

DEER PARK AFTER SCHOOL PROGRAM

STANDARDS OF CARE

The following Standards of Care have been adopted by the City Council of the City of Deer Park, Texas to comply with Senate Bill 212 as approved by the Texas Legislature during the 74 legislative session. The Standards of Care are intended to be minimum standards by which the City of Deer Park Parks and Recreation Department will operate the City's After School Program. The program operated by the City are recreation in nature and are not day care programs.

General Administration

1. Organization

- A. The governing body of the City of Deer Park After School Program is the Deer Park City Council.
- B. Implementation of the After School Program Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Each After School Program site will have available for public and staff review a current copy of the Standards of Care.
- D. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
- E. Criminal background checks will be conducted on prospective After School 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 the City of Deer Park at risk.

2. Inspections/Monitoring/Enforcement

- A. A monthly inspection report will be initiated by the Coordinator of the Program to confirm the Standards of Care are being adhered to.
 - (1) Inspection reports will be sent to the Director for review and kept on record for at least two years.
 - (2) The Director will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. The Recreation Supervisor will make visual inspections of the Program based on the following schedule.
 - (1) Each After School Program site will be inspected bimonthly.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Coordinator. The Coordinator will be responsible to take the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Coordinator. Serious complaints regarding enforcement of the Standards of Care will be addressed by the Director and the complaint and the resolution will be noted.

3. Enrollment

- A. Before a child can be enrolled, the parents must sign registration forms that contain the child's:
 - (1) name, address, home telephone number;
 - (2) name and address of parents and telephone during program hours;
 - (3) the names and telephone numbers of people to whom the child can be released;
 - (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 waiver.

4. Suspected Abuse

Program employees will report suspected child abuse in accordance with the Texas Family Code. *In a 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 Recreation Supervisor. The Supervisor will immediately notify the Police Department and any other agency as may be appropriate.*

Staffing - Responsibilities and Training

5. After School Program Coordinator Qualifications

- A. Coordinators will be full-time, professional employees of the Deer Park Parks and Recreation Department and will be required to have all Program Leader qualifications as outlined in Section of this document.
- B. Coordinators must be at least 21 years old.
- C. Coordinators must have at least an Associate'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. Coordinators must have two years experience planning and implementing recreation activities.
- E. Coordinators must be able to pass a background investigation including testing for illegal substances.
- F. Coordinators 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. Coordinators must be able to furnish proof of a clear tuberculosis test within 12 months prior to their employment date.

6. Coordinator's Responsibilities

- A. Coordinators are responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible to recommend for hire, supervise, and evaluate Leaders.
- C. Coordinators are responsible to plan, implement, and evaluate programs.

7. After School Program Leader Qualifications

- A. Leaders will be part-time or temporary employees of the Parks and Recreation Department.

- B. Staff 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.
 - C. Leaders should be able to consistently exhibit competency, good judgement, and self-control when working with children.
 - D. Staff must relate to children with courtesy, respect, tolerance, and patience.
 - E. Leaders 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 four weeks of starting work.
 - F. Each Leader applicant must be able to furnish proof of a clear tuberculosis test within the 12 months prior to their employment date.
 - G. Leader must pass a background investigation including testing for illegal substances.
8. **Leader Responsibilities**
- A. Leaders 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. Leaders will be responsible to know and follow all City, Departmental, and Program standards, policies, and procedures that apply to the Deer Park After School Program.
 - C. Leaders must ensure that participants are released only to a parent or an 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 Leader.
9. **Training / Orientation**
- A. The Department is responsible to provide training and orientation to Program employees in working with children and for specific job responsibilities. Coordinators will provide each Leader with a Program manual specific to each Youth Program.
 - B. Leaders must be familiar with the Standards of Care for After School 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; child psychology; and organization.
- F. Program employees will be required to sign an acknowledgment that they received the required training.

Operations

10. Staff-Participant Ratio

- A. In the Deer Park After School Program, the standard ratio of participants to Leaders is 20 to 1. In the event a Leader is unable to report to the Program site, a replacement will be assigned.
- B. Each participant should have a Program employee who is responsible for him or her and who is aware of details of the participant's habits, interests, and any special problems as identified by the participant's parent during the registration process.

11. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interest 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 participant discipline reports to indicate they have been advised about a specific problem 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 as soon as possible.

12. 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 to include:
 - (1) alternating active and passive activities.
 - (2) opportunity for individual and group activities, and
 - (3) outdoor time each day weather permits.
- 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.

13. Communication

- A. Each Program site will have a telephone to allow the site to be contacted by Recreation Center personnel, for use in contacting the Recreation Center or making emergency calls.
- B. The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site.
 - (1) Deer Park ambulance or emergency medical services.
 - (2) Deer Park Police Department.
 - (3) Deer Park Fire Department.
 - (4) The Deer Park Community Center.

- (5) Numbers at which parents may be reached.
- (6) The telephone number for the site itself.
- (7) All necessary Departmental Supervisor's telephone and pager numbers.

14. Transportation

- A. Before a participant may be transported to and from City sponsored activities, a transportation form, completed by a parent of the participant, must be filed with the Coordinator.
- B. First aid supplies and a first aide 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 which must be accessible to the adult occupants.

Facility Standards

15. Safety

- A. Program employees will inspect After School 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 the Program staff and kept on file by the Program 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 participant's use.
- D. Program employees must have first aid supplies available at each site, during transportation, 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 aide supplies readily available to staff in a

designated location. Program employees must have an immediately accessible guide to first aid and emergency care.

16. 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 Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance.
- C. Each 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 Program Coordinator, and a monthly report will be forwarded to the Coordinator's supervisor who will keep the report on file for a minimum of two years. All After School Program staff members 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) After School Program: A fire drill once every three months (Program employees will confer with school staff to ensure that City and school procedures do not conflict.)

17. Health

- A. Illness or Injury
 - (1) A participant who is considered to be a health or safety concern to other participants or staff 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 or for 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) must complete and sign a medication form that provides

authorization for staff to dispense medication with details as to times 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 staff members will administer the medication only as stated on the label. Program staff will not administered 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. The Program staff will administer it only according to label direction.
- (4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of the 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 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 the buildings daily.