

ORDINANCE NO. 3485

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS,  
ADOPTING YOUTH PROGRAMS STANDARDS OF CARE;  
PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR  
A SEVERABILITY CLAUSE; AND DECLARING AN  
EMERGENCY.

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

SECTION 1. That Ordinance No. 3417 is hereby repealed in its entirety. That the City Council hereby adopts the standards attached hereto as Exhibit "A" for the Youth Programs Standards of Care to be conducted by the Parks and Recreation Department.

SECTION 2. That the standards hereby adopted shall be reviewed, revised as necessary and readopted annually.

SECTION 3. That should any word, sentence, clause, paragraph or provision of this ordinance be held to be invalid or unconstitutional, the validity of the remaining provisions of this ordinance shall not be affected and shall remain in full force and effect.

SECTION 4. That the need to adopt standards for youth programs and the need to protect the public interest, comfort and general welfare of the citizens of the City of Mesquite, creates an urgency and emergency for the preservation of the public health, safety and welfare, and requires that this ordinance shall take effect immediately from and after its passage.


DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas,  
on the 18th day of February, 2002.




Mike Anderson  
Mayor

ATTEST:

APPROVED:



Ellen Williams  
City Secretary



B. J. Smith  
City Attorney

**THE CITY OF MESQUITE PARKS AND RECREATION DEPARTMENT**  
**YOUTH PROGRAMS STANDARDS OF CARE**

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**PURPOSE**

The following Standards of Care are intended to be minimum standards by which the City of Mesquite Parks and Recreation Department will operate the City's Youth Programs. These are basic childcare regulations for programs operated by the City of Mesquite. The programs operated by the City are recreational in nature and are not day care programs. This will allow the department to qualify as exempt from requirements of the Texas Human Resources Code.

**I. GENERAL INFORMATION/ ADMINISTRATION****A. Organization**

The governing body of the City of Mesquite Youth Programs is the Mesquite City Council.

**B. Implementation**

Implementation of the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department and Program Coordinators overseeing programs.

**C. Application**

Programs to which these Standards of Care will apply are:

- Rorie Galloway Day Camp
- Adventure Camp at Community Centers
- After School Programs
- Pre-School Programs at all Community Centers
- Summer Playground Programs

**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 at the registration of any youth program.

**E. Program Objectives for Youth Programs:**

1. To offer a program of varied activities related to the outdoors and camping: nature crafts, orienteering, archery, camp cooking, canoeing, ropes course, equestrian education etc.
2. To provide a pleasant, memorable, educational and fun experience in a positive environment.
3. To provide the safest environment possible.
4. To educate, instill self-confidence, teach teamwork skills to children through outdoor/camping education and recreation, in an effort to meet emotional, physical and social needs.

## **II. STAFFING**

### **A. Specific Job Requirements**

1. Day Camp Leaders (Rorie Galloway Day Camp and Community Center Day Camps and Summer Playground Leaders)

#### Essential Job Functions

1. Leaders direct and supervise a day camp program for elementary age and teen children.
2. Develop and implement a daily camp curriculum under Parks and Recreation guidelines.
3. Responsible for ensuring camp activities are conducted in a safe manner.
4. Responsible for all camp related record keeping.
5. Supervise and interact with camp participants in a wide variety of recreational activities.
6. Responsible for communicating camp needs to supervisors.
7. Interact with participants, parents and other staff to provide a high quality program.
8. Responsible for maintaining facility appearance during and after camp activities.
9. Responsible for reporting any camp incidents/accidents to supervisor.

#### Minimum Qualifications

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must have a high school diploma or GED.
3. Must be able to communicate well with the public and skilled at interacting with children.
4. Must be skilled in supervising children of varying age levels in a group setting.
5. Must have a valid Texas driver's license and eligible for a CDL.
6. Must pass a departmental criminal background check and drug screening.

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7. Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
8. Must have First Aid and CPR certification prior to camp start date.
9. Must complete departmental day camp staff training.

2. After School Program Leaders

Essential Job Functions

1. Direct and supervise an after school program for elementary age children.
2. Develop and implement weekly/ monthly schedules under Parks and Recreation guidelines.
3. Responsible for ensuring activities are conducted in a safe manner.
4. Responsible for all related record keeping.
5. Supervise and interact with participants in a wide variety of recreational activities.
6. Responsible for communicating program needs to supervisors.
7. Interact with participants, parents and other staff to provide a high quality program.
8. Responsible for maintaining facility appearance during and after program activities.
9. Responsible for reporting any incidents/accidents to supervisor.
10. Works with School Administration to ensure good communication.

