

## ARTICLE VI. - STANDARDS OF CARE FOR YOUTH RECREATIONAL PROGRAMS<sup>5</sup>

### Sec. 10-151. - Intent.

The youth recreational programs standards of care outlined in this article are intended to be minimum standards by which the City of Lewisville Parks and Recreation Department will operate the city's teen camp, youth camp and after school programs. The programs operated by the City of Lewisville are recreational in nature and are not licensed by the State of Texas nor operated as day care programs.

### Sec. 10-152. - Definitions.

*After school program.* City of Lewisville youth program consisting of Little Thrivers and any future after school programs that may be added which include participants ages six to thirteen.

*Aquatic safety information.* City of Lewisville will require information collected by the City upon registration for a teen camp program, youth camp program, or after school program about participant's swimming ability and comfort level in water.

*Camp program manager.* Manager responsible for the oversight of the youth camp program.

*Camp programmer.* Recreation coordinator or recreation supervisor responsible for programming the camp activities, overseeing part-time/seasonal camp team members and overall management of the camp program.

*City.* City of Lewisville, Texas.

*City council.* City Council of the City of Lewisville.

*Department.* City of Lewisville Parks and Recreation Department.

*Director.* City of Lewisville Parks and Recreation Department full-time director or his or her designee.

*Leader(s) or attendant(s).* Person or people who have been hired to work for the City of Lewisville on a temporary (seasonal) or part-time basis and have been assigned responsibility for administering or implementing some portion of the teen camp program, youth camp program or after school program.

*Manager.* City of Lewisville Parks and Recreation Department full-time division manager who has been assigned administrative responsibility for programming.

*Parent(s) or guardian.* One or both parents or adults who have legal custody and authority to enroll their child(ren) in City of Lewisville teen camp, youth camp or after school programs.

*Participant.* A youth whose parent(s) have completed all required registration procedures and determined eligible for a City of Lewisville teen camp program, youth camp program or after school program.

*Program.* Refers to all programs covered under the standards of care to include all current and future teen camp programs, youth camp programs, and after school programs.

*Program manual.* Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Lewisville teen camp, youth camp or after school programs.

*Program site.* Area or facilities where City of Lewisville teen camp, youth camp or after school programs are based.

*Program staff.* Refers to any employee associated with the teen camp program, youth camp program or after school program. This includes recreation supervisor, recreation coordinator, attendant and leader positions.

*Recreation coordinator.* City of Lewisville Parks and Recreation Department full-time employee who has been assigned responsibility to implement the teen camp program, youth camp program or after school program.

*Recreation supervisor* City of Lewisville Parks and Recreation Department full-time supervisor who has been assigned administrative responsibility for the teen camp program, youth camp program, after school program and program site.

*Teen camp program.* City of Lewisville teen program consisting of Holiday Camps, Camp PLAY, Teen Camp, One Day Camps, Spring Break Camp, Xtreme Response Camp, LLELA Spring Break Camp, LLELA Summer Camp, and any future camps that may be added which include participants ages 11 to 15. *Youth camp program.* City of Lewisville youth program consisting of Holiday Camps, Camp PLAY, One Day Camps, Spring Break Camp, Xtreme Response Camp, LLELA Spring Break Camp, LLELA Summer Camp, and any future camps that may be added which include participants ages six to 13.

Sec. 10-153. - General administration.

- (a) Implementation of the youth recreational programs standards of care is the responsibility of the director and departmental employees.
- (b) Each program site will have available a current copy of the standards of care for public and staff.
- (c) Parents or Guardians of participants will be provided a current copy of the standards of care during the registration process.
- (d) Criminal background checks will be conducted on prospective program staff. If results of a criminal background check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment:
  - (1) A felony or a misdemeanor classified as an offense against a person or family.
  - (2) A felony or misdemeanor classified as public indecency.
  - (3) Any offense involving moral turpitude.
  - (4) Any offense that would potentially put the City of Lewisville at risk.

