



**CITY OF HUTTO
PARKS AND RECREATION DEPARTMENT**

The Standards of Care are intended to be minimum standards by which the City of Hutto Parks and Recreation Department will operate its Youth Programs. The programs operated by the City of Hutto Parks and Recreation Department are recreational in nature and are not licensed by the State of Texas as certified daycare programs.

GENERAL ADMINISTRATION

1. Definitions

- A. Administrator: City of Hutto Parks and Recreation Director or his or her designee.
- B. Camp Director or Camp Counselor: Any City of Hutto Parks and Recreation Department temporary employee who has been assigned responsibility to implement the City of Hutto Youth Programs.
- C. City: City of Hutto.
- D. City Council: City Council of the City of Hutto.
- E. Department: Parks and Recreation Department of the City of Hutto.
- F. Director: City of Hutto Parks and Recreation Director or department designee.
- G. Parent(s): A parent or guardian who has legal custody and authority to enroll a child in the City of Hutto Youth Programs.
- H. Participants: Youth whose parent has completed all required registration procedures and who has been determined to be eligible for the City of Hutto Youth Programs.
- I. Program Employees: Someone who has been employed by the City of Hutto and has been assigned responsibility for managing, administering, or implementing some portion of the City of Hutto Youth Programs.

- J. Program Manual: A notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Hutto's Youth Programs.
- K. Program Site: Any area or facility where the City of Hutto Youth Programs is held.
- L. Recreation Superintendent: City of Hutto Parks and Recreation Department full-time Programmer who has been assigned administrative responsibility for the City of Hutto Youth Programs.
- M. Youth: A person who is not less than five years of age and not more than twelve years of age.
- N. Youth Program(s) or Program: City of Hutto Youth Programs operated by the City of Hutto. Other programs may be subsequently designated by the City of Hutto. These programs are not child-care facilities.

2. Organization

- A. Implementation of the Youth Programs Standards of Care is the responsibility of the Department.
- B. Youth Programs ("Program") to which these Standards of Care apply are the programs currently operated by the City of Hutto. Other programs may be subsequently designated by the City of Hutto.
- C. Each of the Program Sites will have a current copy of the Standards of Care available for public and staff review.
- D. A current copy of the Standards of Care is available for view on the City of Hutto's website.
- E. Criminal background checks will be conducted on prospective Program Employees. If results of the criminal checks indicate that an applicant has been convicted for any of the following offenses, the applicant may 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 that would potentially put the City of Hutto or Participants of the Program at risk.
- F. In addition, a nationwide check of databases for the Sex Offender Registration Program will be conducted on prospective Program Employees. If the results of the

check indicate that an applicant is a registered sex offender, the applicant will not be considered for employment.

3. Objective of Youth Programs

- A. To provide Participants with the opportunity of recreational activities which may include sports, games, arts and crafts, education, dance, drama, special events, field trips, etc.
- B. To provide an encouraging atmosphere by emphasizing the positive development of physical skills, emotional development, and growth of self-confidence.
- C. To provide a safe environment by promoting good health and welfare for all Participants.
- D. To teach Participants how to spend leisure time wisely in an effort to meet their emotional, physical, and social needs.

4. Inspections/Monitoring/Enforcement

- A. The Recreation Superintendent will conduct an inspection in May of each year of each Program Site.
- B. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Superintendent. The Recreation Superintendent will be responsible for taking the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Recreation Superintendent and forwarded to the Director. The complaint and the resolution will be noted.
- C. The Director will provide an annual report to the City Council on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

5. Enrollment

Before a Participant may be enrolled, a Parent must complete registration forms that contain:

- a. Participant's name, address, and phone number;
- b. Parents' names, addresses, email addresses, and phone numbers during program hours;

- c. The name and telephone number of the person that can be reached in case of an emergency if the parent cannot be reached;
- d. Proof of residency when appropriate;
- e. A statement of the Participant's special needs;
- f. A list of medications the Youth is taking;
- g. A statement of the Participant's allergic reactions;
- h. Signed liability waiver and the release forms for Program;
- i. Acknowledgment that parent has been informed and understands that the Program is not licensed by the state;
- j. Signed acknowledgment of Youth Program code of conduct.

6. Suspected Abuse

- A. Program Employees shall report suspected child abuse to the Texas Department of Family and Protective Services, in accordance with the Texas Family Code, telephone number, 1-800-252-5400.
- B. Program Employees shall report suspected child abuse to the Director.
- C. Program Employees will receive information related to child abuse identification and prevention, and how to report suspected abuse.
- D. In a situation where a Program Employee is involved in an incident with a child that could be considered child abuse, the incident shall immediately be reported to the Director.

STAFFING – RESPONSIBILITIES AND TRAINING

7. Recreation Superintendent Qualifications

- A. Recreation Superintendent will be a full-time, professional employee of the Department.
- B. Must meet the minimum education/experience requirements for employment with the City of Hutto to plan and implement recreation activities.
- C. Must be able to pass a background investigation, including testing for illegal substances.