Minimum Qualifications

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must have a high school diploma or GED.
3. Must be able to communicate well with the public and skilled at interacting with children.
4. Must be skilled in supervising children of varying age levels in a group setting.
5. Must have a valid Texas driver's license.
6. Must pass a departmental criminal background check and drug screening.
7. Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
8. Must have First Aid and CPR certification prior to camp start date.
9. Must complete departmental youth program staff training.

3. Pre-School Program Leaders

Essential Job Functions

1. Direct and supervise pre-school programs for preschool aged children.

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2. Develop and implement a weekly/ monthly schedules and curriculums under Parks and Recreation guidelines.
3. Responsible for ensuring activities are conducted in a safe manner.
4. Responsible for all related record keeping.
5. Supervise and interact with participants in a wide variety of recreational activities.
6. Responsible for communicating program needs to supervisors.
7. Interacts with participants, parents and other staff to provide a high quality program.
8. Responsible for maintaining facility appearance during and after program activities.
9. Responsible for reporting any incidents/accidents to supervisor.

Minimum Qualifications

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must a high school diploma or GED.
3. Must be able to communicate well with the public and skilled at interacting with children.
4. Must be skilled in supervising children of varying age levels in a group setting.
5. Must have a valid Texas driver's license.
6. Must pass a departmental criminal background check and drug screening.
7. Must have previous experience in teaching and leading pre-school activities.
8. Must have previous experience in supervising children and posses knowledge of recreational games, crafts and activities.
9. Must have First Aid and CPR certification prior to camp start date.

**B. Criminal Background Checks**

Criminal Background Checks will be conducted on prospective Youth Program Employees or contract employees. If results of the 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. a felony or misdemeanor of any law intended to control the possession or distribution of any controlled substance;
4. any offense involving moral turpitude;
5. any offense that would potentially put the City of Mesquite at risk.

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C. Drug Screening

All prospective employees will be subject to a drug test prior to hiring.

D. Minimum Staff Ratios

The number of children may not exceed staff by a minimum ratio of 1 staff per 15 children, ages 3-13.

E. Training

1. The Department is responsible for providing training and orientation to all program leaders in working with children and for specific job responsibilities.
2. Employees will be trained on the provision of recreation activities and games.
3. All leaders must be familiar with the Standards of Care for Youth Programs.
4. Program employees will be trained in appropriate procedures to handle emergencies, including first aid and CPR.
5. Leaders will be trained in City and Department policies and procedures.

**III. FACILITY STANDARDS**

A. Safety Measures

1. Emergency evacuation and relocation plans will be posted at each facility.
2. Each site will have a fully stocked first aid kit.
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. All sites will be equipped with the appropriate number of fire extinguishers. Fire extinguishers shall be inspected monthly by staff to ensure they are in working order.

B. Inspections

1. Program employees will inspect sites daily for any sanitation or safety concerns. Any and all concerns should be passed on to the site director immediately. A daily report will be completed and kept on file.
2. A daily inspection will be made of all equipment and supplies.

C. Health and Sanitation

1. All indoor sites will have toilets located and equipped where children can use them independently and staff can supervise as needed.
2. There must be one flush toilet for every 30 children.
3. An appropriate and adequate number of lavatories will be provided.
4. The site must have an adequate supply of water and ensure that it will be provided to participants in a safe and sanitary manner.

**IV. SERVICE STANDARDS**

A. Appearance and Behavior

1. Staff shirts and name badges will be worn and clearly visible.
2. Participants and parents will be treated with respect at all times.

B. Communication with Parents

1. Staff will keep parents continuously informed of activities and schedules. A weekly schedule will be distributed and copies will be kept with the daily sign in sheets.
2. Staff will note details of behavior of participants (accomplishments, discipline problems, general activities etc.) and update parents as much as possible.

C. Additional Staff Responsibilities

1. Staff will monitor the sign in/out log at all times.
2. Staff will spend 100% of their time actively involved with participants and/or parents.
3. Staff will make an attempt to answer any complaints at the site and resolve all problems. Situations that can not be resolved on site by staff will be passed to a supervisor immediately. All complaints will be followed up on within 24 hours if they are not resolved on site.
4. Prior to beginning work each day all staff will check in the appointed location for any messages, instructions or information.

