

DIVISION 3. YOUTH PROGRAMS' STANDARDS OF CARE

Sec. 16.02.101. Title.

This division shall be cited as the "standards of care ordinance."

Sec. 16.02.102. Purpose.

The following standards of care are intended to be minimum standards by which the city will operate the city's youth programs. These are the basic child care regulations for programs operated by the city. The programs operated by the city are recreational in nature and are not day care programs. This will allow the city to qualify as being exempt from the requirement of the Texas Human Resources Code. The city is not licensed by the state to offer day care programs.

Sec. 16.02.103. Applicability.

These standards apply to all youth programs offered by the city.

Sec. 16.02.104. Definitions.

Words and phrases used in this division shall have the meanings set forth in this section. Words and phrases that are not defined below, but are defined elsewhere in this code, shall be given the meanings set forth in those other ordinances. Words and phrases not defined in this code shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

Camp counselor: The city staff that has been hired or volunteered to work for the city and have been assigned responsibility for managing, administering, or implementing some or all portions of the city's youth programs. This definition also includes camp director.

Camp director: The city staff that has been hired or volunteered to work for the city and have been assigned responsibility for managing, administering, or implementing some or all portions of the city's youth programs.

City: The City of Dripping Springs, an incorporated municipality located in Hays County, Texas, and includes any official, agent or employee acting on behalf of the city.

City park or park: The city parks identified below and any land now or hereafter dedicated by the city as a municipal park.

Commission: The city's parks and recreation commission (aka, "parks and rec") or any successor entity.

Department: City of Dripping Springs.

Parent(s): One or both parents(s) or guardian(s) who have legal custody and authority to enroll their child(ren) in the city youth program.

Park: Drippings Springs Ranch Park, the site at which any city youth program may be hosted.

Participant: A youth whose parent(s) or guardian(s) have completed all required registration procedures and determined to be eligible for a city youth program.

Program manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to the city's youth programs.

Programs site: Area or facilities where the city youth programs are held.

Youth program(s): The city's youth programs consisting of the summer day camp program which lasts one week (five days) or longer and other city day camp programs.

Sec. 16.02.105. General information/administration.

- (a) Organization. The governing body of the city's youth programs is the city council.
- (b) Implementation. Implementation of the youth programs standards of care is the responsibility of the city administrator and the program director overseeing the recreation programs.
- (c) Application. Programs to which these standards of care will apply are: Coyote Kids Nature Camp, other city ~~and LASSO~~ summer-day camps.
- (d) Access to standards.
 - (1) Each site will have available for public and staff review a current copy of the standards of care.
 - (2) Parents will be provided a copy of the current standards of care upon request.
- (e) Program objectives for youth programs.
 - (1) To offer a program of varied recreational activities appropriate for children, such as but not limited to those programs that are related to nature, arts and crafts, sports and games, education, drama, special events, and other such activities designed for elementary age children.
 - (2) To provide an encouraging atmosphere emphasizing positive development of physical skills, emotional growth and self-confidence.
 - (3) To provide a pleasant, memorable, educational and fun recreational experience in a positive environment.

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- (4) To provide a safe environment; always promoting good health and welfare for all.
 - (5) To educate, instill self-confidence, teach teamwork skills and inspire kids to use their leisure time wisely through outdoor education and recreation, in an effort to meet emotional, physical and social needs.
 - (f) 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 child care and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegation, to the local law enforcement authorities.
 - (g) 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.
 - (h) Child care licensing. Child care licensing will not regulate these programs nor be involved in any complaint investigation related to the program.
 - (i) Complaints. Any parent, visitor or staff may register a complaint by calling the city office at (512) 858-4725, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Sec. 16.02.106. Staffing.

- (a) Requirements.
 - (1) Program staff must be at least ~~15~~8 years old.
 - (2) All program staff ~~should~~all possess or complete prior to the beginning of camp, the following certifications from a nationally recognized organization in the following areas:
 - (A) Community CPR or the equivalent.
 - (B) First aid.
 - (3) Staff ~~must~~shall complete the mandatory training program for the day camp.
 - (4) Staff must exhibit competency, good judgment and self-control throughout the duration of camp.
 - (5) Staff ~~shall~~ould relate to the children with courtesy, respect, acceptance and patience.
 - (6) Staff shall not abuse or neglect children.
 - (7) Staff will be evaluated at least once during the summer prior to the completion of camp. Evaluations will be reviewed with the camp counselors to discuss any area of improvement or suggestions.

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- (b) Criminal background checks will be conducted on prospective ~~summer~~-day camp employees 18 years and older. An applicant may be disqualified if they have a criminal conviction.
 - (c) A prospective employee may be subject to a drug test prior to hiring to the extent allowed by law.
 - (d) The state-required ratio for number of children (ages five to 13) may not exceed 12:1 children to staff.
 - (e) Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, using the restroom, must provide an attendant for the duration of the program. Program staff will not provide personal assistance. The attendant will be admitted to the program free of charge.

Sec. 16.02.107. Facility standards.

