

**CITY OF MANSFIELD YOUTH PROGRAM - KIDS ZONE
2012 STANDARDS OF CARE**

The following Standards of Care have been adopted by the City Council of the City of Mansfield, Texas in order to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Mansfield Parks and Recreation Department will operate the City's Youth Kids Zone Programs. **The programs operated by the City are recreational in nature and are not day care programs.**

GENERAL ADMINISTRATION

1. Organization
 - A. The governing body of the City of Mansfield Youth Programs is the Mansfield City Council.
 - B. Implementation of the Youth Programs Standards of Care is the responsibility of the Recreation Department Supervisor and Departmental employees.
 - C. Youth Programs ("Program") to which these Standards of Care will apply is the Kids Zone Program.
 - D. Each Youth Program site will have available for public and staff review a current copy of the Standards of Care.
 - E. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
 - F. Criminal background checks will be conducted on prospective Youth Program employees. If results of that 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 Mansfield at risk.

2. Definitions

- A. City: City of Mansfield
- B. City Council: City Council of the City of Mansfield
- C. Department: Parks and Recreation Department of the City of Mansfield
- D. Youth Programs or Program: City of Mansfield Youth Programs consisting of the Kids Zone Program
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to Mansfield Youth Programs
- F. Supervisor: City of Mansfield Recreation Department Supervisor or his or her designee
- G. Recreation Coordinator: City of Mansfield Parks and Recreation Department full-time Programmer who has been assigned administrative responsibility for a Mansfield Youth Program
- H. Kids Zone Specialist: City of Mansfield Parks and Recreation Department part-time employee who has been assigned responsibility to implement the City's Youth Program
- I. Program Site: Area and facilities where Mansfield Parks and Recreation Youth Programs are held
- J. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Mansfield Youth Program
- K. Parent(s)/guardian(s): This term will be used to represent one or both parent or adults who have legal custody and authority to enroll their child(ren) in Mansfield Youth Programs
- L. Program Employee(s): Term used to describe people who have been hired to work for the City of Mansfield and have been assigned responsibility for managing, administering, or implementing some portions of the Mansfield Youth Programs

3. Inspections/Monitoring/Enforcement

- A. A monthly inspection report will be initiated by the Recreation Coordinator to confirm that the Standards of Care are being adhered to.
 - (1) Inspection reports will be sent to the Activities Center Supervisor for review and kept on record for at least two years.
 - (2) The Activities Center Supervisor will review the report and establish deadlines and criteria for compliance with the Standards of Care.

- B. The Activities Center Supervisor will make visual inspections of the Program based on the following schedule:
 - (1) The Summer Kids Zone Program will be inspected twice during its summer schedule.
 - (2) The Holiday Kids Zone Program will be inspected once during the winter break and once during the spring break.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Coordinator. The Recreation Coordinator will be responsible to take the necessary steps to resolve the problems. The Recreation Coordinator will record complaints regarding enforcement of the Standards of Care and their resolution. The Activities Center Supervisor will address serious complaints regarding enforcement of the Standards of Care, and the complaint and its resolution will be noted.
- D. The Recreation Coordinator will make an annual report to the City Council or the Mansfield Park Facilities Development Corporation on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

4. Enrollment

- A. Before a child can be enrolled, a parent(s)/guardian(s) must sign registration forms that contain the child's:
 - (1) name, address, home telephone number;
 - (2) name and address of parent(s)/guardian(s) and telephone number during Program hours;
 - (3) the names and telephone numbers of people to whom the child may be released;
 - (4) a statement of the child's special physical, emotional or medical needs;
 - (5) emergency medical authorization;
 - (6) proof of residency when appropriate; and
 - (7) a liability waiver.

5. Suspected Abuse

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where a City employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Activities Center

Supervisor. The Activities Center Supervisor will immediately notify the Police Department and any other agency as may be appropriate.

Texas state law requires the staff of these youth programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

STAFFING - RESPONSIBILITIES AND TRAINING

6. Recreation Coordinator Qualifications

- A. The Recreation Coordinator will be full-time, professional employee of the Mansfield Parks and Recreation Department and will be required to have all Program Employee qualifications as outlined in Section 8 of this document.
- B. The Recreation Coordinator must be at least 21 years old.
- C. The Recreation Coordinator must have a bachelor's degree from an accredited college or university. Acceptable degrees include:
 - (1) Recreation Administration or General Recreation
 - (2) Physical Education
 - (3) Any other comparable degree plan that would lend itself to working in a public recreation environment
- D. The Recreation Coordinator must have two years experience planning and implementing recreational activities.
- E. The Recreation Coordinator must pass a background investigation including testing for illegal substances.
- F. The Recreation Coordinator must have successfully completed a course in first aid, Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) based on either American Heart Association or American Red Cross standards.