Sec. 10-154. - Inspections/monitoring.

- (a) A final inspection report will be initiated by the camp programmer at the conclusion of each program to confirm adherence to the standards of care.
  - (1) Final inspection reports will be sent to the recreation supervisor and manager for review and kept on record for at least two years.
  - (2) The recreation supervisor and manager will review the report and establish guidelines and criteria for compliance.
  - (3) Final annual report will be stored in accordance with internal departmental regulation.
- (b) The recreation coordinator or leader will make a visual inspection of the program each day that the program takes place to ensure compliance with these standards and will complete a daily inspection form. The recreation supervisor will make visual inspections of the program based on the following schedule to ensure compliance with these standards and will complete a weekly inspection form:
  - (1) Any weeklong camp will be inspected once during their weeklong schedule.
  - (2) Any multiweek camp will be inspected once per week during the summer season.
  - (3) One day camps will be inspected once per occurrence.
  - (4) After school program will be inspected once per week during the school session.

(5) All other camps will be inspected weekly.

(c) Participant/parent/guardian complaints concerning a program will be addressed by the camp programmer. The camp programmer will record the complaint on a daily camp inspection form created by the department.

(d) If a parent or guardian is not satisfied with the response of the camp programmer or if a complaint is related to the enforcement of the standards of care, the recreation supervisor will address the concern and take necessary steps to resolve any problems.

(1) The recreation supervisor will record the complaint and resolution on the weekly camp inspection form.

(2) Serious or multiple complaints regarding enforcement of the standards of care will be addressed by the camp program manager and the complaint and resolution will be noted and reported to the director.

(e) Annually, the camp program manager will review the inspections and complaints and provide an annual report to the director along with plan of action for improvements.

#### Sec. 10-155. - Enrollment.

Before a child can be enrolled in a program, parent or guardian must sign registration forms that contain:

(1) Child's name, home address and home telephone number while enrolled in camp or school program.

(2) Name and address of parent(s) or guardian(s) and telephone number during program hours.

(3) Names and telephone numbers of people to whom the child can be released.

(4) A list of the child's allergies and medications, if any.

(5) A statement of the child's special needs or accommodations, if any.

(6) Emergency medical authorization.

(7) Proof of residency, when appropriate.

(8) Liability waiver and photo release.

(9) Any related field trip waivers.

(10) Any aquatic safety information, including but not limited to the child's swimming ability.

#### Sec. 10-156. - Suspected abuse.

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code Title 5, Subtitle E, Chapter 261.

#### Sec. 10-157. - Staffing—Qualifications, responsibilities and training.

(a) *Recreation supervisor.*

(1) *Recreation supervisor qualifications.*

a. Recreation supervisor will be full-time employee of the department and, in addition to the qualifications outlined in this subsection, will also be required to meet all recreation coordinator qualifications as outlined in subsection 10-157(b)(1) of this article.

b. Recreation supervisor must be at least 21 years of age.

- c. Recreation supervisor must have a Bachelor's degree from an accredited college or university or education equivalent with related job experience. Acceptable degrees include:
  - i. Recreation administration or leisure studies;
  - ii. Physical education or kinesiology; or
  - iii. Comparable degree plan that would lend itself to working in a public environment.
- d. Recreation supervisor must have three years related experience including supervisory experience.
- e. Recreation supervisor must pass a background investigation including testing for illegal substances.
- f. Recreation supervisor must have successfully completed a course in first aid, child/adult cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), and Anaphylaxis and Epinephrine Auto-Injector based on either American Heart Association or American Red Cross standards. All certifications must be current during the program operation.
- g. In addition to the qualifications outlined herein, recreation supervisors must also meet all job qualifications outlined in the job descriptions for "Recreation Supervisor", which may be found online at <https://www.governmentjobs.com/careers/lewisville/classspecs>.

