

ORDINANCE NO. 4206

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

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

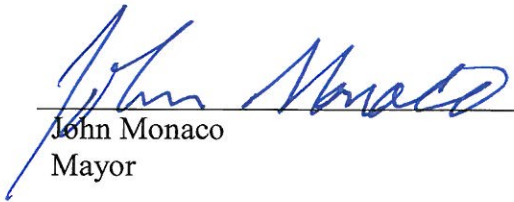
SECTION 1. That Ordinance No. 4133 is hereby repealed in its entirety. The
City Council hereby adopts the standards attached hereto as Exhibit "A" for the Youth Programs
Standards of Care to be conducted by the Parks and Recreation Department.

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

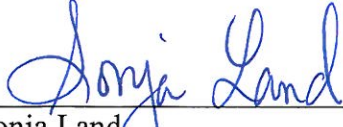
SECTION 3. That should any word, sentence, clause, paragraph or provision of
this ordinance be held to be invalid or unconstitutional, the remaining provisions of this
ordinance shall remain in full force and effect.

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.

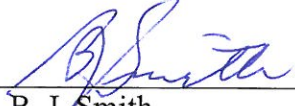
DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas,
on the 5th day of March, 2012.



John Monaco
Mayor

ATTEST:


Sonja Land
City Secretary

APPROVED:


B. J. Smith
City Attorney

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

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 the 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 City to qualify as being exempt from the requirements of the Texas Human Resources Code. The City is not licensed by the State to offer daycare programs.

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.

C. Application

Programs to which these Standards of Care will apply are:

- Camp-Rorie Galloway
- Summer Camps at recreation centers that are coordinated by Parks and Recreation and not an independent contractor.
- Recreation After School Programs (R.A.S.P.)
- Pre-School Programs at all Recreation Centers

D. Access to Standards

1. Each site will have a current copy of the Standards of Care available for public and staff review.
2. Parents will be provided a copy of the current Standards of Care when registering for any youth recreation program mentioned in item C.

E. Program Objectives for Youth Programs

1. To educate, instill self-confidence and teach teamwork skills to children through a variety of activities in an effort to meet emotional, physical and social needs.
2. To provide a pleasant, memorable, educational and fun recreational experience in a positive environment.
3. To provide the safest environment possible.

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II. STAFFING

A. Specific Job Requirements

1. Recreation Center Supervisor

Essential Job Functions

1. Lead, prioritize, train and review the work of staff responsible for providing these programs within the Parks and Recreation Department.
2. Assist in the selection of recreation staff; provide staff training; work with employees to correct deficiencies.
3. Prepare various reports on program operations and activities.
4. Recommend and assist in the implementation of goals and objectives; assist with the schedules and methods for providing recreation services; assist with the implementation of policies and procedures.
5. Assist in the preparation of the program budget; submit budget recommendations.
6. Maintain inventory of supplies and materials for recreation programs and services; order supplies as necessary.

Minimum Qualifications

1. Bachelor's degree from an accredited college or university with major coursework in recreation administration, parks and recreation management, physical education, or other related field.
2. Two years of increasingly responsible recreation leadership experience.
3. Possession of a valid Class C Texas driver's license.
4. Must pass a departmental criminal background check and drug screening.

2. Recreation Leaders (R.A.S.P., Rorie Galloway Day Camp and Recreation Center Day Camps)

Essential Job Functions

1. Leaders direct and supervise in either: the R.A.S.P. after school program for elementary age children, Recreation Center Day Camps, Rorie Galloway Day Camp program for elementary age and teenage children, or pre-school program for pre-school age children.
2. Develop and implement a daily camp curriculum under the Parks and Recreation Department guidelines.
3. Responsible for ensuring all activities are conducted in a safe manner.
4. Responsible for all program related record keeping.
5. Supervise and engage 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 program incidents/accidents to supervisors.

Minimum Qualifications

5. Must be mature, responsible and able to complete duties with minimal supervision.
6. Must have a high school diploma or GED.
7. Must be able to communicate well with the public and skilled at interacting with children.

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8. Must be skilled in supervising children of varying age levels in a group setting.
9. Must have a valid Texas driver's license and eligible for a CDL.
10. Must pass a departmental criminal background check and drug screening.
11. Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
12. Must have First Aid and CPR certifications prior to program start date.
13. Must complete departmental staff training.

B. Criminal Background Checks

Criminal Background Checks will be conducted on all 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.

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 one staff member per 10 children, ages 3-5 and one staff member per 15 children, ages 6-13.

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 youth 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.

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2. Each site will have a fully stocked First Aid kit and AED.
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 supervisor 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. 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 made available for parents to pick up 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 needed.

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 engaged with participants and/or parents.
3. Staff will make an attempt to answer any complaints at the site and resolve all problems. Situations that cannot be resolved on site by staff will be passed to a supervisor immediately. All complaints will be followed up on with in 24 hours if they are not resolved on site.

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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, ambulance services, administration, recreation centers and all supervisors. A list of Parks and Recreation Department staff contact 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 and 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. Adults not picking up a child on a regular basis will be required to show a valid driver's license or equal form of picture I.D.
- D. Emergency evacuation and relocation plans will be posted at each facility.
- E. Parents will be notified regarding planned field trips and provided the required release forms.
- F. There will be a staff to participant ratio of 1 staff to every 15 children except for field trips and aquatic activities where the ratio will be 1 staff to every 10 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, driver's license number and telephone number of persons to whom the child can be released
 - Liability Waiver
 - Medical information and release forms 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.

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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 attend 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 an injury occurs, an 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 made available the Friday prior to the next week for parents to pick up
- C. Programs will include indoor and outdoor activities.

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- D. Programs will include a balance of active and passive activities, as well as group individual activities.

VII. GENERAL GUIDELINES FOR CHILDREN

- 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 outside activities.
- C. Children must respect the staff and each other.
- D. Children must wear shoes at all times.
- E. Staff shall take time to listen to each child.
- F. Programs in facilities where the general public has access to the facility must keep the children separated. Children must never be allowed to filter in with the general public.
- G. Staff must know where each and every child is AT ALL TIMES.

VIII. MONITORING AND ENFORCEMENT

- A. The Supervisor overseeing the Program is to confirm and ensure the Standards of Care are being adhered to and will complete a monthly inspection report. The reports will be reviewed by the Superintendent of Recreation Services and sent to the Recreation Services Manager.
- B. The Supervisor in charge of these programs will make visual inspections of all program sites and activities.
- C. The Superintendent of Recreation Services will review all reports and inspections with the Recreation Services 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 Superintendent of Recreation Services. 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.