D. Must have current certification in First Aid, Cardio Pulmonary Resuscitation (CPR) Adult and Child, and Automated External Defibrillator (AED). These certifications must be from a nationally recognized certifying organization, i.e., American Heart Association or American Red Cross.

E. Must complete City of Hutto mandatory training.

8. Recreation Superintendent Job Functions

A. Superintendent is responsible for administering the Youth Program's daily operations in compliance with the Standards of Care.

B. Superintendent is responsible for hiring, supervising, and evaluating Camp Directors and Camp Counselors.

C. Superintendent is responsible for planning, implementing, and evaluating programs.

D. Superintendent maintains supplies, equipment, and all necessary documentation for the operation of the Youth Programs.

E. Superintendent must know and follow all Program Manual standards, policies, and procedures that apply to Youth Programs.

9. Camp Directors and/or Camp Counselors Qualifications

A. Camp Directors/Counselors will be temporary employees of the City of Hutto Parks and Recreation Department.

B. Camp Directors/Counselors should be able to consistently exhibit competency, good judgment, and self-control when working with children.

C. Camp Directors/Counselors must relate to children with courtesy, respect, tolerance, and patience.

D. Camp Directors/Counselors must pass a background investigation, including testing for illegal substances.

E. Must complete City of Hutto mandatory training.

10. Camp Directors/Counselors Job Functions

A. Camp Directors/Counselors will assist in leading activities that provide opportunities for involvement of all Participants on an equal basis.

- B. Camp Directors/Counselors must exhibit enthusiasm for the activity to impart a feeling of excitement to the Participants.
- C. Camp Directors/Counselors will promote a non-competitive, positive, image-enhancing environment for each Participant through the direction of fun, varied, and well-organized activities.
- D. Camp Directors/Counselors will be responsible for picking up the areas used by their group after each activity.
- E. Camp Directors/Counselors must be with Participants at all times while they are in the Youth Program.
- F. Camp Directors/Counselors ensure that Participants are released only to Parents or an adult designated by the Parents.
- G. Camp Directors/Counselors must know and follow all Program Manual standards, policies, and procedures that apply to Youth Programs.

11. Training/Orientation

- A. The Department is responsible for ensuring Program Employees have the necessary training to conduct the Youth Programs in accordance with the Standards of Care.
- B. Program Employees must be competent with the Standards of Care as adopted.
- C. Program Employees will be trained in appropriate procedures to handle emergencies.
- D. Program Employees will be trained and tested in areas including City, Departmental, Division, and Program policies and procedures; provision of recreation activities; safety issues; and organization.
- E. All Program Employees employed by the City will have First Aid, Cardio Pulmonary Resuscitation (CPR) Adult and Child, and Automated External Defibrillator (AED) certifications.

OPERATIONS

12. Staff-Participant Ratio

- A. The maximum Participant-to-employee ratio will be 15 to 1, based on the age of the Participants and average daily attendance.

13. Notification

- A. Parents must be notified immediately when Program Employees are aware of the following:
 - i. Participant is injured; or
 - ii. Participant has a sign or symptom requiring exclusion from the Program Site (i.e. communicable disease, fever, and/or illness).
- B. Parents must be notified immediately if there is an outbreak of any communicable disease.

14. Discipline

- A. Program Employees will follow and implement discipline and guidance in a consistent manner, based on the best interests of Participants.
- B. There will be no cruel or harsh punishment or treatment. Examples include, but are not limited to:
 - i. Using physical punishment or any action administered to the body such as, but not limited to rough handling or forcing child(ren) to assume an uncomfortable position.
 - ii. Restraining movement by tying, enclosing in a confined space, shaking, or using exercise as punishment.
 - iii. Being verbally or physically abusive, including, but not limited to, threats, belittling remarks, humiliation, embarrassment, or frightening a child.
 - iv. Giving any child the authority to punish another child.
 - v. Placing a child out of visual/hearing range, in the dark, or in an unventilated area.
 - vi. Punishing a child for a toileting accident.
 - vii. Taunting a child by mocking or any other form of jeering.
- C. Program Employees may use brief, supervised separation from the activity if necessary.
- D. As necessary, Program Employees will initiate discipline reports to the parents of Participants. Parents will be asked to sign discipline reports to indicate they have been advised about a specific problem or incident. A sufficient number and/or

severe nature of discipline report(s), may result in a Participant being suspended from the Youth Program.

- E. Participants will be removed from the Program Site as soon as possible in instances of danger to other Participants or Program Employees.
- F. Participants creating a nuisance, causing a disturbance, or creating an unsafe environment at any Program Site will be subject to ejection and possible arrest and legal action.

15. Programming

- A. Program Employees will provide activities for each group based on ages, interests, and abilities.
- B. Activities will be appropriate to Participant's health, safety, and well-being.
- C. Activities will be flexible and promote emotional, social, and mental growth.