*(2) Recreation supervisor responsibilities.*

- a. Recreation supervisor, in addition to the responsibilities outlined in this subsection, shall have all recreation specialist responsibilities outlined in subsection 10-157(b)(2) of this article.
- b. Recreation supervisor is responsible to administer the program's daily operations in compliance with the adopted standards of care.
- c. Recreation supervisor is responsible for overseeing the recommendation, hiring, supervision and evaluation of leaders and attendants.
- d. Recreation supervisor is responsible for overseeing the implementation and evaluation of programs.
- e. Recreation supervisor may be responsible for planning, implementing, or executing any responsibilities listed above.

*(b) Recreation coordinator.*

*(1) Recreation coordinator qualifications..*

- a. Recreation coordinator will be full-time employee of the department and will be required to have all leader and attendant qualifications as outlined in subsection 10-157(c)(1) of this article.
- b. Recreation coordinator must be at least 21 years of age.
- c. Recreation coordinator must have a Bachelor's degree from an accredited college or university or education equivalent with related job experience. Acceptable degrees include:
  - 1. Recreation administration or leisure studies;

2. Physical education or kinesiology;
  3. Comparable degree plan that would lend itself to working in a public environment.
- d. Recreation coordinator must have two years of experience planning and implementing recreational activities.
  - e. Recreation coordinator must pass a background investigation including testing for illegal substances.
  - f. Recreation coordinator must have successfully completed a course in first aid, child/adult cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), and Anaphylaxis and Epinephrine Auto-Injector based on either American Heart Association or American Red Cross standards. All certifications must be current during the teen camp program, youth camp program or after school program operation.
  - g. In addition to the qualifications outlined herein, recreation coordinators must also meet all job qualifications outlined in the job descriptions for "Recreation Coordinator", which may be found online at <https://www.governmentjobs.com/careers/lewisville/classspecs>.

(c) *Leaders and Attendants.*

(1) *Leader and Attendant qualifications.*

- a. Leaders and attendants will be part-time or temporary employees of the department.
- b. Leaders shall be age 18 or older. Attendants shall be age 16 or older; however, each program site will have at least one employee 18 years or older present at all times.
- c. Leaders and attendants shall be able to consistently exhibit competency, good judgment and self-control when working with children.
- d. Leaders and attendants shall have successfully completed a course in first aid, CPR, AED, and Anaphylaxis and Epinephrine Auto-Injector based on either American Heart Association or American Red Cross standards. All certifications must be current during the program operation.
- e. Leaders and attendants shall pass a background investigation including testing for illegal substances.

(2) *Leader and Attendant responsibilities.*

- a. Leaders and attendants will be responsible to provide participants with an environment in which they can feel safe, can participate in appropriate social opportunities with their peers and can enjoy wholesome recreation activities.
- b. Leaders and attendants will be responsible to know and follow standards, policies and procedures that apply to City of Lewisville programs.
- c. Leaders and attendants must ensure that participants are released only to a parent or guardian or adult designated by the parent or guardian. All program sites will have a copy of the department-approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the recreation coordinator, leaders, or attendants.
- d. In addition to the qualifications outlined herein, leaders and attendants must also meet all job qualifications outlined in the job descriptions for "Seasonal Day Camp Leader" and "Seasonal Day Camp Attendant," respectively, which may be found online at <https://www.governmentjobs.com/careers/lewisville/classspecs>.

(c) *Training and orientation.*

- (1) The department is responsible for providing training and orientation to program staff working with children and for specific job responsibilities.
- (2) Recreation coordinators will provide each leader and attendant with a program manual specific to each program or camp.
- (3) Program staff must be familiar with the youth recreational program standards of care for programs as adopted by the city council.
- (4) Program staff must be familiar with the program standards including discipline, guidance and release of participants as outlined in the program manual.
- (5) Program staff will be trained in appropriate procedures to handle emergencies.
- (6) Program staff will be trained in areas including city policies, departmental and program procedures, provision of activities, safety issues and organization.
- (7) Program staff will be required to sign an acknowledgment that they have received the required training and manuals.

