



2018
Youth Programs
Standards of Care

Program Sites

Achziger Elementary School

972.290.4198
3300 Ridge Ranch Road
Mesquite, TX 75181

Camp Rorie Galloway (summer only)

972.204.8706
3100 Lawson Road
Mesquite, TX 75150

Dunford Recreation Center

972.204.4969
1015 Green Canyon
Mesquite, TX 75150

Evans Recreation Center (summer only)

972.204.4974
1116 Hillcrest
Mesquite, TX 75149

Florence Recreation Center

972.204.4957
2501 Whitson Way
Mesquite, TX 75150

Goodbar Recreation Center

972.329.8730
3000 Concord
Mesquite, TX 75150

Rutherford Recreation Center

972.204.4962
900 Rutherford Drive
Mesquite, TX 75149

Shaw Gymnasium and Activity Center

972.288.6293
707 Purple Sage
Mesquite, TX 75149

Thompson Gymnasium and Activity Center

972.882.7200
2525 Helen Lane
Mesquite, TX 75181

For questions or concerns please call:

Parks & Recreation Administration Office
972-216-6260

RASP/Camp Supervisor – Angie Johnson
972-329-8706

Recreation Manager – Nikki Sassenus
972-216-6411

PURPOSE

The following basic childcare regulations are the minimum Standards of Care by which the City of Mesquite Parks and Recreation Department will operate youth programs. The programs operated by the City are recreational in nature and are not day care programs. Therefore, the City is exempt from the requirements of the Texas Human Resources Code and 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

Implementing the Youth Programs Standards of Care is the responsibility of the Parks and Recreation Department.

C. Application

These Standards of Care will apply to the following programs:

- All Recreation After School Programs (After-School Adventures) All summer camps including Camp-Rorie Galloway, BLAST, Sports and Teen Camp

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.

3. A current copy of the Standards of Care will be available for view on the City's website.

E. 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 and safe environment.

F. Non-Discrimination Policies

1. The City of Mesquite welcomes and encourages all individuals to participate in its after-school and summer camp programs regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, or disability.
2. In accordance with ADA standards, reasonable accommodations will be made to assist those that require special assistance. Requests for reasonable accommodations will be handled on an individual basis. Please contact the Recreation Manager to discuss. Due to the recreational nature of the programs, a level of independence of participants is necessary for the provision of the program activities. The following skills are generally considered fundamental to the nature of the program and essential eligibility requirements: independent eating, dressing, toileting, transferring and similar self-sufficiency skills.

G. Child Tax Credit

1. The City of Mesquite is not licensed by the state to provide childcare programs that qualify for the IRS Child Care Tax Credit. All Texas municipalities are eligible to be exempt from State day-care licensing provided a *Standards of Care Ordinance* is approved annually. In Mesquite, this ordinance is in place, and the after-school and summer camp programs offered by the City are defined or classified as “recreational programs” rather than “child-care” programs.

II. STAFFING

- A. All programs are supervised by trained staff and include the following specific job requirements:

1. Recreation Center Specialist

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 (After-School Adventures, Rorie Galloway Day Camp and Recreation Center Day Camps)

Essential Job Functions

1. Leaders direct and supervise activities in either: the After-School Adventures program, Recreation Center Summer Day Camps or Rorie Galloway Day Camp.
2. 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 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

1. Must have a high school diploma or GED.
2. Must be mature, responsible and able to complete duties using sound judgment.
3. Must be able to communicate well with the public and skilled at interacting with children.
4. Must be skilled in supervising children of varying age levels in a group setting.
5. Must have a valid Texas driver's license.
6. Must pass a departmental criminal background check and drug screening.
7. Must obtain First Aid and CPR certifications within 90 days of hire date.
8. 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 or program participants at risk.

C. Drug Screening

All prospective employees will be subject to a drug test prior to hiring. Random drug tests are also performed throughout the year.

D. Minimum Staff Ratios

Staff will maintain the following ratios when supervising children:

Ages 4-17: 1 staff member per 15 children

*Field Trips and Aquatic Activities - 1 staff member per 10 children

E. Training

The Parks and Recreation Department will provide the following training and orientation to all program leaders:

1. Properly providing youth recreation activities and games.
2. City of Mesquite's Standards of Care for Youth Programs.
3. Emergency management including First Aid and CPR.
4. City and department policies and procedures.

III. FACILITY STANDARDS

A. Safety Measures

1. Emergency evacuation and relocation plans will be posted at each facility.
2. Each site will have a 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.

B. Inspections

1. Employees will conduct daily inspections of sites, equipment and supplies for any sanitation or safety concerns. All issues will be passed on to the site supervisor and a report will be completed and kept on file.

C. Health and Sanitation

1. All indoor sites will have at least one toilet for every 30 children located and equipped where children can use them independently, and staff can supervise as needed.

2. 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 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 needed.

C. Additional Staff Responsibilities

1. Monitor the sign in/out log at all times.
2. Spend 100% of their time actively engaged with participants and/or parents.
3. 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 within 24 hours if they are not resolved on site.
4. Prior to beginning work each day all staff will check in the appointed location for any messages, instructions or information.

