, crouches, pushes and pulls while working with youth.
9. Must maintain regular attendance.

Minimum Qualifications:

1. 2 years of college; preferably in the field of education, parks and recreation, or a related field

2. Minimum age of 19.
3. Skill in dealing effectively and efficiently with youth.
4. Understands and follows oral and written instructions.
5. Knowledge of planning and coordinating daily activities.
6. Works alone and is a self-starter.
7. Must have, or the ability to obtain a valid Texas Driver's License.
8. Must pass a pre-employment drug test and physical exam. Must pass a background check.

C. Other Requirements
1. Staff must complete the mandatory training program of at least 8 hours, in addition to planning hours with site staff prior to the start of summer camp. This training includes a departmental orientation, customer service, behavioral issues and discipline, as well as practical skills on activities for children in games, songs and crafts.
2. Staff must exhibit competency, good judgment and self-control throughout the duration of the camp.
3. Staff should relate to the children with courtesy, respect, acceptance and patience.
4. Staff will be evaluated at least once before the completion of the program, and visited with before program is over, to discuss any areas that should be addressed to ensure employment in a following camp.
5. Staff shall not abuse or neglect children.

D. Criminal Background Checks: Criminal background checks will be conducted on prospective Day Camp employees. Applicants may be disqualified if they have a job related criminal conviction.

E. A prospective employee will be subject to a drug test prior to hiring. Positive drug results may exclude an applicant from employment.

F. Staffing Ratios: The staff ratio will be one staff member per 15 children, ages 5-13.

III. FACILITY STANDARDS

A. Emergency evacuation and relocation plans will be posted at each facility.

B. Program employees will inspect sites frequently for any sanitation or safety concerns. Those concerns should be passed on to the Recreation Center Supervisor.

C. Each camp must have a fully stocked first aid kit. This shall be checked and stocked on a weekly basis by the Program Coordinator. It shall include bandages, first aid cream, rubber gloves, Neosporin, alcohol wipes, hot/cold packs, gauze, tweezers and scissors.

D. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.

E. Program sites will be inspected annually by the Fire Marshall and must comply with Fire Marshall's directives.

F. The recommended number of fire extinguishers shall be inspected quarterly and available and "primed" for use.

G. Fire drills should be conducted once a month during the summer camp.

H. Medication will only be administered with written parental consent. Prescription medications shall be left with staff in their original container, labeled with the child's name, date, directions and physician's name. Medication shall be dispensed only as stated on the bottle, and not past the expiration date.

I. Non-prescription medicine with the child's name and date on the medication may be brought if in the original container. Non-prescription medication will only be administered with written parental consent.

J. Each indoor site shall have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. There shall be one flush toilet per 30 children. Outdoor sites shall provide portable toilets based on number of children attending each day. Sinks shall be provided based on one sink per 30 children.

K. All participants must wear appropriate footwear daily. Sandals and flip flops will be allowed only in swimming pool areas.

IV. SERVICE STANDARDS - Day Camp/Recreation Leader Staff

This information will be provided to each staff as a part of the day camp manual:

A. Camp staff shirts, shorts, and appropriate footwear are to be worn at all times.

B. Camp participants and parents will be treated with respect at all times.

C. Camp staff will take it upon themselves to resolve complaints. If you are unable to resolve the complaint on the spot, take the customer's name and phone number, investigate complaint resolution and then follow up with the customer.

D. Camp staff will keep parents continuously informed of camp activities. A weekly schedule will be distributed the week prior to session and extra copies will be kept with the sign in log daily.

E. Camp staff will note details of behavior of campers (accomplishments, discipline problems, general activities, etc.) and update parents as much as possible.

F. Camp staff will monitor the sign in/out log at all times.

H. Camp staff shall clean rooms after each activity. Floors will be swept or vacuumed, chairs stacked, mirrors cleaned, and supplies put away. This is extremely important due to the fact that rooms are used throughout the day by other groups.

I. Camp staff will dedicate their on-duty time to campers and/or parents to ensure a meaningful and pleasant experience.

J. Prior to working with campers, camp staff will check all messages for the day.

V. OPERATIONAL ISSUES

A. Emergency Phone numbers are kept at the front desk of the facilities, as well as with the Day Camp Director on field trips. Those numbers include fire, police, and ambulance services.

B. A Day Camp manual is given to every Day Camp Coordinator, Day Camp/Recreation Leader and Program Coordinator. The manual addresses the following items:

1. Discipline Issues
2. City Rules and Regulations
3. Forms that must be filled out
4. Service Standards
5. Game/activity leadership
6. Ways to interact with children

Additional manuals will be located at each site for access by any staff member.

