

## ***CITY OF COPPELL YOUTH CAMP PROGRAMS STANDARDS OF CARE***

The Standards of Care are intended to be minimum standards by which the City of Coppel Parks & Recreation Department will operate the City's Youth Camp Programs. The programs operated by the City are recreational in nature and are not day care programs.

### **GENERAL ADMINISTRATION**

#### **Organization**

- A. The governing body of the City of Coppel Youth Camp Programs is the Coppel City Council.
- B. City of Coppel Youth Camp Programs are exempt from the Department of TEXAS state Health Department licensure under state law.
- C. Implementation of the Youth Programs Standards of Care is the responsibility of the Parks & Recreation Department Director and Departmental employees.
- D. Youth Program ("Program") to which these Standards of Care will apply is the Summer Recreation Program and selected days off from the school calendar.
- E. Each Youth Program site will have available for public and staff review a current copy of the Standards of Care.
- F. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
- G. Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal 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 violation 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 youth participants or the City of Coppel at risk.

## Definitions

- A. City: City of Coppell
- B. City Council: City Council of the City of Coppell
- C. Department: Parks & Recreation Department of The City of Coppell
- D. Youth Programs or Program: City of Coppell Youth Programs currently consisting of the Summer Recreation Program and selected days off from school.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to Coppell Youth Programs.
- F. Director: City of Coppell Parks & Recreation Department Director or his or her designee.
- G. Assistant Director of Recreation: City of Coppell Parks and Recreation Department's Assistant Director of Recreation.
- H. Recreation Coordinator: City of Coppell Parks & Recreation Department Recreation Coordinator.
- I. Site Director: City of Coppell Parks & Recreation Department Seasonal/Temporary Programmer who has been assigned administrative responsibility for a Coppell Youth Program.
- J. Program Counselor: City of Coppell Parks & Recreation Department Seasonal/Temporary employee who has been assigned responsibility to implement the City's Youth Program.
- K. Program Site: Area and facilities where Coppell Youth Programs are held consisting of the Coppell Independent School District Campus and the Aquatic and Recreation Center.
- L. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Coppell Youth Program.
- M. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in Coppell Youth Programs.
- N. Employee(s): Term used to describe people who have been hired to work for the City of Coppell and have been assigned responsibility for managing, administering, or implementing some portion of the Coppell Youth Programs.
- O. Recreation Center: The Coppell Independent School District campuses or the Aquatics and Recreation Center which hosts the Summer Recreation Program and selected days off from school.
- P. Water Front Director: City of Coppell Parks & Recreation Department Aquatics Operation Supervisor or Head Lifeguard as assigned by the Recreation Manager.



### **Inspections/Monitoring/Enforcement**

- A. A monthly inspection report will be initiated by the Site Director of each Program to confirm that the Standards of Care are being met.
- B. The Assistant Director of Recreation will make visual inspections of the Program based on the following schedule:
  - (1) Inspection reports will be sent to the Recreation coordinator for review and kept on record for at least two years.
  - (2) The Recreation Coordinator will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- C. The Summer Recreation Program will be inspected twice during its summer schedule. In addition, selected days at the Aquatics and Recreation Center will be visited during the school year.
- D. Complaints regarding enforcement of the Standards of Care will be directed to the Site Director. The Site Director will be responsible to take the necessary steps to resolve the problems. The Site Director will record complaints regarding enforcement of the Standards of Care and their resolution. The Recreation Coordinator will address serious complaints regarding enforcement of the Standards of Care and the complaint and resolution will be noted.
- E. The Parks & Recreation Department's Director will make an annual report to the City Council on the overall status of the Youth Program and its operation relative to compliance with the adopted Standards of Care.

### **Enrollment**

- A. Before a child can be enrolled a parent must sign registration forms that contain the child's:
  - (1) name, address, home telephone number;
  - (2) name and address of parents and telephone number during Program hours;
  - (3) the names and telephone numbers of people to whom the child can be released or names of those who may not pick them up;
  - (4) a statement of the child's special problems or needs;
  - (5) emergency medical authorization;
  - (6) proof of residency when appropriate; and
  - (7) a liability, transportation, photo and movie waiver

## **Suspected Abuse**

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code.

## **STAFFING - RESPONSIBILITIES AND TRAINING**

### **Site Director Qualifications**

- A. Site Director will be Seasonal/Temporary professional employees of the City of Coppell Parks & Recreation Department and will be required to have all Recreation Site Director qualifications as outlined in this document.
- B. Site Director must be at least 21 years old
- C. Site Director must have a bachelor's degree from an accredited college or university. Acceptable degrees include:
  - (1) Recreation Administration or General Recreation
  - (2) Physical Education, Secondary or Elementary Education
  - (3) Any other comparable degree plan that would lend itself to working in a public recreation environment
- D. Site Director must have two years experience planning and implementing recreational activities.
- E. Site Director must pass a background investigation including testing for illegal substances.
- F. Site Director must have successfully completed a course in First Aid and Cardio-Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards.
- G. Site Director must be able to furnish proof of a clear tuberculosis test within 12 months prior to their employment date.

### **Site Director's Responsibilities**

- A. Site Directors are responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Recreation Coordinator and Site Directors are responsible to recommend for hire, supervise, and evaluate Counselors. Camp management shall ascertain and have on record information, such as a letter of reference, attesting to the character and integrity of each staff member, and information, such as training certificates, attesting to the ability of each staff member to perform the tasks required in his or her position.

- C. Site Directors are responsible for planning, implementing, and evaluating programs.
- D. Site Directors will be considered Camp Health Officers. Duties will consist of, but not limited to: dispensing of medication and first aid, records management of incidences, emergencies, and camper's health files.

