

Effective Date: _____
Dept. Approval: _____
CM Approval: _____

**CITY OF LEWISVILLE
DEPARTMENTAL REGULATIONS**

DEPARTMENT: PARKS AND RECREATION
TOPIC: YOUTH RECREATIONAL PROGRAMS – STANDARDS
OF CARE
REFERENCE: PR 4

I. GENERAL ISSUES

- A. These Standards of Care are intended to be minimum standards by which the City of Lewisville Parks and Recreation Department will operate the City's Youth Camp 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.

- B. Definitions
 - 1. City – City of Lewisville, Texas
 - 2. City Council – City Council of the City of Lewisville
 - 3. Day Camp Attendant(s) – Person or people who have been hired to work for the City of Lewisville on a temporary (seasonal) basis and have been assigned responsibility for administering or implementing some portion of the Youth Camp Program.
 - 4. Day Camp Leader(s) – Person or people who have been hired to work for the City of Lewisville on a temporary (seasonal) basis and have been assigned responsibility to assist the Recreation Specialist with the supervision of Day Camp Attendants and implementation of the Youth Camp Program.
 - 5. Director – City of Lewisville Parks and Recreation Department full-time Director or his or her designee.

6. Manager – City of Lewisville Parks and Recreation Department full-time Division Manager who has been assigned administrative responsibility for programming.
7. Parent(s) or Guardian(s) – One or both parents or adult(s) who have legal custody and authority to enroll their child(ren) in City of Lewisville Youth Camp Programs.
8. Participant – A youth whose Parent(s) or Guardian(s) have completed all required registration procedures and determined eligible for City of Lewisville Youth Camp Programs.
9. Program Manual – Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Lewisville Youth Camp Programs.
10. Program Site – Area or facilities where City of Lewisville Youth Camp Programs are based.
11. Recreation Center Supervisor – City of Lewisville Parks and Recreation Department full-time supervisor who has been assigned administrative responsibility for a Program Site.
12. Recreation Specialist – City of Lewisville Parks and Recreation Department full-time employee who has been assigned responsibility to implement the Youth Camp Program.
13. Youth Camp Programs – City of Lewisville youth programs consisting of Holiday Camp, Camp PLAY, Teen Camp, Spring Break Camp, Xtreme Response Camp, LLELA Spring Break Camp, LLELA Summer Camp, After School Program and any future camps that may be added which include Participants ages 5 to 13.

C. General Administration

1. Implementation of these Standards of Care is the responsibility of the Director and Parks and Recreation Department employees.
2. Each Program Site will have available a current copy of the Standards of Care for public and staff.
3. Parents and Guardians of Participants will be provided a current copy of

the Standards of Care during the registration process.

4. Criminal background checks will be conducted on prospective Youth Camp 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:
 - a. A felony or a misdemeanor classified as an offense against a person or family.
 - b. A felony or misdemeanor classified as public indecency.
 - c. Any offense involving moral turpitude.
 - d. Any offense that would potentially put public at risk.

D. Inspections/Monitoring/Inspection/Complaints

1. A final inspection report will be initiated by the Recreation Specialist at the conclusion of each Youth Camp Program to confirm adherence to the Standards of Care.
 - a. Final inspection reports will be sent to the Recreation Center Supervisor and Manager for review and kept on record for at least two years.
 - b. The Recreation Center Supervisor and Manager will review the report and establish guidelines and criteria for compliance.
2. The Recreation Center Supervisor will make visual inspections of the Youth Camp Programs based on the following schedule and will complete an inspection form:
 - a. Holiday Camp, Spring Break Camp and LLELA Spring Break Camp will be inspected once during their one-week schedule.
 - b. Camp PLAY and the LLELA Summer Camp will be inspected once per week during the summer season.
 - c. Teen Camp will be inspected once per week during the summer session.
 - d. Xtreme Response Camp will be inspected once during its week-

long schedule.

- e. After School Program will be inspected once per week during the school year.
 - f. All other camps will be inspected weekly.
3. Participant/Parent/Guardian complaints concerning Youth Camp Programs will be addressed by the Recreation Specialist.
- a. Camp Programmer will record the complaint and the resolution on the Daily Camp Inspection Form.
4. If a Parent or Guardian is not satisfied with the response of the Recreation Specialist or if a complaint is related to the enforcement of the Standards of Care, the Recreation Center Supervisor will address the concern and take necessary steps to resolve any problems.
- a. The Recreation Center Supervisor will record the complaint and resolution on the Weekly Camp Inspection Form.
 - b. Serious or multiple complaints regarding enforcement of the Standards of Care will be addressed by the Manager and the complaint and resolution will be noted and reported to the Director.
5. The Manager will review the inspections and complaints and provide an annual report to the Director along with a plan of action for improvements.