Sec. 10-158. - Operations.

(a) *Staff participant ratio.*

- (1) The standard ratio of participants to program staff for youth camp programs and after school programs will be 10 to 1. In the event an attendant is unable to report, a replacement may be assigned.
- (2) The standard ratio of participants to program staff for teen camp programs will be 15 to 1. In the event an attendant is unable to report, a replacement may be assigned.
- (3) Each participant shall have a program staff member who is responsible for him or her and who is aware of the participant's habits, interests and special accommodations as identified by the participant's parent(s) or guardian(s) during the registration process.

(b) *Discipline.*

- (1) Program staff will implement discipline and guidance in a consistent manner based on the best interests of program participants.
- (2) There must be no cruel or harsh punishment or treatment.
- (3) Program staff may use brief, supervised separation from the group, if necessary.
- (4) As necessary, program staff will initiate discipline reports and review report with the participant's parent(s) or guardian(s).
- (5) Parents or guardian(s) will be asked to sign discipline reports to indicate they have been advised regarding specific problems or incidents.
- (6) Repeated discipline reports that are severe in nature will result in participant being suspended from the program.
- (7) In instances where there is danger to other participants or program staff, offending participants will be removed from the program site as soon as possible.

(c) *Programming.*

- (1) Program staff will attempt to provide activities for each group according to participant's age, interests, and abilities. The activities must be appropriate to participant's health, safety, and well-being. The activities must be flexible and promote the participant's emotional, social, and mental growth.
- (2) Program staff will attempt to provide indoor and outdoor times including:

- a. Alternation of passive and active activities;
  - b. Opportunity for individual and group activities; and
  - c. Outdoor time each day, weather permitting.
  - d. Camps which are predominantly held outdoors will attempt to spend time in covered/shaded areas.
- (3) Program staff will be attentive and considerate of the participant's safety on field trips and during any transportation provided by the program.
- a. During trips, program staff must have access to emergency medical forms and emergency contact information for each participant.
  - b. Program staff must have a written list of the participants in the group and check roll frequently.
  - c. Program staff must have first aid supplies and a guide to first aid and emergency care available.
  - d. Activities that take place in the water, such as swimming, must be supervised by a certified lifeguard. If one is not provided by the facility, then the program staff will ensure one is available during the water-related activities.
  - e. Activities that take place in personal watercraft, such as kayaking, must be supervised by a certified kayak instructor. The program staff will ensure one is available during personal watercraft activities.
- (4) Staff will ensure child water safety requirements by:
- a. Determining whether the participant can swim or is at risk when swimming through:
    - 1. Requiring aquatic safety information on registration form;
    - 2. Providing a swimming test for each individual participant on the first day of swimming activities, and if the camp is multi-week, all new participants must be tested on the first day of swimming activities for the new week. Any PARD team member who holds a current Lifeguard certification may administer the swim test; and
    - 3. Ensuring that any swimming test required by an off-site location operator is performed.
  - b. Providing the owner or operator of the body of water where swimming activities will take place a written or electronic disclosure that clearly identifies each camper who is unable to swim or at risk when swimming.
  - c. Requiring any camper who is unable to swim or is at risk when swimming be provided an approved personal flotation device (PFD) and ensure the PFD is properly fitted for the camper.
  - d. Requiring any participant and program staff to use an approved PFD when operating a watercraft such as kayak or canoe regardless of swimming ability.
  - e. Ensuring that program staff member certified as a kayak instructor through American Canoe Association or a similar entity or program is present when participants are participating in paddling activities.
- (e) *Communication.*
- (1) Program staff will have access to a telephone for use in contacting the program site or making emergency calls at all times.
  - (2) The camp programmer will make available the following telephone numbers to all program staff at each site:
    - a. Emergency services;

- b. City of Lewisville Fire and Police Department Dispatch Center;
- c. Department administrative office;
- d. Participant parent or guardian;
- e. Field trip destinations.