16. Communication

- A. Each remote Program Site will have a cell phone available to allow the Program Site to be contacted by Parents or for making emergency telephone calls.
- B. The Program Site will post the following telephone numbers visible to all Program Employees:
 - i. City ambulance or emergency medical services.
 - ii. City Police Department.
 - iii. Hutto Fire Department.
 - iv. Department Offices.
 - v. Numbers at which Parents'/Guardians' may be reached.
 - vi. Poison control.
 - vii. The telephone number for the Program Site itself.

17. Transportation

- A. Program Employees will be attentive and considerate of the Participants' safety during any transportation provided by the Youth Program.

- B. During field trips, Program Employees will have authorization for emergency medical care and emergency contact information for each Participant.
- C. Program Employees will have a written list of the Participants in the group and will check the roll frequently, specifically before departure to and from the destination.
- D. First aid supplies and first aid and emergency guide will be available in all Youth Program vehicles that transport Participants.
- E. Seatbelts will be worn if provided.
- F. Participants will be oriented to the expected behavior and safety rules.

FACILITY STANDARDS

18. Safety

- A. Program Employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the Participants.
- B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health and safety of the Participants.
- C. Program Site equipment and supplies will be safe for the Participants to use.
- D. Program Employees will have first aid supplies available at each Program Site in a designated location, during transportation, and for the duration of any off-site activity.

19. Fire

- A. In case of fire, the danger of fire, explosion, or other emergencies, Program Employees first priority is to evacuate the Participants to a designated safe area.
- B. The Program Site will have an annual fire inspection.
- C. Each Program Site must have at least one (1) fire extinguisher.

20. Health Illness or Injuries

- A. Illness or Injuries will be handled in a manner to protect the health and safety of all Participants and Program Employees. Emergency responders will be notified in the event of an injury that cannot be remedied through basic first aid. An accident report shall be completed and forwarded to the Recreation Superintendent.
- B. Participants having a fever of 100 degrees or more will not be allowed back into the Program for a minimum of 24 hours. Participants will not be allowed to attend if they are suspected of having a temperature and/or accompanied by behavior changes or other signs or symptoms until a medical evaluation indicates that the Participant can return to the Youth Program.
- C. A Participant who is considered to be a health or safety concern to others will not be admitted to the Youth Program.
- D. Program Employees will follow plans to provide emergency care for injured or for Participants with symptoms of an acute illness.
- E. Program Employees will follow the recommendation of the Texas Department of State Health Services concerning the admission or readmission of any participant after a communicable disease.
- F. Should Program Employees suspect that a Participant may have a communicable disease (pink eye, lice, ringworm, strep throat, etc.), the Parent will be asked to pick up the child immediately. A doctor's note may be required before the Participant may return to the Program.

21. Medications

- A. Medications are considered to be any pills, liquids, inhalers, sprays, eye drops, ear drops, cough drops, or topically applied creams or ointments that are expected to relieve symptoms.
- B. Only medications that cannot be given at home will be given during program hours.
- C. Written permission from a parent is required for a participant to carry and self-administer medications. Program Employees may require renewal of the written permission at any time. Only insulin, asthma reliever inhalers, or emergency epinephrine, will be allowed as self-carry medications. All other medications must be turned in and administered by the Department.
- D. Only a one-day supply of medication will be accepted each day.
- E. Intramuscular injections (IM) will only be administered by the Department in life-threatening situations per physician emergency action plans. Injections, intravenous (IV) medications, rectal medications, and medications that require

special knowledge, skills or training to administer will not be administered by Department staff. Should these be necessary, a parent must contact the Department at least 21 days prior to the start of the program so arrangements for proper medication administration can be made.

- F. Prescription and over-the-counter medication must be in the original labeled pharmacy container and will be administered in compliance with the prescription instructions printed on the label.
- G. Expired medications will not be administered.

22. Toilet Facilities

- A. The Program Site will have inside toilets located and equipped so children can use them independently and Program Employees can supervise as needed.
- B. There must be at least one flush toilet for every thirty (30) children. Urinals may be counted in the ratio of toilets to children but must not exceed fifty percent (50%) of the total number of toilets.
- C. An appropriate and adequate number of lavatories will be provided.

23. Sanitation

- A. The Program Site must have adequate light, ventilation, and heat.
- B. The Program Site must have an adequate supply of water, meeting the standards of the Texas Department of State Health Services for drinking water, and ensure that it will be supplied to the Participants in a safe and sanitary manner.
- C. Garbage will be removed from Program Sites daily.

24. Participants

- A. Every reasonable accommodation will be made to address special needs Participants.
- B. All Participants must wear tennis shoes daily, unless the Youth is in the swimming pool or participating in an activity that requires no shoes to be worn.
- C. Youth must respect the Program Employees, Program Site, and each other.