C. Sign in/sign out sheets will be used every day. Only adults listed on sign-in/out release will be allowed to pick up children. An authorized person must enter the building, present appropriate identification and sign the sheet in order for staff to release the child.

D. Emergency evacuation and relocation plans will be posted at each facility.

E. Parents will be notified regarding planned field trips and provided the required release forms.

F. Enrollment information will be kept and maintained on each child and shall include:

1. Child's name, birth date, home address, home telephone number, physician's phone number and address and phone numbers where parents may be reached during the day.
2. Name, driver's license number and telephone numbers of persons to whom the child can be released.
3. Field trip release form as needed.
4. Liability waiver.
5. Parental consent to administer medication, medical information, and release on participant.

G. Staff shall immediately notify the parent or other person authorized by the parent when the child is injured or has been involved in any situation that placed the child at risk.

H. Staff shall notify parents or authorized persons of children in the facility when there is an outbreak of a communicable disease in the facility that is required to be

reported to the County Department of Health. Staff must notify parents of children in a group when there is an outbreak of lice or other infestation in the group.

I. Discipline:

1. Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.
2. There shall be no harsh, cruel, or unusual treatment.
   a. Corporal punishment in any form will not be tolerated.
   b. Children shall not be shaken, bit, hit, or have anything put in or on their mouth as punishment.
   c. Children shall not be humiliated, yelled at or rejected.
   d. Children shall not be subjected to abusive or profane language.
   e. Punishment shall not be associated with food.
   f. Staff may use brief, supervised separation from the group if necessary, but staff shall not place children in a locked room or in a dark room with the door closed.
3. Incident reports will be filled out on any disciplinary cases, and information is to be shared with parents when picking up the child or sooner, when extreme cases occur. Continued disciplinary problems will result in the participant being asked to leave the program.
4. Children who show patterns of endangerment to themselves, other participants or staff will be asked to leave the program.

J. Illness or Injury

1. Parents shall be notified immediately in cases of illness or injury.
2. An ill child will not be allowed to participate if the child is suspected of having a temperature and/or accompanied by behavior changes or other signs or symptoms until medical evaluation indicates that the child can be included in the activities. In the event that an injury cannot be administered through basic first aid, staff will call 911.
3. When an injury occurs, an incident report shall be filled out immediately. The form shall be filled out completely with the original sent to the Recreation Center Supervisor's office and a copy kept in the Day Camp files.

VI. GENERAL GUIDELINES FOR CHILDREN

As a part of the Day Camp Manual, staff will be given the following information:

A. A child is not allowed to use the phone unless it is an emergency. In this case, Day Camp staff should make the call for the child.

B. Children must stay off any elevated surfaces (tables, counter tops, ping pong tables, etc.)

C. Children should walk in the building. Running is permitted only in designated areas.

D. Bouncing and throwing balls is permitted only in the gym.

E. Active games using equipment that can cause damage to window, shades, lights, and ceilings must be played only in the gym.

F. Children must respect staff and each other.

G. Children must wear shoes at all times.

H. Children must be contained and not allowed to filter in with the general public. You must know where each and every child is AT ALL TIMES.

VII. ACTIVITIES

A. Activities for each group will be planned according to the participant age, interest and ability. The activities should be flexible and promote social and educational advancement.

B. A weekly calendar of activities will be posted for parents the Friday prior to that week of camp.

C. When taking field trips, staff will:
1. Count everyone before they leave the program site as well as prior to leaving the field trip site.
2. Carry medical information on each child and necessary medications with them on the trip.
3. Carry a first aid kit.
4. Carry a cellular phone for emergency use.
5. Ensure that participants are wearing a camp shirt and a City of Euless wristband so that children are easily identified.

VIII. MONITORING AND ENFORCEMENT

Standards of care established by the City of Euless will be monitored and enforced by city departments responsible for their respective areas as identified:

A. Health and safety standards will be monitored and enforced by the City's Police, Fire, and Code Enforcement Departments.

B. Staff and program issues will be monitored and enforced by the Euless Parks and Community Services Department. The Recreation Superintendent shall visit each site on a weekly basis for an informal inspection of the programs. Recreation Center Supervisor and Program Coordinator are responsible for informally checking the camp activities on a daily basis. When this staff is not available, another full-time staff person will be assigned for daily checks.