V. OPERATIONAL PROCEDURES

- A. Emergency phone numbers for all Parks and Recreation staff, fire, police, ambulance services, recreation centers and all supervisors is kept at the front desk of every facility. A list of Parks and Recreation Department staff office numbers is also available.
- B. A program manual is given to every staff member. The manual will include the following:
 1. Discipline Policy
 2. Rules and Regulations
 3. Forms
 4. Standards
 5. Game and activity leadership
 6. Suggestions for interacting with children

- C. Sign in/out sheets will be used every day. Only the authorized people 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. Anyone who is picking up a child may be asked to show picture I.D. Children will not be released if we cannot verify authorization.
- D. Parents will be notified ahead of time regarding planned field trips and provided the required release forms. Children will not be able to participate if the proper forms are not turned in prior to the trip.
- E. 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 emergency contact information
 - Parents' names, address and phone number(s)
 - 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
 - Signed discipline policy

F. Discipline

1. For the safety of and in fairness to all participants in the programs, all children are expected to respect themselves, each other, the staff and the program's facilities. Any form of lewd behavior, bullying, aggression, violence, disrespect or foul language will not be tolerated.
2. Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.
3. There shall be no harsh, cruel or unusual treatment. Under no circumstance shall staff engage in physical punishment, withhold food, or bathroom access.
4. The following Discipline Policy and Consequences will apply to all after-school and summer camp programs.

- **Discipline Policy and Consequences**

1st offense - On spot counseling and time-out from activities.

2nd offense - Talk with site supervisor and parents.

3rd offense - Suspend from program for 1 to 3 days, depending on severity of the incident and circumstances.

4th offense - Suspension for up to 1 week from program activities and from the City of Mesquite Recreation Centers, depending on the severity of the incident and circumstances.

5th offense - Removal from the program and from the City of Mesquite Recreation Centers.

- All disciplinary actions and suspensions depend on the severity of the incident and circumstances. The city reserves the right to dismiss the participant from the program without warning when it is determined that a participant's unsafe behavior places other children, himself/herself, or staff in danger. Staff will contact law enforcement officers if determined to be necessary.

When a participant is suspended from a particular site, he or she is also suspended from all City of Mesquite Recreation Centers. Parents will not be refunded for the time their child(ren) is suspended from the program, regardless of the term of the suspension(s).

G. Illness or Injury

1. Illness and injuries will be handled in a manner to protect the health of all participants and employees. 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 found to have a fever of at least 100° and/or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the activities. Children must be fever free without medicine for at least 24 hours before returning to the program.
4. When an injury occurs, an incident/accident report shall be filled out immediately after the incident occurs. Parents will be contacted when staff deems appropriate based on the severity of the injury but will be notified of all injuries upon pickup.
5. Staff shall notify parents or authorized persons when there is an outbreak of a communicable disease in the facility.

H. 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.

J. Reporting Abuse/ Neglect

Recreation Staff are mandated by law to report suspected child abuse or neglect to the proper authorities and to cooperate with authorities in investigating any suspected abuse or neglect.

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 schedule of activities will be made available to parents each week.
- C. Programs will include indoor and outdoor activities as weather permits. Staff will monitor weather conditions and consider the guidelines followed by MISD when planning outdoor activities.

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

VII. GENERAL GUIDELINES FOR CHILDREN

A. Personal cell phone or electronic device use will not be allowed during program hours. If cell phones or electronic devices are brought to the program facility they must remain in the participant's bag. Should a child need to contact a parent or guardian during program hours, staff will assist with a call from the facility phone.

B. Children must respect the staff and each other.

C. Children must wear closed-toed shoes to participate in physical activities. Athletic type shoes are preferred.

D. Staff shall take time to listen to each child.

E. If the facility where the program is held provides access to the general public, children must be kept separate.

F. Staff must know where each and every child is AT ALL TIMES.

VIII. ADDITIONAL POLICIES AND INFORMATION

A. Pick- Up

1. Children must be signed-out each day from the program by a parent or guardian. Closing times will be strictly enforced. Parents will be given a 5-minute grace period after which late pick-up fees will begin to accrue at \$1.00 per minute/per family household. Late pick-up fees shall be paid by the end of the next program day.

2. If a child has not been picked up from the facility 30 minutes after the program has ended and the staff has made attempts to contact the child(ren) parents and their authorized persons on the emergency list, staff will call Mesquite Police and turn the child(ren) over to them.

B. Payment Policy

1. After-School Adventures:

- Full payment is due the first school day of each month.
- A \$5.00 late fee will be charged for each day payment is not received.
- If payment is not received by the start of the fifth day of the After-School Adventures program, parents will be contacted to pick up their children from the program immediately.
- Child(ren) will not be allowed to return until full payment including late fees have been paid.
- Repeat non-payment or late payment will result in removal from the program.

- Monthly program fees will not be prorated for days of non-attendance.

2. Summer Camp Programs:

- Full payment is due at the time of registration.
- Registration/payment not received by the Thursday before each week of attendance will be subject to a \$10 late fee.
- Weekly camp fees will not be prorated or refunded for non-attendance.

IX. 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 Recreation Specialist over the program 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. 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 Manager of Recreation Services. The resolution to the complaint will be reported and kept on file.
- D. If there are any concerns about inappropriate behavior towards a child or the conduct of staff, the Manager of Recreation Services should be notified immediately.