- (a) Safety measures.
 - (1) First-aid kits and infection control kits ~~should~~shall be available at the site at which the participants are engaged in program activities.
 - (2) First-aid guidelines ~~should~~shall be on file, and available at the site, and include:
 - (A) CPR/rescue breathing sequence guidelines.
 - (B) First-aid review.
 - (C) Medical emergency procedures.
 - (3) In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.
 - (4) A disaster and evacuation procedure ~~shall~~should be posted at the facility.
 - (5) If the site is a building, the site ~~shall~~should be provided with clearly marked exits for use in emergency.
- (b) Inspections.
 - (1) The facility ~~shall~~should generally be kept reasonably free of insects, rodent and stray animals.
 - (2) Program employees will inspect sites daily for any sanitation or safety concerns. Those concerns should be passed on to the supervisor immediately.
- (c) Health and sanitation.
 - (1) The facility ~~must~~shall have a sufficient number of restrooms, which are maintained in good repair, equipped for independent use by children, and designed to permit staff supervision as needed.
 - (2) The site ~~must~~shall have an adequate supply of water and it will be readily available to all participants in a safe and sanitary manner.

Sec. 16.02.108. Service standards.

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

- (1) Appearance and behavior .
 - (A) Staff will wear name badges that are clearly visible.
 - (B) Appropriate shirts, shorts, and tennis shoes are to be worn at all times. No tube tops allowed, shorts should be at a respectable length, no cutoffs.
 - (C) No clothing should bear any inappropriate logos, phrases, or pictures.
 - (D) Any staff member, who does not adhere to the dress code, will be sent home for the day without pay.
 - (E) Cell phone use is allowed only when the staff is on an approved break, when there are emergency circumstances, or when approved by the camp director.
- (2) Communication with parents .
 - (A) Staff will keep parents continuously informed of activities and schedules. A weekly schedule will be posted at the park and in the city office.
 - (B) Camp participants and parents will be treated with respect at all times.
 - (C) Staff will note details of behavior of participants and update parents as much as possible.
- (3) Additional staff responsibilities .
 - (A) Staff will monitor the sign in/out log at all times.
 - (B) Staff will spend 100 percent of their time actively involved with participants and/or parents.
 - (C) Staff will make an attempt to answer any complaints at the site and resolve all problems in a timely fashion. Situations that cannot be resolved on site by staff will be passed to a supervisor immediately and be investigated within 24 hours.
 - (D) Camp staff will clean the program area after each activity.

Sec. 16.02.109. Operational issues.

- (a) Emergency phone numbers are kept with the day camp director at all times. These numbers will include the nearest fire, police, and ambulance services.
- (b) A day camp program manual is given to every day camp director and counselor. An additional manual will be located at each site where all staff can have access to the manual. The manual will contain the following information:

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- (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.
- (c) Sign-in/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) Parents will be notified regarding planned field trips and provided the required release forms.
- (e) 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 the appropriate daytime contact information where parents can be reached during normal business hours.
 - (2) Names and telephone numbers of persons to whom the child can be released.
 - (3) Liability waiver.
 - (4) Statement of the child's special problems and/or needs, including but not limited to any known allergies.
 - (5) Designation of need for reasonable accommodations.
 - (6) Signed acknowledgement of program code of conduct.
- (f) 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.
- (g) 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.

Sec. 16.02.110. Behavior management and discipline procedures.

- (a) Program employees will implement discipline and guidance in a consistent manner based on an understanding of individual needs and development with the best interest of program participants in mind.
 - (b) There will be no harsh, cruel, or corporal punishment used as a method of discipline.
 - (c) Program employees may use brief, supervised separation from the group if necessary. Children will be aware of all camp rules prior to the start of any activity. Their
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understanding of the rules is an integral part of behavior management. When negative behavior occurs they will know there is a consequence for the chosen action.

- (d) 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). Parents will be asked to sign the incident report to indicate they have been advised about specific problems and/or negative behaviors.
- (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. Parents/guardians will be contacted to pick up their child immediately.
- (f) In instances where there is danger including physical harm or threat of physical harm to participants, staff, or themselves, the offending participant(s) will be removed from the program immediately. Parent(s) or guardian(s) will be contacted to pick up the child immediately.

Sec. 16.02.111. Illness or injury.

- (a) Participants shall have and maintain immunizations in accordance with those required by the state department of health for public school attendance according to age.
- (b) Parents shall be notified in cases of illness or injury.
- (c) When an incident occurs that results in an injury, an incident report shall be filled out immediately after the incident.
- (d) A child who is ill or injured shall be supervised until the parent or other authorized adult removes the child from the site.
- (e) In the event of suspected abuse, program employees will report suspected abuse or neglect in accordance with the Texas Family Code. In the case where a city employee is involved in an incident with a child that could be construed as child abuse, the incident must immediately be reported to the camp director, who will immediately notify the county's sheriff's department and any other agency as may be appropriate.
- (f) State law requires the staff of youth programs to report any suspected abuse or neglect of a child to the state department of family and protective services or law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000.00 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.
- (g) Program staff will receive basic training related to child abuse prevention and how to report suspected abuse.

Sec. 16.02.112. Monitoring and distribution.

- (a) The camp director is to confirm and ensure the standards of care are being adhered.

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- (b) The camp director in charge of these programs will make visual inspections of all program sites on a biweekly basis and make a report if necessary to be sent to the city administrator.
 - (c) The department shall post and make available copies of these standards and the rules adopted pursuant to this section.
 - (d) The department shall notify the parents of each prospective participant that the recreational programs are not licensed by the state. The program may not, and will not, be advertised as any type of child care facility.
 - (e) The camp director shall submit an annual report on the camp to the city administrator within 30 days of the end of the camp. The report shall include standards of care compliance issues and changes recommended for the next year.

Secs. 16.02.113—16.02.160. Reserved.