**V. OPERATIONAL ISSUES**

- A. Emergency phone numbers are kept at the front desk of the facilities, as well as with the leaders on any field trips. Those numbers include fire, police and ambulance services, administration, Community Centers and all supervisors. A list of pager numbers and cell phone numbers will also be made available.
  
- B. A program manual is given to every staff member. The manual will include the following:
  - 1. Discipline Issues
  - 2. Rules and Regulations
  - 3. Forms
  - 4. Standards
  - 5. Game, activity leadership
  - 6. Suggestions for interacting with children
  
- C. Sign in and out sheets will be used everyday. Only adults listed on the sign in/out release will be allowed to pick up a child. An authorized person must enter the building 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 trip and provided the required release forms.
  
- F. There will be a staff to participant ratio of 1 staff to every 15 children.
  
- G. Enrollment information will be kept and maintained on each child and shall include:
  - Child's name, birth date, home address, home telephone number, physician's phone number, and any phone number where parents maybe reached during the day.
  - Parents names, address and phone number
  - Names, drivers license number and telephone number of persons to whom the child can be released.
  - Liability Waiver
  - Medical information and release on participant
  - Field Trip release form as needed
  
- H. 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.



3. Program employees may use brief, supervised separation from the group if necessary.
  4. 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.
  5. 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.
  6. In instances where there is a danger to participants or staff, offending participants will be removed from the program site as soon as possible.
- I. Illness or Injury
1. Participants who are considered to be a health or safety concern to other participants or employees will not be permitted to the Program.
  2. 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 which placed the child at risk.
  3. 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.
  4. Illness and injuries will be handled in a manner to protect the health of all participants and employees.
  5. When injury occurs, and incident/accident report shall be filled out completely and immediately after the incident occurs.
  6. Staff shall notify parents or authorized persons of children in the facility when there is an outbreak of a communicable disease in the facility, required to be reported to the County Department of Health. Staff must notify parents of children in a group where there is an outbreak of lice or other infestation in the group.
- J. Transportation
1. Before participants are transported to and from any City sponsored activities, a transportation release form must be completed by the parents.
  2. Program staff will carry all participant information forms when away from the program site.
  3. First aid supplies will be available in any vehicle transporting program participants.

**VI. ACTIVITIES AND PROGRAMMING**

- A. The program will provide activities for each group according to the participant's age, interest and abilities. The activities should be flexible and promote the emotional, social and educational advancement of each participant.
- B. A weekly calendar of activities will be posted the Friday prior to the next week for parents and a copy will be given to each parent.
- C. Programs will include indoor and outdoor activities.
- D. Programs will include a balance of active and passive activities, as well as group individual activities.

**VII. GENERAL GUIDELINES FOR CHILDREN**

The following information should be given to staff as part of a program manual.

- A. A child is not allowed to use the telephone unless it is an emergency. In this case, staff should make the call for the child.
- B. Children should walk in the building. Running is only permitted in the gym or for specific activities.
- C. Children must respect you and each other.
- D. Children must wear shoes at all times.
- E. Take time to listen to each child.
- F. Programs in facilities where the general public has access to the facility must keep children separated. Children must never be allowed to filter in with the general public.
- G. You must know where each and every child is AT ALL TIMES.

**VIII. MONITORING AND ENFORCEMENT**

- A. Each program leader to confirm and ensure the Standards of Care are being adhered to will complete a monthly inspection report. The reports will be reviewed by the Recreation Services Coordinator and sent to the Recreation Manager.
- B. The Recreation Specialist in charge of programs will make visual inspections of all program sites on a biweekly basis.

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- C. The Recreation Service Coordinator will review all reports and inspections with the Recreation Manager and deadlines and criteria for compliance will be set.
- D. Complaints regarding enforcement of the Standards of Care will be directed to the Program Supervisor. The supervisor will be responsible to take the necessary steps to resolve the problems. Complaints will be recorded and reported to the Recreation Services Coordinator. The resolution to the complaint will be reported and kept on file.
- E. An annual report will be made to the City Council on the overall status of the Youth Programs Standards of Care and their operation relative to compliance with the adopted Standards of Care.