

City of Borger Recreation Division

Standards of Care for Youth Programs



2019

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Definitions

City – City of Borger.

City Council – City Council of the City of Borger.

Department – Public Works Department of the City of Borger.

Director – City of Borger Director of Public Works or designee.

Division – Recreation Division of the City of Borger

Employee – Someone who has been employed by the City of Borger and has been assigned responsibility for managing, administering or implementing some portion of the City of Borger Youth Program.

Parent(s) – A parent or guardian who has legal custody and authority to enroll a child in the City of Borger Youth Program(s).

Participant – A youth whose parent has completed all required registration procedures and who has been determined to be eligible for the City of Borger Youth Program(s).

Program Manual – A document containing the policies, procedures, required forms and organizational and programming information relevant to a City of Borger Youth Program.

Program Site – Any area or facility where a City of Borger Youth Program is held.

Recreation Coordinator – The City of Borger Recreation Division full-time employee who has been assigned administrative responsibility for the City of Borger Youth Program(s).

Recreation Supervisor – Any City of Borger Recreation Division full-time employee who has been given responsibility to implement City of Borger Youth Program(s).

Recreation Aide – Any City of Borger Recreation Division temporary employee who has been assigned responsibility to implement City of Borger Youth Program(s).

Youth Program(s) – City of Borger Youth Program(s) held at the City’s Johnson Park Youth Center, any City park, or designated school sites currently operated or used, with agreement, by the City of Borger. These programs are not child-care facilities.

Organization

1. The governing body of the City of Borger Youth Program is the Borger City Council.
2. Implementation of the Youth Program Standard of Care is the responsibility of the Recreation Coordinator and division employees.
3. Youth Programs to which these standards apply include any program, including the Summer Park Recreation Program, held at the Johnson Park Youth Center, any City park, and designated school sites operated by the City of Borger. Other programs may be subsequently designated by the City of Borger.
4. Each City of Borger Youth Program site will have a current copy of the Standards of Care available for public and staff review.
5. Parents of participants will be provided a current copy of the Standards of Care during the registration process or the Standards of Care can be accessed on the City of Borger website at www.borgertx.gov. Parents of participants will be informed that the City of Borger Youth Program(s) are not licensed by the State.
6. Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal checks indicate that an applicant has been arrested for any of the following offenses, he or she may not be considered for employment:
 - A felony or misdemeanor classified as an offense against a person.
 - A felony or misdemeanor classified as public indecency.
 - A felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance or any violation of City Policy.
 - Any offense involving moral turpitude.
 - Any offense that would potentially put the City of Borger or participants of the Program at risk.

Objectives of Youth Programs

- To provide youth with the opportunity of recreational activities which may include sports, games, arts and crafts, education, dance, drama, special events, field trips, etc.

- To provide an encouraging and supportive atmosphere by emphasizing the positive development of physical skills, emotional development and growth of self-confidence.
- To provide a safe environment by promoting good health and welfare for all participants.
- To teach youth how to spend leisure time wisely in an effort to meet the emotional physical and social needs of youth.

Inspections/Monitoring/Enforcement

1. An annual facility inspection report will be initiated by the Recreation Coordinator to confirm adherence to the Standards of Care. This report will be submitted in March.
 - Inspection reports will be sent to the Director for review and kept on record for at least two years.
 - The Director will review the report and establish deadlines and criteria for compliance with the Standard of Care.
2. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Coordinator. The Recreation Coordinator 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 Coordinator and forwarded to the Director, the complaint and resolution will be noted.
3. The Recreation Coordinator will provide an annual report to the City Council on the overall status of the Youth Program(s) and their operation relative to compliance with adopted Standards of Care.

Enrollment

1. Before a child may be enrolled, a parent/guardian must sign registration forms that contain:
 - Name, address and telephone number of the child;
 - Name and address of parents/guardian and telephone numbers during program hours;

- The names and telephone numbers of people to whom the child may be released;
- A statement of the child's special needs;
- Proof of residency and age, when appropriate; and,
- A liability waiver which also includes permission for field trips and emergency medical authorization.

Suspected Abuse

1. Program employees will report suspected child abuse in accordance with the Texas Family Code. In a situation where an employee is involved in an incident with a child that could be considered child abuse, the incident shall immediately be reported to the Recreation Supervisor. The Recreation Supervisor will immediately notify the Police Department and any other agency, as may be appropriate.