(f) *Transportation.*

- (1) Before a participant may be transported to and from city-sponsored activities, a transportation permission form, completed by the participant's parent or guardian, must be filed with the camp programmer.
- (2) First aid supplies and a first aid care guide will be available in all vehicles transporting participants.
- (3) All vehicles used for transportation of participants must have available a 6-BC portable fire extinguisher which will be accessible to all adult occupants.
- (4) Camp programmer will verify that all individuals responsible for operating transportation vehicles hold a current driver's license for the appropriate vehicle being utilized and completed all required trainings to operate the vehicle.

Sec. 10-159. – Facility standards.

(a) *Safety.*

- (1) Program staff will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of participants. Daily camp inspection form will be completed by the program employees and kept on file with the Camp Programmer.
- (2) Buildings, grounds and equipment on the program site will be inspected, cleaned, repaired and maintained to protect the health of participants.
- (3) Program equipment and supplies must be safe for participants' use.
- (4) Program staff must have first aid supplies readily available to program staff in a designated area. First aid supplies must be readily available at each program site, during transportation to an off-site location and for the duration of any off-site activity.
- (5) Air conditioners, electric fans and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- (6) During weeklong camps, the camp programmer will conduct a fire and safety drill on the first day of camp. During multi-week camp programs, the camp programmer will conduct a fire and safety drill on the first day of camp each week.

(b) *Health.*

- (1) *Illness or injury.*
  - a. A participant who is considered to be a health or safety concern to participants or program staff will not be admitted to the program.
  - b. Illnesses and injuries will be handled in a manner to protect health of all participants and program staff.
  - c. Program staff will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.
  - d. Program staff will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant with a communicable disease.
- (2) *Program staff will administer medication only if:*

- a. Parent(s) or guardian(s) complete and sign a form that provides authorization for program staff to dispense medication with details as to time and dosage. The form will include a hold harmless clause to protect the city.
- b. Prescription medications are in the original containers labeled with the participant's name, date, directions, and physician's name.
- c. Program staff will administer prescription medication as stated on the label and will not administer medication after the expired date.
- d. Nonprescription medications are in the original containers labeled with the participant's name and the date the medication was brought to the program. Program staff will administer medication only according to label direction and will not administer medication after the expired date.
- e. Program staff must ensure medications are inaccessible to participants. If it is necessary to keep medication in the refrigerator, medications will be kept separate from food.

(3) *Toilet facilities.*

- a. Programs based at the recreation centers or other indoor facilities will have inside toilets located and equipped so participants can use them independently and program staff can supervise, if needed.
- b. At indoor facilities, there must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants but must not exceed 50 percent of the total number of toilets.
- c. Camps which are predominantly held outdoors will have portable toilets may be available to participants in lieu of flush toilets. Portable toilets will be supplied at a ratio of at least one per ten participants. Toilets will be serviced twice weekly, and camp staff will monitor them daily for sanitary issues.
- d. An appropriate and adequate number of lavatories will be provided. At outdoor sites, hand sanitizer will be provided when running water is not available.

(4) *Sanitation.*

- a. Program facilities must have adequate light, ventilation, and heat.
- b. The program must have an adequate supply of water meeting the standards of Texas Department of Health for drinking water and ensure that it will be supplied in a safe and sanitary manner.
- c. Employees must see that garbage is removed from buildings daily.

Sec. 10-160. - Revision of standards.

The City of Lewisville reserves the right to change, modify, amend, revoke or rescind all or part of these standards of care in the future. These standards of care may only be revised by revising the Lewisville Code of Ordinances, chapter 10, Parks and Recreation Department, article VI, Standards of Care for Youth Recreational Programs. These standards of care shall be reviewed annually and revised in accordance with the aforementioned ordinance.

Secs. 10-161—10-185. - Reserved.