E. Enrollment

Before a Participant can be enrolled in a Youth Camp Program, a Parent or Guardian must sign registration forms that contain the following:

- 1. The Participant's name, home address and home telephone number while enrolled in camp.
- 2. The Parents' or Guardians' name, address and telephone number during Youth Camp Program hours.
- 3. The names and telephone numbers of people to whom the Participant can be released.
- 4. A list of the Participant's allergies and medications, if any.

5. A statement of the Participant's special needs or accommodations, if any.
6. Emergency medical authorization.
7. Proof of residency or membership, when appropriate.
8. Liability waiver and photo release.

F. Suspected Abuse

Youth Camp Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code.

G. Staffing – Responsibilities and Training

1. Recreation Specialist

a. Recreation Specialist Qualifications

- (1) A Recreation Specialist shall be a full-time employee of the City of Lewisville Parks and Recreation Department and shall be required to have all the qualifications of Day Camp Attendants as outlined in Section I.G.2.a and shall perform the responsibilities as outlined in Section I.G.2.b herein.
- (2) A Recreation Specialist must be at least 21 years of age.
- (3) A Recreation Specialist must have a bachelor's degree from an accredited college or university in one of the following fields:
 - (a) Recreation Administration or Leisure Studies
 - (b) Physical Education or Kinesiology
 - (c) Comparable degree plan that would lend itself to working in a public environment
- (4) A Recreation Specialist must have two years of experience planning and implementing recreational activities.
- (5) A Recreation Specialist must pass a background

investigation including testing for illegal substances.

- (6) A Recreation Specialist must have successfully completed a course in first aid, Child/Adult Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) based on either American Heart Association or American Red Cross standards. All certifications must be current during the Youth Camp Programs operation.

b. Recreation Specialist's Responsibilities

- (1) A Recreation Specialist is responsible to administer the Youth Camp Program's daily operations in compliance with the adopted Standards of Care.
- (2) A Recreation Specialist is responsible for recommending, hiring, supervising and evaluating Day Camp Attendants.
- (3) A Recreation Specialist is responsible for planning, implementing and evaluating Youth Camp Programs.

2. Day Camp Attendant

a. Day Camp Attendant Qualifications

- (1) Day Camp Attendants shall be part-time or temporary employees of the Parks and Recreation Department.
- (2) Day Camp Attendants shall be age 16 or older; however, each Program Site will have at least one employee who is 18 years or older present at all times.
- (3) Day Camp Attendants shall consistently exhibit competency, good judgment and self-control when working with Participants.
- (4) Day Camp Attendants shall have successfully completed a course in first aid, CPR and AED based on either American Heart Association or American Red Cross standards.

- (5) Day Camp Leaders and Day Camp Attendants shall pass a background investigation including testing for illegal substances.

b. Day Camp Attendants Responsibilities

- (1) Day Camp Attendants shall be responsible for providing 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.
- (2) Day Camp Attendants shall be responsible for knowing and following all standards, policies and procedures that apply to City of Lewisville programs, including these Standards of Care.
- (3) Day Camp Attendants must ensure that Participants are released only to a Parent, Guardian or adult designated by the Parent or Guardian. All Program Sites shall have a copy of the Parks and Recreation 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 Specialist or Day Camp Attendants.

3. Training and Orientation

- a. The Parks and Recreation Department is responsible for providing training and orientation to Youth Camp Program employees working with children and for specific job responsibilities.
- b. Recreation Specialists will provide each Day Camp Attendant with a Program Manual specific to each Youth Camp Program.
- c. Youth Camp Program employees must be familiar with the Standards of Care for Youth Camp Programs as adopted by the City Council.
- d. Youth Camp Program employees must be familiar with the program policies including discipline, guidance and release of Participants as outlined in the Program Manual.

- e. Youth Camp Program employees shall be trained in appropriate procedures to handle emergencies.
- f. Youth Camp Program employees shall be trained in areas including City, Parks and Recreation Department and Youth Camp Program policies, procedures, provision of activities, safety issues and organization.
- g. Youth Camp Program employees shall be required to sign an acknowledgment that they have received the required training and manuals.

H. Operations

1. Staff – Participant Ratio

- a. The standard ratio of Participants to Day Camp Attendants for Youth Camp Programs, except Teen Camp, shall be 10 to 1. In the event that a Day Camp Attendant is unable to report to work, a properly trained replacement may be assigned.
- b. The standard ratio of Participants to Day Camp Attendants for Teen Camps shall be 15 to 1. In the event a Day Camp Attendant is unable to report to work, a properly trained replacement may be assigned.
- c. Each Participant shall have a Youth Camp Program employee 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.

2. Discipline

- a. Youth Camp Program employees shall implement discipline and guidance in a consistent manner based on the best interests of the Participants.
- b. There must be no cruel or harsh punishment or treatment.
- c. Youth Camp Program employees may use brief, supervised separation from the group, if necessary.