Staff Qualifications, Functions and Training

Recreation Coordinator

1. Qualifications

- Full-time, employee of the City of Borger Recreation Division.
- Must meet the minimum requirements for the City of Borger to plan and implement recreation activities.
- Must pass a background investigation, including testing for illegal substances.
- Must have current certifications in First-Aid and Cardiopulmonary Resuscitation (CPR) offered by the American Red Cross, NASCO and/or the American Heart Association.
- Must have current certifications as NASCO Lifeguard Instructor.
- Must communicate effectively with the public.
- Must complete any City of Borger mandatory training.

2. Job Functions

- Responsible for administering the Youth Program(s) daily operations in compliance with the adopted Standards of Care.
- Responsible for hiring, supervising and evaluation of recreation supervisors.
- Responsible for planning, implementing and evaluation of programs.

- Maintains supplies, equipment and all necessary documentation for the operation of the Youth Program(s).
- Communicates with parent(s) as necessary.
- Provides reports as necessary to City Administration and/or City Council.
- Know and follows all City of Borger standards, policies, and procedures that apply to the Youth Program(s).
- Ensure that participants are released only to a Parent(s) or an adult designated by the parent(s).

Recreation Supervisor(s)

1. Qualifications

- Full-time or part-time employees of the City of Borger Recreation Division.
- Must be able to consistently exhibit competency, good judgement, and self-control when working with children.
- Must relate to children with courtesy, respect, tolerance, and patience.
- Must have current certifications in First-Aid, Cardiopulmonary Resuscitation (CPR) and Lifeguard by the American Red Cross, the American Heart Association and/or NASCO.
- Must pass a background investigation, including testing for illegal substances.
- Will be responsible for understanding and following all City of Borger standards, policies and procedures that apply to the City of Borger Youth Program(s).

2. Job Functions

- Provides participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- Directly lead activities using a method that will provide opportunities for involvement of all participants on an equal basis.
- Must exhibit enthusiasm for the activity to impart a feeling of excitement in the participants.
- Promote a non-competitive, positive, image-enhancing environment for each participant through the direction of fun, varied and well-organized activities.
- Must be with participants at all times while they are participating in the Program(s).
- Ensure participants are released only to a parent(s) or an adult designated by the parent(s).

Recreation Aide

1. Qualifications

- Temporary and/or part-time employees of the City of Borger Recreation Division.
- Should be able to consistently exhibit competency, good judgement and self-control when working with children.
- Must relate to children with courtesy, respect, tolerance, and patience.
- Must pass a background investigation, including testing for illegal substances.
- Must understand and following all City of Borger standards, policies and procedures that apply to the City of Borger Youth Program(s).

2. Job Functions

- Assists in leading activities using a method that will provide opportunities for involvement of all participants on an equal basis.
- Exhibits enthusiasm for the activity to impart a feeling of excitement in the participants.
- Promote a non-competitive, positive, image-enhancing environment for each participant through the direction of fun, varied and well-organized activities.
- Will be responsible for picking up the areas used by their group after each activity.
- Must be with participants at all times while they are participating in the Program(s).
- Ensures that participants are released only to a parent(s) or an adult designated by the parent(s).

Training and Orientation

1. The Division is responsible for providing training and orientation to the Program employees in working with children and for specific job responsibilities. The Recreation Coordinator will provide each recreation supervisor and recreation aide with appropriate training and orientation for the Program they are assigned to.
2. Program employees must be competent with the Standards of Care for Youth Program operation as adopted.
3. Program employees must be competent with the Program(s) policies, including discipline, guidance release of participants as outlined in the Summer Park Recreation Parent Manual and/or other related manuals for other programs.

4. Program employees will be trained in appropriate procedures to handle emergencies.
5. Program employees will be trained in areas including standards, policies, procedures, provision of recreation activities, safety issues, and organization.

Program Operations

Staff-Participant Ratio

1. The City of Borger Youth Program shall use a minimum staff ratio of 1 staff member per each 50 participants from ages 6 – 12.
2. 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 needs as identified by the participant's parents during the registration process.

Notification

1. Parents must be notified immediately when Program employees are aware of the following:
 - Participant is injured; or,
 - Participant has a sign or symptom requiring exclusion from the site (i.e. communicable disease, fever and/or illness).
2. All parents must be notified if there is an outbreak of any communicable disease.

