



## MEMORANDUM

**To:** Mayor and City Council

**From:** Brad Reid, Director of Parks and Recreation

**Date:** March 27, 2018

**Reference:** Consider approval of an ordinance of the City of Coppell, Texas, readopting, ratifying, republishing and extending Chapter 9 of the Code of Ordinances, Article 9-19, Youth Camp Programs Standards of Care; and authorizing the Mayor to sign.

**2030:** Sustainable Government - Excellent City Services with high level of Customer Satisfaction, Financial Resources to Support City Services, Community Wellness and Enrichment - Recreation Programs and Services for all Generations.

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### Introduction:

This item is submitted annually to the City Council so that guidelines for state exemption of day care licensing can be applied for all youth camp programs offered by the Parks and Recreation Department. These camps include Camp Do-It-All, KidzConnect, Missoula, and all those offered at the Recreation Center in the summer and any individual holiday camps that are scheduled throughout the school year.

### Analysis:

The youth camps offered by the City of Coppell are exempt from licensure as observed in the Texas Administrative Code Title 40 Chapter 745.115(3) of the Texas Department of State Health Services (DSHS). This is applicable because our programs are operated by a municipality, are recreation programs for children ages 5 through 13, and because they meet the following criteria:

- The Standards of Care for the program are annually adopted by ordinance.
- The Standards of Care include staffing ratios and qualifications, facility health and safety standards, and monitoring and enforcement provisions. The Standards of Care are provided to the parents of each program participant.
- The Standards of Care are provided to the parents of each program participant.
- The parents of each program participant are informed that the program is not licensed by the state.
- The program is not advertised as child care.

As parents register their children for Coppel camps they are provided a copy of the Standards of Care, as listed in the requirements. Along with the standards they are also provided information on camp hours of operation, rules, attire, activities and field trips, and all other information parents need for camp to be successful for their child. These Standards of Care are closely monitored by the Recreation Coordinator, Recreation Center Manager and the Assistant Director of Recreation.

**Legal Review:**

Agenda item was reviewed by the city's legal counsel.

**Fiscal Impact:**

There is no fiscal impact attached to this agenda.

**Recommendation:**

The Parks and Recreation Department recommends approval.