- d. As necessary, Youth Camp Program employees will initiate discipline reports to the Participant's Parent(s) or Guardian(s).
- e. Parents or Guardians will be asked to sign discipline reports to indicate they have been advised regarding specific problems or incidents.
- f. Repeated discipline reports that are severe nature will result in the Participant being suspended from the Youth Camp Program at issue.
- g. In instances where there is danger to other Participants or staff, offending Participants will be removed from the Program Site as soon as possible.

3. Programming

- a. Youth Camp Program employees will attempt to provide activities for each group according to Participant age, interests and abilities. The activities must be appropriate to the Participants' health, safety and well-being. The activities must be flexible and promote the Participants' emotional, social and mental growth.
- b. Youth Camp Program employees will attempt to provide indoor and outdoor times including:
 - (1) Alternation of passive and active activities;
 - (2) Opportunity for individual and group activities; and
 - (3) Outdoor time each day, weather permitting.
- c. Youth Camp Program employees will be attentive and considerate of the Participants' safety on field trips and during any transportation provided by a Youth Camp Program.
 - (1) During field trips, employees must have access to emergency medical forms and emergency contact information for each Participant.
 - (2) Youth Camp Program employees must have a written list

of the Participants in the group and check roll frequently.

- (3) Youth Camp Program employees must have first aid supplies and a guide to first aid and emergency care available.

4. Communication

- a. Youth Camp Program employees shall have access to a telephone for use in contacting the Program Site or making emergency calls at all times.
- b. The Recreation Specialist will make available the following telephone numbers to all employees at each Program Site:
 - (1) Emergency services
 - (2) City of Lewisville Fire and Police Department Dispatch Center
 - (3) Department of Parks & Recreation Administrative Office
 - (4) Participant Parent or Guardian
 - (5) Field trip destinations

5. Transportation

- a. Before a Participant may be transported to and from City sponsored activities, a transportation permission form, completed by the Parent or Guardian, must be submitted to the Recreation Specialist.
- b. First aid supplies and a first aid care guide will be available in all vehicles transporting Participants.
- c. All vehicles used for transportation of Participants must have available a 6-BC portable fire extinguisher which must be accessible to all adult occupants.

I. Facility Standards

1. Safety

- a. Youth Camp Program employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of Participants. Daily inspection reports will be completed by the Youth Camp Program employees and kept on file with the Recreation Specialist.
- b. Buildings, grounds and equipment on the Program Site will be inspected, cleaned, repaired and maintained to protect the health of Participants.
- c. Youth Camp Program equipment and supplies must be safe for Participants' use.
- d. Youth Camp Program employees must have first aid supplies readily available to 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.
- e. Air conditioners, electric fans and heaters must be mounted out of Participants' reach or have safeguards that keep Participants from being injured.

2. Health

- a. Illness or Injury
 - (1) A Participant who is considered to be a health or safety concern to other Participants or employees will not be admitted to the Youth Camp Program.
 - (2) Illnesses and injuries will be handled in a manner to protect the health of all Participants and employees.
 - (3) Youth Camp Program employees shall follow plans to provide emergency care for injured Participants with symptoms of an acute illness as specified in the program manual.

- (4) Youth Camp Program employees shall follow the recommendation of the Texas Department of Health concerning the admission or readmission of any Participant with a communicable disease.

b. Employees will administer medication only if:

- (1) A Parent or Guardian completes and signs a form that provides authorization for staff to dispense medication with details as to time and dosage. The form will include a hold harmless clause to protect the City.
- (2) Prescription medications must be in the original containers labeled with the Participant's name, date, directions and physician's name.
- (3) Employee will administer medication as stated on the label and will not administer medication after the expired date.
- (4) Nonprescription medications must be labeled with the Participant's name and the date the medication was brought to the Youth Camp Program. Nonprescription medication must be in the original container. Employees will administer medication only according to the directions on the label.
- (5) Youth Camp Program employees must ensure medications are inaccessible to Participants. If it is necessary to keep the medication in the refrigerator, the medication will be kept separate from food.

c. Toilet Facilities

- (1) Youth Camp Programs based at the recreation centers or other indoor facilities will have inside toilets located and equipped so Participants can use them independently and staff can supervise, if needed.
- (2) 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% of the total number of toilets.

- (3) At outdoor camps, 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 10 Participants. Toilets will be serviced twice weekly, and Youth Camp Program staff will monitor them daily for sanitary issues.
- (4) An appropriate and adequate number of lavatories will be provided. At outdoor sites, hand sanitizer will be provided when running water is not available.

d. Sanitation

- (1) Youth Camp Program facilities must have adequate light, ventilation and heat.
- (2) The Youth Camp Programs 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.
- (3) Employees must see that garbage is removed from buildings daily.

II. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke or rescind all or part of this regulation in the future. This regulation may only be revised at the same time that a revision is made to the Lewisville Code of Ordinances, Chapter 10, Parks and Recreation Department, Article VII, Standards of Care. These standards shall be reviewed annually and revised in accordance with the aforementioned ordinance.