Discipline

1. Program employees will implement discipline and guidance in a consistent manner, based on the best interests of Program participants.
2. There will be no cruel or harsh punishment or treatment.
3. Program employees may use brief, supervised separation from the activity if necessary.
4. As necessary, Program employees will initiate discipline reports to the parents of participants. Parents will be asked to sign participant discipline reports to indicate

they have been advised about a specific problem or incident. Copies of these reports will be kept on file with the Recreation Coordinator.

5. A sufficient number and/or severe nature of discipline reports as detailed in the Program manual may result in a participant being suspended and/or expelled from the program.
6. In instances where there is a danger to other participants or staff, offending participants will be removed from the Program site as soon as possible.
7. Any person(s) creating a nuisance, causing a disturbance, or creating an unsafe environment at any Program site will be subject to ejection from the site and possible arrest and legal action.

Programming

1. Program employees will provide activities for each group according to the participants' age, interests and abilities. The activities will be appropriate to participants health, safety and well-being. The activities also will be flexible and designed to promote the participants' emotional, social and mental growth.
2. Program employees will provide indoor and outdoor time periods to include:
 - Alternating active and passive activities;
 - Opportunity for individual and group activities; and
 - Outdoor time each day that weather permits.
3. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program. Participants must be counted before leaving the Program site and before boarding the transportation to return to the Program site.
 - During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - Program employees will check the roll of participants frequently.
 - Program employees should have First-Aid supplies and a guide to First-Aid and emergency care available on field trips.
 - Notice of any field trips will be displayed at a prominent location at each program site.

Communication

1. Each Program site will have access to a telephone for use in contacting the Youth Center, Recreation Coordinator or making emergency calls.
2. The Recreation Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
 - Ambulance or emergency medical services
 - City of Borger Police Department
 - City of Borger Fire Department
 - Poison Control
 - The telephone number for the site itself.
 - Numbers at which parents/guardian may be reached.

Transportation

1. First-Aid supplies and a First-Aid emergency care guide will be available in all Program vehicles that transport children.
2. All program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher located in the passenger compartment of the vehicle which will be accessible to the adult occupants.
3. Transportation cards with the names and telephone number of the participants' parents and physicians will be available in all Program vehicles that transport participants.

Facility Standards

Safety

- Program employees will inspect Program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A monthly inspection report will be completed by the Program staff and kept on file at the Youth Center.

- Buildings, grounds and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- Program equipment and supplies should be safe for the participants to use.
- Program employees should have First-Aid supplies available at each site, during transportation, and for the duration of any off-site activity.
- Program employees should have First-Aid supplies available to staff in a designated location. Program employees should have an immediately accessible guide to First-Aid and emergency care.
- Program air conditioners, electric fans, and heaters should be mounted out of participants' reach or have safeguards that keep participants from being injured.

Fire

1. In case of fire, danger of fire, explosion, or other emergency, Program employee's first priority is to evacuate the participants to a designated safe area.
2. The Program site will have an annual fire inspection by the City of Borger Fire Marshal 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. Information from this report will be included in the Recreation Coordinator's Annual Report to the City Council.
3. Each Program site must have at least one (1) 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 kept at the center, who will keep the report on file for a minimum of two years. All Recreation Division employees will be trained in the proper use of fire extinguishers.

Health

1. Illness or Injury
 - A participant who is considered to be a health or safety concern to other participants or staff will not be admitted to the Program.

- Illnesses and injuries will be handled in a manner to protect the health of all participants and employees. Paramedics 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 Coordinator
 - An ill participant will not be allowed to attend or participate if the participant is suspected of having a fever of 100.4 degrees or greater and/or accompanied by behavior changes or other signs or symptoms until a medical evaluation indicating that the participant can return to the Program.
 - 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.
 - 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.
2. Program employees will not administer medication to a participant. If a participant requires medication, arrangements must be made between the parents and the Recreation Coordinator to allow the parent and/or a designated adult to administer the medication to the participant.
- Medication will not be stored at Program sites. Parents and/or adult designees will need to transport medication with them when administering to the participant.
3. Toilet Facilities
- The program will have inside toilets located and equipped so children can use them independently and Program employees can supervise as needed.
 - An appropriate and adequate number of lavatories and toilets will be provided.
4. Sanitation
- The Program site must have adequate light, ventilation, and heat.
 - The Program 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.

- Program employees must see that garbage is removed from Program sites daily.

Participants

- All participants must wear tennis shoes daily. Sandals or flip flops are not permitted.
- Shoes must be worn at all times, unless the participant is in the swimming pool or participating in an activity that requires no shoes to be worn.
- Participants must respect the Program employees, Program site and each other.