### **Counselor Qualifications**

- A. Counselors will be Seasonal/Temporary employees of the Parks & Recreation Department.
- B. Counselors working with children must be age 17 or older and have completed high school; however, each site will have at least one employee 18 years old or older present at all times.
- C. Counselors should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Counselors must relate to children with courtesy, respect, tolerance, and patience.
- E. Counselors must have successfully completed a course in First Aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site and that person shall successfully complete a First Aid and CPR course within two weeks of starting work.
- F. Each Counselor must be able to furnish proof of a clear tuberculosis test within the 12 months prior to their employment date.
- G. Counselors must pass a background investigation including testing for illegal substances.

### **Counselor Responsibilities**

- A. Counselors will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- B. Counselors will be responsible to know and follow all City, Departmental, and Program standards, policies and procedures that apply to Coppell Parks and Recreation Youth Programs.
- C. Counselors must ensure that participants are released only to an authorized parent or an authorized 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 Counselor.

### **Training/Orientation**

- A. The Department is responsible for providing training and orientation to Program employees in working with children and for specific job responsibilities. Recreation Coordinator will provide each Counselor and Site Director with a Program Manual specific to the Youth Program.

- B. Program employees must be familiar with the Standards of Care for Youth Program operation as adopted by the City Council.
- C. Program employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies by the Recreation Coordinator and/or professionals in the field.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child psychology, and organization.
- F. Program employees will be required to sign an acknowledgement that they received the required training.

## **OPERATIONS**

### **Staff-Participant Ratio**

- A. In a Coppell Youth Program, the standard ratio of participants to Counselors shall not exceed 20 to 1. In the event a Counselor is unable to report to the Program site, a replacement will be assigned. The camp director shall not be included in the supervisor to camper ratio in camps serving over 50 campers at a time.
- B. 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 any special problems as identified by the participant's parent(s) during the registration process.

### **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 parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- 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.
- F. In instances where there is a danger to participants or staff, offending participants will be removed from the Program site as soon as possible.

## **Programming**

- A. Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
- B. Program employees will attempt to provide indoor and outdoor time periods that include:
  - (1) Alternating active and passive activities;
  - (2) Opportunity for individual and group activities, and
  - (3) Outdoor time each day weather permits.

## **Communication**

- A. The Program site will have a mobile phone to allow the site to be contacted by Parks & Recreation personnel or for making emergency calls.
- B. The Site Director will post the following telephone numbers adjacent to a mobile phone accessible to all Program employees at the site:
  - (1) Coppell Ambulance or Emergency Medical Services;
  - (2) Coppell Police Department;
  - (3) Coppell Fire Department;
  - (4) Coppell Independent School District campuses;
  - (5) Numbers at which parents may be reached;
  - (6) The telephone number for the site itself.

## **Transportation**

- A. Before a participant may be transported to and from city sponsored activities, a transportation form, completed by the parent of the participant, must be filed with the Site Director.
- B. First Aid supplies and a First Aid and emergency care guide will be available in all Program vehicles that transport children.
- C. All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.



## **FACILITY STANDARDS**

### **Safety**

- A. Program employees will inspect the Program site daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A daily inspection report will be completed by Program employees and kept on file by the Site Director.
- B. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program employees must have First Aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- F. Program porches and platforms more than 30 inches above the ground must be equipped with railing participants can reach.
- G. All swing seats at the Program site must be constructed of durable, lightweight, relatively pliable material.
- H. Program employees must have First Aid supplies readily available to staff in a designated location. Program employees must have an immediately accessible guide to First Aid and emergency care.
- I. Restrooms will be inspected on a frequent basis to insure that no undesirable activity is occurring. Manual logs will be included with inspection reports indicated above to show that staff checks restrooms.

### **Fire**

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- B. The Program site will have an annual fire inspection by the local Coppell Fire Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director of Parks & Recreation who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director of Parks & Recreation annual report to the Council.
- C. The Program site must have at least one fire extinguisher approved by the Fire Marshall readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Site Director, and a monthly report will be forwarded to the Recreation Manager who will keep the report on file for a minimum of two years. All Program employees will be trained in the proper use of fire extinguisher.
- D. Fire drills will be initiated at Program sites based on the following schedule:

- (1) Summer Recreation Program: A fire drill twice during the session.

## **Health**

### **A. Illness or Injury**

- (1) A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to the Program.
- (2) Illnesses and injuries will be handled in a manner to protect the 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 after a communicable disease.

### **B. Program employees will administer medication only if:**

- (1) Parent(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.
- (2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expiration date.
- (3) Nonprescription medications are to be labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will administer it only according to label direction.
- (4) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. The Program employees will administer no injections.
- (5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

### **C. Toilet Facilities**

- (1) The Program site will have inside toilets located and equipped so children can use them independently and Program staff can supervise as needed.

- (2) There must be one flush toilet each for every 15 females and 15 males. Urinals may be counted in the ratio of toilets for males, but they must not exceed 70% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories (sinks) will be provided.
- (4) Hand cleanser is required at all times.

D. Sanitation

- (1) The Program facilities must have adequate light, ventilation, and heat.
- (2) The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees must see that garbage is removed from buildings daily.

E. Water Safety

- (1) An adult waterfront director shall be in charge of all waterfront activities. While waterfront activities are in progress, the waterfront director or an adult certified lifeguard assistant shall be in the immediate vicinity of the campers, supervising the program.
- (2) All campers' swimming ability will be tested on their first fieldtrip to the pool. Children shall then be confined to the limits of swimming skills for which they have been classified.