7. Recreation Coordinator's Responsibilities

- A. The Recreation Coordinator is responsible for administering the Programs' daily operations in compliance with the adopted Standards of Care.
- B. The Recreation Coordinator is responsible for recommending for hiring, supervising, and evaluating Program Employees.

- C. The Recreation Coordinator is responsible for planning, implementing, and evaluating programs.

8. Program Employee Qualifications

- A. Program employees will be part-time or temporary employees of the Parks and Recreation Department.
- B. Program employees working with children must be age 16 or older; however, each site will have at least one employee 18 years old or older present at all times 18 years or older.
- C. Program employees should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Program employees must relate to children with courtesy, respect, tolerance, and patience.
- E. Program employees must have successfully completed a course in first aid and CPR/AED 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/AED course within four weeks of starting work.
- F. Program employees must pass a background investigation including testing for illegal substances.

9. Program Employees' Responsibilities

- A. Program Employees will be responsible for providing participants with an environment in which they may feel safe, may enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- B. Program Employees will be responsible for knowing and following all City, Departmental, and Program standards, policies and procedures that apply to Mansfield Youth Programs.
- C. Program Employees must ensure that participants are released only to a parent or an adult designated by the parent(s)/guardian(s). 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 Program Employee.

10. Training/Orientation

- A. The Department is responsible for providing training and orientation to Program

employees in working with children and for specific job responsibilities. The Recreation Coordinator will provide the Kids Zone Specialist with a Program Manual specific to each 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.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, and organization.
- F. Program employees will be required to sign an acknowledgement that they received the required training.

OPERATIONS

11. Staff-Participant Ratio

- A. In a Mansfield Youth Program, the standard ratio of participants to staff will be 12 to 1. In the event a staff member is unable to report to the Program site, a replacement will be assigned.
- 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 or needs as identified by the participant's parent(s)/guardian(s) during the registration process.

12. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There will be no cruel, harsh or corporal 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)/guardian(s) of participants. Parent(s)/guardian(s) 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 immediately.

13. 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 that indoor and outdoor time periods include:
 - (1) alternating active and passive activities;
 - (2) opportunity for individual and group activities, and
 - (3) outdoor time each day, weather permitting.
- C. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
 - (1) During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees must have a written list of the participants in the group and must check the roll frequently.
 - (3) Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

14. Communication

- A. Each Program site will have access to a telephone for use in contacting the Mansfield Activities Center or making emergency calls.
- B. The Recreation Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees:
 - (1) Mansfield ambulance or emergency medical services;
 - (2) Mansfield Police Department;
 - (3) Mansfield Fire Department;
 - (4) Mansfield Activities Center;
 - (5) Numbers at which parent(s)/guardian(s) may be reached.

15. Transportation

- A. Before a participant may be transported to and from city-sponsored activities, a medical form and waiver, completed by the parent of the participant, must be filed with the Recreation Coordinator.
- B. Before a program employee can drive a 15-passenger van that is transporting children, they must:
 - (1) be at least 21 years of age with a valid Texas driver's license;
 - (2) successfully pass a background check and drug test every 2 years;
 - (3) complete an online 15- passenger van safety training and online defensive driving course;
 - (4) complete one (1) hour of supervised driving time with a supervisor;
 - (5) read the Mansfield Parks & Recreation Transportation Guide;
 - (6) complete department required training.
- C. First aid supplies, a first aid and emergency care guide, and a working cell phone will be available in all Program vehicles that transport children.
- D. 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

16. 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. A daily inspection report will be completed by Program employees and kept on file by the Recreation Coordinator.
- 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 railings participants can reach.
- G. All swing seats at Program sites 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.

17. 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 Fire Department personnel, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Activities Center Supervisor who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Recreation Coordinator's annual report to the Council and or Mansfield Park Facilities Development Corporation.
- C. Each Program site must have at least one fire extinguisher approved by the Fire Marshal readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Recreation Coordinator, and a monthly report will be forwarded to the Activities Center Supervisor 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 extinguishers.
- D. Fire drills will be initiated at Program sites based on the following schedule:
 - (1) Kids Zone Program: A fire drill twice during the session.

18. 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 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. No injections will be administered by the Program employees.
- (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 for every 30 children. Urinals may be counted in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories will be provided.

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.

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