

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. The 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. Department – Parks and Recreation Department
 4. Youth camp program – City of Lewisville youth program consisting of Holiday Camps, Camp PLAY, Teen Camp, Spring Break Camp, Xtreme Response Camp, LLELA Spring Break Camp, LLELA Summer Camp, and any future camps that may be added.
 5. Program Manual – Notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Lewisville youth camp programs.
 6. Director – City of Lewisville Parks and Recreation Department full-time Director or his or her designee.

7. Director Designee or Manager – City of Lewisville Parks and Recreation Department full-time Division Manager who has been assigned administrative responsibility for programming.
8. Recreation Center Supervisor or Supervisor – City of Lewisville Parks and Recreation Department full-time supervisor who has been assigned administrative responsibility for recreational program site.
9. Recreation Specialist or Specialist – City of Lewisville Parks and Recreation Department full-time employee who has been assigned responsibility to implement the youth camp program.
10. Program Site – Area or facilities where City of Lewisville youth camp programs are based.
11. 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 youth camps.
12. Participant – A youth whose parent(s) have completed all required registration procedures and determined eligible for a City of Lewisville camp program.
13. Day Camp Attendant(s) or 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 camp program.

C. General Administration

1. Implementation of the youth camps programs Standards of Care is the responsibility of the Parks and Recreation Department Director and departmental employees.
2. Each youth camp program site will have available a current copy of the Standards of Care for public and staff.
3. Parents 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 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 the City of Lewisville at risk.

D. Inspections/Monitoring/Inspection

1. An inspection report will be initiated by the Specialist at the conclusion of each program to confirm adherence to the Standards of Care.
 - a. Inspection reports will be sent to the Supervisor and Manager for review and kept on record for at least two years.
 - b. The Supervisor and Manager will review the report and establish guidelines and criteria for compliance.
2. The Supervisor will make visual inspections of the programs based on the following schedule:
 - a. Holiday Camp & Spring Break Camps 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. All other camps will be inspected weekly.

3. Complaints regarding enforcement of the Standards of Care will be directed to the Supervisor. The Supervisor will be responsible to take necessary steps to resolve any problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Supervisor. 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.

E. Enrollment

Before a child can be enrolled, a parent must sign registration forms that contain:

1. Child's Name, home address and home telephone number while enrolled in camp.
2. Name and address of parents and telephone number during program hours.
3. Names and telephone numbers of people to whom the child can be released.
4. A statement of the child's special needs or problems, if any.
5. Emergency medical authorization.
6. Proof of residency, when appropriate.
7. Liability waiver.

F. Suspected Abuse

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) Specialist will be full-time employee of the City of Lewisville Parks and Recreation Department and will be required to have all Day Camp Attendants qualifications as outlined in Section I.G.2.a and responsibilities as outlined in Section I.G.2.b of the document.
- (2) Specialist must be at least 21 years of age.
- (3) Specialist must have a Bachelor's Degree from an accredited college or university. Acceptable degrees include:
 - (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) Specialist must have two years experience planning and implementing recreational activities.
- (5) Specialist must pass a background investigation including testing for illegal substances.
- (6) Specialist must have successfully completed a course in first aid, Child/Adult Cardio Pulmonary 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 camp operation.

b. Recreation Specialist's Responsibilities

- (1) Specialist is responsible to administer the Program's daily operations in compliance with the adopted Standards of Care.

- (2) Specialist is responsible to recommend, hire, supervise and evaluate Attendants.
- (3) Specialist is responsible to plan, implement and evaluate programs.

2. Day Camp Attendant

a. Day Camp Attendant Qualifications

- (1) Attendants will be part-time or temporary employees of the Parks and Recreation Department.
- (2) Attendants shall be age 18 or older; however, each site will have at least one employee 20 years or older present at all times.
- (3) Attendants shall be able to consistently exhibit competency, good judgment and self-control when working with children.
- (4) Attendants shall have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards.
- (5) Leaders shall pass a background investigation including testing for illegal substances.

b. Day Camp Attendants Responsibilities

- (1) 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.
- (2) Attendants will be responsible to know and follow standards, policies and procedures that apply to City of Lewisville programs.

- (3) Attendants must ensure that participants are released only to a parent or adult designated by the parent. 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 Specialist or Attendants.

3. Training and Orientation

- a. The Department is responsible for providing training and orientation to program employees working with children and for specific job responsibilities.
- b. Specialists will provide each attendant with a Program Manual specific to each camp program.
- c. Program employees must be familiar with the Standards of Care for camp programs as adopted by the City Council.
- d. Program employees must be familiar with the program policies including discipline, guidance and release of participants as outlined in the Program Manual.
- e. Program employees will be trained in appropriate procedures to handle emergencies.
- f. Program employees will be trained in areas including City, Departmental and program policies, procedures, provision of activities, safety issues and organization.
- g. Program employees will 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 Attendants for Camp PLAY will be 10 to 1. In the event an attendant is unable to report, a replacement may be assigned.

- b. The standard ratio of participants to Attendants for the Teen Camp will be 15 to 1. In the event an attendant is unable to report, a replacement may be assigned.
- c. Each participant shall have a Program employee who is responsible for him or her and who is aware of the participant's habits, interests and special problems as identified by the participant's parent(s) during the registration process.

2. Discipline

- a. Program employees will implement discipline and guidance in a consistent manner based on the best interests of program participants.
- b. There must be no cruel or harsh punishment or treatment.
- c. Program employees may use brief, supervised separation from the group, if necessary.
- d. As necessary, Program employees will initiate discipline reports to the participant's parent(s).
- e. Parents will be asked to sign discipline reports to indicate they have been advised regarding specific problems or incidents.
- f. A sufficient number or severe nature of discipline reports may result in participant being suspended from the program.
- 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. Program employees 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.

- b. 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. Program employees will be attentive and considerate of the participant's safety on field trips and during any transportation provided by the program.
 - (1) During trips, employees must have access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees must have a written list of the participants in the group and check roll frequently.
 - (3) Program employees must have first aid supplies and a guide to first aid and emergency care available.

4. Communication

- a. Program employees will have access to a telephone for use in contacting the program site or making emergency calls at all times.

- b. The Specialist will make available the following telephone numbers to all employees at each 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, must be filed with the 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 will be accessible to all adult occupants.

I. Facility Standards

1. Safety

- a. 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 program employees and kept on file with the Specialist.
- b. Buildings, grounds and equipment on the program site will be inspected, cleaned, repaired and maintained to protect the health of participants.
- c. Program equipment and supplies must be safe for participant's use.
- d. Program employees must have first aid supplies readily available to staff in a designated area. First aid supplies must be readily available at each 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 participant's 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 participants or employees will not be admitted to the camp program.
- (2) Illnesses and injuries will be handled in a manner to protect health of all participants and employees.
- (3) Program employees will follow plans to provide emergency care for injured 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 with a communicable disease.

b. Employees will administer medication only if:

- (1) Parents complete and sign 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 are 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 are labeled with the participant's name and the date the medication was brought

to the program. Nonprescription medication must be in the original container. Employees will administer medication only according to label direction.

- (5) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of the employees.
- (6) Program employees must ensure medications are inaccessible to participants. If it is necessary to keep medication in the refrigerator, medications will be kept separate from food.

c. Toilet Facilities

- (1) Camps 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 camp 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) Program facilities must have adequate light, ventilation and heat.

- (2) 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.
- (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.